



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



2025-2243

Officer Involved Critical Incident – 3013 Mohawk Street,
Middletown, Ohio 45044 (L)

Investigative Activity: Records Received, Review of Records
Involves: [REDACTED] (S)
Date of Activity: 07/21/2025
Activity Location: Bureau of Criminal Investigation Main Office – Business – 1560
State Route 56 SW, London, OH 43140
Author: SA Steven Seitzman

Narrative:

On Monday, July 21, 2025, Ohio Bureau of Criminal Investigation Special Agent Steven Seitzman received the personnel file for Middletown Police [REDACTED]. Upon reviewing the file, SA Seitzman observed that it contained typical application and onboarding paperwork of a new police officer. The personnel file reflected that [REDACTED] was sworn in as a Middletown police officer on [REDACTED].

[REDACTED] personnel file contained two letters of commendation and no disciplinary actions taken against him or civilian complaints. His most recent employee evaluation demonstrated that he met or exceeded standards in most categories.

The personnel file is attached to this investigative report for further review.

References:

No references.

Attachments:

Attachment # 01: [REDACTED] Personnel File

DEPARTMENT OF PUBLIC SAFETY

Division of Police

June 16, 2022

TO: Megan Ellis, Human Resources Specialist/Civil Service Secretary

FROM: David Birk, Chief of Police

SUBJECT: Appointment of Police Officer

I would like to recommend that [REDACTED] be appointed to the position of Police Officer in the Division of Police at the next City Council meeting scheduled for [REDACTED] Mr. [REDACTED] will fill the vacancy that was created by the retirement of Larry Fultz. If you need any additional information, please contact my office.

David Birk
Chief of Police

A handwritten signature in black ink, appearing to read 'D. Birk', is written over the typed name and title.

OATH OF POLICE OFFICER

STATE OF OHIO, County of Butler/Warren:

I, [REDACTED], employed by the City of Middletown, Division of Police, do solemnly swear that I will support the Constitution and laws of the United States, the State of Ohio, and the Charter and Ordinances of the City of Middletown, Ohio; that I will in all respects faithfully discharge the duties of Police Officer of the City of Middletown, Ohio.

[REDACTED]

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


Notary Public



Vanessa Clark
Notary Public, State of Ohio
My Commission Expires May 8, 2026



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

NOTICE OF PEACE OFFICER APPOINTMENT

Check Box if: ☐ Correction to Record

☐ Name Change

☐ OSHP Trooper to Peace Officer
(OSHP certificate must be attached)

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

OFFICER INFORMATION		1. Name (Last) (First) (Middle)		2. Social Security Number (last 5 only)
3. Previous Name(s) or Alias (Last) (First) (Middle)				
4. Birth date (mm/dd/yyyy)	5. Officer's Individual Email Address*		6. Phone Number	
08/27/1999				
7. Home Mailing Address (#/Street/PO Box) (City) (State) (Zip Code) (County Name)				
		Middletown OH 45042 Butler		
8. Basic Training Academy (Academy Name) (Academy Number) (Dates of Training)				
(Only complete if this is the officer's first appointment or OSP)				

AGENCY INFORMATION		9. Agency Name	
		Middletown Division of Police	
10. Reporting Authority's Email Address		11. Agency Phone Number	
vanessac@cityofmiddletown.org		513-425-7756	
12. Agency Mailing Address (#/Street/PO Box) (City) (Zip Code) (County Name)			
One Donham Plaza		Middletown 45042 Butler	

APPOINTMENT INFORMATION (Complete Date, Status and ORC)		13. New Appointment Date	14. Status Change Date
		/ /	
15. Select New Status <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			
For the purpose of this form, full-time means those in active pay status (including those on vacation, sick, bereavement, personal or administrative leave, on compensatory time or holidays) receiving compensation and benefits for 40 hours in a work week or 80 hours in a 14-day period.			
16. Select New ORC			
<input checked="" type="checkbox"/> City Full-Time/Part-Time (737.02)		<input type="checkbox"/> City Auxiliary/Reserve/Special (737.051) <input type="checkbox"/> City Chief (737.02)	
<input type="checkbox"/> Village Full-Time/Part-Time/Special (737.16)		<input type="checkbox"/> Village Auxiliary/Reserve (737.161) <input type="checkbox"/> Village Chief (737.15)	
<input type="checkbox"/> Township Police Officer (505.49)		<input type="checkbox"/> Township Constable (509.01) <input type="checkbox"/> Other Chief - List ORC/Charter	
<input type="checkbox"/> Other - List ORC/Charter		<input type="checkbox"/> Deputy Sheriff (311.04) <input type="checkbox"/> Sheriff (311.01)	

ATTESTATION OF REPORTING AUTHORITY		I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided on this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.	
17. Signature of Reporting Authority	18. Printed Name and Title	19. Date	
	David Birk/Chief of Police	07 / 05 / 22	
20. Signature of Witness	21. Printed Name (First, Middle, Last)	22. Date	
	Vanessa Nicole Clark	07 / 05 / 22	



Ohio Public Employees Retirement System

277 East Town Street, Columbus, Ohio 43215-4642

1-800-222-PERS (7377) www.opers.org



Personal History Record/Elected Official Membership

INSTRUCTIONS

1. As a public employee you are required to complete this Form and return it to your employer within 30 days of commencing employment. Failure to do so may limit the options available to you as well as delay transactions. Please fill out the form in blue or black ink.
2. For elected officials: An elected official, or person appointed to a publicly elected position, who is not retired from an Ohio retirement system and does not have contributions on deposit with OPERS through previous elected service, has the option of contributing to OPERS or Social Security. Elected officials who choose OPERS membership are required to contribute to OPERS for all subsequent elected positions. Completion of this form indicates the elected official's irrevocable membership election.
3. Be sure your date of birth and Social Security Number, which are used to identify your account, are entered correctly.
4. Sign the form in SECTION 3 - EMPLOYEE CERTIFICATION. DO NOT print or type.
5. The employer is required to complete SECTION 4 - EMPLOYER CERTIFICATION.
6. The employer is required to return the *completed* form to OPERS no later than 30 days from when the public employee commenced employment.

Section 1 - Personal Information

Social Security Number

[REDACTED]

First Name

[REDACTED]

MI Last Name

[REDACTED]

Suffix

11

Street or Mailing Address

[REDACTED]

Apt. Number

[REDACTED]

City

[REDACTED]

State

ZIP Code

[REDACTED]

Province

[REDACTED]

Country

[REDACTED]

Postal Code

[REDACTED]

Date Of Birth

Month Day Year

08 27 1999

Gender

Male

Female



Work Phone Number

[REDACTED]

Home Phone Number

[REDACTED]

Cell Phone Number

[REDACTED]

E-mail Address

[REDACTED]

Please turn page to complete remainder of form

Section 2 - Other Retirement System Information

Are you currently receiving a disability benefit or an age and service retirement from any of the following retirement systems? If applicable, please check all that apply.

	Receiving a Disability Benefit	Receiving a Retirement Benefit
Ohio Police and Fire Pension Fund (OP&F)	<input type="checkbox"/>	<input type="checkbox"/>
State Highway Patrol Retirement System (HPRS)	<input type="checkbox"/>	<input type="checkbox"/>
Cincinnati Retirement System (CRS)	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 - Employee Certification

I state that the information contained in this form is complete and true to the best of my knowledge and belief.

Additionally, if an elected official, my signature below indicates that I am applying for membership in OPERS for my elective service pursuant to Section 145.20 of the Ohio Revised Code. The signature date indicates the date application is made for membership.

Employee Signature (Do not print or type)

Section 4 - Employer Certification

Employer Code -

Employer Name

City of Middletown

Salary Begin Date Month Day Year
07 05 2020

Is this an elected position? Yes ☐ No ☒

Job Position Title

Police Officer

Is this a full-time law enforcement position? Yes ☒ No ☐

If employed in a firefighting position, is firefighter training required? Yes ☐ No ☒

I certify that if the compensation paid to this individual is earnable salary, that OPERS retirement contributions are deducted with the above employer on the salary begin date indicated above, or beginning the month that contains the signature date on this form for elected officials, and the statements set forth are true and accurate as disclosed by this employer's records.

Hannah Moore

Signature of Certifying Officer (If Certifying Officer is the new member, form should be signed by both the Certifying Officer and a council member or trustee.)

Print Certifying Officer's Name

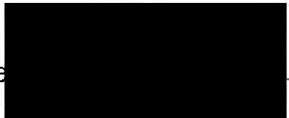
Hannah Moore

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer with The City of Middletown Division of Police.

Date:



Signature





OATH OF OFFICE

I, [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]
Signature

Police officer
Position

State of Ohio
County of Butler, ss:

Sworn to and subscribed before me this [REDACTED] day [REDACTED],
[REDACTED]



Megan Ellis
Notary Public

My Commission Expires 2/21/2027

Employee Orientation Checklist

Employee Name [REDACTED]

Department/Division Patrol

Date [REDACTED]

	<i>The following items are to be discussed with the new employee at in-processing</i>	Discussed	Sign up Employee
1	Form I-9, Employment Eligibility Verification	✓	
2	OPERS Personal History Record	✓	
3	OP&F Fund Personal History Record	✓	
4	Not Covered by Social Security Form (SSA-1945)	✓	
5	Federal Withholding Form (W-4)	✓	
6	State of Ohio Tax Form (IT 4)	✓	
7	Non-Middletown Resident Municipal Tax Form		
8	Direct Deposit Authorization Form		
9	Emergency Contact Form		
10	Fraud Reporting Information		
11	Compensatory Time Off		
12	CDL Previous Employer Request Form	✓	
13	Employees' Association Voluntary Contribution Form		
14	Beneficiary Designation/Change Form		
15	Oath of Office		
16	Health Insurance Enrollment Documents (Medical, Dental, Vision)		
17	Health Insurance Marketplace Coverage Packet		
18	Spouse's Employer Statement of Coverage		
19	Spousal Waiver Acknowledgement Form		
20	FMLA Leave (Family and Medical Leave)		
21	General Notice of COBRA		
22	Holiday List	✓	✓
23	Deferred Compensation Summaries		
24	Compensation/Benefits Summary Sheet		
	• Salary		
	• Probationary Period		
	• Classified/Unclassified		
	• Exempt/Non-Exempt		
	• Health Insurance		
	• Life Insurance		
	• OPERS of Ohio/OP&F Fund Account		
	• Holidays		
	• Sick Leave		
	• Injury Leave		
	• Funeral Leave		
	• Vacation / PTO Leave		
	• Clothing and Equipment Maintenance Allowance		
	• Employee Assistance Program (EAP)		
	• Deferred Compensation Program		
	• Miscellaneous Benefits		
25	Transit Drug & Alcohol Policy		

	<i>The following items are to be discussed with the new employee at in-processing</i>	<u>Discussed</u>	<u>Sign up Employee</u>
	City of Middletown Policies and Procedures		
26	• CDL Policy		
27	• CDL Drug & Alcohol Policy		
28	• Ohio Ethics Law & Related Statutes		
29	• Ethics & Conflict of Interest Policy		
30	• Information Systems Policy		
31	• Vehicle/Equip Accident Reporting Procedure		
32	• Harassment Policy		
33	• Drug-Free Workplace Policy		
34	• On-the-Job Injury		
35	• Workplace Violence and Firearms		
	Videos		
	• Ethics		
	• Harassment		
	• Defensive Driving		
	Intranet		
	• Online Forms		
	• Service Award Program		
	• Employee Policies & Procedures		
36	Parking Facilities		
37	United Way		
38	Employee ID Card		
39	Health Insurance Plan Selections Health Insurance Option: Coverage Level: <i>PPO 10</i> Dental Plan: <i>buy up</i> Vision: <i>buy up</i> Other (FSA/HSA etc...):		
40	Position Description		
41	Letter of Understanding (where applicable) regarding specific job requirements to be obtained within a certain timeframe.		

In-Processed by: (Please initial) _____

I acknowledge that during my in-processing the above information has been discussed with me and I received information on each of the policies. I understand that the City implemented these policies in the best interest of all concerned and that as a City employee I am obligated to follow these policies. I also acknowledge that I have viewed the required videos during the in-processing; and received a copy of my position description.

Employee Signature _____

Date _____

To be placed in employees' permanent file.

Section 6

OVERTIME PAY

(A) An employee working in excess of forty (40) hours in one week, as defined by the Fair Labor Standards Act, as amended (provided that holidays, funeral leave, and injury leave for which the employee is paid shall be counted in the forty (40) hours), shall, as determined by supervision, either be paid time and one-half his regular rate, or receive compensatory time off on the basis of one and one-half hours off for each hour of overtime worked. Time off to use earned compensatory time will be granted within sixty (60) days of the request made by the employee. When compensatory time is used, it shall not count as hours worked during the applicable work period for purposes of determining overtime. No employee shall be permitted to accrue more than two-hundred forty (240) hours of unused compensatory time and any employee who has accrued two-hundred forty (240) hours of compensatory time shall be paid in cash for all overtime in excess thereof, at the employee's regular rate at the time of payment, except that public safety employees may accrue up to four hundred and eighty (480) hours of compensatory time. Upon termination of employment, unused compensatory time shall be paid at the employee's average regular rate for the last three (3) years of employment or the employee's final regular rate, whichever is higher. This provision shall not apply to exempt employees, a list of such job titles which is attached hereto as Exhibit A.

(B) Except as otherwise provided in a collective bargaining agreement, all non-exempt employees who are scheduled to work, and do work, on any holiday or day observed as a holiday, as determined by the City Manager, other than employee's birthday, shall be paid an amount equal to one and one-half (1-1/2) times the amount which they receive for any other regular work day, in addition to their regular holiday pay, or receive compensatory time off on the basis of one and one-half hours off for each holiday hour worked, at the discretion of the department director.

(C) All employees who work on a rotating shift at the Water and Wastewater Treatment Plants and whose seventh consecutive eight hour day falls on any holiday, shall receive compensation equal to two (2) times their regular hourly rate in addition to their regular holiday pay.

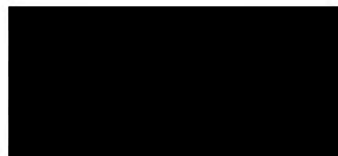
(D) Employees who work on a rotating shift at the Water and Wastewater Treatment Plants shall receive 1-1/2 times the regular rate of pay for the seventh day when working seven consecutive eight (8) hour days. Those employees who are working the midnight shift during the change to daylight saving time will work only seven (7) hours; however, this will still constitute an entire shift for calculation of seven consecutive eight (8) hour days. Hourly rates to be thus paid shall be determined by dividing the biweekly salary by eighty (80).

(E) Any hour for which an employee receives overtime or premium compensation eliminates that hour from consideration for overtime or premium payment on any other basis. If the time worked falls under two or more overtime and/or premium pay classifications, the higher rate shall prevail. This section shall not eliminate shift premium, where applicable during overtime hours.

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.



Date

117.103 [Effective 5/4/2012] Auditor of state's system for reporting fraud.

(A) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's web site, or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

The auditor of state shall keep a log of all complaints filed under this section, which is a public record under section 149.43 of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the auditor of state. If section 149.43 of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

(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 shall confirm receipt of this information within thirty days after beginning employment. The auditor of state shall provide a model form on the auditor of state's web site to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section 117.11 of the Revised Code, that new employees have been provided information as required by this division.

(2) On the effective date of this section, each public office shall make all its employees aware of the fraud-reporting system required by this section.

(3) Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.

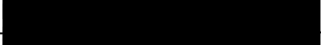
Added by 129th General Assembly File No. 73, HB 66, § 1, eff. 5/4/2012.

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.

I  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.



Police officer

Division of Police

PRINT NAME, TITLE AND DEPARTMENT




DATE

Work Order (200's PBO)

Date of Order 07/11/2022

Effective Date [REDACTED]

Name [REDACTED]

Title Patrol Officer

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Appointment | <input type="checkbox"/> Retirement | <input type="checkbox"/> Disability Retirement | <input type="checkbox"/> Raise |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Resignation | <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Dismissal | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Beneficiary |
| <input type="checkbox"/> Classification Change | <input type="checkbox"/> Transfer (From _____) | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Shift Pay - WTP & WWTP Operators Hrly Rate \$ _____ | | | |

Department Police

Division Uniform Patrol Dept. # 923

SS Number [REDACTED]

Budget Account 100,224.51110

Employee [REDACTED] Range PO1 Step A

Hourly Rate \$27.9985 Bwly Rate \$2239.88

Replacing Larry Fultz

Initiated By Hannah Moore

ADDITIONAL COMMENTS _____

Personnel	
<u>06/07/2022</u>	Council Approved
<input type="checkbox"/>	Official Letter
<input type="checkbox"/>	Physical (Approved)
<u>922120</u>	OBES
<u>4c</u>	EEOC
<input checked="" type="checkbox"/>	Classified
<input type="checkbox"/>	Unclassified
<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 checked="" type="checkbox"/>	COBRA
<input type="checkbox"/>	Retirement Letter
<input type="checkbox"/>	Resignation Letter
<input type="checkbox"/>	Exit Interview
<u>07/05/2022</u>	Health Insurance Start/End Date
	20 hours PTO Start Date
<u>3 vacation days</u>	Remaining PTO hours given at 90 Days
Finance	
<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 checked="" type="checkbox"/>	OPERS (copy)
<input checked="" type="checkbox"/>	OP&F (original)
<input checked="" type="checkbox"/>	Non-Resident Tax Form
Insurance	
Health Insurance	
<u>10</u>	Option AFSCME Waive Coverage
<u>EE</u>	EE/Spouse EE/Child(ren) Family
<u>\$51.62</u>	Per Pay (24 / 48)

Insurance	
<u>Vision Buy-Up</u>	<u>\$2.29</u> Per Pay (24)
<u>Dental Buy-Up</u>	<u>\$14.01</u> Per Pay (24)
<u>City Paid Life</u>	<u>\$22,500</u>
Additional Life Insurance	
<u>Employee</u>	
Amount \$ _____	DOB _____
\$ _____	Per Month
<u>Spouse</u>	
Amount \$ _____	DOB _____
\$ _____	Per Month
<u>Child(ren)</u>	
Amount \$ _____	Per Month \$ _____
<u>FSA (Health)</u>	
Amount \$ _____	Per Pay \$ _____
<u>FSA (Dependent Care)</u>	
Amount \$ _____	Per Pay \$ _____
<u>HSA</u>	
Amount \$ _____	Per Pay \$ _____
<u>UNUM Critical Care/Cancer</u>	
\$ _____	Per Pay
<u>UNUM Accident</u>	
\$ _____	Per Pay
<u>UNUM Hospital Indemnity</u>	
\$ _____	Per Pay

HUMAN RESOURCES

[REDACTED]

TO: Paul Lolli, Acting City Manager

FROM: Megan Ellis, Human Resources Manager

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. He was selected from the eligibility list as a result of Civil Service testing procedures, and will fill the vacancy created by the retirement of Larry Fultz.

Mr. Swanger will be assigned to Range PO1, Step A, which provides a salary of \$2,239.88 biweekly, \$58,236.86 annually.

/cs

c: Amy Schenck, Clerk of Council
David Birk, Police Chief
Human Resources
Finance (Payroll)
file

ccmtg06/21/22

POLICE OFFICER
Authorized Strength – 58
Current Staff Level – 55



August 23, 2022

TO: [REDACTED]

FROM: Chief Birk

SUBJECT: Letter of Commendation

Officer Mooney, [REDACTED] and Austin Renner were dispatched to the Red Roof Inn in reference to a family that was refusing to leave the property after being kicked out. Upon arrival they located a single mother and 3 children, one of which was autistic. This mother had no money, credit card or way of helping them get a hotel for the night. Due to them not having anywhere else to go, the officers brought them to the police lobby to seek further help. Officer Renner took his own money and went to get them all something to eat from McDonald's. Officer Mooney and [REDACTED] came into dispatch where they advised Sgt. Gibson of the situation. Officer Mooney and [REDACTED], as well as Dispatcher Green, Crank, Kirsch and Conner, began calling area churches, homeless shelters and any other resources they could think of to find this mother and her children a place to stay. During this time, the weather had turned for the worse and it had begun to rain. After approximately an hour of being unable to find some resources, it was determined the best option was to get them a hotel room for the night. Officers Mooney, [REDACTED] A. Renner and Patterson, along with Dispatchers Green, Crank, Kirsch and Conner collected their own money together. They were able to locate a hotel in Franklin with a vacancy where they were able to get a room. They also used the extra money collected to get the family some food so they would be able to eat over the next few days. Upon initially contacting resources to help for the night, it was advised to get contact info for the family and since they were staying at a hotel, they would be able to receive more help first thing Monday morning.

Your compassion and willingness to go above and beyond to help this mother and her children to keep them from sleeping outside in the rain and to have something to eat is very commendable. A great job was done by all on this call. Keep up the great work!

Sincerely, (

David Birk
Chief of Police



August 23, 2022

TO: [REDACTED]

FROM: Chief Birk

SUBJECT: Letter of Commendation

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Your compassion and willingness to go above and beyond to help this mother and her children to keep them from sleeping outside in the rain and to have something to eat is very commendable. A great job was done by all on this call. Keep up the great work!

Sincerely, L

David Birk
Chief of Police

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 7/5/2022 TO 1/5/2023

REPORTING TYPE: Mid Probationary 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.

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 [REDACTED] Date 1/24/23

Rater's Signature Sgt. [Signature] 1557 Date 1/24/23

Rater's Position SERGEANT Date 1/24/23

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

[Signature]
Department Head

1-18-23
Date

[Signature]
Human Resources

1/27/23
Date

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE: [REDACTED] POSITION: PATROL OFFICER
DEPARTMENT: Police DIVISION: PATROL
DATE HIRED: [REDACTED]

REPORTING PERIOD: (From) [REDACTED] (to) 01-05-23

PROBATIONARY ✓ FULL TIME

RATER/TITLE: Sgt. Anthony Gibson

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

Lt. Mark Tait 538
Deputy Chief

[Signature]
Chief of Police

[Signature]
Human Resources

NAME

PD

DOE/07-05-22

20 22

Balance Carried Over From Last Year:

Holidays _____ Longevity Days _____ Sick Hours _____ SSN _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	VAC	LONG	HOL	SICK	ACC SICK HRS
JAN																																				
FEB																																				
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LP - Leave with pay
C - Comp/Etw
LW - Leave without pay
FL - Death in Family
H - Holiday
IL - Injury

L - Longevity day
S - Sick
SF - Sick in Family
V - Vacation
SC - Converted sick day
BD - Birthday

0 0 0 40 10 ✓

YEARLY TOTALS

NAME _____

NAME _____

20 23

Balance Carried Over From Last Year:

Holidays 6 Longevity Days 0 Sick Hours 10

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	VAC	LONG	HOL	SICK	ACC SICK HRS
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YEARLY TOTALS

NAME _____

OFFICER PERFORMANCE APPRAISAL

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		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.	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:

Handles speaking with public well

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		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.	<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 good knowledge for his time working

OFFICER PERFORMANCE APPRAISAL

page 2/7

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING		<input type="checkbox"/> 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. Re-evaluates past solutions to present situations.	<input type="checkbox"/>

COMMENTS: No issues at this time

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS		<input type="checkbox"/> 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.	<input 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.	<input type="checkbox"/>

COMMENTS

gets along well with crew well

OFFICER PERFORMANCE APPRAISAL

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS		<input 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 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		<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: IS An Active Officer And Makes Steps Frequently

OFFICER PERFORMANCE APPRAISAL

page 4/7

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.	<input type="checkbox"/> Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	

COMMENTS: Missed 80 Hours Due to Child Birth absence as time off taken shows up

Early delay

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.	<input type="checkbox"/> Consistently presents a neat, polished appearance. Extra care is taken in maintenance of equipment & appearance.	

COMMENTS: Uniform paper delay

OFFICER PERFORMANCE APPRAISAL

page 5/7

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.	<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.	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: Work Any Assignment Given with as ease

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:	<u>3</u>	pts.
2. Knowledge:	<u>3</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>3</u>	pts.
8. Appearance:	<u>3</u>	pts.
9. Job Performance:	<u>3</u>	pts.
10. Dependability:	<u>3</u>	pts.
TOTAL:	<u>30</u>	pts.
x .2	<u>6</u>	
GRAND TOTAL:	<u>6</u>	

OFFICER PERFORMANCE APPRAISAL

page 7/7

Performance Development Plan of Action (Mandatory): I WANT TO
CONTINUE TO IMPROVE IN MY VERBASE AND IN EVERY DAY PERFORMANCE.

Career Development (Mandatory): I WANT TO BE AN OFFICER THAT OTHERS
CAN GO TO IN THE FUTURE FOR ADVICE.

Sgt A. Gibson K57
Evaluating Supervisor

1/14/23
Date

Superior Officer's Comments: [REDACTED] IS DEVELOPING INTO A
good officer would expect him to become a quality officer over
NEXT FEW YEARS.

(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

1/18/23
Date



Certificate of Completion




Has successfully completed High Threat Close Quarters Training

December 27-29, 2022


Adam Cox

Instructor



Steve Crank

Instructor

[REDACTED]

has completed the advanced training courses
**CULTURAL HUMILITY: DIVERSITY, INCLUSION &
EQUITY (4 HOURS) AND LEGAL UPDATES (4
HOURS)** as part of the 2022 CPT requirements
mandated by the Ohio Peace Officers Training
Commission.




Training Specialist Mark Worley
Butler County Sheriff's Office

05/16/2022

has completed the advanced training courses
**EMERGENCY VEHICLE OPERATIONS AND
TERMINATION OF PURSUIT (8 HOURS)** as part of
the 2022 CPT requirements mandated by the OPOTC
COURSE # CPT322



MJ
Training Specialist Mark Worley
Butler County Sheriff's Office

07/26/22

has completed the advanced training courses
**EMERGENCY VEHICLE OPERATIONS AND
TERMINATION OF PURSUIT (8 HOURS)** as part of
the 2022 CPT requirements mandated by the OPOTC
COURSE # CPT322

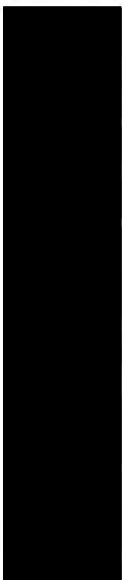


mw
Training Specialist Mark Worley
Butler County Sheriff's Office

07/26/22



Certificate of Completion



Has completed In-Service Training to certify use in Taser, Asp / Baton, OC Spray, and
Firearms Qualification – 8 Hours

10-26-2022

David Birk

Date

Chief of Police



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that



has successfully met the prescribed program requirements for

**Ethics and
Professionalism**

Date: April 25, 2022

Dave Yost
Dave Yost
Attorney General

Dwight A. Holcomb
Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth
Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

[REDACTED]

has successfully met the prescribed program requirements for

Response to Mass
Violence and Mass
Protests ~~General~~ ^{General} ~~Protest~~ ^{Protest}

Dave Yost
Dave Yost
Attorney General

Dwight A. Holcomb
Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth
Vernon P. Stanforth, Chairperson



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that



has successfully met the prescribed program requirements for

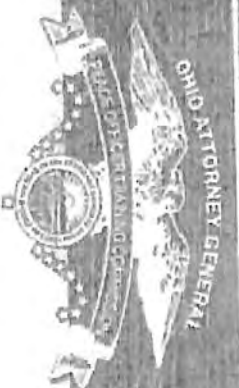
BCI Lethal Use of Force
and OIS Investigations

Date: September 20, 2022

Dave Yost
Dave Yost
Attorney General

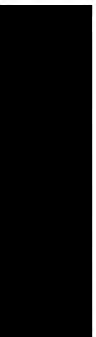
Dwight A. Holcomb
Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth
Vernon P. Stanforth, Chairperson



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

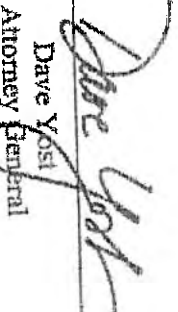
This is to certify that





has successfully met the prescribed program requirements for

Critical Thinking in Use
of Force Situations

Date: September 20, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

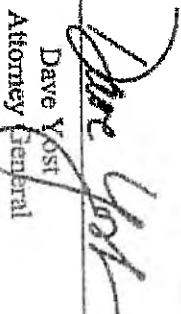


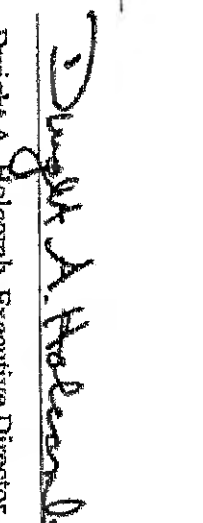
has successfully met the prescribed program requirements for

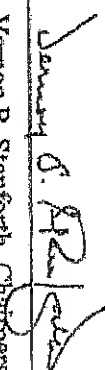
Objective

Reasonableness

Date: September 20, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

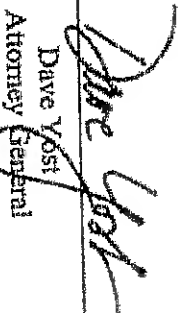
This is to certify that





has successfully met the prescribed program requirements for

Qualified Immunity

Date: September 20, 2022


Dave Yost
Attorney General


Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that



has successfully met the prescribed program requirements for

Use of Deadly Force and Legal Guidelines

Date: September 20, 2022

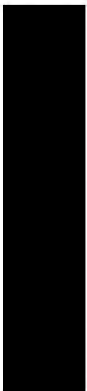
Dave Yost
Dave Yost
Attorney General

Dwight A. Holcomb
Dwight A. Holcomb, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth
Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



Certificate of Completion



Has successfully completed the Pistol – Red Dot Training Course
February 20, 2023

Mr. A. Cox #583

Adam Cox

Instructor

Mr. E. Mosley

Evan Mosley

Instructor

RECOMMENDATION FOR SALARY INCREASE

DATE: 6/27/2023

TO: Birk, David M

H: \$ 31,705
B: \$ 2,536.41
A: \$ 65,946.61

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: Swanger, Jacob
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: 1/5/2023
7. Date Eligible for Next Increase: 7/5/2023
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)?

☒ 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)

DBur
DEPARTMENT DIRECTOR

Megan Ellis
HUMAN RESOURCES

6-28-23
DATE

7/5/23
DATE

ent / 7/7/23



HUMAN RESOURCES

June 30, 2023

[REDACTED]
Patrol Officer
Police

SUBJECT: STEP INCREASE

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step B, which provides a salary of \$2,536.41 bi-weekly and \$65,946.61 annually.

This increase will be effective July 7, 2023 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan Ellis
Human Resources Manager

/cs

cc: 201 File

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

ent 7/7/23

EMPLOYEE: [REDACTED]

POSITION: PATROL OFFICER

DEPARTMENT: Police

DIVISION: PATROL

DATE HIRED: [REDACTED]

REPORTING PERIOD: (From) [REDACTED] (to) [REDACTED]

PROBATIONARY ☒ FULL TIME ☐

RATER/TITLE: Sgt A. Gibson #1057

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

Lt. Michael T. S38
Deputy Chief

Em N. Conn
Chief of Police

Megan Ellis
Human Resources

NAME

PO

DOE/07-05-22

20 22

Balance Carried Over From Last Year:

Holidays _____ Longevity Days _____ Sick Hours _____ SSN _____

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0 0 6 40 10

YEARLY TOTALS

NAME

NAME

20 23

Balance Carried Over From Last Year:

Holidays 6 Longevity Days 0 Sick Hours 10

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YEARLY TOTALS

NAME

EMPLOYEE EVALUATION INSTRUCTION SHEET

CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: [REDACTED]

REPORTING TYPE: Mid Probationary Evaluation

PERFORMANCE EVALUATION INSTRUCTIONS

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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.

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.

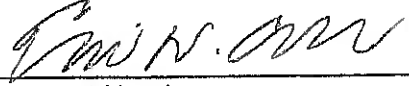
☐ I request a review of this evaluation. Please be sure to state your specific reasons.

Employee's Signature  Date 6/15/23

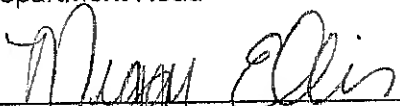
Rater's Signature  Date 6/15/23

Rater's Position _____ Date _____

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


Department Head

6-12-23
Date


Human Resources

7/5/23
Date

OFFICER PERFORMANCE APPRAISAL

page 7/7

Performance Development Plan of Action (Mandatory): I WOULD LIKE TO
DO MORE RESEARCH AND TRAINING ON HOW TO BECOME A GOOD INTERVIEW OFFICER,
I WOULD LIKE TO PICK UP ON MORE CLUES IF THERE IS MORE TO A CASE OR A
STOP.

Career Development (Mandatory): I WOULD EVENTUALLY LIKE TO TRYOUT
FOR THE SWAT TEAM ONLY AFTER TO BE MORE FAMILIAR ON THE STREET AND
ON TACTICS.

Sgt. [Signature]

Evaluating Supervisor

6-13-23

Date

Superior Officer's Comments: IS A QUALITY OFFICER WHO SHOWS A LOT
OF POTENTIAL. AS [REDACTED] GAINS MORE KNOWLEDGE HE
WILL BE AN ASSET TO THIS DEPT

(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

6/15/23

Date

OFFICER PERFORMANCE APPRAISAL

page 1/7

1	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMUNICATION SKILLS	<input type="checkbox"/>	<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.	<input type="checkbox"/>

COMMENTS: Speaks with public well on calls

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE	<input type="checkbox"/>	<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: is an informed young officer Building knowledge of Job

OFFICER PERFORMANCE APPRAISAL

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING		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.	

COMMENTS: MAKES Good decisions on Call

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
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.	<input 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.	

COMMENTS: GETS Along Well with others

OFFICER PERFORMANCE APPRAISAL

page 3/7

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS	<input type="checkbox"/>	<input 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 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.	<input type="checkbox"/>

COMMENTS:

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: IS Always on Top Produces on Statistics

OFFICER PERFORMANCE APPRAISAL

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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 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.	<input type="checkbox"/> Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	<input type="checkbox"/>

COMMENTS: Missed 40 Hours But only due to child being born

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	<input type="checkbox"/>	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.	<input type="checkbox"/>

COMMENTS: IS DEVELOPING INTO A GOOD OFFICER

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY	<input type="checkbox"/>	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.	<input 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.	<input type="checkbox"/>

COMMENTS: IS ALWAYS ON TIME AND HAPPY TO WORK

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>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>3</u> | pts. |
| 8. Appearance: | <u>3</u> | pts. |
| 9. Job Performance: | <u>3</u> | pts. |
| 10. Dependability: | <u>3</u> | pts. |

TOTAL: 31 pts.

x .2 6.2

GRAND TOTAL: 6.2



HUMAN RESOURCES

February 16, 2024

[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 \$2,735.13 bi-weekly and \$71,113.33 annually.

This increase will be effective January 7, 2024 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan Ellis
Human Resources Manager

/cs

cc: 201 File

RECOMMENDATION FOR SALARY INCREASE

DATE: 1/24/2024

TO: Birk, David M

H 34.1891
B 2,735.13
A 71,113.33

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: 7/7/2023
7. Date Eligible for Next Increase: 1/7/2024
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

2-9-24
DATE

2/21/24
DATE

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:



POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 7/7/2023 TO 1/7/2024

REPORTING TYPE: 6.00 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.

Human Resources

NAME PD

20 23

Balance Carried Over From Last Year:

Holidays 6 Longevity Days 0 Sick Hours 10

Holiday																																VAC	LONG	HOL	SICK	ACC SICK HRS
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
3	JAN																																		20	
11	FEB																																		30	
0	MAR																								AL		AL	AL	AL						40	
11	APR																								AL		AL	AL	AL						50	
11	MAY	AL	AL	AL		AL	AL	AL	AL	AL				AL	AL	AL																			60	
0	JUN																								AL		AL	AL	AL						70	
11	JUL																																		80	
2	AUG																																		90	
11	SEP																																		100	
0	OCT																																		110	
12	NOV																																		104	
	DEC																																		114	

LP - Leave with pay
C - Comp/Etw
LW - Leave without pay
FL - Death in Family
H - Holiday
IL - Injury
L - Longevity day
S - Sick
SF - Sick in Family
V - Vacation
SC - Converted sick day
BD - Birthday

0 0 18 10 114 PR

YEARLY TOTALS

NAME _____

NAME PD

20 24

Balance Carried Over From Last Year:

Holidays 18 Longevity Days 0 Sick Hours 114

Holidays		18		Longevity Days		0		SICK HOURS		11																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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LP - Leave with pay
C - Comp/Etw
LW - Leave without pay
FL - Death in Family
H - Holiday
IL - Injury
L - Longevity day
S - Sick
SF - Sick in Family
V - Vacation
SC - Converted sick day
BD - Birthday

YEARLY TOTALS

NAME _____

OFFICER PERFORMANCE APPRAISAL

page 1/7

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.	<input type="checkbox"/>

COMMENTS:

2	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/> Requires frequent instruction to accomplish job tasks. Is unaware of/for 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

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3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING		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.	<input checked="" 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.	

COMMENTS:

Good decision maker for a young cop.

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
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.	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.	

COMMENTS:

OFFICER PERFORMANCE APPRAISAL

page 3/7

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS		<input 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 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		<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.	

COMMENTS:

OFFICER PERFORMANCE APPRAISAL

page 4/7

7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		<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 checked="" type="checkbox"/> Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	

COMMENTS: Missed 2 days due to sickness

8	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
APPEARANCE		<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.	

COMMENTS:

OFFICER PERFORMANCE APPRAISAL

page 5/7

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
	<input type="checkbox"/>	<input type="checkbox"/> 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 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 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.	<input type="checkbox"/>

COMMENTS:

He works extremely hard, takes great pride in his work.

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
	<input type="checkbox"/>	<input type="checkbox"/> 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.	<input type="checkbox"/>

DEPENDABILITY

COMMENTS:

Very dependable for a younger officer.

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:

3 pts.

3. Decision Making:

4 pts.

4. Interpersonal Relations:

4 pts.

5. Compliance of Rules & Regulations:

3 pts.

6. Initiative:

4 pts.

7. Attendance:

4 pts.

8. Appearance:

3 pts.

9. Job Performance:

4 pts.

10. Dependability:

4 pts.

TOTAL:

36 pts.

x .2

GRAND TOTAL:

7.2

OFFICER PERFORMANCE APPRAISAL

page 7/7

Performance Development Plan of Action (Mandatory): I WOULD LIKE TO
EXPAND MY KNOWLEDGE WITH POLICIES BY ATTENDING TRAININGS, LEARN MORE
CASELAW TO SOLIDIFY MY KNOWLEDGE WHEN DEALING WITH THE PUBLIC.

Career Development (Mandatory): I WOULD EVENTUALLY LIKE TO EXPAND
MY RESPONSIBILITIES BY BECOMING A SWAT TEAM MEMBER AND HOPEFULLY A
KG HANDLER DOWN THE LINE

Sgt. Dennis Jordan #453
Evaluating Supervisor

02/07/24
Date

Superior Officer's Comments:

(Please check one box)

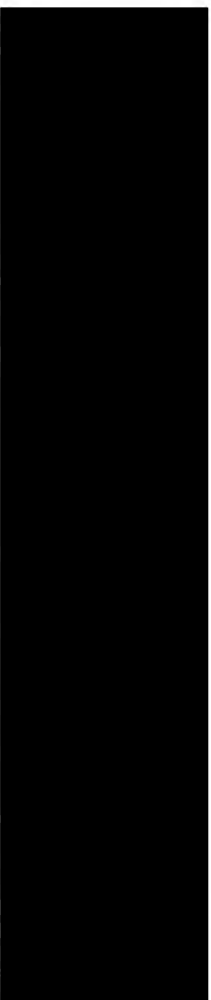
- ☒ I have read this Performance Appraisal and fully understand its comments.
- ☐ I request a review of this Performance Appraisal based on:

Employee's Signature

2/7/24
Date

CERTIFICATE OF APPRECIATION

FOR 1 YEARS OF SERVICE



In recognition to your dedicated service to the City of Middletown

A handwritten signature in black ink, appearing to read "Paul Lalli".

Paul Lalli
City Manager



A handwritten signature in black ink, appearing to read "Megan Ellis".

Megan Ellis
Human Resources
Manager



HUMAN RESOURCES

July 5, 2024

[REDACTED]
Patrol Officer
Police

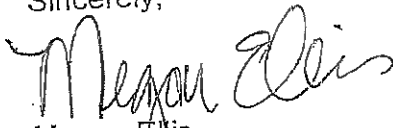
SUBJECT: STEP INCREASE

Dear [REDACTED]

Congratulations, your department director has recommended your advancement to Salary Range P01, Step D, which provides a salary of \$2,863.41 bi-weekly and \$74,448.61 annually.

This increase will be effective July 7, 2024 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,


Megan Ellis
Human Resources Manager

/cs

cc: 201 File

RECOMMENDATION FOR SALARY INCREASE

DATE: 6/14/2024

TO: Birk, David M

H \$ 35,792.60
B \$ 2,863.41
A \$ 74,448.61

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: 1/7/2024
7. Date Eligible for Next Increase: 7/7/2024
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)

gh 490
DEPARTMENT DIRECTOR

Megan Ellis
HUMAN RESOURCES

6/28/24
DATE

7/9/24
DATE

entstf
7/10/24

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

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

REPORTING PERIOD: (From) 01-07-24 (to) 07-07-24

PROBATIONARY _____ FULL TIME ✓

RATER/TITLE: SGT. J. Dennis Woods

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

DC. Michael Tit 538 GW #490
Deputy Chief Chief of Police
Megan Ellis
Human Resources

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 1/7/2024 TO 7/7/2024

REPORTING TYPE: 6.00 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.

NAME PD

2024

Balance Carried Over From Last Year:

Holidays 18 Longevity Days 0 Sick Hours 114

✓

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	VAC	LONG	HOL	SICK	ACC SICKHRS	
13 JAN											PS 8																					✓	✓	✓	124	✓	
11 FEB																					CB		V	V	V							3	✓	✓	✓	134	✓
11 MAR																							V	V	V							3	✓	✓	✓	144	✓
0 APR																																✓	✓	✓	154	✓ PF	
MAY																						CB															
JUN																																					
JUL																																					
AUG																																					
SEP																																					
OCT																																					
NOV																																					
DEC																																					

NAME _____

LP - Leave with pay
C - Comp/Etw
LW - Leave without pay
FL - Death in Family
H - Holiday
IL - Injury
L - Longevity day
S - Sick
SF - Sick in Family
V - Vacation
SC - Converted sick day
BD - Birthday

YEARLY TOTALS

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.	<input type="checkbox"/>

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 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: He is knowledgeable for his time on, he does seek to improve his knowledge by asking questions.

OFFICER PERFORMANCE APPRAISAL

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING	<input type="checkbox"/>	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.	<input type="checkbox"/>

COMMENTS: *He makes good decisions commensurate with his time on the job.*

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS	<input type="checkbox"/>	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.	<input 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.	<input type="checkbox"/>


COMMENTS:

OFFICER PERFORMANCE APPRAISAL

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS	<input type="checkbox"/>	<input 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 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.	<input type="checkbox"/>

COMMENTS:

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:  is a very active officer. He leads the shift in self initiated activity.

OFFICER PERFORMANCE APPRAISAL

page 4/7

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"/> Missed zero days!

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

page 5/7

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE	<input type="checkbox"/>	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 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 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.	<input type="checkbox"/>

COMMENTS: *WORKS Extremely hard, Takes great pride in his work!*

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY	<input type="checkbox"/>	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.	<input type="checkbox"/>

COMMENTS: *He helps me do monthly cruiser inventory.*

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>3</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>5</u>	pts.
8. Appearance:	<u>3</u>	pts.
9. Job Performance:	<u>4</u>	pts.
10. Dependability:	<u>4</u>	pts.
TOTAL:	<u>35</u>	pts.
x .2	<u>.2</u>	
GRAND TOTAL:	<u>7.0</u>	

OFFICER PERFORMANCE APPRAISAL

page 7/7

Performance Development Plan of Action (Mandatory): I'm planning

on going over case law as it challenges frequently to expand my knowledge
on what more I'm able to do and what not to do.

Career Development (Mandatory): Sometime through my time here

I would like to see myself in an specialty role, either
being SRT or K9. Until then I'll continue to strive to better
my self.

Sgt. [Signature]
Evaluating Supervisor

06/18/24
Date

Superior Officer's Comments: [Redacted] is a very hardworking
diligent officer. He takes great pride in his
work, while striving to get better.

(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:

06/24/24
Date

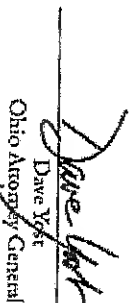



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

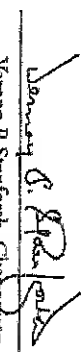
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quintan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stauffer, Chairman
Ohio Peace Officer Training Commission



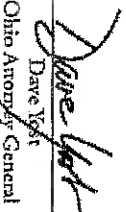
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

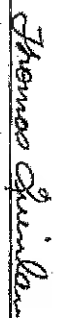
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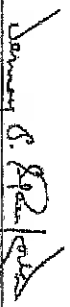
has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairman
Ohio Peace Officer Training Commission

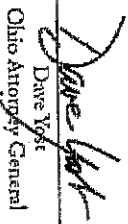



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

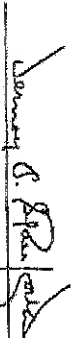
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Ethics and Professionalism Course

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Sanford, Chairperson
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that

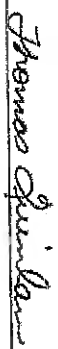


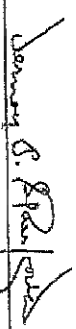
has successfully met the prescribed program requirements for

CPT 2024 - Responding to Mental Health Issues

August 27, 2024


Dave Yeti
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

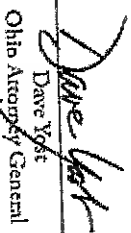


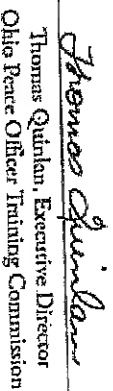
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

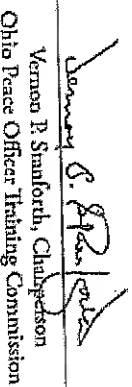
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



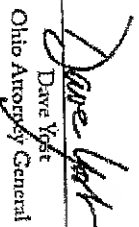
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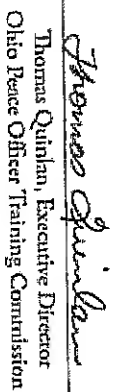
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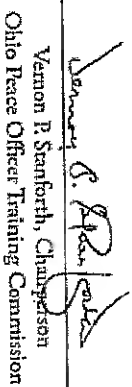
has successfully met the prescribed program requirements for

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairperson
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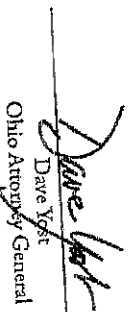


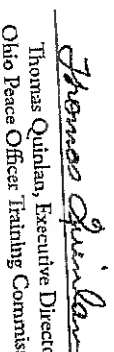
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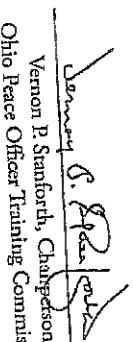
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission




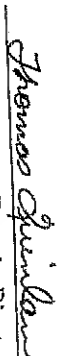
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

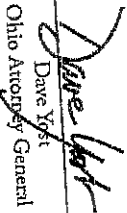


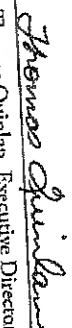
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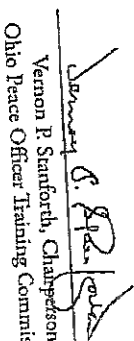
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Ethics and Professionalism Course

June 07, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



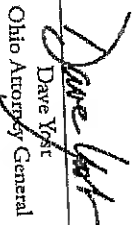
OHIO PEACE OFFICER TRAINING COMMISSION
&
THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that


[REDACTED]
has successfully met the prescribed program requirements for

CPT 2024 - Responding to Mental Health Issues

August 27, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon E. Stanforth, Chairperson
Ohio Peace Officer Training Commission

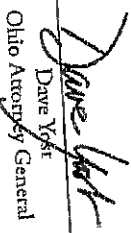


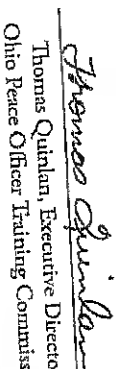
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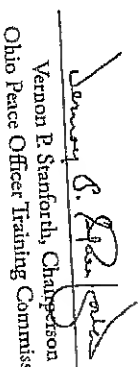
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon E. Stanforth, Chairman
Ohio Peace Officer Training Commission




OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

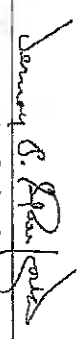
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has successfully met the prescribed program requirements for

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024


Dave Yoki
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairman
Ohio Peace Officer Training Commission



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

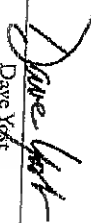
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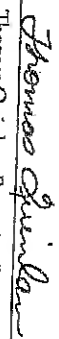



has successfully met the prescribed program requirements for

Responding to Sexual Assault Course

April 28, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

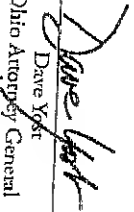



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Biological Evidence Collection for Sexual Assaults Course

April 27, 2024


Dave Yet
Ohio Attorney General


Thomas Quindan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairperson
Ohio Peace Officer Training Commission




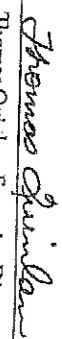
OHIO PEACE OFFICER TRAINING COMMISSION
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THE OFFICE OF THE ATTORNEY GENERAL

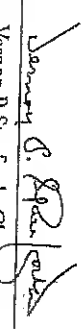
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

BCI Lethal Use of Force and OIS Investigations Course

April 27, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairperson
Ohio Peace Officer Training Commission

Middletown Division of Police
2023

Merit Citation

January 24, 2024

able Herby Honor



For aiding in the officer involved shooting at Wyman on January 24, 2024, part in locking down the crime scene, collection of evidence, transporting and sitting with the officers involved, as they waited on BCI to begin their investigation. You showed a high level of dedication to each other and the department. You worked tirelessly and effectively to get the job done. Because of your outstanding performance of duty, your actions are commendable.

Eric M. Crank
Acting Chief Eric Crank



HUMAN RESOURCES

January 31, 2025

[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 \$2,998.38 bi-weekly and \$77,957.98 annually.

This increase will be effective January 7, 2025 and reflects your continuing good performance as an employee of the City of Middletown.

Sincerely,

Megan Ellis
Human Resources Manager

/cs

cc: 201 File

RECOMMENDATION FOR SALARY INCREASE

DATE: 12/29/2024

TO:

For Nelson

H 37.4798
B 2,998.38
A 77,957.98

A2425

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.D
5. Recommended Range and Step: P01.E
6. Date of Last Evaluation: 07/07/2024
7. Date Eligible for Next Increase: 01/07/2025
8. Does the employee's work performance justify a step increase?

☒ YES ☐ NO


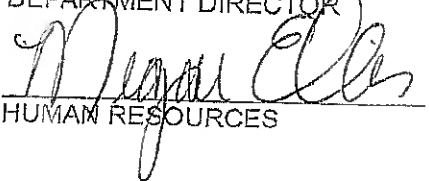
9. If **NO**, please explain on the performance evaluation form, to include what action is being taken to improve the employee's performance.

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

☐ 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

1-23-25
DATE
2/3/25
DATE

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) 07-07-24 (to) 01-07-25

PROBATIONARY _____

FULL TIME _____

RATER/TITLE: Sgt. Wagers 569

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 EVALUATION INSTRUCTION SHEET

CITY OF MIDDLETOWN

NAME: [REDACTED]

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD: 07/07/2024 TO 01/07/2025

REPORTING TYPE: 6.00 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.

NAME PD20 23

Balance Carried Over From Last Year:

Holidays 6 Longevity Days 0 Sick Hours 10

✓

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	VAC 13	LONG —	HOL	SICK	ACC SICK HRS		
+3 JAN																																✓	✓	✓	20	✓		
+1 FEB																																✓	✓	✓	30	✓		
0 MAR																									AL B		AL B	AL B	AL B				✓	✓	✓	40	✓	
+1 APR								AL B	AL B	AL B	AL B			AL B	AL B																	✓	✓	✓	50	✓		
+1 MAY	AL B	AL B	AL B					AL B	AL B	AL B	AL B			AL B	AL B													AL B	AL B	AL B				✓	✓	✓	60	✓
0 JUN																										AL B	AL B	AL B					AL 32	✓	✓	✓	70	✓
+1 JUL			V B	V B	V B																											3	✓	✓	✓	80	✓	
0 AUG																																	✓	✓	✓	90	✓	
+1 SEP																																	✓	✓	✓	100	✓	
0 OCT		V B							V B				C B	C B			V B																3	✓	✓	✓	110	✓
+2 NOV										S B			S B	V B	V B			V B	V B														4	✓	✓	✓	16	104 ✓ P
DEC																																	✓	✓	✓	114	✓	

LP - Leave with pay
C - Comp/Etw
LW - Leave without pay
FL - Death in Family
H - Holiday
IL - Injury

L - Longevity day
S - Sick
SF - Sick in Family
V - Vacation
SC - Converted sick day
BD - Birthday

YEARLY TOTALS

0 ✓ 0 ✓ 18 ✓ 16 ✓ 114 PR

NAME _____

NAME PD20 24

Balance Carried Over From Last Year:

Holidays 18 Longevity Days 0 Sick Hours 114

✓

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	VAC	LONG	HOL	SICK	ACC SICK HRS
+3 JAN											PD																					✓	✓	✓	124	✓
+1 FEB																																✓	✓	✓	134	✓
+1 MAR																																✓	✓	✓	144	✓
0 APR																																✓	✓	✓	154	PR
+1 MAY																																✓	✓	✓	164	✓
0 JUN																																✓	✓	✓	174	✓
+1 JUL																																✓	✓	✓	184	✓
0 AUG																																✓	✓	✓	194	✓
+1 SEP																																✓	✓	✓	204	✓
0 OCT																																✓	✓	✓	214	✓
NOV																																				
DEC																																				

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BD - Birthday

YEARLY TOTALS

NAME _____

OFFICER PERFORMANCE APPRAISAL

page 1/7

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 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.	

COMMENTS:

OFFICER PERFORMANCE APPRAISAL

page 2/7

3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DECISION MAKING	<input type="checkbox"/>	<input type="checkbox"/> 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.	<input type="checkbox"/>

COMMENTS: Not afraid to ask questions if he is unsure of something.

4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INTERPERSONAL RELATIONS	<input type="checkbox"/>	<input type="checkbox"/> 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.	<input 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.	<input type="checkbox"/>

COMMENTS: Gets along well with others on shift.

OFFICER PERFORMANCE APPRAISAL

page 3/7

5	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMPLIANCE RULES & REGULATIONS	<input type="checkbox"/>	<input 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 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.	<input type="checkbox"/>

COMMENTS:

6	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
INITIATIVE	<input type="checkbox"/>	<input checked="" 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 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: ☐ does get out and make stops but is on the lower end for the shift. Would like to see him improve on staying active.

OFFICER PERFORMANCE APPRAISAL

page 4/7

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"/> No sick days! Always shows up to work on time and ready.

COMMENTS: No sick days! Always on time and volunteering for extra assignments.

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

page 5/7

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
JOB PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/> 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.	<input type="checkbox"/>

COMMENTS: Well rounded officer, Always ask for help if he is unsure about something. Level needed and keeps composure when dealing with difficult subjects.

10	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/> 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 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.	<input checked="" type="checkbox"/> Any time [redacted] is called to help with something he does so without hesitation.

COMMENTS: Helps inventory officers and always shows up to work ready. Never complains about his job. If I need a task completed on the shift I know I can depend on [redacted] to get it done in a timely manner.

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>3</u> | pts. |
| 4. Interpersonal Relations: | <u>3</u> | pts. |
| 5. Compliance of Rules & Regulations: | <u>3</u> | pts. |
| 6. Initiative: | <u>2</u> | pts. |
| 7. Attendance: | <u>5</u> | pts. |
| 8. Appearance: | <u>3</u> | pts. |
| 9. Job Performance: | <u>3</u> | pts. |
| 10. Dependability: | <u>5</u> | pts. |

TOTAL: 33 pts.

x .2 6.6

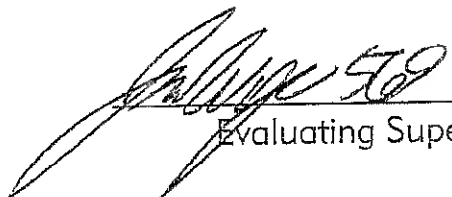
GRAND TOTAL: 6.6

OFFICER PERFORMANCE APPRAISAL

page 7/7

Performance Development Plan of Action (Mandatory): I would like to
tryout for the SWAT team, again, if able I feel this could help with
training knowledge and vital tactics. I could use the additional knowledge for
the street.

Career Development (Mandatory): I would like to expand my knowledge
with case law as well as drug interdiction, and eventually go to narcotics.


Evaluating Supervisor

1-19-25


Date

Superior Officer's Comments: I have only supervised [REDACTED] for approx.
2 months. During that time he has been an excellent officer and exceeds
in several areas. During his time as a patrol officer (2.5 years) he has been involved
in several high stress situations. Always accepts constructive criticism and he is
a pleasure to have on my 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:


Employee's Signature

1/19/25

Date



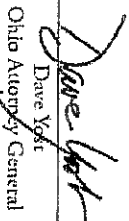
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

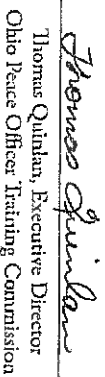
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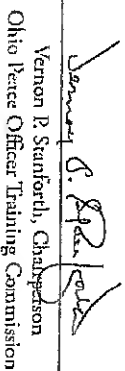
[REDACTED]
has successfully met the prescribed program requirements for

Impacting Narcotics in Ohio Course

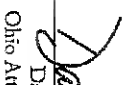
March 06, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon R. Stanforth, Chairperson
Ohio Peace Officer Training Commission

tion


Dave Yost
Ohio Attorney General

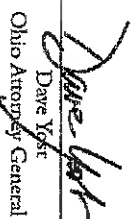


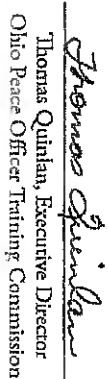
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

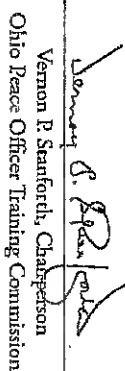
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Human Trafficking Course

January 14, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

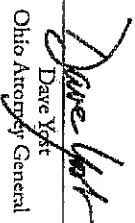


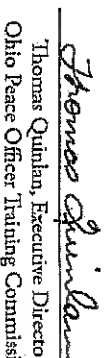
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

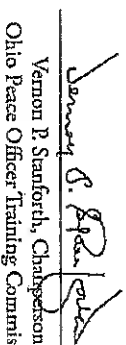
This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Crisis Intervention Course

January 11, 2024


Dave Yost
Ohio Attorney General


Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission




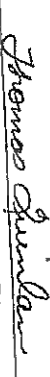
OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL


This is to certify that
[REDACTED]
has successfully met the prescribed program requirements for

Critical Thinking in Use of Force Situations Course

March 06, 2024


Dave Yost
Ohio Attorney General


Thomas Quintan, Executive Director
Ohio Peace Officer Training Commission


Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission



Certificate of Completion



Has successfully completed the Fall In-Service Training

(Legal Updates, OIS Debriefing, Taser Re-Certification, and Range Qualifications) -- 8 Hours

November 1, 2023

Lt. Paul Tit

Training Coordinator