



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



2025-1666  
Officer Involved Critical Incident – 909 Garden Ave., Middletown,  
OH 45044 (L)

**Investigative Activity:** Review of Records  
**Involves:** Michael Baker (S)  
**Date of Activity:** 05/30/2025  
**Activity Location:** Middletown Police Department – Business – One Donham Plaza,  
Middletown, OH 45042

**Narrative:**

On May 30, 2025, Ohio Bureau of Criminal Investigations Special Agent (SA) Richard Ward received and later reviewed [REDACTED] personnel file. The file contained several "Letters of Commendations" and two recorded incidents where discipline was issued, but not relevant or related to Use of Force and/or dishonesty. File is attached below.

**References:**

No references.

**Attachments:**

Attachment # 01: [REDACTED] Personnel File

# LAW DEPARTMENT

## Human Resources

May 18 [REDACTED]

**TO:** Doug Adkins, City Manager  
**FROM:** Kay Sauer, Human Resources Specialist *KS*  
**SUBJECT:** APPOINTMENT – PATROL OFFICER

We are recommending the appointment of [REDACTED] to the position of Patrol Officer in the Department of Public Safety, Division of Police. [REDACTED] was selected from the eligibility list as a result of Civil Service testing procedures. He will fill the vacancy created by the anticipated retirement of Joseph Todd Mann on [REDACTED]

[REDACTED] will be assigned to Range PO'1, Step A, which provides a salary of \$1,922.24, biweekly, \$49,978.24 annually. The appointment is conditional upon the candidate successfully passing the required medical evaluations.

/ks

c: Amy Schenck, Clerk of Council  
David VanArsdale, Director of Public Safety  
Rodney Muterspaw, Police Chief  
Mark Hoffman, Assistant Police Chief  
Human Resources  
Finance (Payroll)  
file

ccmtg [REDACTED]

PATROL OFFICER

Authorized Strength – 54

Current Staff Level – 54 (does not include anticipated retirement of Todd Mann)



CITY OF  
**MIDDLETOWN**

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]

This is to officially inform you that City Manager Douglas Adkins has appointed you to the position of Patrol Officer in the Department of Public Safety, Division of Police. Your appointment was confirmed by action of the City Council at their meeting on [REDACTED]. You have completed all of the necessary physical requirements.

The pay range for Patrol Officer is Range PO1. You will begin in Step A, which provides a salary of \$1,922.24 bi-weekly, \$49,978.24 annually. The classification of Patrol Officer is a classified position covered by Ohio Civil Service. The position is non-exempt for the purposes of the Fair Labor Standards Act.

You are eligible for vacation, sick leave, funeral leave, paid holidays, medical, dental, vision and prescription benefits, and group life insurance paid by the City, as well as Workers' Compensation coverage and membership in the Ohio Public Employees Retirement System.

Your employee orientation is scheduled for Tuesday [REDACTED]. The time will be determined by your supervisor.

I would like to take this opportunity to congratulate you on your appointment and your future with the City of Middletown.

Sincerely,

*Rachel Combs*

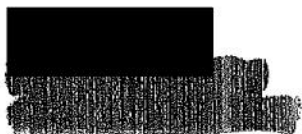
Rachel Combs  
Human Resources Clerk

c: 201 file



CITY OF  
**MIDDLETOWN**

June 8, 2016



Dear [REDACTED]

Enclosed you will find the current Health Insurance Enrollment Options to help you choose the plan that is best for you. Please review the information prior to your orientation.

In order to expedite the process, please bring with you the following:

1. Copy of marriage license, social security card(s) for spouse and/or children, and birth certificate(s) for child/children, if they are being covered under your health insurance.
2. Appropriate documents required for completing Form I-9, Employment Eligibility Verification. The form is enclosed and a list of acceptable documents is listed on the last page of the form.
3. A voided check to be used for direct deposit of your payroll check.

Please feel free to contact me if you have any questions at 513-425-7848.

Sincerely,

*Rachel Combs*

Rachel Combs  
Human Resources Clerk

Enclosures

DEPARTMENT OF PUBLIC SAFETY

Division of Police

May 17 [REDACTED]

**TO:** Kay Sauer, Human Resources Specialist/Civil Service Secretary

**FROM:** Rodney Muterspaw, Chief of Police

**SUBJECT:** Appointment of Police Officer

I would like to recommend the appointment of [REDACTED] to the position of Police Officer in the Division of Police at the next City Council meeting scheduled for [REDACTED]. [REDACTED] will fill the vacancy in the patrol division from the retirement of Joseph Todd Mann. If you need any additional information, please contact my office.

If you need any additional information, please contact my office.



Rodney Muterspaw  
Chief of Police

City of Middletown  
Personnel Requisition

Req # 11175

Division: UNIFORM PATROL

1. Department: 224
2. Position to be filled: POLICE OFFICER
3. No. Needed: 01
4. Permanent  Part-time  Temporary  Seasonal  Hours
5. Hiring Priority: 2 Weeks  4 Weeks  6 Weeks  Longer:
6. Replacement/New: R
7. If replacement, who is being replaced?:  
JOE TODD MANN
8. Special problems created by the vacancy:  
SHORTAGE OF POLICE OFFICER POSITION IMN DIVISION OF POLICE
9. Budgeted for (year): [REDACTED]
10. Reasons for requesting this position be filled (other than budget):  
SHORTAGE OF POLICE OFFICER POSITION IN THE DIVISION OF POLICE
11. Can this job be filled through promotion?: N
12. What actions would you recommend to further your department's affirmative action goals?:  
THE CITY OF MIDDLETOWN ENCOURAGES WOMEN & OTHER MINORITIES TO APPLY.
13. Special job characteristics and/or qualifications which are not listed in the position description:  
NA

APPROVAL:

REQUESTED BY:  
RECOMMENDED BY: Department Head  
APPROVED BY: HR Specialist  
APPROVED BY: Finance Director  
APPROVED BY: City Manager  
APPROVED BY: HR Specialist

Kay Sauer  
Jake Burton  
Doug Adkins  
Kay Sauer

Date: 05-17- [REDACTED] Y  
Date: 05-17- [REDACTED] Y  
Date: 05-18- [REDACTED] Y  
Date: 05-18- [REDACTED] Y  
Date: 05-18- [REDACTED] Y  
Date: 05-18- [REDACTED] Y

REASON FOR REJECTION

COMMENTS

OATH OF OFFICE

[REDACTED], do solemnly swear that I will support the Constitution and laws of the United States and of the State of Ohio, and the Charter and Ordinances of the City of Middletown; that I will not make or authorize expenditures of public money other than for adequate consideration and efficient service; and that I will in all respects faithfully discharge the duties of my employment or office for the City of Middletown, Butler / Warren Counties, Ohio.

[REDACTED]

Patrol officer  
Position

Sworn to before me and subscribed in my presence this [REDACTED]

day [REDACTED]



JULIE A. OWSLEY, NOTARY PUBLIC  
IN AND FOR THE STATE OF OHIO  
MY COMMISSION EXPIRES DECEMBER 25, 2017

*Julie A. Owsley*  
Notary Public









**Caverly, Karen**

**From:** Penn, Kimberly <klpenn@op-f.org>  
**Sent:** Tuesday, May 17, [REDACTED] 10:29 AM  
**To:** Caverly, Karen  
**Cc:** Combs, Rachel  
**Subject:** RE: Police Officer Name  
**Attachments:** Personal History Record.pdf; Statement Concerning Your Employment in a Job not covered by Social Security.pdf

Hi Karen,  
[REDACTED] is an active contributing member with OP&F with a valid pre-employment physical on file. If he doesn't withdraw his contribution no pre-employment physical will be required. He will need to complete a *Personal History Record* and *Statement Concerning Your Employment in a Job not Covered by Social Security*.

Thank you

Kimberly L Penn  
Ohio Police and Fire Pension Fund  
Membership Specialist  
(Office) 614-628-8380  
(Fax) 614-628-1777

✓  
sent via  
fax

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**From:** Caverly, Karen [mailto:karenc@cityofmiddletown.org]  
**Sent:** Tuesday, May 17, [REDACTED] 10:10 AM  
**To:** Penn, Kimberly  
**Cc:** Combs, Rachel  
**Subject:** Police Officer Name

Kim,

The Middletown Police Division will be hiring:

[REDACTED] Patrol Officer  
Springboro Police Department

Please let me know if we need him to get another physical prior to appointment.

Thank you so much.

Karen Caverly

Kimberly L Penn | Human Resources Specialist  
City of Middletown — Human Resources  
1 Donham Plaza  
Middletown, Ohio 45042-1932  
(513) 425-7934 Office  
(513) 425-7929 Fax





Confirmation Statement

[Redacted]

Plan Period: 01/01/ [Redacted] 12/31/ [Redacted]  
Birth Date: [Redacted]  
Hire Date: [Redacted]

Deduction

[Redacted]

Your pay will not be impacted by your elections.



**Dependents**

<u>Name</u>	<u>DOB</u>	<u>Relationship</u>	<u>Medical Effective</u>	<u>Dental Effective</u>	<u>Vision Effective</u>
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**Beneficiaries**

**Benefit: Company Provided Life and AD&D**






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

Pursuant to Ohio Revised Code 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 that the City of Middletown provided you information about the fraud-reporting system as described by Section 117.103(A) of the Ohio 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 Ohio Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud-reporting system.

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



Patrolman

Police

PRINT NAME, TITLE AND DEPARTMENT

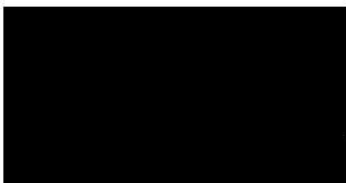



06/14/12   
DATE

## COMPENSATORY TIME OFF NOTICE

In accordance with the Fair Labor Standards Act, the City of Middletown has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or other permissible work schedules for law enforcement, firefighting, emergency management, seasonal and other employees. This policy is set forth in Section 6 (a) and (b) of the City's pay policy and benefits ordinance, a copy of which is attached. The compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week or other permissible work schedules. The compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I acknowledge receipt of this notice and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.



06/14/11   
Date

# Employee Orientation Checklist

Employee Name \_\_\_\_\_

Department/Division Police

Date 6/11/11

	<i>The following items are to be discussed with the new employee at in-processing.</i>	<u>Discussed</u>	<u>Sign up Employee</u>
1	Form I-9, Employment Eligibility Verification	✓	
2	OPERS Personal History Form		
3	OP&F Fund Personal History Form	✓	
4	Not Covered by Social Security Form (SSA-1945)	✓	
5	Federal Withholding Form (W-4)	✓	
6	State of Ohio Tax Form (IT 4)	✓	
7	Direct Deposit Authorization Form	✓	
8	Emergency Contact Form	✓	
9	Fraud Reporting Information		
10	CDL Drug & Alcohol Background Check Forms	✓	
11	Compensatory Time Off	✓	
12	Compensation/Benefits Summary Sheet		
	1. Salary/Probationary Period/Classified/Unclassified/Exempt/Non-Exempt	✓	
	2. Health Insurance Plan Document (Medical, Dental, Vision)	✓	
	• City of Middletown Open Enrollment (Non-Union)	✓	
	• City of Middletown Open Enrollment (IAFF & FOP)	✓	
	• City of Middletown Open Enrollment (AFSCME)	✓	
	• Employee Wellness Incentive (Vitality)	✓	
	Compensation/Benefits Summary Sheet <i>continued</i>		
	3. City Life Insurance – Beneficiary Designation	✓	
	4. OPERS of Ohio/OP&F Fund Account	✓	
	5. Holidays	✓	
	6. Personal Day	✓	
	7. Sick Leave	✓	
	8. Funeral Leave	✓	
	9. Injury Leave	✓	
	10. Vacation Leave	✓	
	11. Clothing and Equipment Maintenance Allowance	✓	
	12. Employee Assistance Program (EAP)	✓	
	13. Deferred Compensation Program	✓	
	14. Flu Vaccination	✓	
	15. Butler Heritage Credit Union	✓	
13	FMLA Leave (Family and Medical Leave)	✓	
14	Ohio Ethics Law & Related Statutes 102.09	✓	
15	<b>City of Middletown Policies and Procedures</b>		
	• Information Systems Policy (PPM, Chapter 42)	✓	
	• Vehicle/Equip Accident Reporting Procedure (PPM Chapter 78)	✓	
	• Ethics & Conflict of Interest Policy (PPM, Chapter 106)	✓	
	• Harassment Policy (PPM, Chapter 112)	✓	
	• Drug-Free Workplace Policy (PPM, Chapter 114)	✓	
	• On-the-Job Injury (PPM, Chapter 122)	✓	
	• Workplace Violence and Firearms (PPM, Chapter 137)	✓	

# Application for Employment

CITY OF MIDDLETOWN One Donham Plaza Middletown, Ohio 45042

Tel: (513) 425-7934 24-Hour Job Line (513) 425-1822

Fax: (513) 425-7929

PAT. P  
P-85.00

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

(PLEASE PRINT)

Position applied for Patrol Officer Date of application 07/10/2016

Referral Source  Advertisement  Job Line  Relative  Employment Agency

Walk-in  Employee  Friend  Other

Name of source (if applicable) DAVE CREECH, SAM ALLEN, JASON DEATON

Do you have any relatives currently employed by the City of Middletown? Yes  No  (Must answer)  
If yes, who is employee? \_\_\_\_\_ What is your relationship to employee? \_\_\_\_\_

Name \_\_\_\_\_

LAST

FIRST

MIDDLE

Address \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

Telephone # \_\_\_\_\_ Mobile/Other Phone # ( ) \_\_\_\_\_

Social Security # \_\_\_\_\_ E-Mail \_\_\_\_\_

SEE ATTACHED JOB ANNOUNCEMENT. Please indicate if you qualify, with respect to age, for the position for which you are applying. Yes, I do qualify  No, I do not qualify

Have you worked for the City of Middletown before? Yes  No

Are you legally eligible for employment in the U.S.A.? Yes  No   
(Proof of citizenship or immigration status will be required upon employment.)

Type of employment desired  Full-Time  Part-time  Temporary  Seasonal  Educational Co-Op

On what date would you be available for work? AFTER 2 WEEKS NOTICE GIVEN TO CURRENT EMPLOYER

Have you been convicted of a felony? Yes  No  If yes, describe conditions: \_\_\_\_\_

## MILITARY SERVICE RECORD

Have you served on active duty in the U.S. Armed Forces?  Yes  No

Dates of Duty \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Have you served in combat?  Yes  No Dates of Duty \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo. Yr. Mo. Yr.

Please attach copy 4 of Form DD214

22250

# Employment History

Provide the following information from your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in the comments section below.

PRESENT/MOST RECENT EMPLOYER SPRINGBORO POLICE DEPT TELEPHONE (437) 748-0611  
ADDRESS 320 WEST CENTRAL AVE SPRINGBORO 45066  
DATES EMPLOYED FROM [REDACTED] TO [REDACTED]  
JOB TITLE PATROL OFFICER  
IMMEDIATE SUPERVISOR AND TITLE Sgt. ERIC ABRAMS  
REASON FOR LEAVING \_\_\_\_\_  
MAY WE CONTACT FOR REFERENCE YES  NO  LATER (if selected) \_\_\_\_\_

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES  
ENFORCE STATE & LOCAL LAWS, RESPOND TO RADIO CALLS  
PREVIOUS EMPLOYER WEST CARROLLTON POLICE DEPT TELEPHONE (937) 859-3688  
ADDRESS 300 EAST CENTRAL AVE WEST CARROLLTON 45449  
DATES EMPLOYED FROM [REDACTED] TO [REDACTED]

JOB TITLE PATROL OFFICER  
IMMEDIATE SUPERVISOR AND TITLE Sgt. NATHAN SIGES  
REASON FOR LEAVING left to find better professional fit & opportunity  
MAY WE CONTACT FOR REFERENCE YES  NO  LATER \_\_\_\_\_

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES  
ENFORCE STATE & LOCAL LAWS, RESPOND TO RADIO CALLS  
PREVIOUS EMPLOYER CARLISLE POLICE DEPT TELEPHONE (937) 746-0117  
ADDRESS 474 FAIRVIEW DR CARLISLE OH 45305  
DATES EMPLOYED FROM [REDACTED] TO [REDACTED]

JOB TITLE PATROL OFFICER  
IMMEDIATE SUPERVISOR AND TITLE Chief MIKE BRUCK  
REASON FOR LEAVING left for larger agency + for career advancement  
MAY WE CONTACT FOR REFERENCE YES  NO  LATER \_\_\_\_\_

SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES  
ENFORCE STATE & LOCAL LAWS, RESPOND TO RADIO CALLS

COMMENTS including explanation of any gaps in employment \_\_\_\_\_

SKILLS AND QUALIFICATIONS - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying  
I HAVE BEEN A POLICE OFFICER SINCE [REDACTED] & IN THAT TIME HAVE COMPLETED SEVERAL TRAININGS & SCHOOLS.

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify the facts set forth in the Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The City of Middletown is hereby authorized to make any investigation of the information provided in this application.

I hereby authorize the City of Middletown to investigate my personal history and financial and credit record through any investigative or credit agency of its choice. I further understand that the City of Middletown intends to use this information for employment purposes only and will keep it confidential.

I hereby authorize any reference, school, former employer or other person to disclose to the City of Middletown upon request any and all records, documents, or other information that they may possess and I release them all from liability for disclosing such information to the City of Middletown. This authorization shall remain in effect for a period of ninety (90) days from the date below.

I understand that, if employed, I may be required to work additional or less hours at other than my current assignment as the needs of the organization require, and that my employment is subject to complying with those rules, regulations, and conditions as established by management.

I understand that a physical examination, including drug screening, may be required for some positions and may be required during my employment to assure my physical ability to perform the essential job duties associated with my job. The cost of such an examination will be borne by the City.

I agree to conform to all existing and future policies and procedures of the City of Middletown, and that the City reserves the right to change wages, hours, and working conditions as deemed necessary. I understand that the Policy and Procedures Manual is available to me to read before I am employed.

I understand that if I am employed I must provide, by my first day of employment, appropriate documentation of my eligibility to work in the United States, in compliance with the Immigration Reform and Control Act. I also understand that if I fail to provide the documentation required by this law by my first day of employment, I will not be allowed to begin work, and the offer of employment may be rescinded.

I understand that no employee is authorized to offer me employment, promise me salary increases, change of position, advancement, or any other advantages except those officially announced by the City of Middletown.

Applicant's Signature



Date 07 10 11



HUMAN RESOURCES

June 10, 2020

[REDACTED]

Patrol Officer  
Police

**SUBJECT: STEP INCREASE**

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step E, which provides a salary of \$2,391.52 biweekly and \$62,179.52 annually.

This increase will be effective December 14, 2019 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

*Susan Cohen* <sup>KS</sup>

Susan Cohen  
Administrative Services Director

/me

cc: 201 File

# Middletown Police

## 2019

### Alcohol Abuse / EAP / Mandatory

Please Return to Major Birk when Completed

Ryan Rogers	✓	11/20/19	[Signature] 584
Jordan Wagers	✓	11/24/19	[Signature] 581
Connor Kirby	✓	11-22-19	[Signature]
Brandon Ramirez	✓	11-21-19	[Signature] 580
Jessica Payne	✓	11/22/19	[Signature] 581
Adam Cox	✓	11/22/19	[Signature] 583
Luke Agee		11/26/19	[Signature] 584
[Redacted]	✓	11/20/19	[Redacted]
Jake Wall	✓	11/18/19	[Signature]
Steve Crank	✓	11/18/19	[Signature] 590
Lindsey Schwarber	✓	11/18/19	[Signature]
Chris Fugate			
Ryan Kessler	✓	11-21-19 11/23/19	Pt. Lt. B. 3rd 598 [Signature]
Ryan Glassburn	✓	11/18/19	Pt. Lt. GLASSBURN 603
Austin Mooney	✓	11/23/19	Pt. Lt. [Signature] 611
Garrett Downing	✓	11-8-19	Pt. Lt. [Signature] 588
Timothy Engleka	✓	11/10/19	[Signature]
Christopher Smith	✓	11-10-19	[Signature] 585
Kara Vennemeier			
Brandon Reaman	✓	11-18-19	[Signature] #602
Reserves			
Peck			
W. Rogers			
Hughes			
Briggs			
Vince Lovejoy			
Ross Green	✓	11-22-19	[Signature]

Clark, Vanessa

**From:** Meehan, Shelley  
**Sent:** Thursday, August 8, 2019 10:23 AM  
**To:** \*Police  
**Subject:** facebook message for [REDACTED]

Facebook message from Rob Stamper:

Hoping you can help. At about 8pm tonight (Wednesday, August 7), I was in the drive-thru line at Taco Bell on Verity. There was a [REDACTED] in front of me. I told my daughter as we pulled in behind him that I wish we had arrived before the officer so that we could pay for his lunch/dinner. Well, he finally made to the window, received his order and pulled off. We got to the window and we were told the the officer had paid for our food. I would like to thank him. It's the little things like this that mean so much. Could you please pass this along to him? It would mean so much to me. He was in [REDACTED] I truly appreciated it. He's the one that deserves having his lunch bought for him!!



Shelley R. Meehan | Communications & Records Supervisor  
City of Middletown — Division of Police  
1 Donham Plaza  
Middletown, Ohio 45042-1932  
(513) 425-7721 Office  
(513) 425-7889 Fax  
  
(513) 425-7723 GovDeals



Written communications to and from public officials or public employees, including e-mails, are subject to the Ohio Public Records Act, and in most cases must be made available to any person, including the media, upon request. E-mail, which qualifies as a public record, will be released, unless it clearly falls under a specific exemption in the state law.

February 26, 2020

TO: [REDACTED]

FROM: Chief Birk

SUBJECT: Letter of Commendation

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We had a string of burglaries on the East side of town since October of 2019. Detectives were able to link the burglaries at 205 Leland Ct., 402 N. Marshall, 4602 Manchester Rd. and 2737 Manchester Rd. On February 17, 2020, Wesley Alan Risner was arrested and charged with the burglaries. There is no doubt that he committed other crimes during this period to support his illicit drug habit. His arrest helps reduce crime and bring a feeling of safety and security back to his many victims and our community. You played a vital role to bring about a successful conclusion to this investigation.

I would like to take this opportunity to commend you on an excellent job. Outstanding job performance such as this, make me proud to lead this department. Keep up the good work.

Sincerely,



David Birk  
Chief of Police

Middletown Division of Police

2018

Meritorious Service Award

May 16, 2019

We Hereby Honor



For going above and beyond your duty as a police officer in the call at 1212 Yankee Road on July 28, 2018 where a child was barely breathing and needed medical attention right away. All MPD squads were on calls and JESAS had a 10 min eta. You and your partner immediately began CPR and drove the child, in the police cruiser, to the hospital for immediate attention thus saving the child's life. Your actions on this call are commendable.

A handwritten signature in black ink, appearing to read "Rodney Muterspaan".

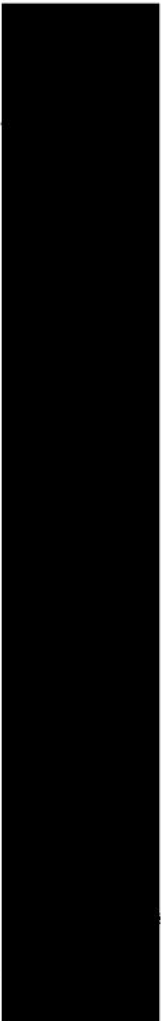
Chief Rodney Muterspaan

Middletown Division of Police  
2018

# Unit Citation

May 16, 2019

We Hereby Honor



For aiding in the suicide prevention of Inmate Kirby on June 22, 2018. Mr. Kirby was tearing up his sheet, tying them together and to the bed frame. Due to his violent nature, You, C.O. Rossi, C.O. Smith, and Officer Wagers were able to stop his actions, dress him out and stopped a potential fatal situation. Your actions and teamwork on this case are commendable.

A handwritten signature in black ink, appearing to read "Rodney Muterspanu".

Chief Rodney Muterspanu

# RECOMMENDATION FOR SALARY INCREASE

DATE: 5/8/2019

Sent to Finance  
Date: 2-27-19

\$28,548.5 hourly  
\$2,283.88 biweekly  
\$59,380.88 annual

TO: Muterspaw, Rodney E

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

1. Name of Employee: [REDACTED]
2. Classification: Patrol Officer
3. Union or Non-Union: Union - Fraternal Order of Police
4. Present Range and Step: P01.C
5. Recommended Range and Step: P01.D
6. Date of Last Evaluation: 6/14/2018
7. Date Eligible for Next Increase: 6/14/2019
8. Does the employee's work performance justify a step increase?

RECEIVED  
JUN 25 2019  
HUMAN RESOURCES

ENTERED  
6-26

YES  NO

9. If **NO**, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

10. If **YES** and a **union member**, does the step increase conform with collective bargaining agreement requirements (license, certification, or other accomplishment)?

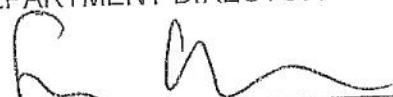
N/A: There are no requirements for step increases under the collective bargaining agreement (other than performance)

YES: Please enclose copy of license or certificate

NO: Please explain (e.g. license or certification not obtained)

  
DEPARTMENT DIRECTOR

6-26-19  
DATE

  
HUMAN RESOURCES

6/26/19  
DATE



HUMAN RESOURCES

June 26, 2019

[REDACTED]  
Patrol Officer  
Police

**SUBJECT: STEP INCREASE**

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step D, which provides a salary of \$2,283.88 biweekly and \$59,380.88 annually.

This increase will be effective June 14, 2019 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

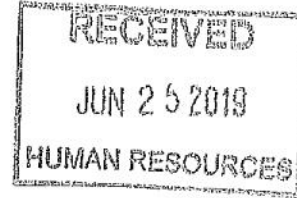
A handwritten signature in black ink, appearing to read 'Susan Cohen'.

Susan Cohen  
Administrative Services Director

/bg

cc: 201 File

EMPLOYEE INFORMATION SHEET  
CITY OF MIDDLETOWN



NAME: [REDACTED]  
POSITION: Patrol Officer  
DEPARTMENT: Police  
DIVISION: 0923 Uniform Patrol  
PRESENT RANGE/STEP: P01.C  
REPORTING PERIOD: 6/14/2018 TO 6/14/2019  
REPORTING TYPE: 12.00 Month Evaluation

SICK LEAVE: 8 (hours) *incident*  
INJURY LEAVE: 0 (hours)  
FAMILY OR MEDICAL LEAVE: 0 (hours)

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

RECEIVED BY: [Redacted]  
DATE: [Redacted]

EMPLOYEE: [Redacted] POSITION: Patrol Officer  
DEPARTMENT: Police DIVISION: Patrol  
DATE HIRED: [Redacted]

REPORTING PERIOD: (From) 06-14-18 (to) 06-14-19

PROBATIONARY \_\_\_\_\_ FULL TIME

RATER/TITLE: Sgt. Nelson

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

[Signature] Deputy Chief  
[Signature] Chief of Police  
[Signature] Human Resources



**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS		Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	<input checked="" type="checkbox"/> Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.	

COMMENTS:

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE		Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	<input type="checkbox"/> Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	<input checked="" type="checkbox"/> Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	
COMMENT	<p>IS A SENIOR OFFICER AND WAS ASKED BY MYSELF AND THE OTHER 3-11 SUPERVISORS TO TAKE ON MORE OF A LEADERSHIP ROLE. HE TOOK ON THE ROLE AND EXCELLED.</p>				

**OFFICER PERFORMANCE APPRAISAL**

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING		<p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input type="checkbox"/> Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>	

COMMENTS:

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS		<p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p><input type="checkbox"/> Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input checked="" type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	

COMMENTS:

*is very personable and is always kind and thoughtful with*

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input checked="" type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMPLIANCE  
RULES & REGULATIONS

COMMENTS:

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input checked="" type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

INITIATIVE

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/> Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	<input type="checkbox"/> Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	<input type="checkbox"/> Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	<input checked="" type="checkbox"/> 8 hours of sick time used

only used 8 hours sick time

COMMENTS:

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/> Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	<input checked="" type="checkbox"/> Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	<input type="checkbox"/> Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	<input type="checkbox"/>


COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE		Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.	<input checked="" type="checkbox"/> Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations.	<input type="checkbox"/> Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.	

COMMENTS:

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY		Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	<input type="checkbox"/> Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.	<input checked="" type="checkbox"/> Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	

COMMENTS: As one of leaders on the shift,  can be counted on to complete any task.

Performance Development Plan of Action (Mandatory):

CONTINUE WORKING WITH [REDACTED] TO BECOME A BETTER [REDACTED] TEAM.

Career Development (Mandatory):

CONTINUE TO MAKE [REDACTED] + MYSELF A BETTER [REDACTED] TEAM + PLACE AT A [REDACTED] EVENT, + ASSIST WITH [REDACTED] TRAINING + POSSIBLE TRAINER IN THE FUTURE

Sept. Nel 516

Evaluating Supervisor

06-02-19

Date

Superior Officer's Comments:

[REDACTED] WORKED HARD TO OBTAIN A [REDACTED] POSITION. HE WAS CHALLENGED BY THE 3-11 SUPERVISORS TO IMPROVE, AND HE DID SO.

(Please check one box)

I have read this Performance Appraisal and fully understand its comments.

I request a review of this Performance Appraisal based on:

[REDACTED]

Employee's Signature

6-2-19

Date

Middletown Division of Police

2018

# Unit Citation

May 16, 2019

We Hereby Honor



For aiding in the apprehension of Andre Pruden who was involved in a string of three armed robberies during one shift on February 10, 2018. Your quick response and detailed information led to the arrest and subsequent conviction of the suspect involved. He is now serving 25 and a half years in prison for 3 counts of Agg. Assault, Weapons under disability and CCW. He committed these acts after only being released from prison 8 weeks prior. Your actions and teamwork on this case are commendable.

*Det. [Signature]*

Chief Rodney Muterspan

Middletown Division of Police

2017

# Unit Citation

May 17, 2018

We Hereby Honor



*We had a record number of homicides in 2017 with 8; we also had an incredible 87% clearance rate on homicides, with all but one being solved. It's only through teamwork, dedication, and consistent good police work that we were able to solve these serious crimes. For your involvement and outstanding performance in the homicide cases that were investigated last year, we commend you!*

*CSF RL*

Chief Rodney Muterspan

Clark, Vanessa

Subject: FW: Re: Letter of Commendation

From: Nelson, Earl  
Sent: Sunday, August 5, 2018 6:20 PM  
To: Muterspaw, Rodney; Birk, David  
Cc: [REDACTED]  
Subject: Letter of Commendation

Sirs

I wanted to pass along some information or a letter of commendation for [REDACTED]. I was stopped by Firefighter Tate Cobb, who advised that on 7-30-18 [REDACTED] responded to a call of a deceased person. Firefighter Cobb stated he was contacted by the family, who he is friends with, to let [REDACTED] supervisors know appreciative they were of his professionalism. They stated that [REDACTED] went above and beyond what they expected from him, even to the point of cleaning up blood where the deceased person was lying after the body had been removed. They wanted me to pass this along so that [REDACTED] would get recognized for his professionalism during an emotional time for the family.

Earl

See attachment



Earl Nelson | Patrol Supervisor  
City of Middletown — Division of Police  
1 Donham Plaza  
Middletown, Ohio 45042-1932  
(513) 727-3654 Office  
(513) 425-7783 Fax



Written communications to and from public officials or public employees, including e-mails, are subject to the Ohio Public Records Act, and in most cases must be made available to any person, including the media, upon request. E-mail, which qualifies as a public record, will be released, unless it clearly falls under a specific exemption in the state law.

Rh  
File: [redacted] + Kirby  
8-13-18

Chief Muterspaw,

August 4, 2018

I am writing you in regards to the heroic efforts provided by two of your officers, [redacted] and Connor Kirby.

A bit of background: I am an Emergency Physician presently practicing at Atrium Medical Center. Therefore, I have multiple opportunities to interact with Middletown Police on a regular basis.

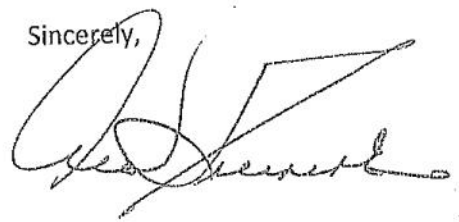
On July 28th (I believe), these two officers responded to a 3 year boy who was not breathing. It is my understanding that there was limited EMS availability and they made the decision to transport him to Atrium on their own (I heard one drove while the other performed CPR).

When the patient arrived, he was without spontaneous respirations or a pulse. Fortunately, we were able to resuscitate him and he was safely transferred to Cincinnati Children's Hospital.

I know that most police officers are not comfortable with providing emergency medical care. I also know that the decision these officers chose, to forego awaiting EMS and transport the patient themselves, was a difficult one. However, they responded in a quick and professional fashion despite this discomfort. Their actions were a big reason this child's life was saved.

Please extend my appreciation and congratulations to them for the job that they did.

Sincerely,



Alan Summe MD FACEP

# RECOMMENDATION FOR SALARY INCREASE

\$27,269.5 hourly  
\$ 2,181.56 biweekly  
\$ 56,720.56 annual

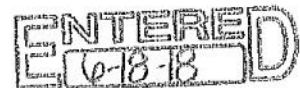
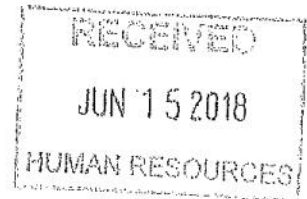
Sent to Finance  
Date: 6-18-18

DATE: 5/8/2018

TO: Muterspaw, Rodney E

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

1. Name of Employee: [REDACTED]
2. Classification: Patrol Officer
3. Union or Non-Union: Union - Fraternal Order of Police
4. Present Range and Step: P01.B
5. Recommended Range and Step: P01.C
6. Date of Last Evaluation: 6/14/2017
7. Date Eligible for Next Increase: 6/14/2018
8. Does the employee's work performance justify a step increase?  
 YES  NO




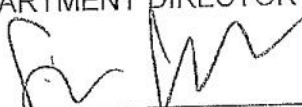
9. If **NO**, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

10. If **YES** and a **union member**, does the step increase conform with collective bargaining agreement requirements (license, certification, or other accomplishment)?

NA: There are no requirements for step increases under the collective bargaining agreement (other than performance)

YES: Please enclose copy of license or certificate

NO: Please explain (e.g. license or certification not obtained)

  
\_\_\_\_\_  
DEPARTMENT DIRECTOR  
  
\_\_\_\_\_  
HUMAN RESOURCES

6-11-18  
\_\_\_\_\_  
DATE  
6/18/18  
\_\_\_\_\_  
DATE



CITY OF  
**MIDDLETOWN**

HUMAN RESOURCES

June 15, 2018

[REDACTED]  
Patrol Officer  
Police

**SUBJECT: STEP INCREASE**

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step C, which provides a salary of \$2,181.56 biweekly and \$56,720.56 annually.

This increase will be effective June 14, 2018 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Susan Cohen  
General Counsel



/bg

cc: 201 File

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE:  POSITION: Patrol Officer  
DEPARTMENT: Police DIVISION: Patrol  
DATE HIRED: 


REPORTING PERIOD: (From) 06-14-17 (to) 06-14-18

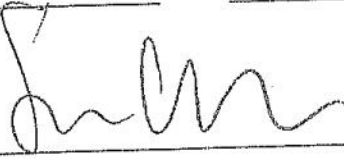
PROBATIONARY \_\_\_\_\_ FULL TIME

RATER/TITLE: Sgt. Earl Nelson

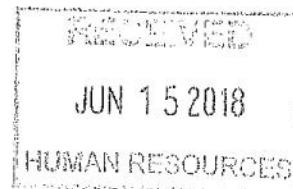
*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

  
Deputy Chief

  
Chief of Police

  
Human Resources

EMPLOYEE INFORMATION SHEET  
CITY OF MIDDLETOWN



NAME: [REDACTED]  
POSITION: Patrol Officer  
DEPARTMENT: Police  
DIVISION: 0923 Uniform Patrol  
PRESENT RANGE/STEP: P01.B  
REPORTING PERIOD: 6/14/2017 TO 6/14/2018  
REPORTING TYPE: 12.00 Month Evaluation

SICK LEAVE: 16 (hours) *2 incidents*  
INJURY LEAVE: 0 (hours)  
FAMILY OR MEDICAL LEAVE: 0 (hours)



**OFFICER PERFORMANCE APPRAISAL**


1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS	Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleas-	ant.	<input checked="" type="checkbox"/> Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.	<input type="checkbox"/>

COMMENTS:

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE	<input type="checkbox"/>	Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	<input checked="" type="checkbox"/> Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	<input type="checkbox"/> Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	<input type="checkbox"/>

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<input checked="" type="checkbox"/>	 Had an improper relationship with a trainee	Lacking in judgment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.	Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.	Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.	

DECISION MAKING

COMMENTS:

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<input type="checkbox"/>	INTERPERSONAL RELATIONS	Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.	<input checked="" type="checkbox"/> Maintains a good working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.	Frequently displays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS		Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input checked="" type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMMENTS:

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INITIATIVE		Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input checked="" type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		<p>Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.</p>	<p>Consistently arrives for work at the assigned time &amp; place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.</p>	<p><input checked="" type="checkbox"/> Consistently prepared &amp; available for work prior to assigned time. Uses minimal sick time barring extended illness.</p>	

only used 16 hours of sick leave

COMMENTS:

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		<p>Dress &amp; appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.</p>	<p><input checked="" type="checkbox"/> Dress &amp; appearance are neat &amp; appropriate within Departmental standards. Keeps equipment clean &amp; properly worn.</p>	<p>Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment &amp; appearance.</p>	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE	<input type="checkbox"/>	<p>Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards &amp; crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.</p>	<p><input checked="" type="checkbox"/> Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills &amp; tech. Usually recognizes hazards &amp; crime activity/determines appropriate course of action. Maintains calm &amp; self control in nearly all situations.</p>	<p><input type="checkbox"/> Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards &amp; criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm &amp; self control in extreme situations.</p>	<input type="checkbox"/>

*has been a statistical leader for his shift on several*

COMMENTS OCCASION

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY	<input type="checkbox"/>	<p>Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility &amp; duties.</p>	<p><input checked="" type="checkbox"/> Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments &amp; accepts burdens caused by shortage of personnel.</p>	<p><input type="checkbox"/> Can be relied upon to complete any task with little or no supervision. Assesses potential problems &amp; takes appropriate action without supervision. Able to take on new or complex tasks.</p>	<input type="checkbox"/>

COMMENTS:

*Unacceptable = 1 point*

*Improvement Needed = 2 points*

*Meets Standards = 3 points*

*Exceeds Expectations = 4 points*

*Outstanding = 5 points*

1. Communication Skills:	<u>3</u>	pts.
2. Knowledge:	<u>3</u>	pts.
3. Decision Making:	<u>1</u>	pts.
4. Interpersonal Relations:	<u>3</u>	pts.
5. Compliance of Rules & Regulations:	<u>3</u>	pts.
6. Initiative:	<u>3</u>	pts.
7. Attendance:	<u>4</u>	pts.
8. Appearance:	<u>3</u>	pts.
9. Job Performance:	<u>3</u>	pts.
10. Dependability:	<u>3</u>	pts.
<b>TOTAL:</b>	<u>29</u>	pts.
<b>x .2</b>	<u>5.8</u>	
<b>GRAND TOTAL:</b>	<u>5.8</u>	

Performance Development Plan of Action (Mandatory): I would like to become a [redacted] officer & cont. to become a better FTO & leader among my peers.

Career Development (Mandatory): I would eventually later in my career become a Sgt or Det in Narcotics.

Sgt. Nelsie  
Evaluating Supervisor

6-14-18  
Date

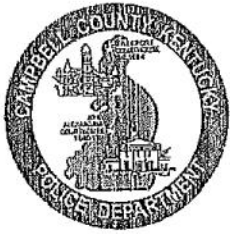
Superior Officer's Comments [redacted] is a good police officer. I am looking for him to be one of the leaders on the [redacted] shift.

(Please check one box)

- I have read this Performance Appraisal and fully understand its comments.
- I request a review of this Performance Appraisal based on:

[redacted]  
Employee's Signature

6-14-18  
Date



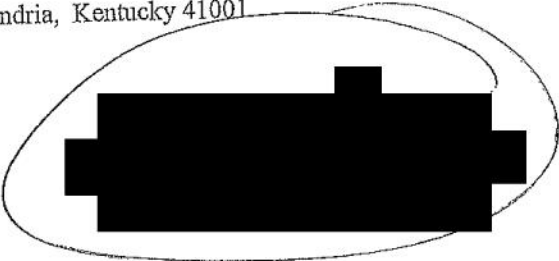
# Campbell County Police Department

Craig Patrick Sorrell - Chief of Police

8774 Constable Drive Alexandria, Kentucky 41001

October 30<sup>th</sup>, 2017

Chief Rodney Muterspaw  
Middletown Police Department  
1 Donham Plaza  
Middletown, OH 45042



Dear Chief Muterspaw,

I would like to take this opportunity to express our thanks to you and your agency for the assistance given to our police department in a recent investigation.

On Thursday, October 26<sup>th</sup> 2017, one of our detectives made contact with Detective Jonathon Rawlins regarding our suspect, Ronald Larkin's, involvement in 2 vehicle thefts and a burglary/theft over \$10,000 in our jurisdiction. Detective Rawlins offered his assistance readily and in a very short period of time had responded to the suspect's residence, relayed valuable information, and determining that Larkin was not at the residence, issued a "BOLO."

Fortunately, [REDACTED] was able locate Larkin and was able to gain helpful information; as well as, coordinate an interview between Larkin and our Detective Gray. [REDACTED] graciously remained with Detective Gray throughout the duration of the interview and even offered to transport Larkin if needed.

On behalf of the Campbell County Police Department, I would like to thank you, and especially Detective Rawlins and [REDACTED] for their high level of cooperation and professionalism. Given that all of us, as police agencies in the Tri-State, will encounter suspects from other jurisdictions; it is only by working together that we can successfully resolve our investigations.

Please express our many thanks to Detective Rawlins and [REDACTED]

A handwritten signature in cursive script, reading "Craig P. Sorrell".  
Craig Patrick Sorrell



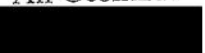
Memorandum

To: Human Resources  
From: Law Department Training Team  
Date: July 28, 2017  
Re: Advanced Orientation Program – Fall 2016

Please place a copy of this memo in the personnel files of the employees listed below.

The following employees attended the Advanced Orientation Program held on November 1 and 8, 2016, except as otherwise noted:

Dan Dawson  
Samantha Richardson  
Christopher Butler  
Omer Hurlburt IV  
Amedeo Marchetti  
Shawn McIntosh  
Michael Mieczkowski  
Sarah Fox  
Luke Agee  
Garrett Downing

Ali Gebhardt  
  
Christopher Smith  
Sara Stimson-Murphy  
John Clark  
Henry Morgerson  
Billy Snead  
Bradley Sorrell  
Edward Truster  
Mark Zimmerman

The following employees attended Session 2 of the Advanced Orientation Program, but were unable to attend Session 1.

Dan Dawson  
Christopher Smith  
Luke Agee – excused to attend other previously scheduled training

All employees attended the City Bus Tour on May 16, 2017, except for Henry Morgerson, Billy Snead and Mark Zimmerman (all three resigned prior to the tour).

RECOMMENDATION FOR SALARY INCREASE

Sent to Finance 4/27/17

P01B  
25,535.55 Holy  
2042.84 Bukly  
53,113.84 Holy

DATE: 5/9/2017

TO: Muterspaw, Rodney E

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

- 1. Name of Employee: [REDACTED]
- 2. Classification: Patrol Officer
- 3. Union or Non-Union: Union - Fraternal Order of Police
- 4. Present Range and Step: P01.A
- 5. Recommended Range and Step: P01.B
- 6. Date of Last Evaluation: 12/14/2016
- 7. Date Eligible for Next Increase: 6/14/2017
- 8. Does the employee's work performance justify a step increase?

CERS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 LEOP: \_\_\_\_\_ REASON: \_\_\_\_\_  
 TYFRMS: \_\_\_\_\_ LATE: \_\_\_\_\_  
 I-9: \_\_\_\_\_ PENYER: \_\_\_\_\_  
 PERS: \_\_\_\_\_ CLERK: \_\_\_\_\_  
 INPUT: KC  
           6/27/17

YES       NO

9. If NO, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

10. If YES and a union member, does the step increase conform with collective bargaining agreement requirements (license, certification, or other accomplishment)?

- N/A: There are no requirements for step increases under the collective bargaining agreement (other than performance)
- YES: Please enclose copy of license or certificate
- NO: Please explain (e.g. license or certification not obtained)

*Rh*  
DEPARTMENT DIRECTOR

6-17-17  
DATE

*Kay Sav*  
HUMAN RESOURCES

6-21-17  
DATE



CITY OF  
**MIDDLETOWN**

June 20, 2017

[REDACTED]  
Patrol Officer  
Police

**SUBJECT: COMPLETION OF PROBATIONARY PERIOD & STEP INCREASE**

Dear [REDACTED]

This is to officially inform you that you have successfully completed the probationary period for the position of Patrol Officer, Division of Police effective June 14, 2017.

Your department director has recommended your advancement to Salary P01, Step B, which provides a salary of \$2,042.84 biweekly and \$53,113.84 annually.

This increase will be effective June 14, 2017 and reflects your continuing good performance as an employee of the City of Middletown.

Congratulations on completion of your probationary period.

Sincerely,

Kay Sauer  
Human Resources Specialist



/kc

cc: 201 File

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE:  POSITION: Patrol officer  
DEPARTMENT: Police DIVISION: Patrol  
DATE HIRED: 

REPORTING PERIOD: (From) 12-4-16 (to) 6-14-17

PROBATIONARY \_\_\_\_\_ FULL TIME ✓

RATER/TITLE: X Sam ALLEN - SGT - KS9

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_  
Chief of Police

Kay Law  
Human Resources

EMPLOYEE INFORMATION SHEET  
CITY OF MIDDLETOWN

RECEIVED  
JUN 20 2017  
HUMAN RESOURCES

NAME: [REDACTED]  
POSITION: Patrol Officer  
DEPARTMENT: Police  
DIVISION: 0923 Uniform Patrol  
PRESENT RANGE/STEP: P01.A  
REPORTING PERIOD: 12/14/2016 TO 6/14/2017  
REPORTING TYPE: Final Probationary Evaluation

SICK LEAVE: 8 (hours) *1 incident*  
INJURY LEAVE: 0 (hours)  
FAMILY OR MEDICAL LEAVE: 0 (hours)

**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS	Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.		

COMMENTS: [redacted] does very good community work with the public and is able to solve many problems by using a good communication. [redacted] does great reports and is able to articulate well.

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE		Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	

COMMENTS: [redacted] has a good working knowledge of both State and City codes and stays in contact with other divisions and agencies to pass on and obtain information.

**OFFICER PERFORMANCE APPRAISAL**

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING	<p><input type="checkbox"/></p> <p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/></p> <p>Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input type="checkbox"/></p> <p>Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>		

COMMENTS: [REDACTED] makes decisions without delay and requires little to no assistance from Supervisors.

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p><input checked="" type="checkbox"/></p> <p>Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input type="checkbox"/></p> <p>Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	

COMMENTS: [REDACTED] sets along with his co-workers and always has a smile on his face and is willing to help

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS		Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input checked="" type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMMENTS:

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INITIATIVE		Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input checked="" type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	<input checked="" type="checkbox"/>

COMMENTS: Only one incident for 8 hours sick time total

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	<input checked="" type="checkbox"/>

COMMENT: always presents a clean and polished uniform and grooming and is extra maintained and extra care taken towards appearance

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE		Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.	Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations.	<input checked="" type="checkbox"/> Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.	

COMMENTS: [REDACTED] is one of the leaders on his platoon. [REDACTED] is a go-to person. Officers go to him for help and guidance. [REDACTED] is a go-to person. [REDACTED] handled a high stress/emotional call with self control while ensuring safety.

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY		Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.	<input checked="" type="checkbox"/> Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	

COMMENTS: [REDACTED] only had one incident of sick time and regularly works out and cover shifts.

**OFFICER PERFORMANCE APPRAISAL**

*Unacceptable = 1 point*

*Improvement Needed = 2 points*

*Meets Standards = 3 points*

*Exceeds Expectations = 4 points*

*Outstanding = 5 points*

1. Communication Skills:	<u>4</u>	pts.
2. Knowledge:	<u>4</u>	pts.
3. Decision Making:	<u>3</u>	pts.
4. Interpersonal Relations:	<u>3</u>	pts.
5. Compliance of Rules & Regulations:	<u>3</u>	pts.
6. Initiative:	<u>3</u>	pts.
7. Attendance:	<u>5</u>	pts.
8. Appearance:	<u>4</u>	pts.
9. Job Performance:	<u>4</u>	pts.
10. Dependability:	<u>4</u>	pts.
<b>TOTAL:</b>	<u>37</u>	pts.
	x .2	<u>7.4</u>
<b>GRAND TOTAL:</b>	<u>7.4</u>	

OFFICER PERFORMANCE APPRAISAL

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

I D LIKE TO ATTEND DRUG INTERDICTION OR ANY COURSE RELATING TO NARCOTICS

Career Development (Mandatory): I WOULD EVENTUALLY LIKE TO BECOME

A [REDACTED] OR NARCOTIC DET.

[Signature] #448  
Evaluating Supervisor

6-7-17  
Date

Superior Officer's Comments: \_\_\_\_\_

(Please check one box)

I have read this Performance Appraisal and fully understand its comments.

I request a review of this Performance Appraisal based on:

[REDACTED]  
Employee's Signature

6/16/17  
Date



IN MIDDLETOWN MUNICIPAL COURT  
MIDDLETOWN, OHIO

CITY OF MIDDLETOWN/  
STATE OF OHIO

CASE NUMBER: [REDACTED]

SUBPOENA

VS

ROBERT JASON LONG

- Testimony
- Documents (Duces Tecum)
- Deposition

To: Name [REDACTED]  
Address

MIDDLETOWN POLICE DEPARTMENT

You are hereby commanded to appear in the Middletown Municipal Court, One Donham Plaza, Middletown, Ohio, on MONDAY 9.19.16 10:00AM

to testify on behalf of the Prosecution/Defense in the above-entitled action, and not depart the court without leave.

Steven P. Longworth  
Clerk of Court

Given under my hand and official seal of the Court, this 09-14-2016

By: [Signature]  
Deputy Clerk

RETURN

Received this subpoena on 09/16/16 and served the within named witness by delivering a copy on 09/16/16 by [REDACTED]

Personal Services (Signature) [REDACTED]

Reading of Subpoena In the Presence of [REDACTED]

Residence Service (Address) \_\_\_\_\_

Returned and filed   /  /    
Deputy Clerk's Initials \_\_\_\_\_



By Souse  
Officer, Deputy, Bailiff

Court's Copy

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

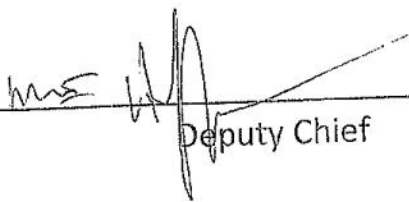

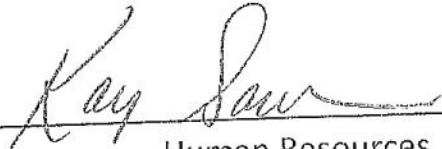
MIDDLETOWN DIVISION OF POLICE

EMPLOYEE  POSITION: Patrol Officer  
DEPARTMENT: 9000 DIVISION: Patrol  
DATE HIRED: 

REPORTING PERIOD: (From)  (to) 12-14-16  
PROBATIONARY  FULL TIME

RATER/TITLE: Eric Grant / Sergeant

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

 Deputy Chief  
 Chief of Police  
 Human Resources

EMPLOYEE INFORMATION SHEET  
CITY OF MIDDLETOWN

RECEIVED  
JAN 23 2017  
HUMAN RESOURCES

NAME: [REDACTED]  
POSITION: Patrol Officer  
DEPARTMENT: Police  
DIVISION: 0923 Uniform Patrol  
PRESENT RANGE/STEP: P01.A  
REPORTING PERIOD: [REDACTED] TO 12/14/2016  
REPORTING TYPE: Mid Probationary Evaluation

SICK LEAVE: 0 (hours)  
INJURY LEAVE: 0 (hours)  
FAMILY OR MEDICAL LEAVE: 0 (hours)

**OFFICER PERFORMANCE APPRAISAL**

	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
1		Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input checked="" type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.	

COMMENTS: *Comments were well with the public on calls for service. Seldom get reports returned for correction or additional information.*

	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
2		Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	<input checked="" type="checkbox"/> Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	

COMMENTS: *Has a good working knowledge of the ORE and Municipal Ordinances.*

**OFFICER PERFORMANCE APPRAISAL**

3 UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING	<p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input type="checkbox"/> Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>	

COMMENTS:

4 UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS	<p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p><input checked="" type="checkbox"/> Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS		Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input checked="" type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMMENTS:

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INITIATIVE		Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input checked="" type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	<input checked="" type="checkbox"/> No sick leave usage this evaluation period. Take little time off.

COMMENTS: See Remarks

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	<input checked="" type="checkbox"/> Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

JOB PERFORMANCE	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
9	<p>Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards &amp; crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.</p>	<p>Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills &amp; tech. Usually recognizes hazards &amp; crime activity/determines appropriate course of action. Maintains calm &amp; self control in nearly all situations.</p>	<p>Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards &amp; criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm &amp; self control in extreme situations.</p>		

COMMENTS:

JOB PERFORMANCE	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
10	<p>Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility &amp; duties.</p>	<p>Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments &amp; accepts burdens caused by shortage of personnel.</p>	<p>Can be relied upon to complete any task with little or no supervision. Assesses potential problems &amp; takes appropriate action without supervision. Able to take on new or complex tasks.</p>		

COMMENTS:

*Unacceptable = 1 point*  
*Improvement Needed = 2 points*  
*Meets Standards = 3 points*  
*Exceeds Expectations = 4 points*  
*Outstanding = 5 points*

- 1. Communication Skills: 4 pts.
- 2. Knowledge: 3 pts.
- 3. Decision Making: 3 pts.
- 4. Interpersonal Relations: 3 pts.
- 5. Compliance of Rules & Regulations: 3 pts.
- 6. Initiative: 3 pts.
- 7. Attendance: 5 pts.
- 8. Appearance: 3 pts.
- 9. Job Performance: 3 pts.
- 10. Dependability: 3 pts.

TOTAL: 33 pts.

x .2 6.6

GRAND TOTAL: 6.6

OFFICER PERFORMANCE APPRAISAL

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

I would like continued education in Narcotic & Criminal Detection & Interdiction.

Career Development (Mandatory): I would like to eventually be able to pursue a career path in Narcotics Section or with [redacted]

M. Patrick Cook  
Evaluating Supervisor

1-19-17  
Date

Superior Officer's Comments: \_\_\_\_\_

(Please check one box)

- I have read this Performance Appraisal and fully understand its comments.
- I request a review of this Performance Appraisal based on:

[redacted]

01/19/2017  
Date

# PERFORMANCE EVALUATION REPORT MID-PROBATION

All probationary employees will be evaluated at least two times. The first evaluation will be conducted the conclusion of one-half of the probation period. This is the purpose of this evaluation.

Specify whether they should be released or what training is needed to utilize them more advantageously.

Areas to be remarked on should be quality and quantity of employee's work, how well they follow orders and directions, their work habits, initiative, dependability, attendance and ability to work with others to get the job done.

Please state employee's weak and strong points.

## TO THE EMPLOYEE BEING RATED:

*Please check all that apply.*

- I have been given the opportunity to read this performance report and comment on its contents.
- I have discussed the contents with my supervisor and understand what is expected of me.
- I request a review of this evaluation. Please be sure to state your specific reasons.

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

Rater's Signature \_\_\_\_\_ Date \_\_\_\_\_

Rater's Position \_\_\_\_\_ Date \_\_\_\_\_

The next performance evaluation will be at the conclusion of the probationary period.

\_\_\_\_\_  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources \_\_\_\_\_ Date \_\_\_\_\_





ACKNOWLEDGEMENT OF ETHICS TRAINING

The undersigned hereby acknowledges that he/she attended mandatory ethics training on December 1, 2016, presented by Susan Willeke of the Ohio Ethics Commission.

Date: 12/1/16

[Redacted Signature]

[Redacted Name]

Police  
Department



Memorandum

To: Luke Agee  
Christopher Butler  
John Clark  
Dan Dawson  
Garrett Downing  
Sarah Fox  
Ali Gebhardt  
Omer Hurlburt IV  
Amedeo Marchetti  
Shawn McIntosh

Michael Mieczkowski  
Henry Morgerson  
[REDACTED]  
Samantha Richardson  
Christopher Smith  
Billy Snead  
Bradley Sorrell  
Sara Stimson-Murphy  
Edward Truster  
Mark Zimmerman

From: Law Department & Human Resources Division Training Team

Date: October 25, [REDACTED]

Re: Advanced Orientation Program

All new employees of the City of Middletown are required to attend the Advanced Orientation Program. This program will expand upon some of the topics covered during your initial in-processing with Human Resources, and include other topics not covered during in-processing that we think will be useful. The program will also give you the opportunity to become more familiar with the history of Middletown and the organization, and allow you to interact with other new employees that you may not otherwise have a chance to meet.

- Session 1 Tuesday, November 1, [REDACTED] - 8:30 a.m. - 3:30 p.m. - 4<sup>th</sup> Floor of the City Building - Breakfast will be served
- Session 2 Tuesday, November 8, [REDACTED] - 8:30 a.m. - 4:00 p.m. - Police Training Room on the Lower Level in the City Building

This is a mandatory program. Please make every effort to arrange your schedule so that you can be at both sessions. We look forward to seeing you November 1<sup>st</sup>.

Contact Julie Owsley ([julieo@cityofmiddletown.org](mailto:julieo@cityofmiddletown.org) or ext. 7830) if you have any questions.

Copy to: Personnel file

## The Middletown Way Employee Pledge

### *We Understand:*

- That we create the environment in which the citizens of Middletown live
- That we are essential in creating a livable and vibrant urban environment that makes Middletown an attractive place to live, work and play
- That positive energy is contagious
- That we implement policy as developed by City Council, and guide the quality of the community
- That we are responsible for delivering the public services that our residents seek and City Council deems appropriate
- That we are only as strong as our weakest link
- That the image of Middletown as a community is dramatically impacted by our work product and our attitude about the City
- That we must all work together as a team to accomplish our goals

### *We Are Committed:*

- To providing quality public services in a positive and efficient manner
- To treating the public and our co-workers in the manner in which we would like to be treated
- To making Middletown a great place to live, an exciting place to do business and a pleasant, friendly place to visit
- To representing Middletown in a positive way and projecting the community in a good light
- To serving the public with dedication, integrity and responsibility in undertaking our roles as the caretakers of all things public in Middletown

### *We Promise:*

- Our best effort every day to deliver quality public service to the citizens of Middletown
- Our belief in and commitment to the values of the City
- Our dedication to making Middletown a special place to live, work and play
- Our resolve to present Middletown as a community with a "bright past" and a "brighter future"
- Our unending realization that the work we do is very important and that our commitment is one of dedication and honor
- Our determination that our work experience is not "just a job", but "The Journey of a Lifetime"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

11/1/16

\_\_\_\_\_  
Date

Work Order

Date of Order 06/22/2016

Effective Date [Redacted]

Name [Redacted]

Title Patrol Officer

- Appointment
- Promotion
- Demotion
- Classification Change

- Retirement
- Resignation
- Dismissal
- Transfer (From \_\_\_\_\_)
- Shift Pay - WTP & WWTP Operators Hrly Rate \_\_\_\_\_

- Disability Retirement
- Full Time
- Part-Time
- Raise
- Health Insurance
- Beneficiary
- Other Sick Leave Transfer

Department Public Safety/ Police Division Uniform Patrol Dept. # 923

SS Number \_\_\_\_\_ Budget Account \_\_\_\_\_

Employee # [Redacted] Range \_\_\_\_\_ Step \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Bwklly Rate \_\_\_\_\_

Replacing \_\_\_\_\_ Initiated By: Rachel Combs

ADDITIONAL COMMENTS Transferring 678.40 Hours of Sick Leave from the City of Springboro

Personnel	
<input type="checkbox"/>	Council Approved
<input type="checkbox"/>	Official Letter
<input type="checkbox"/>	Physical (Approved)
<input type="checkbox"/>	OBES
<input type="checkbox"/>	EEOC
<input type="checkbox"/>	Classified ( Y / N )
<input type="checkbox"/>	Orientation
<input type="checkbox"/>	Oath of Office
<input type="checkbox"/>	I-9 Form
<input type="checkbox"/>	Recorded in Abra
<input type="checkbox"/>	Entered in BenXpress
<input type="checkbox"/>	COBRA
<input type="checkbox"/>	Retirement Letter
<input type="checkbox"/>	Resignation Letter
<input type="checkbox"/>	Exit Interview
<input type="checkbox"/>	Health Insurance Start/End Date
<input type="checkbox"/>	Vacation Start Date
<input type="checkbox"/>	Vacation Hours
Finance	
<input type="checkbox"/>	W-4 and IT 4 Tax Forms
<input type="checkbox"/>	SSA-1945 Form
<input type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	OPERS (copy)
<input type="checkbox"/>	OP&F (original)
<input type="checkbox"/>	Non-Resident Tax Form
Insurance	
Health Insurance	
_____	Option AFSCME Waive Coverage
EE	EE/Spouse EE/Child(ren) Family
_____	Per Pay (24/48)

Insurance	
_____	Vision Buy-Up
_____	Per Pay (24)
_____	City Paid Life
Additional Life Insurance	
_____	Employee
_____	Amount _____ Age _____
_____	Per Month
_____	Spouse
_____	Amount _____ Age _____
_____	Per Month
_____	Child(ren)
_____	Amount _____ Per Month _____
FSA (Health)	
_____	Amount _____ Per Pay _____
FSA (Dependent Care)	
_____	Amount _____ Per Pay _____
Sun Life Critical Care/Cancer	
_____	Per Pay
Sun Life Accident	
_____	Per Pay

**Combs, Rachel**

---

**From:** Robyn Brown <robyn@cityofspringboro.com>  
**Sent:** Tuesday, June 21, 2016 9:50 AM  
**To:** Combs, Rachel  
**Subject:** [REDACTED]

This email is to confirm that [REDACTED] had a balance of 678.40 hours of sick leave as of June 10, 2016.  
Please let me know if there is any further information needed.

Thanks,

Robyn L Brown  
Finance Director  
City of Springboro  
937-748-4353

Work Order

Date of Order 06/15/2016

Effective Date [Redacted]

Name [Redacted]

Title Patrol Officer

- Appointment
- Promotion
- Demotion
- Classification Change
- Retirement
- Resignation
- Dismissal
- Transfer (From \_\_\_\_\_)
- Shift Pay - WTP & WWTP Operators Hrly Rate \_\_\_\_\_
- Disability Retirement
- Full Time
- Part-Time
- Raise
- Health Insurance
- Beneficiary
- Other \_\_\_\_\_

Department Public Safety Division Police/ Uniform Patrol Dept. # 923

SS Number [Redacted] Budget Account 100.224.51110

Employee # [Redacted] Range P01 Step A Hourly Rate \$24.0280 Bwklly Rate \$1,922.24

Replacing Joseph Todd Mann Initiated By: Rachel Combs

ADDITIONAL COMMENTS


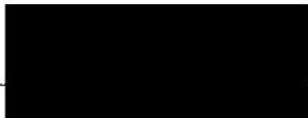
<b>Personnel</b>	
<u>06/07/2016</u>	Council Approved
<input checked="" type="checkbox"/>	Official Letter
<input type="checkbox"/>	Physical (Approved)
<u>922120</u>	OBES
<u>9-B</u>	EEOC
<input checked="" type="checkbox"/>	Classified (Y / N )
<input checked="" type="checkbox"/>	Orientation
<input checked="" type="checkbox"/>	Oath of Office
<input checked="" type="checkbox"/>	I-9 Form
<input checked="" type="checkbox"/>	Recorded in Abra
<input checked="" type="checkbox"/>	Entered in BenXpress
<input type="checkbox"/>	COBRA
<input type="checkbox"/>	Retirement Letter
<input type="checkbox"/>	Resignation Letter
<input type="checkbox"/>	Exit Interview
	Health Insurance Start/End Date
<u>06/14/2017</u>	Vacation Start Date
	Vacation Hours
<b>Finance</b>	
<input checked="" type="checkbox"/>	W-4 and IT 4 Tax Forms
<input checked="" type="checkbox"/>	SSA-1945 Form
<input checked="" type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	OPERS (copy)
<input checked="" type="checkbox"/>	OP&F (original)
<input checked="" type="checkbox"/>	Non-Resident Tax Form
<b>Insurance</b>	
<b>Health Insurance</b>	
<input type="checkbox"/>	Option AFSCME Waive Coverage
EE	EE/Spouse EE/Child(ren) Family
	Per Pay (24/48)

<b>Insurance</b>	
Vision Buy-Up	Per Pay (24)
City Paid Life	\$22,500
<b>Additional Life Insurance</b>	
Employee	
Amount _____	Age _____
	Per Month _____
Spouse	
Amount _____	Age _____
	Per Month _____
Child(ren)	
Amount _____	Per Month _____
<b>FSA (Health)</b>	
Amount _____	Per Pay _____
<b>FSA (Dependent Care)</b>	
Amount _____	Per Pay _____
<b>Sun Life Critical Care/Cancer</b>	
	Per Pay _____
<b>Sun Life Accident</b>	
	Per Pay _____

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS


PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE:  POSITION: PATROL OFFICER  
DEPARTMENT: Police DIVISION: PATROL  
DATE HIRED: 

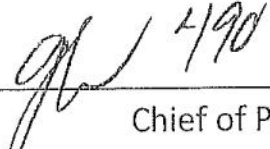
REPORTING PERIOD: (From) 06-14-23 (to) 06-14-24

PROBATIONARY \_\_\_\_\_ FULL TIME

RATER/TITLE:  # 2153

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

DC. Michael Tit 538  
Deputy Chief

 490  
Chief of Police

  
Human Resources

ent  
6/26

# EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 6/14/2023 TO 6/14/2024

REPORTING TYPE: 12.00 Month Evaluation

## PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

## EXPLANATION OF QUALITATIVE RATINGS

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements; routinely delivers above average performance.

**MEETS STANDARDS:** regularly meets normal position requirements; average performance; meets position description duties and responsibilities; no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

**UNSATISFACTORY:** consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of **NEEDS IMPROVEMENT** or **UNSATISFACTORY**, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

**NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.**



# OFFICER PERFORMANCE APPRAISAL

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS		Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input checked="" type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.	

COMMENTS:

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE		Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	<input checked="" type="checkbox"/> <i>is a town train of knowledge in regards to case law per subject or suspects. He uses his extensive knowledge to help other officers.</i>

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

*DZJ*

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		<p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input checked="" type="checkbox"/> Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>	

COMMENTS: *[Redacted]* usually make good decisions. He usually acts with decisiveness and authority. Makes reasonable decisions.

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		<p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p>Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input checked="" type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	

COMMENTS: *[Redacted]* is always open to speak with officers who are struggling with the pressures of this job. He encourages officers to speak with him.

**OFFICER PERFORMANCE APPRAISAL**

<p><b>5</b></p> <p><b>UNACCEPTABLE</b></p>	<p><b>IMPROVEMENT NEEDED</b></p> <p><input checked="" type="checkbox"/> Complains about policies &amp; procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules &amp; regulations. Has received written reprimand or suspension &amp; had grievance for same denied.</p>	<p><b>MEETS STANDARDS</b></p> <p><input type="checkbox"/> Usually asserts new &amp; changing policies &amp; procedures with little initial questioning. Makes every attempt to adhere to existing rules &amp; regulations.</p>	<p><b>EXCEEDS EXPECTATION</b></p> <p><input type="checkbox"/> Readily adapts to new &amp; changing policies &amp; procedures. Encourages others to comply. Exhibits positive attitude towards rules &amp; regulations.</p>	<p><b>OUTSTANDING</b></p>
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COMMENTS:

*has received discipline within this grading period.*

<p><b>6</b></p> <p><b>UNACCEPTABLE</b></p>	<p><b>IMPROVEMENT NEEDED</b></p> <p><input type="checkbox"/> Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations &amp; situations.</p>	<p><b>MEETS STANDARDS</b></p> <p><input checked="" type="checkbox"/> Usually undertakes &amp; completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.</p>	<p><b>EXCEEDS EXPECTATION</b></p> <p><input type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.</p>	<p><b>OUTSTANDING</b></p>
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INITIATIVE

COMMENTS:

# OFFICER PERFORMANCE APPRAISAL

<b>7</b>	<b>UNACCEPTABLE</b>	<b>IMPROVEMENT NEEDED</b>	<b>MEETS STANDARDS</b>	<b>EXCEEDS EXPECTATION</b>	<b>OUTSTANDING</b>
		<p>Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.</p>	<p>Consistently arrives for work at the assigned time &amp; place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.</p>	<p><input checked="" type="checkbox"/> Consistently prepared &amp; available for work prior to assigned time. Uses minimal sick time barring extended illness.</p>	

COMMENTS: \_\_\_\_\_

<b>8</b>	<b>UNACCEPTABLE</b>	<b>IMPROVEMENT NEEDED</b>	<b>MEETS STANDARDS</b>	<b>EXCEEDS EXPECTATION</b>	<b>OUTSTANDING</b>
		<p>Dress &amp; appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.</p>	<p><input checked="" type="checkbox"/> Dress &amp; appearance are neat &amp; appropriate within Departmental standards. Keeps equipment clean &amp; properly worn.</p>	<p>Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment &amp; appearance.</p>	

COMMENTS: \_\_\_\_\_

**OFFICER PERFORMANCE APPRAISAL**

<p><b>9</b></p> <p>UNACCEPTABLE</p>	<p>IMPROVEMENT NEEDED</p> <p>Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards &amp; crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.</p>	<p>MEETS STANDARDS</p> <p>Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills &amp; tech. Usually recognizes hazards &amp; crime activity/determines appropriate course of action. Maintains calm &amp; self control in nearly all situations.</p>	<p>EXCEEDS EXPECTATION</p> <p>Performance level exceeds output of coworkers, while maintaining high quality level. Consistently recognizes hazards &amp; criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm &amp; self control in extreme situations.</p>	<p>OUTSTANDING</p>
-------------------------------------	--	---	--	--------------------

COMMENTS: *A Senior Officer who leads by example and encourages others to write better.*

<p><b>10</b></p> <p>UNACCEPTABLE</p>	<p>IMPROVEMENT NEEDED</p> <p>Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility &amp; duties.</p>	<p>MEETS STANDARDS</p> <p>Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments &amp; accepts burdens caused by shortage of personnel.</p>	<p>EXCEEDS EXPECTATION</p> <p>Can be relied upon to complete any task with little or no supervision. Assesses potential problems &amp; takes appropriate action without supervision. Able to take on new or complex tasks.</p>	<p>OUTSTANDING</p>
--------------------------------------	--	---	--	--------------------

COMMENTS: *Extremely dependable.*

Unacceptable = 1 point  
 Improvement Needed = 2 points  
 Meets Standards = 3 points  
 Exceeds Expectations = 4 points  
 Outstanding = 5 points

- 1. Communication Skills: 4 pts.
- 2. Knowledge: 5 pts.
- 3. Decision Making: 3 pts.
- 4. Interpersonal Relations: 4 pts.
- 5. Compliance of Rules & Regulations: 2 pts.
- 6. Initiative: 3 pts.
- 7. Attendance: 4 pts.
- 8. Appearance: 3 pts.
- 9. Job Performance: 4 pts.
- 10. Dependability: 4 pts.

TOTAL: 38 pts.

x .2 7.6

GRAND TOTAL: 7.6

DRJ  
 06/04/24

**OFFICER PERFORMANCE APPRAISAL**

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

CONTINUE to try & help YOUNGER OFFICERS in the Dept. &  
Attempt to ASSIST Sgt's ONSHIFT with COPS OR ANYTHING I CAN  
HELP WITH.

Career Development (Mandatory): Hopefully ATTAIN the RANK OF

Sgt.



Evaluating Supervisor

05/31/24

Date

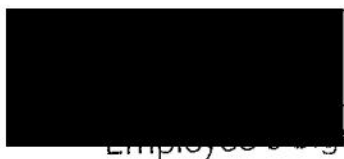
Superior Officer's Comments: \_\_\_\_\_

(Please check one box)

I have read this Performance Appraisal and fully understand its comments.

I request a review of this Performance Appraisal based on:

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

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

5-31-24

Date

DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF POLICE

To: 

From: Chief Earl Nelson

Subject: Verbal Counseling

Date: 01/08/2025

---

On December 6, 2024, at approximately 18:46 hours, you were assigned to the dispatch center while working in a light duty status. During your shift at the dispatch center, you left your assigned post upon hearing about a pursuit heading toward Smith Park. While participating in the pursuit, you used stop sticks and assisted in the apprehension, despite being restricted to light duty.

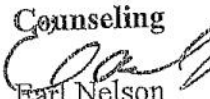
**Rule 100 – Violation of Rules: Physician’s Report of Work Ability**

Members of the Division of Police shall not commit any acts, or omit any acts, that would constitute a violation of any of the written directives of the Division of Police, whether stated in these rules of conduct, the General Orders Manual, or elsewhere.

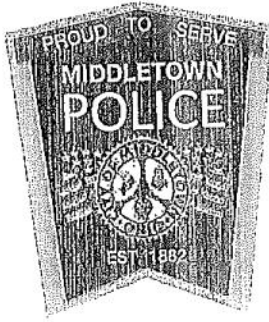
**Rule 107 – Relief from Assignment**

Sworn and uniformed personnel are to remain on duty until properly relieved by another member or until dismissed by a supervisor. Civilian personnel are considered relieved of an assignment at their normally scheduled ending time. Some members may be required to complete work assignments or duties that a supervisor deems necessary for the efficient functioning of the organization before being relieved from duty.

Your supervisor has reviewed this incident, and discipline will be as follows: **Verbal Counseling**

  
Earl Nelson  
Chief of Police

X 



DEPARTMENT OF PUBLIC SAFETY

Division of Police

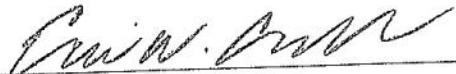
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TO: Paul Lolli, City Manager  
FROM: Teri Gibson, Secretary  
SUBJECT: Holiday Cash-In February, 2024

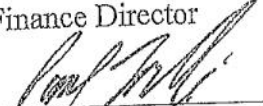
In accordance with the current Police, Dispatchers and Corrections Officer's contracts, the salaried ordinance and with your approval, there are nine (9) Patrol Officers, one (1) Dispatcher and two (2) Corrections Officers who have requested to cash in holidays for pay.

The total number of holidays to be cashed-in: 127 days (1016 hours). The total dollar figure is \$38,386.68.

The total dollar amount for the Holiday Cash-In for February 2024, with the approval of the pending request, will be \$38,386.68.

  
Eric Crank  
Acting Police Chief

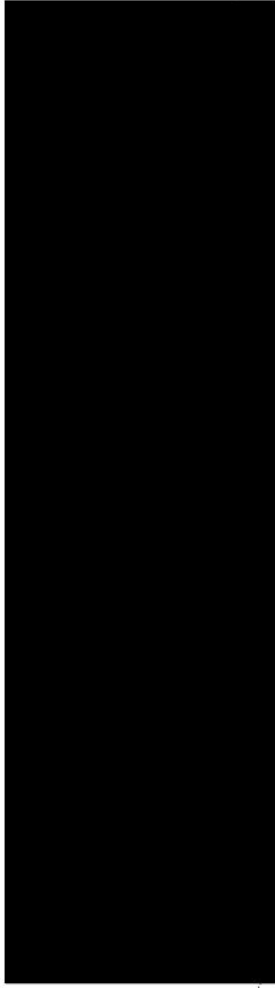
  
Samantha Zimmerman  
Finance Director

  
Paul Lolli  
City Manager



# CERTIFICATE OF APPRECIATION

FOR 7 YEARS OF SERVICE



In recognition to your dedicated service to the City of Middletown



*Paul Lohi*

Paul Lohi  
City Manager

*Megan Ellis*

Megan Ellis  
Human Resources  
Manager



October 4, 2022

TO: [REDACTED]

FROM: Chief Birk

SUBJECT: Letter of Commendation

---

On September 16, 2022, a call for service was made in reference to drug activity involving a male in a black Volkswagen near the area of 1202 Calumet Ave. You were aware of investigative efforts that were on-going involving an overdose death that previously occurred on September 8<sup>th</sup> at 4804 Lefferson Rd., including the vehicle description of the dealer involved. You heard the vehicle description and the nature of the call for service and immediately contacted the Special Operations Unit to inform them and to verify the investigative information. Special Ops responded and discovered the vehicle to be the same used in the drug offense and positively identified the driver as one of the dealers involved in the incident on September 8<sup>th</sup>. At the address of 1202 Calumet Ave., Narcs found the other dealer, Larry Fugate, inside hiding, along with Sommer Viars. Several firearms and a large amount of drugs were located as a result of a search warrant at the address. In later interviews of Fugate and Nicholson, they confessed to being involved in the overdose death. Charges will be presented at the Butler County Grand Jury at a later date.

I would like to commend you for your attention to detail and "heads up" police work that led to the arrest of known drug traffickers that caused the death of another. Keep up the great work

[REDACTED]  
Sincerely,

A handwritten signature in black ink, appearing to read 'D. Birk', written over a white background.

David Birk  
Chief of Police



ENTERED  
7/21/22

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

Sent to Finance  
Date: 7/21/22

EMPLOYEE:  POSITION: PATROL OFFICER  
DEPARTMENT: Police DIVISION: PATROL  
DATE HIRED: 

REPORTING PERIOD: (From) 06-14-21 (to) 06-14-22

PROBATIONARY \_\_\_\_\_ FULL TIME ✓

RATER/TITLE: Sgt. RYAN MORGAN

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

Lt. Mahul Tait 538 Deputy Chief  
[Signature] Chief of Police  
[Signature] Human Resources

# EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 6/14/2021 TO 6/14/2022

REPORTING TYPE: 12.00 Month Evaluation

## PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

## EXPLANATION OF QUALITATIVE RATINGS

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements; routinely delivers above average performance.

**MEETS STANDARDS:** regularly meets normal position requirements; average performance; meets position description duties and responsibilities; no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

**UNSATISFACTORY:** consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of **NEEDS IMPROVEMENT** or **UNSATISFACTORY**, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

**NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.**



**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS		Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	<input checked="" type="checkbox"/> Usually communicates in a logical, clear and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.	

COMMENTS:

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE		Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	<input type="checkbox"/> Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	<input checked="" type="checkbox"/> Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	

COMMENTS:

JA OFFICER DEPENDS ON HIS EXPERIENCE AS A CONSENT BASIS. IS A GREAT SOURCE OF LAW ENFORCEMENT & PAPER KNOWLEDGE.

**OFFICER PERFORMANCE APPRAISAL**

UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
3	Lacking in judgment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.	<input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.	<input type="checkbox"/> Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.	

DECISION MAKING

COMMENTS:

UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
4	Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.	<input type="checkbox"/> Maintains a good working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.	<input checked="" type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.	

INTERPERSONAL RELATIONS

COMMENTS:

IS THE OFFICER THAT OFFICERS TURN TO. HE TRIES TO  
 GUIDE THEM IN THE RIGHT DIRECTION.

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	<input type="checkbox"/>

COMMENTS: **[REDACTED]** WAS COUNSELLED + SENT TO DE-ESCALATION TRAINING FOR VIOLATING RULE 15A - TREATMENT OF PERSONS IN CUSTODY.

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/> Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input checked="" type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	<input type="checkbox"/>

COMMENTS: **[REDACTED]** is a very self-motivated officer.

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		<p>Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.</p>	<p><input checked="" type="checkbox"/> Consistently arrives for work at the assigned time &amp; place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.</p>	<p><input type="checkbox"/> Consistently prepared &amp; available for work prior to assigned time. Uses minimal sick time barring extended illness.</p>	

COMMENTS:

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		<p>Dress &amp; appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.</p>	<p><input checked="" type="checkbox"/> Dress &amp; appearance are neat &amp; appropriate within Departmental standards. Keeps equipment clean &amp; properly worn.</p>	<p><input type="checkbox"/> Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment &amp; appearance.</p>	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE		Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.	<input checked="" type="checkbox"/> Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations.	<input type="checkbox"/> Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.	

COMMENTS:

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY		Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	<input type="checkbox"/> Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.	<input checked="" type="checkbox"/> Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	

COMMENTS:

IS THE OFFICER IF CAN ALWAYS TURNED TO TO GET THINGS. DOES HIS JOB WELL, DOESN'T COMPLAIN & NEEDS LITTLE TO NO GUIDANCE.

*Unacceptable = 1 point*  
*Improvement Needed = 2 points*  
*Meets Standards = 3 points*  
*Exceeds Expectations = 4 points*  
*Outstanding = 5 points*

- 1. Communication Skills: 3 pts.
  - 2. Knowledge: 4 pts.
  - 3. Decision Making: 3 pts.
  - 4. Interpersonal Relations: 4 pts.
  - 5. Compliance of Rules & Regulations: 2 pts.
  - 6. Initiative: 4 pts.
  - 7. Attendance: 3 pts.
  - 8. Appearance: 3 pts.
  - 9. Job Performance: 3 pts.
  - 10. Dependability: 4 pts.
- TOTAL: 33 pts.
- x .2 6.6
- GRAND TOTAL: 6.6

OFFICER PERFORMANCE APPRAISAL

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

CONTINUE TO WORK ON [REDACTED] SKILLS FOR STREET PERFORMANCE

Career Development (Mandatory): \_\_\_\_\_

CONTINUE TRAINING & DEVELOPMENT OF POLICE SKILLS

Sgt. [Signature] #528  
Evaluating Supervisor

7/14/22  
Date

Superior Officer's Comments: \_\_\_\_\_

(Please check one box)

- I have read this Performance Appraisal and fully understand its comments.
- I request a review of this Performance Appraisal based on:

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

[REDACTED] Signature

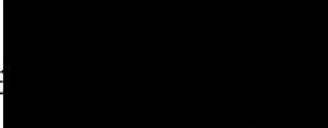
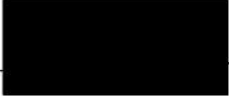
7-14-22  
Date

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

ent 5/31/23

EMPLOYEE:  POSITION: PATROL OFFICER  
DEPARTMENT: POLICE DIVISION: PATROL  
DATE HIRED: 

REPORTING PERIOD: (From) 06-14-22 (to) 06-14-23

PROBATIONARY \_\_\_\_\_ FULL TIME

RATER/TITLE: \_\_\_\_\_

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

Lt. Mark T. 538 Deputy Chief  
[Signature] Chief of Police  
[Signature] Human Resources

# EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 6/14/2022 TO 6/14/2023

REPORTING TYPE: 12.00 Month Evaluation

## PERFORMANCE EVALUATION INSTRUCTIONS

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

## EXPLANATION OF QUALITATIVE RATINGS

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements; routinely delivers above average performance.

**MEETS STANDARDS:** regularly meets normal position requirements; average performance; meets position description duties and responsibilities; no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

**UNSATISFACTORY:** consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/A in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.

- For any rating of **NEEDS IMPROVEMENT** or **UNSATISFACTORY**, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.
- The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

**NON-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND ARE LOCATED UNDER THE FORMS TAB.**

**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS					
<p>Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.</p>		<p>Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.</p>	<p><input checked="" type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.</p>		

COMMENTS: [REDACTED] 15 Very Well Achiever

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE					
<p>Requires frequent instruction to accomplish job tasks. Is unaware of/fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.</p>		<p>Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources &amp; agencies. Working knowledge of all dept. rules, regulations, policies &amp; procedures. Keeps abreast of current incidents &amp; crime patterns.</p>	<p><input checked="" type="checkbox"/> Frequently seeks &amp; maintains a high level of knowledge &amp; training. Considered a source of information. Is pro-active towards current incidents &amp; crime patterns.</p>		

COMMENTS: 15 Very Knowledgeable About Org And Case Law

**OFFICER PERFORMANCE APPRAISAL**

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Lacking in judgment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.	<input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.	Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.	
DECISION MAKING					

COMMENTS: Make good Decisions on most calls

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.	<input checked="" type="checkbox"/> Maintains a good working relationship with all subordinates, peers & supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.	Frequently displays sensitivity towards other's needs. Strives to maintain & improve relations w/subordinates, peers, supervisors & public. Discourages dissemination of false, unsubstantiated, or personal information about others.	
INTERPERSONAL RELATIONS					

COMMENTS: 13 Well Liked By All Dept

# OFFICER PERFORMANCE APPRAISAL

	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<b>5</b>	<b>UNACCEPTABLE</b>	<b>IMPROVEMENT NEEDED</b>	<b>MEETS STANDARDS</b>	<b>EXCEEDS EXPECTATION</b>	<b>OUTSTANDING</b>
<b>COMPLIANCE RULES &amp; REGULATIONS</b>					
		<input checked="" type="checkbox"/> Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMMENTS: \_\_\_\_\_

	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<b>6</b>	<b>UNACCEPTABLE</b>	<b>IMPROVEMENT NEEDED</b>	<b>MEETS STANDARDS</b>	<b>EXCEEDS EXPECTATION</b>	<b>OUTSTANDING</b>
<b>INITIATIVE</b>					
		<input type="checkbox"/> Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input checked="" type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

COMMENTS: Steps GALS and dbr regular 1cc shifts

# OFFICER PERFORMANCE APPRAISAL

7	UNACCEPTABLE	IMPROVEMENT NEEDED		<input checked="" type="checkbox"/> MEETS STANDARDS Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	EXCEEDS EXPECTATION Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	OUTSTANDING
		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.				
ATTENDANCE						

COMMENTS:

8	UNACCEPTABLE	IMPROVEMENT NEEDED		<input checked="" type="checkbox"/> MEETS STANDARDS Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	EXCEEDS EXPECTATION Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	OUTSTANDING
		Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.				
APPEARANCE						

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.	Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations.	<input checked="" type="checkbox"/> Performance level exceeds output of coworkers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.	

COMMENTS: IS Always Helping other officials, Cares Best Well And Help who ever Asked

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	<input checked="" type="checkbox"/> Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.	Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	

COMMENTS:

Unacceptable = 1 point  
 Improvement Needed = 2 points  
 Meets Standards = 3 points  
 Exceeds Expectations = 4 points  
 Outstanding = 5 points

- 1. Communication Skills: 4 pts.
- 2. Knowledge: 4 pts.
- 3. Decision Making: 3 pts.
- 4. Interpersonal Relations: 3 pts.
- 5. Compliance of Rules & Regulations: ~~3~~ 2 pts.
- 6. Initiative: 3 pts.
- 7. Attendance: 3 pts.
- 8. Appearance: 3 pts.
- 9. Job Performance: 4 pts.
- 10. Dependability: 3 pts.

TOTAL:

~~32~~ 32 pts.

x .2

GRAND TOTAL:

~~6.4~~ 6.4

**OFFICER PERFORMANCE APPRAISAL**

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

CONTINUE TO ASSIST WITH YOUNGER OFFICERS ON THE SHIFT TO PROVIDE  
CONFIDENCE & ASSIST WITH QUESTIONS.

Career Development (Mandatory): CONTINUE TO WORK ON POLICE

& LEADERSHIP SKILLS FOR THE IMPROVEMENT OF THE DEPT.

S. [Signature] #1257

Evaluating Supervisor

5/25/23

Date

Superior Officer's Comments:



SHOW ALOT OF MATURITY

THIS YEAR.



SOUGHT HELP SHOWING YOUNGER OFFICERS LEADERSHIP IN

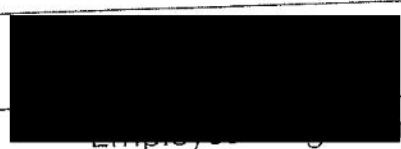
HARD TIMES AT THE PD.

(Please check one box)

I have read this Performance Appraisal and fully understand its comments.

I request a review of this Performance Appraisal based on:

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



5-24-23

Date



### City of Middletown Employee Accident Report (For City Equipment and Vehicles)

Date/Time of Accident: 08/20/2021 1507 Location: Grand / Wilson

**ALL MOVING VEHICLE ACCIDENTS AND ACCIDENTS INVOLVING NON-CITY VEHICLES OR PROPERTY MUST BE REPORTED TO POLICE.**

Police Officer responding to accident:  
[Redacted]  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Information on driver and any involved employees:  
#1 [Redacted] Middletown Pd [Redacted]  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_  
Name Department Operator License or CDL No.

For City Employees: How long were you at work when the accident occurred? 1.5 Hours

Description of Vehicles or Equipment Involved:  
#1 2018 Ford Explorer [Redacted] [Redacted] Police  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_  
Year & Make License # Equipment # Department

Weather and traffic conditions: Clear, Minor traffic

Names and addresses of all witnesses:  
[Redacted] 1 Donham Plza  
Sgt. Jamie Wilcox 1 Donham Plza  
Det. Jordan Wagers 1 Donham Plza

List victims involved and injuries incurred:  
None

**VEHICLE ACCIDENT REPORT (Continued)**

In your own words, describe how accident occurred:

Traffic Stop was attempted on a Ford F-150. The vehicle in attempte to flee from the traffic stop.

The Ford truck accelerated at a high rate of speed and intentionally struck my patrol vehicle in the center front.

Give any other information which might have a bearing on the accident:

The driver of the Ford truck made a deliberate act in striking my patrol vehicle.



\_\_\_\_\_  
ver (Signature)

*Original to: Human Resources*

*Copies to: Division Manager  
Department Director*

**CITY OF MIDDLETOWN ACCIDENT INVESTIGATION REPORT**  
**(To be completed by immediate department supervisor of driver)**

DATE OF ACCIDENT: 8/20/2021 CITY DRIVER(S) [REDACTED]

EQUIPMENT NUMBER [REDACTED] DIVISION: Police

Number of previous accidents and dates involving City employee: 0

**All accidents between City and non-City vehicles or property must be reported to Police. Please attach police accident report.**

Estimate of damage to City vehicle(s) and/or equipment: Unknown

Actual repair costs (from Fleet Manager): \_\_\_\_\_

Estimate of damage to non-City vehicle(s) and/or equipment: N/A

In your opinion, was the accident caused in part or in whole by negligence on the part of the City driver?  
Yes  No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If No, which of the following do you feel caused the accident?

The other driver was at fault, because: Natasha Harrison was in active flight from a traffic stop when she deliberately struck [REDACTED] cruiser in an attempt to disable his cruiser

Mechanical defect in City equipment: N/A

If a defect, how and when is it being corrected? N/A

Other cause: N/A

ACCIDENT INVESTIGATION REPORT (Continued)

In your opinion, how could the accident have been prevented? Explain items checked.

Driver Alertness  Safer Equipment   
Better Training Better  Traffic Controls  Other   
N/A

Disposition of this matter concerning the City driver is as follows:

The employee has been relieved of responsibility for accident:

The employee has been enrolled in/or scheduled for a defensive driving course.

Date of course: \_\_\_\_\_ Location of course: \_\_\_\_\_

The employee has been counseled or disciplined. Explain: \_\_\_\_\_

\*\*\* PROVIDE A COPY TO THE FLEET MANAGER AS SOON AS POSSIBLE \*\*\*

Original for Coordination:

[Signature] 8/20/21  
Immediate Supervisor Date

[Signature] 8/23/21  
Division Manager Date

[Signature] 8-30-21  
Department Director Date

[Signature] 9/1/21  
Finance Director, Acting Date

[Signature] 9/2/21  
Human Resources Date

Copy sent to Safety Officer:

For accidents with over \$500 damage or accidents involving a City driver with two or more previous accidents on his/her record.

\_\_\_\_\_  
City Manager Date



COPY

To: [REDACTED]  
From: Paul Lolli, City Manager  
CC: Chief David Birk  
Date: 11/28/2022  
Subject: Disciplinary Action: 4-hour Suspension Without Pay

---

On November 8, 2022, Chief David Birk recommended you receive a suspension without pay, for being in violation of:

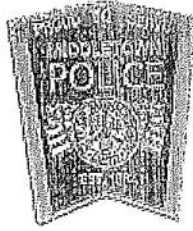
- Rule 124: Courtesy
- Rule 102: Conduct Unbecoming

I have reviewed the documentation and recommend a 4 hour suspension without pay.

Signed on this 28<sup>th</sup> day of November, 2022.

  
\_\_\_\_\_  
Paul Lolli  
City Manager

cc: Human Resources  
Law Department  
File



DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF POLICE

November 8, 2022

To: City Manger Paul Loli

From: Chief Birk

Subject: [REDACTED]

Reference: (One-Day Suspension Without Pay)

I concur with Lieutenant Tipton's recommendation that [REDACTED] receive a one-day suspension without pay for being in violation of:

Rule 124: Courtesy

Rule 102: Conduct Unbecoming

I have reviewed all the documents and it is my recommendation that [REDACTED] receive a one-day suspension without pay.


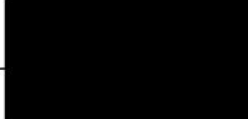
  
Chief Birk

ENTERED  
6/10/21

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL  
MIDDLETOWN DIVISION OF POLICE

RECEIVED  
JUN 08 2021  
HUMAN RESOURCES


EMPLOYEE:  POSITION: Patrol Officer  
DEPARTMENT: Police DIVISION: Patrol  
DATE HIRED: 

REPORTING PERIOD: (From) 06-14-20 (to) 06-14-21

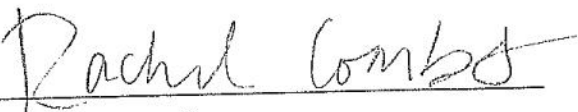
PROBATIONARY \_\_\_\_\_ FULL TIME

REPORTER/TITLE: Sgt. C. Kelly

*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

  
\_\_\_\_\_  
Deputy Chief

  
\_\_\_\_\_  
Chief of Police

  
\_\_\_\_\_  
Human Resources

**EMPLOYEE EVALUATION INSTRUCTION SHEET  
CITY OF MIDDLETOWN**

NAME: [REDACTED]

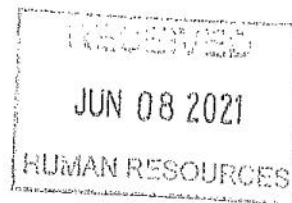
POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 6/14/2020 TO 6/14/2021

REPORTING TYPE: 12.00 Month Evaluation



**PERFORMANCE EVALUATION INSTRUCTIONS**

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not dated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

**EXPLANATION OF QUALITATIVE RATINGS**

For each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements; routinely delivers above average performance.

**MEETS STANDARDS:** regularly meets normal position requirements; average performance; meets position description and responsibilities; no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

**UNSATISFACTORY:** consistently fails to meet minimum standards of performance; does not achieve position description and responsibilities. Corrective action is necessary.

< N/A in an evaluation area if that area was not observed by the supervisor.

Overall Rating must be the average of the 11 evaluation areas.

For any rating of **NEEDS IMPROVEMENT** or **UNSATISFACTORY**, please comment on what specifically needs to be improved by the employee and any action plan for making those improvements.

The Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

**-SUPERVISORY AND SUPERVISORY EVALUATION FORMS CAN BE COMPLETED AND PRINTED FROM THE INTRANET AND LOCATED UNDER THE FORMS TAB.**



**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS		<input type="checkbox"/> Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	<input checked="" type="checkbox"/> Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	<input type="checkbox"/> Effectively organizes and presents oral and written information in a clear and concise manner. Consistently/listens well to contrasting information. Considers concerns and feelings of public.	

COMMENTS:



*Comments left well*

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE					
	<input type="checkbox"/> Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	<input type="checkbox"/> Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources & agencies. Working knowledge of all dept. rules, regulations, policies & procedures. Keeps abreast of current incidents & crime patterns.	<input checked="" type="checkbox"/> Frequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.		

ENTRIES:

*4/15*

*15 A*

*15*

*OFFICER OF*

*LEADER*

*HE TRAINS OFFICERS WITH COURAGE & LEADERSHIP*

**OFFICER PERFORMANCE APPRAISAL**

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		<p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input checked="" type="checkbox"/> Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>	

COMMENTS:

*is consistent, makes good decision, has good suggestions, sound reasoning.*

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		<p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p>Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input checked="" type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	

REMARKS:

*uses common sense, gets along well with subordinates & peers.*

**OFFICER PERFORMANCE APPRAISAL**

<p><b>5</b></p> <p><b>UNACCEPTABLE</b></p> <p><b>COMPLIANCE RULES &amp; REGULATIONS</b></p>	<p><b>IMPROVEMENT NEEDED</b></p> <p>Complains about policies &amp; procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules &amp; regulations. Has received written reprimand or suspension &amp; had grievance for same denied.</p>	<p><b>MEETS STANDARDS</b></p> <p><input checked="" type="checkbox"/> Usually asserts new &amp; changing policies &amp; procedures with little initial questioning. Makes every attempt to adhere to existing rules &amp; regulations.</p>	<p><b>EXCEEDS EXPECTATION</b></p> <p>Readily adapts to new &amp; changing policies &amp; procedures. Encourages others to comply. Exhibits positive attitude towards rules &amp; regulations.</p>	<p><b>OUTSTANDING</b></p>
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COMMENTS:

<p><b>6</b></p> <p><b>UNACCEPTABLE</b></p> <p><b>INITIATIVE</b></p>	<p><b>IMPROVEMENT NEEDED</b></p> <p>Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations &amp; situations.</p>	<p><b>MEETS STANDARDS</b></p> <p>Usually undertakes &amp; completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.</p>	<p><b>EXCEEDS EXPECTATION</b></p> <p><input checked="" type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.</p>	<p><b>OUTSTANDING</b></p>
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REMARKS:

IS AN APT 706 OFFICER WITH HIS

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	<input checked="" type="checkbox"/> Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	


COMMENTS: 4 ISSUES SICK STAB W/ EVALUATOR PERIOD.

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	<input checked="" type="checkbox"/> Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE	Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.	Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills & tech. Usually recognizes hazards & crime activity/determines appropriate course of action. Maintains calm & self control in nearly all situations.	<input checked="" type="checkbox"/> Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards & criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm & self control in extreme situations.		

COMMENT:  *IS A SEASONAL OFFICER & IS A VERY EFFECTIVE & CAPABLE OFFICER. HAS BEEN AWOL 15 CONSIDERED A SHORT.*

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY		Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments & accepts burdens caused by shortage of personnel.	<input checked="" type="checkbox"/> Can be relied upon to complete any task with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	

COMMENTS: *Very Dependable & completes tasks & duties efficiently & rarely needs assistance from supervisor.*

# OFFICER PERFORMANCE APPRAISAL

- Unacceptable = 1 point
- Improvement Needed = 2 points
- Meets Standards = 3 points
- Exceeds Expectations = 4 points
- Outstanding = 5 points

- |                                       |                     |      |
|---------------------------------------|---------------------|------|
| 1. Communication Skills:              | <u>3</u>            | pts. |
| 2. Knowledge:                         | <u>4</u>            | pts. |
| 3. Decision Making:                   | <u><del>4</del></u> | pts. |
| 4. Interpersonal Relations:           | <u>4</u>            | pts. |
| 5. Compliance of Rules & Regulations: | <u>3</u>            | pts. |
| 6. Initiative:                        | <u>4</u>            | pts. |
| 7. Attendance:                        | <u>3</u>            | pts. |
| 8. Appearance:                        | <u>3</u>            | pts. |
| 9. Job Performance:                   | <u>4</u>            | pts. |
| 10. Dependability:                    | <u>4</u>            | pts. |

TOTAL: 36 pts.

x .2 7.2

GRAND TOTAL: 7.2

Performance Development Plan of Action (Mandatory): \_\_\_\_\_

CONTINUE to work & develop [redacted] & ASSIST [redacted] AS A SENIOR PATROL officer.

Career Development (Mandatory): CONTEND/ATE BECOMING A STREET

SUPERVISOR LATER IN MY CAREER.

[Signature]  
Evaluating Supervisor

4-30-21  
Date

Superior Officer's Comments: \_\_\_\_\_

(Please check one box)

I have read this Performance Appraisal and fully understand its comments.

I request a review of this Performance Appraisal based on:

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

[redacted]  
Employee's Signature

6-3-21  
Date

# RECOMMENDATION FOR SALARY INCREASE

DATE: 6/10/2020  
TO: Birk, David M

\$ 32,235.55 H  
\$2,578.84 B  
\$67,049.84 A

RECEIVED  
JUN 15 2020  
HUMAN RESOURCES

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.

- Name of Employee: [REDACTED]
- Classification: Patrol Officer
- Union or Non-Union: Union - Fraternal Order of Police
- Present Range and Step: P01.E
- Recommended Range and Step: P01.F
- Date of Last Evaluation: 12/14/2019
- Date Eligible for Next Increase: 6/14/2020
- Does the employee's work performance justify a step increase?

ENTERED  
6/15/2020

Sent to Finance  
Date: 6/15/2020

YES  NO


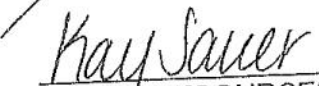
9. If **NO**, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

10. If **YES** and a **union member**, does the step increase conform with collective bargaining agreement requirements (license, certification, or other accomplishment)?

N/A: There are no requirements for step increases under the collective bargaining agreement (other than performance)

YES: Please enclose copy of license or certificate

NO: Please explain (e.g. license or certification not obtained)

  
DEPARTMENT DIRECTOR  
  
HUMAN RESOURCES

6-11-20  
DATE  
6/15/20  
DATE



HUMAN RESOURCES

June 15, 2020



Patrol Officer  
Police

**SUBJECT: STEP INCREASE**

Dear Evan:

Congratulations, your department director has recommended your advancement to Salary Range P01, Step F, which provides a salary of \$2,578.84 biweekly and \$67,049.84 annually.

This increase will be effective June 14, 2020 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Cohen'.

Susan Cohen  
Administrative Services Director

/me

cc: 201 File



HUMAN RESOURCES

June 15, 2020

[REDACTED]  
Patrol Officer  
Police

**SUBJECT: STEP INCREASE**

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step F, which provides a salary of \$2,578.84 biweekly and \$67,049.84 annually.

This increase will be effective June 14, 2020 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Cohen'.

Susan Cohen  
Administrative Services Director

/me

cc: 201 File

**CITY OF MIDDLETOWN ACCIDENT INVESTIGATION REPORT**  
(To be completed by immediate department supervisor of driver)

DATE OF ACCIDENT: 8-17-20 CITY DRIVER(S): [REDACTED], Ptl. Connor Engleka #618

EQUIPMENT NUMBER [REDACTED] & 804 DIVISION: Police

Number of previous accidents and dates involving City employee: None

All accidents between City and non-City vehicles or property must be reported to Police. Please attach police accident report.

Estimate of damage to City vehicle(s) and/or equipment: Unit [REDACTED] None, Unit 804 \$2000

Actual repair costs (from Fleet Manager): \_\_\_\_\_

Estimate of damage to non-City vehicle(s) and/or equipment: \$1000

In your opinion, was the accident caused in part or in whole by negligence on the part of the City driver?  
Yes  No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If No, which of the following do you feel caused the accident?  
The other driver was at fault, because: The other driver was involved in a drug buy and did not stop when officers were attempting a traffic stop. A pursuit ensued and the driver crashed into a cruiser

Mechanical defect in City equipment: N/A

If a defect, how and when is it being corrected? N/A

Other cause: N/A

### ACCIDENT INVESTIGATION REPORT (Continued)

In your opinion, how could the accident have been prevented? Explain items checked.

Driver Alertness  Safer Equipment   
Better Training Better  Traffic Controls  Other   
N/A

Disposition of this matter concerning the City driver is as follows:

The employee has been relieved of responsibility for accident:


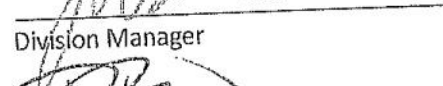
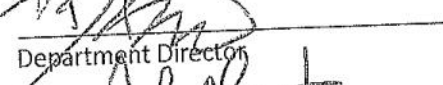
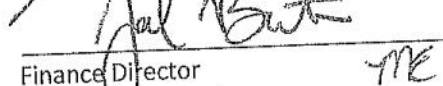
The employee has been enrolled in/or scheduled for a defensive driving course.

Date of course: \_\_\_\_\_ Location of course: \_\_\_\_\_

The employee has been counseled or disciplined. Explain: N/A

\*\*\* PROVIDE A COPY TO THE FLEET MANAGER AS SOON AS POSSIBLE \*\*\*

Original for Coordination:

	<u>8-17-20</u>
Immediate Supervisor	Date
	<u>8/17/20</u>
Division Manager	Date
	<u>8-18-20</u>
Department Director	Date
	<u>8/21/20</u>
Finance Director	Date
	<u>8/27/20</u>
Human Resources	Date

Copy sent to Safety Officer:

For accidents with over \$500 damage or accidents involving a City driver with two or more previous accidents on his/her record.



City Manager

8/27/2020

Date

### City of Middletown Employee Accident Report (For City Equipment and Vehicles)

Date/Time of Accident: 1710 Location: 2007 Sherman

**ALL MOVING VEHICLE ACCIDENTS AND ACCIDENTS INVOLVING NON-CITY VEHICLES OR PROPERTY MUST BE REPORTED TO POLICE.**

Police Officer responding to accident:

Ptl. Vennemeier  
Name

513-425-7700  
Phone Number

Information on driver and any involved employees:

#1 Connor Engleka

Police

#2

Police

#3 DaeShawn Lattimore

Citizen

Name

Department

Operator License or CDL No.

For City Employees: How long were you at work when the accident occurred? \_\_\_\_\_ Hours

Description of Vehicles or Equipment Involved:

#1 2018 Explorer

N/A

804

Police

#2 2018 Explorer

N/A

Police

#3 2010 Chev

k046467

Equipment #

Department

Year & Make

License #

Weather and traffic conditions: Clear, Light

Names and addresses of all witnesses:

Sgt. C. Kelly 1 Donham Plaza Middletown, Ohio

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

List victims involved and injuries incurred:

No injuries

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

VEHICLE ACCIDENT REPORT (Continued)

In your own words, describe how accident occurred:

I was involved in a pursuit with a suspect vehicle that had just committed a felony drug transaction. The suspect struck patrol vehicle 804 and then reversed into the front of my patrol vehicle. There was no observed damage to the front

Give any other information which might have a bearing on the accident:

N/A



Driver (Signature)

*Original to: Human Resources*

*Copies to: Division Manager  
Department Director*

### City of Middletown Employee Accident Report (For City Equipment and Vehicles)

Date/Time of Accident: 1710 Location: 2007 Sherman

**ALL MOVING VEHICLE ACCIDENTS AND ACCIDENTS INVOLVING NON-CITY VEHICLES OR PROPERTY MUST BE REPORTED TO POLICE.**

Police Officer responding to accident:

Ptl. Vennemeier 513-425-7700  
Name Phone Number

Information on driver and any involved employees:

#	Name	Department	Operator License or CDL No.
#1	<u>Connor Engleka</u>	<u>Police</u>	
#2		<u>Police</u>	
#3	<u>DaeShawn Lattimore</u>	<u>Citizen</u>	

For City Employees: How long were you at work when the accident occurred? \_\_\_\_\_ Hours

Description of Vehicles or Equipment Involved:

#	Year & Make	License #	Equipment #	Department
#1	<u>2018 Explorer</u>	<u>N/A</u>	<u>804</u>	<u>Police</u>
#2	<u>2018 Explorer</u>	<u>N/A</u>		<u>Police</u>
#3	<u>2010 Chev</u>	<u>k046467</u>		

Weather and traffic conditions: Clear, Light

Names and addresses of all witnesses:

Sgt. C. Kelly 1 Donham Plaza Middletown, Ohio

List victims involved and injuries incurred:

No injuries

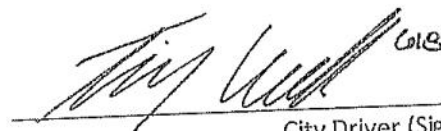
VEHICLE ACCIDENT REPORT (Continued)

In your own words, describe how accident occurred:

While a vehicle pursuit was traveling down Logan Ave approaching an alley. I was paralleling the pursuit on Sherman Ave. I approached an alley where the pursuit was coming through. When I came to the alley I stopped waiting for it to pass. The fleeing vehicle then came through the alley around the corner and struck my vehicle.

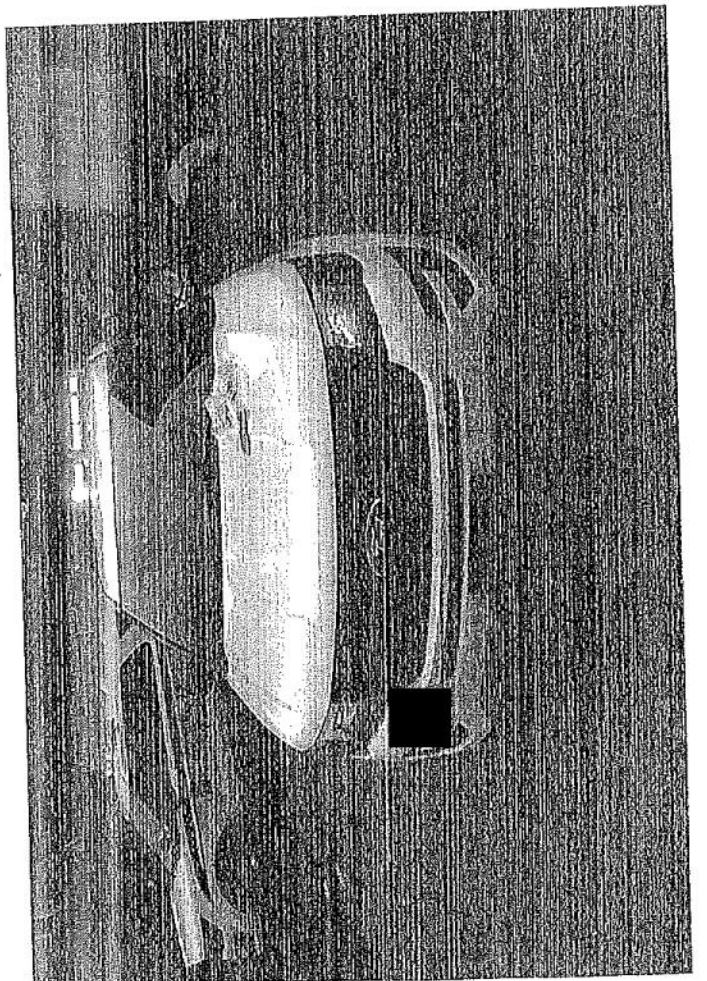
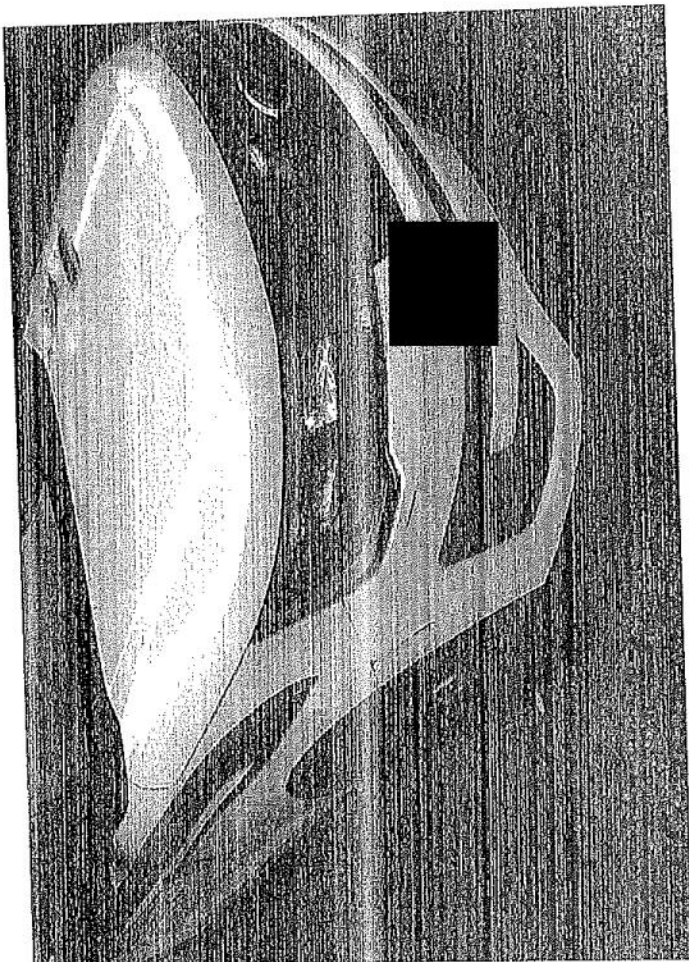
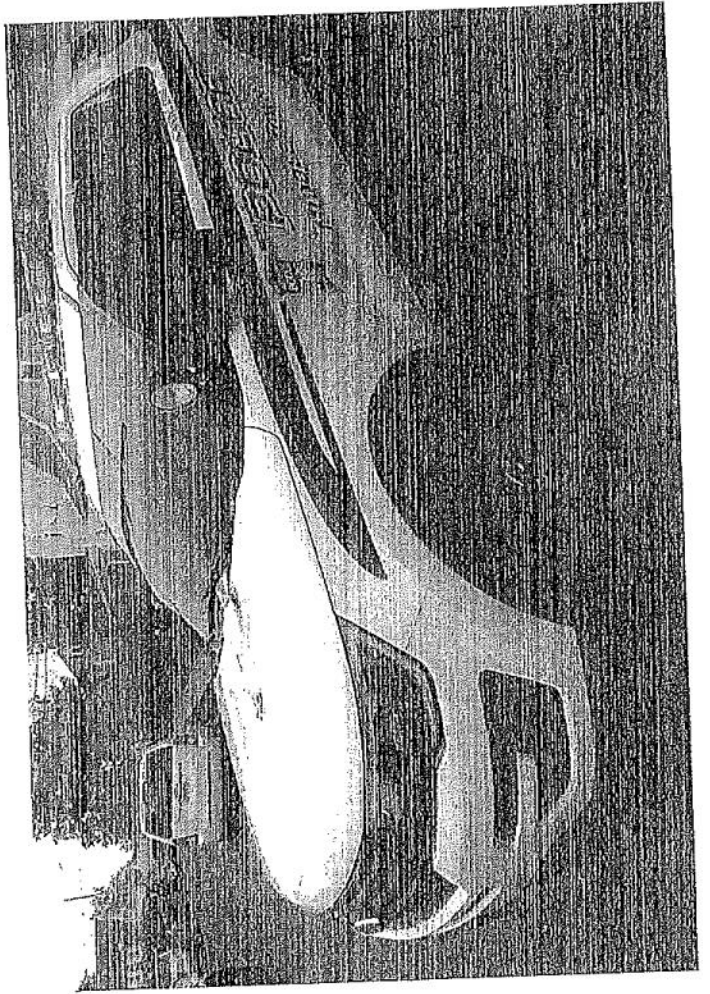
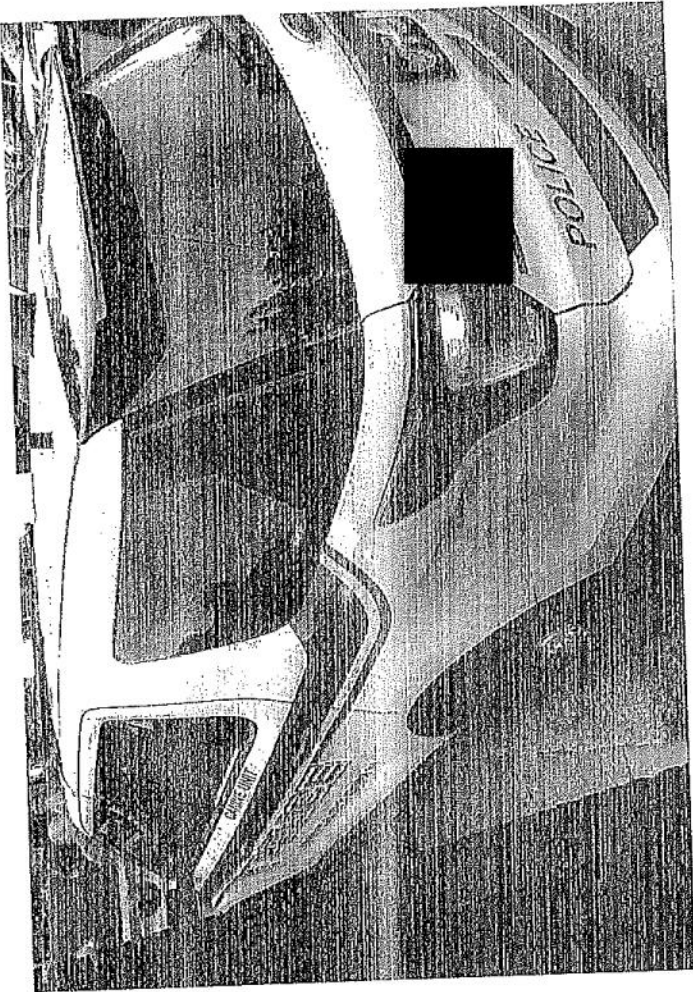
Give any other information which might have a bearing on the accident:

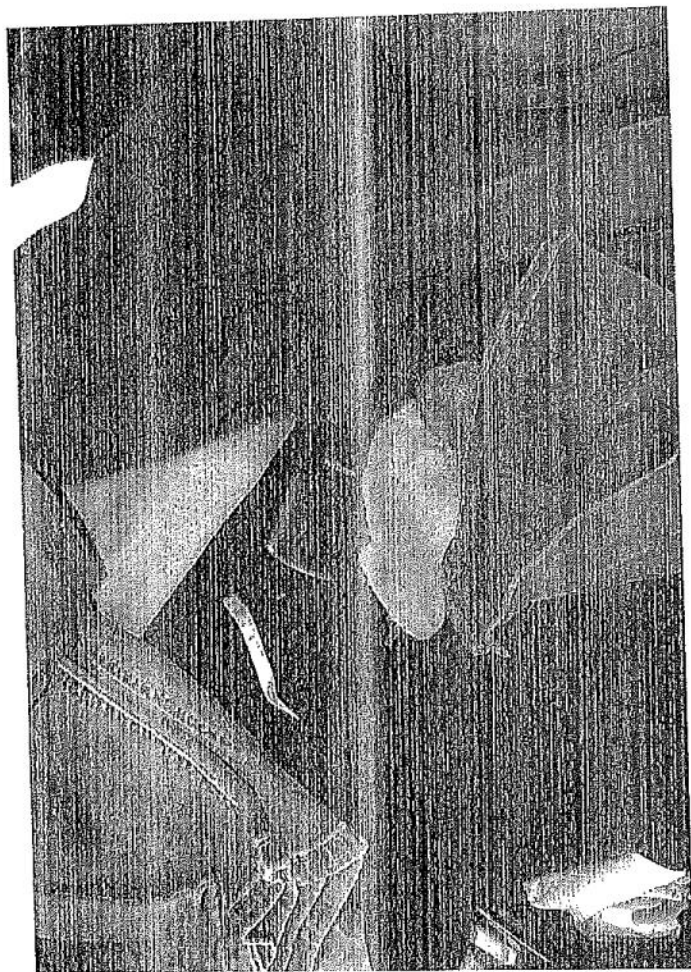
N/A

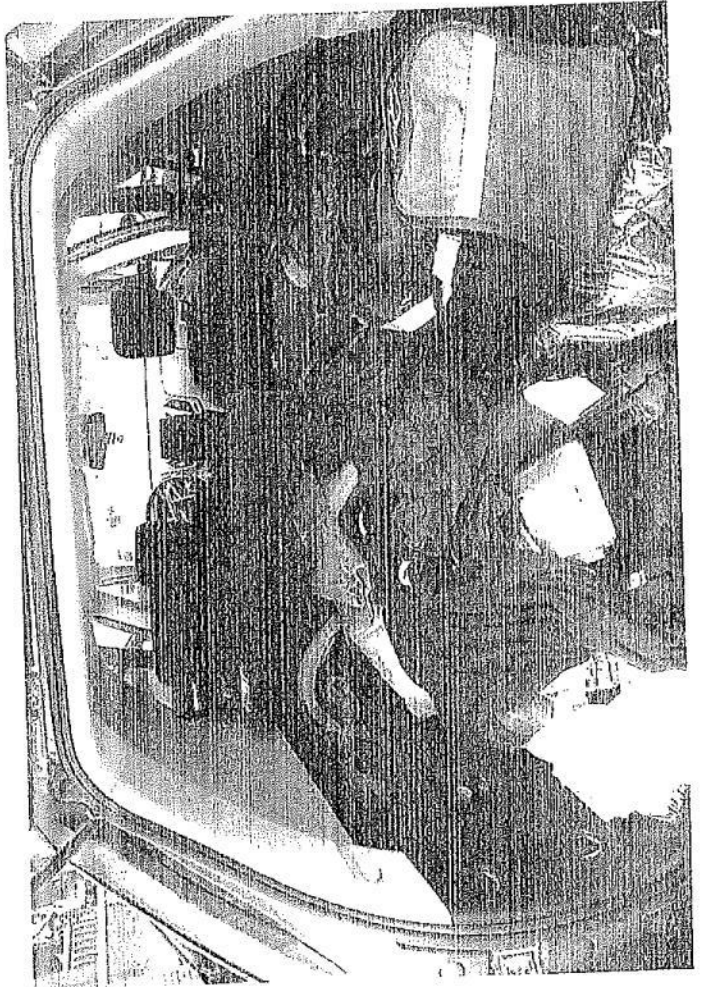
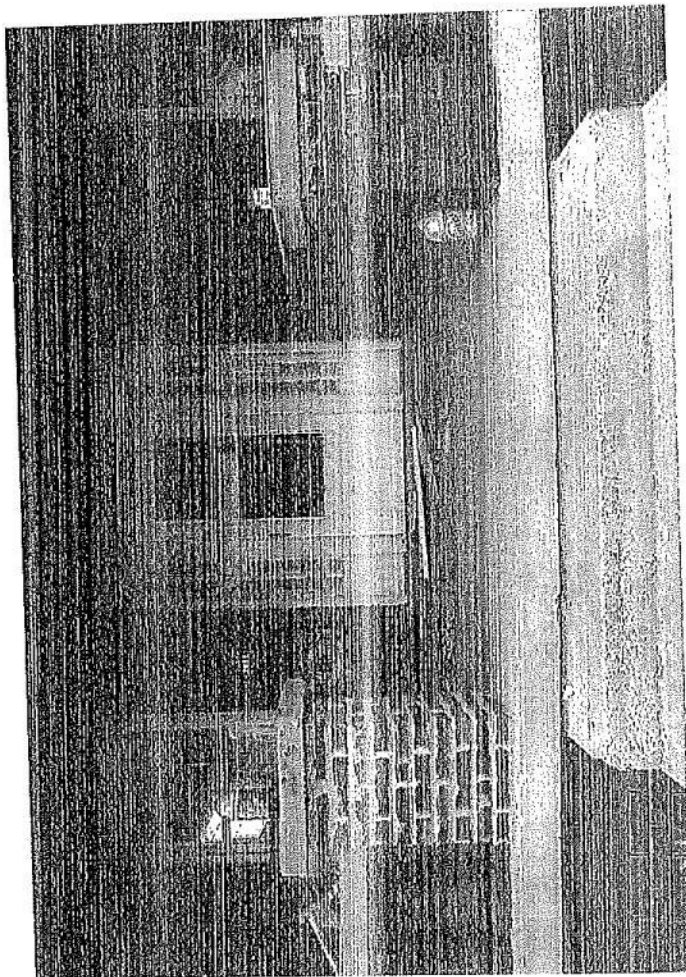
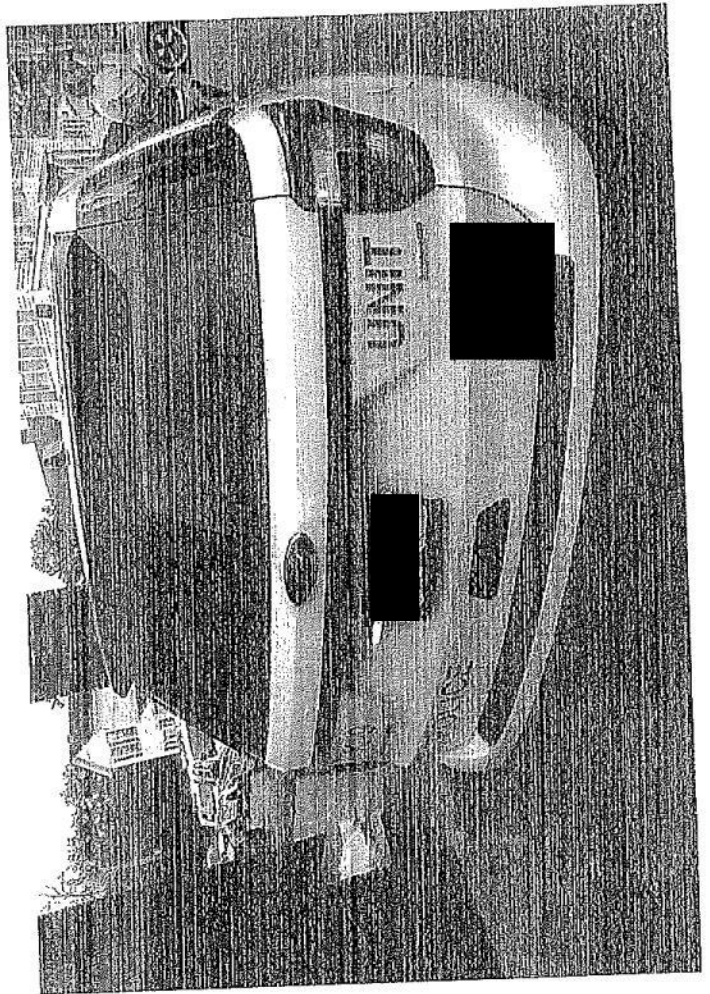
  
City Driver (Signature)

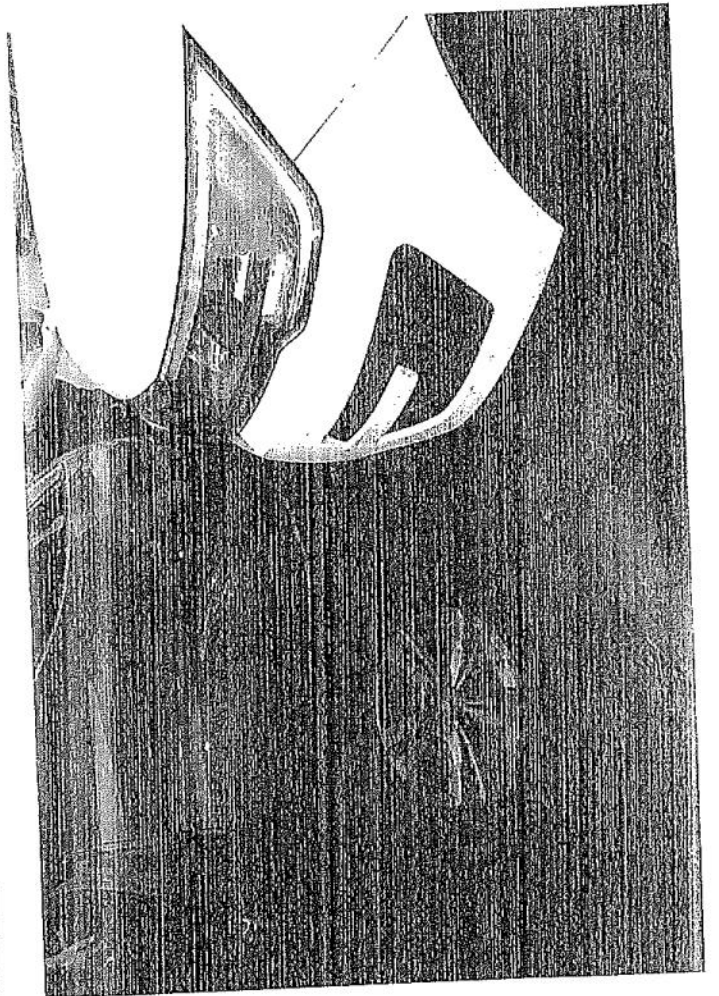
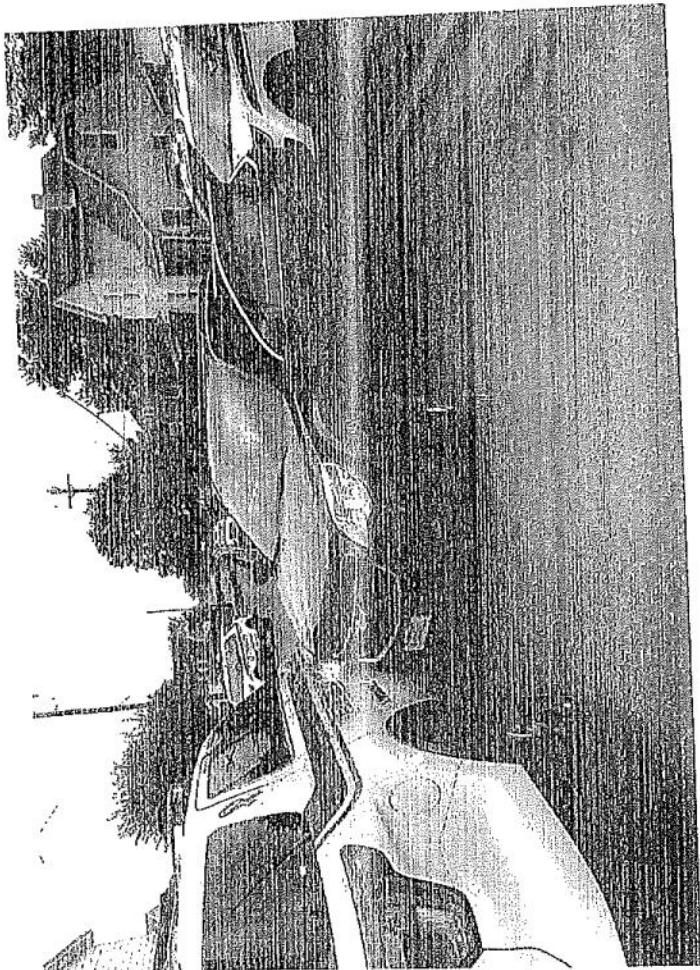
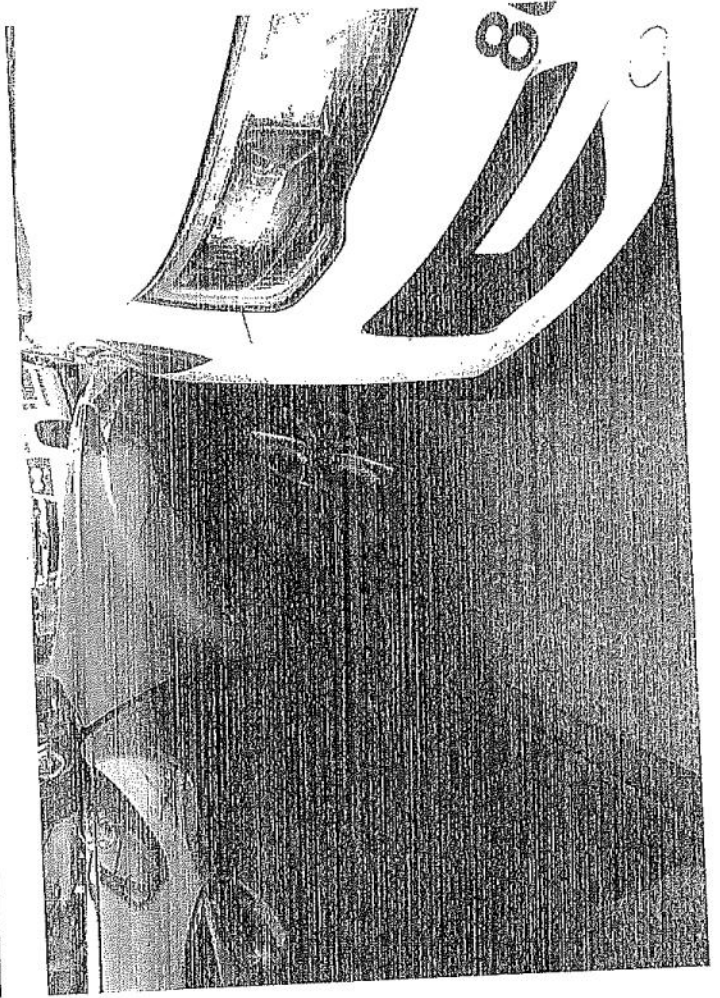
Original to: Human Resources

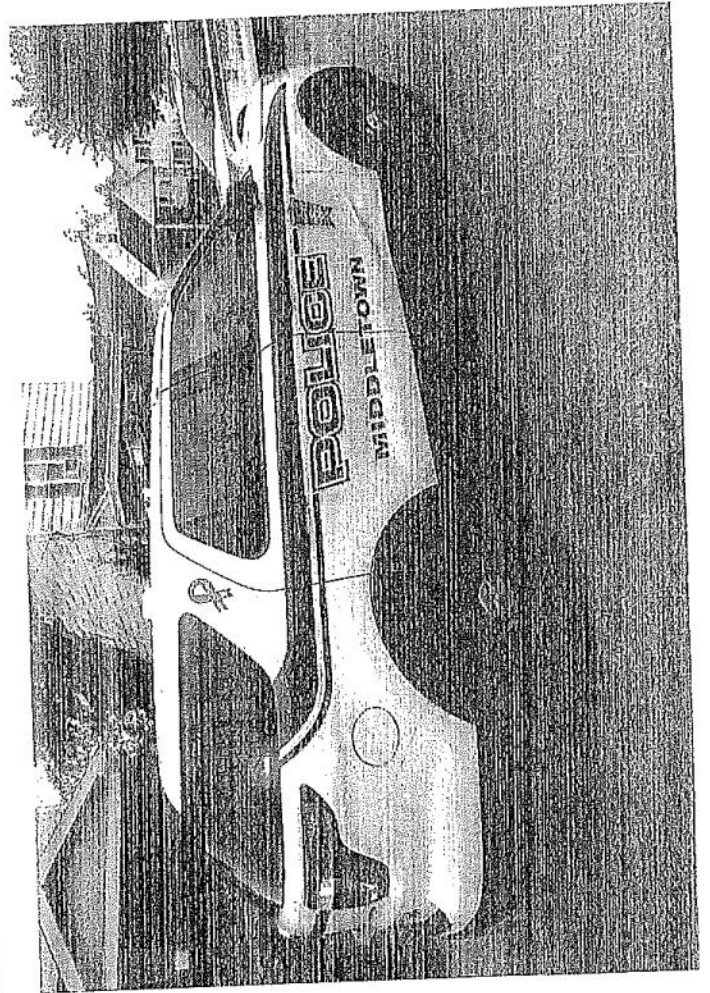
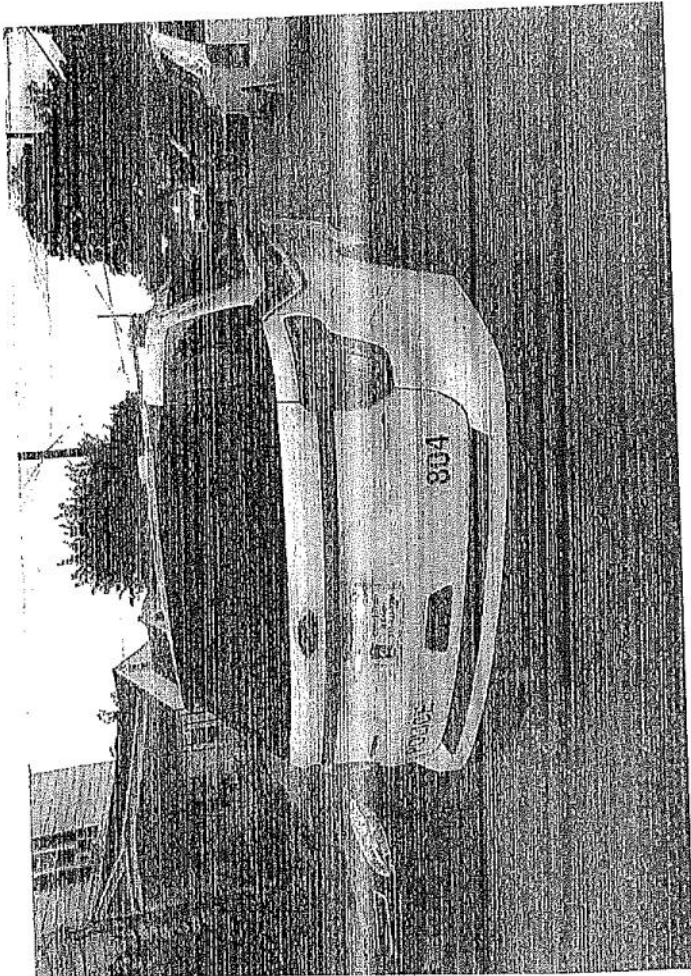
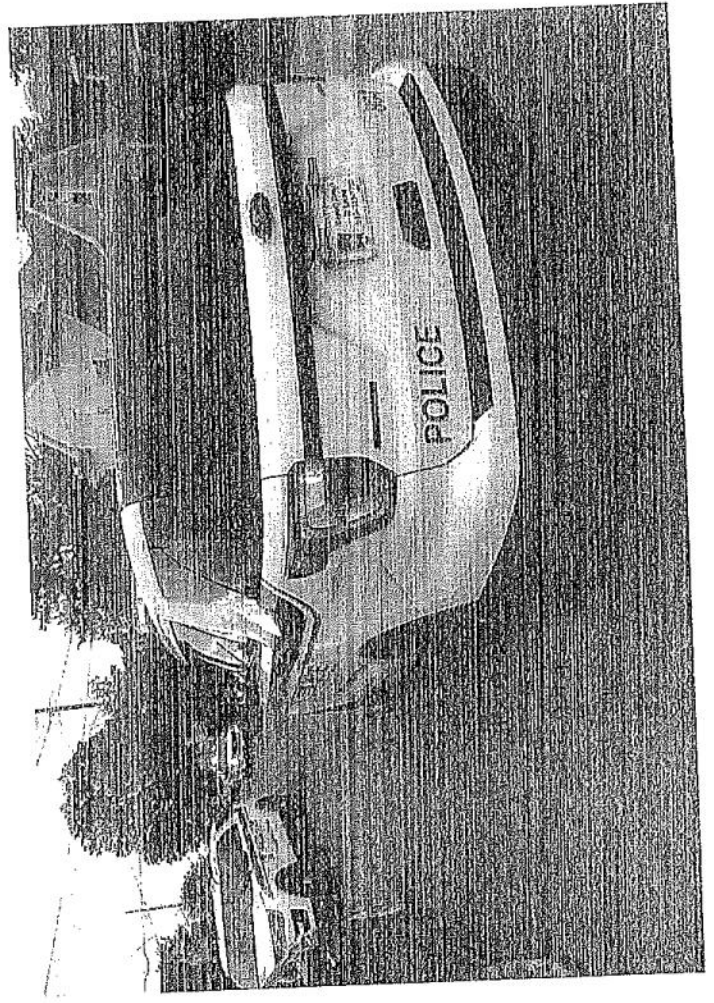
Copies to: Division Manager  
Department Director











7.2

RECEIVED  
JUN 10 2020  
HUMAN RESOURCES

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

ENTERED  
6/11/20

EMPLOYEE: [REDACTED] POSITION: Patrol Officer  
DEPARTMENT: Police DIVISION: Patrol  
DATE HIRED: [REDACTED]

REPORTING PERIOD: (From) 06-14-19 (to) 12-14-19  
~~06-14-20~~

PROBATIONARY \_\_\_\_\_ FULL TIME

RATER/TITLE: Sgt. C. Kelly

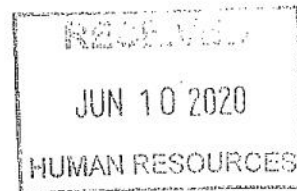
*This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police*

[Signature]  
Deputy Chief

[Signature]  
Chief of Police

[Signature]  
Human Resources

EMPLOYEE INFORMATION SHEET  
CITY OF MIDDLETOWN



NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

PRESENT RANGE/STEP: P01.D

REPORTING PERIOD: 6/14/2019 TO ~~6/14/2020~~ 12/14/2020

REPORTING TYPE: 12.00 Month Evaluation

SICK LEAVE: 64 (hours) *1 incident*

INJURY LEAVE: 8 (hours) *1 incident*

FAMILY OR MEDICAL LEAVE: 0 (hours)



**OFFICER PERFORMANCE APPRAISAL**

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS	<p>Written or oral communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.</p>	<p>Usually communicates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.</p>	<p>Effectively organizes and presents oral and written information in a clear and concise manner. Consistently listens well to contrasting information. Considers concerns and feelings of public.</p>		

COMMENTS: *Comments well with peers & supervisors. All other comments in for notes with neighboring agencies.*

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE	<p>Requires frequent instruction to accomplish job tasks. Is unaware of/or fails to utilize alternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.</p>	<p>Demonstrates knowledge of commonly used statutes and ordinances through proper application. Utilizes frequently used alternate resources &amp; agencies. Working knowledge of all dept. rules, regulations, policies &amp; procedures. Keeps abreast of current incidents &amp; crime patterns.</p>	<p>Frequently seeks &amp; maintains a high level of knowledge &amp; training. Considered a source of information. Is pro-active towards current incidents &amp; crime patterns.</p>		

COMMENTS: *is pro-active and has previous police experience before. He trains & works hard with officers frequently go to him for advice.*

**FFICER PERFORMANCE APPRAISAL**

UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<p>3</p> <p>DECISION MAKING</p>	<p>Lacking in judgment &amp; use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.</p>	<p><input checked="" type="checkbox"/> Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.</p>	<p><input type="checkbox"/> Thinks ahead and acts with decisiveness &amp; authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.</p>	<p><input type="checkbox"/></p>

MAKES GOOD DECISIONS.

COMMENTS:

UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<p>4</p> <p>INTERPERSONAL RELATIONS</p>	<p>Sometimes insensitive, making it hard to work around or with them. Tendency to be overly harsh when dealing with public. Disseminates false, unsubstantiated, or personal information about others. Publicly criticizes others or the organization.</p>	<p><input checked="" type="checkbox"/> Maintains a good working relationship with all subordinates, peers &amp; supervisors. Consistently polite and tactful when dealing with public. Does not disseminate false or unsubstantiated information about others. Follows chain of command in work-related areas.</p>	<p><input type="checkbox"/> Frequently displays sensitivity towards other's needs. Strives to maintain &amp; improve relations w/subordinates, peers, supervisors &amp; public. Discourages dissemination of false, unsubstantiated, or personal information about others.</p>	<p><input type="checkbox"/></p>

BESS ALONE WELL WITH A/S PEERS &

COMMENTS:

**OFFICER PERFORMANCE APPRAISAL**

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Complains about policies & procedures. Responds negatively to suggested improvements or changes without giving constructive criticism. Constantly must be counseled to adhere to rules & regulations. Has received written reprimand or suspension & had grievance for same denied.	<input checked="" type="checkbox"/> Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	<input type="checkbox"/> Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

COMPLIANCE  
RULES & REGULATIONS

COMMENTS:

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Avoids police-related activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	<input type="checkbox"/> Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	<input checked="" type="checkbox"/> Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	

INITIATIVE

COMMENTS:  
78

15 SECT INITIATED & WORKS 012164524  
 HIMSELF AS AN OFFICER & HANDLED

**OFFICER PERFORMANCE APPRAISAL**

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	<input checked="" type="checkbox"/> Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	

COMMENTS: 2 INSURSES OF SICK TIME USE

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	<input checked="" type="checkbox"/> Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	

COMMENTS: MAINTAINS UNIFORM & EQUIPMENT, WELL DRESSED

**OFFICER PERFORMANCE APPRAISAL**

JOB PERFORMANCE	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
<p>9</p>	<p>Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards &amp; crime patterns. Exhibits little investigating skills, merely takes reports. Unable to maintain control during stressful situations.</p>	<p>Usually performs at the average level of peers regarding quality/quantity of work. Ignores no aspect of their duty. Exhibits use of investigative skills &amp; tech. Usually recognizes hazards &amp; crime activity/determines appropriate course of action. Maintains calm &amp; self control in nearly all situations.</p>	<p>Performance level exceeds output of co-workers, while maintaining high quality level. Consistently recognizes hazards &amp; criminal activity. Implements appropriate action. Effectively analyzes crimes, makes in-depth inquiries. Maintains calm &amp; self control in extreme situations.</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>COMMENTS: [Redacted] IS A SOURCE OF KNOWLEDGE ON [Redacted] &amp; [Redacted] REPUTATIONS W/ OTHER DEPARTMENTS &amp; JURISDICTIONS. HE MAINTAINS CALM IN BAD SITUATIONS.</p>					
<p>10</p>	<p>Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility &amp; duties.</p>	<p>Consistently completes assignments on time with minimal supervisory prompting. Asks for clarification when necessary. Accepts alternate work assignments &amp; accepts burdens caused by shortage of personnel.</p>	<p>Can be relied upon to complete any task with little or no supervision. Assesses potential problems &amp; takes appropriate action without supervision. Able to take on new or complex tasks.</p>	<p>[Redacted]</p>	<p>OUTSTANDING</p>
<p>COMMENTS: [Redacted] WORKS HARD &amp; CAN ALWAYS BE [Redacted]</p>					

**OFFICER PERFORMANCE APPRAISAL**

Unacceptable = 1 point  
 Improvement Needed = 2 points  
 Meets Standards = 3 points  
 Exceeds Expectations = 4 points  
 Outstanding = 5 points

1. Communication Skills:	<u>3</u>	pts.
2. Knowledge:	<u>4</u>	pts.
3. Decision Making:	<u>3</u>	pts.
4. Interpersonal Relations:	<u>3</u>	pts.
5. Compliance of Rules & Regulations:	<u>3</u>	pts.
6. Initiative:	<u>4</u>	pts.
7. Attendance:	<u>4</u>	pts.
8. Appearance:	<u>4</u>	pts.
9. Job Performance:	<u>4</u>	pts.
10. Dependability:	<u>4</u>	pts.
<b>TOTAL:</b>	<u>36</u>	pts.
	x .2	<u>7.2</u>
<b>GRAND TOTAL:</b>	<u>7.2</u>	

**OFFICER PERFORMANCE APPRAISAL**

Performance Development Plan of Action (Mandatory):

CONT. IMPROVING AS A [REDACTED] HANDLER, & CONT. DEVELOPING [REDACTED] AS  
A [REDACTED] to better [REDACTED] shift & the DEPT.

Career Development (Mandatory): IMPROVE MY KNOWLEDGE & TRAINING

AS A [REDACTED] HANDLER TO HOPEFULLY WORK A SECOND [REDACTED]

[Signature] 361  
Evaluating Supervisor

6-4-20  
Date

Superior Officer's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please check one box)

- I have read this Performance Appraisal and fully understand its comments.
- I request a review of this Performance Appraisal based on:

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

[REDACTED]  
Employee's Signature

6-4-20  
Date

# RECOMMENDATION FOR SALARY INCREASE

RECEIVED  
JUN 10 2020  
HUMAN RESOURCES

2019

\$ 29,894.00 H

\$ 23,911.52 B

\$ 62,179.52 A

DATE: 5/6/2020  
TO: Birk, David M

The Department Director is responsible to certify that an employee's performance warrants a salary step increase. To accomplish this change in a timely manner, the Department Director needs to complete and return this form and the performance evaluation to the Human Resources Division at least one week before the date shown in item 7 below. Approval must be granted by the Department Director and the Human Resources Director before the increase becomes effective.



ENTERED  
6/11/20

- 1. Name of Employee: [Redacted]
- 2. Classification: Patrol Officer
- 3. Union or Non-Union: Union - Fraternal Order of Police
- 4. Present Range and Step: P01.D
- 5. Recommended Range and Step: P01.E
- 6. Date of Last Evaluation: 6/14/2019
- 7. Date Eligible for Next Increase: 12/14/2019
- 8. Does the employee's work performance justify a step increase?

Sent to Finance  
Date: 6/11/20

YES  NO

9. If **NO**, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

10. If **YES** and a **union member**, does the step increase conform with collective bargaining agreement requirements (license, certification, or other accomplishment)?

- NA: There are no requirements for step increases under the collective bargaining agreement (other than performance)
- YES: Please enclose copy of license or certificate
- NO: Please explain (e.g. license or certification not obtained)

\_\_\_\_\_  
 DEPARTMENT DIRECTOR  
 Kay Sauer  
 \_\_\_\_\_  
 HUMAN RESOURCES

6-2-20  
 \_\_\_\_\_  
 DATE  
6/11/2020  
 \_\_\_\_\_  
 DATE

**Work Order (200's PBO)**

Date of Order 04/28/2025

Effective Date 06/01/2025

Name [REDACTED]

Title Patrol Officer

- Appointment
- Promotion
- Demotion
- Classification Change

- Retirement
- Resignation
- Dismissal
- Transfer (From 100-224)
- Shift Pay - WTP & WWTP Operators Hrly Rate \$ \_\_\_\_\_

- Disability Retirement
- Full Time
- Part-Time
- Raise
- Health Insurance
- Beneficiary
- Other \_\_\_\_\_

Department Police

Division Narcotics Dept. # 0929

SS Number \_\_\_\_\_

Budget Account 100.223.51110

Employee # [REDACTED] Range P01 Step F

Hourly Rate \$ 42.70461 Bwldy Rate \$ 3,416.36885

Replacing Connor Beel

Initiated By Rachel Koontz

ADDITIONAL COMMENTS \_\_\_\_\_




Personnel	
<input checked="" type="checkbox"/>	Council Approved
<input type="checkbox"/>	Official Letter
<input type="checkbox"/>	Physical (Approved)
<input type="checkbox"/>	OBES
<input type="checkbox"/>	EEOC
<input type="checkbox"/>	Classified
<input type="checkbox"/>	Unclassified
<input type="checkbox"/>	Orientation
<input type="checkbox"/>	Oath of Office
<input type="checkbox"/>	I-9 Form
<input checked="" type="checkbox"/>	Recorded in Abra
<input type="checkbox"/>	Entered in BenXpress
<input type="checkbox"/>	COBRA
<input type="checkbox"/>	Retirement Letter
<input type="checkbox"/>	Resignation Letter
<input type="checkbox"/>	Exit Interview
<input type="checkbox"/>	Health Insurance Start/End Date
<input type="checkbox"/>	20 hours PTO Start Date
<input type="checkbox"/>	Remaining PTO hours given at 90 Days
Finance	
<input type="checkbox"/>	W-4 and IT 4 Tax Forms
<input type="checkbox"/>	SSA-1945 Form
<input type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	OPERS (copy)
<input type="checkbox"/>	OP&F (original)
<input type="checkbox"/>	Non-Resident Tax Form
Insurance	
<input type="checkbox"/>	Health Insurance
<input type="checkbox"/>	Option AFSCME Waive Coverage
EE	EE/Spouse EE/Child(ren) Family
\$ _____	Per Pay (24 / 48)

Insurance	
Vision Buy-Up	\$ _____ Per Pay (24)
Dental Buy-Up	\$ _____ Per Pay (24)
City Paid Life	\$ _____
Additional Life Insurance	
<b>Employee</b>	Amount \$ _____ DOB _____
	\$ _____ Per Month
<b>Spouse</b>	Amount \$ _____ DOB _____
	\$ _____ Per Month
<b>Child(ren)</b>	Amount \$ _____ Per Month \$ _____
<b>FSA (Health)</b>	Amount \$ _____ Per Pay \$ _____
<b>FSA (Dependent Care)</b>	Amount \$ _____ Per Pay \$ _____
<b>HSA</b>	Amount \$ _____ Per Pay \$ _____
<b>UNUM Critical Care/Cancer</b>	\$ _____ Per Pay
<b>UNUM Accident</b>	\$ _____ Per Pay
<b>UNUM Hospital Indemnity</b>	\$ _____ Per Pay

Sent to Finance  
Date: 04/28/25



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

Employee Name  Employee ID#   
Employer Name City of Middletown Employer ID# 

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

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

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

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

**For More Information**

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

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

Signature of Employee  Date 06/14/2016