

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:	(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:			
Seitzman received the per- reviewing the file, SA Seitz	, Ohio Bureau of Criminal Investigation Special Agent Steven sonnel file for Middletown Police . Upon man observed that it contained typical application and onboarding officer. The personnel file reflected that was sworn officer on		
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 attack	hed to this investigative report for further review.		
References:			
No references.			
Attachments:			
Attachment # 01:	Personnel File		

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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 be appointed to the position of Police Officer in the Division of Police at the next City Council meeting scheduled for Mr. 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

OATH OF POLICE OFFICER

STATE OF OHIO, County of Butler/Warren:

I, 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.
Sworn to before me and subscribed in my presence this day
$\circ f$

Notary Public



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





NOTICE OF PEACE OFFICER APPOINTMENT

Check Box if: ☐ Correction to	Record	□ Name Change		ooper to Peace Off rtificate <u>must</u> be attache	
Within ten days of the appointment or status of \$F400@OhioAGO.gov, fax, or mail.					
 Type or print legibly and complete all blanks. (*NOTE: The officer's email address will be used). Submit pages 1 and 2 when an officer is newless. (Submit only page 1 when an officer continues or is promoted to Chief.) 	ed for all OPOTC corr y-appointed to your ag to be appointed by yo	espondence, including ac gency, or has previously ! our agency, but has a cha	lvanced training course eft the agency and retur inge from one status, as	registration. ns. : listed in Box 15, to a diff	
5. Enter any necessary information for a Correct	ion to Record, submit	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			
OFFICER INFORMATION 1 Name (Last)		(First)	(Middle)	2. Social Security Numb	er (last 5 only)
3, Previous Name(s) or Alias (Last)		(First)		(W.UGIE)	
4. Sirth date (mm/dd/yyyy) 5. Officer's 08/27/1999	ndividual Email Address*			6. Phone Number	
7, Horns Mailing Address (#/Street/PO Box)		(Uily)	(State)	(Zip Code) (County Nam	
8, Basic Training Academy (Academy Name (Only complete if this is the officer's first appointment or OSP))	Middletown (Academ	OH y Number) (Date	45042 Butle is of Training)	
AGENCY INFORMATION 9. Agency Name Middletown	n Division of Po				
10. Recarting Authority's Email Address vanessac@cityofmiddletown.org		11. Agency Phone Numb 513-425-7756			
12. Agency Mailing Address (#IStreet/PO Box) One Donham Plaza		(Cily) Middletown	(Zlp Cade) 45042	(County Name Butler	1)
APPOINTMENT INFORMATION (Compte	te Dale, Status <u>and</u> ORC)	13. New Appointment D	ate 14	Status Channe Date	
15, Select New Status Full-Time For the purpose of this form, full-time means those in active par compensation and benefits for 40 hours in a work week or 80 h 16, Select New ORC	Part-Time y stalus (including those on ours In a 14-day period.	Auxiliary vacaton, sick, berea ement, p	_Reserve ersonal or administrative leave	Special Se; on compensatory time or hol	easonal days) recelving
City Full-Time/Part-Time (737.02)	City Auxil	iary/Reserve/Special (73	7.051) City C	hief (737.02)	
Village Full-Time/Part-Time/Special (737.16)Village Au	ıxillary/Reserve (737.161)Village	e Chief (737.15)	
Township Police Officer (505.49)	Township	Constable (509.01)	Other	Chief - List ORC/Charte	r
Other - List ORC/Charter	Deputy Si	heriff (311,04)	Sherifi	f (311.01)	
				The state of the s	
ATTESTATION OF REPORTING AUTHO	ORITY own	ve carefully read this doc free will and volition. I at correct and is based on r nowledge that submission	test that the information my personal knowledge	provided on this docume or inquiry. I further unde criminal violation.	nt is true
17. Signature of Reporting Authority	18. Printed Name and Tit	le .		19. Date	
K/STUND	David Birk/Chi			07 /05 /22	
20. Stignature of Witness	21. Printed Name (First, I			22. Date	
Valena Dals Clist	Vanessa Nicol	e 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



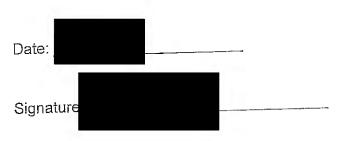
Personal History Record/Elected Official Membership

- 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	MAN SALES AND ASSESSED.
Social Security Number	
First Name MI Last Name	Suffix
	ot. Number
Street or Maining Address	
State ZIP Code	
Country Postal Code	
Province	
Date Of Birth Month Day Year OS 2-7 1999 OS OS OS OS OS OS OS OS OS	
Work Phone Number Home Phone Number Cell Phone Number	
E-mail Address	

Section 2 - Other Retirement System Inform		· 计1000年1968		tide id	bit
Are you currently receiving a disability benefit or an systems? If applicable, please check all that apply.	age and service reti			etirement	
	Receiving a Disability Benefit	Receiving a Retirement Benefi	t		
Ohio Police and Fire Pension Fund (OP&F)					
State Highway Patrol Retirement System (HPRS)					
Cincinnati Retirement System (CRS)					ntasa
Section 3 - Employee Certification	中野 100				
I state that the information contained in this form is complete	and true to the best of	of my knowledge and b	elief.		
Additionally, if an elected official, my signature below indicate pursuant to Section 145.20 of the Ohio Revised Code. The sign	es that I am applying f ature date indicates th	or membership in OPEI ne date application is n	RS for my electiv nade for membe	e service rship.	
		_			
		76-1			
imployee Signature (Do not pri	int or type)				
The second secon					
Section 4 - Employer Certification	時が一番の	15 Hay 176			10,000
Employer Code					
Employer Name CityOfMiddiretow					
Month Day Year Salary Begin Date 07050000					
Is this an elected position? Yes No No					
Job Position Title					
Is this a full-time law enforcement position? Yes	No (C)		_		
If employed in a firefighting position, is firefighter trai	ning required? Ye	es O No O			
I certify that if the compensation paid to this individual is ea above employer on the salary begin date indicated above, or officials, and the statements set forth are true and accurate	arnable salary, that OP	ERS retirement contrib that contains the signa moloyer's records.	utions are dedu ture date on thi	cted with t s form for	he elected
Marie Marie				or trucken	
Signature of Certifying Officer (If Certifying Officer is the new member	er, form should be signed by	both the Certifying Officer ar	o a conucit wewner.	of daster.)	
Print Certifying Officer's Name					
Hannan moore					1

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.





OATH OF OFFICE

UAITI	OF OFFICE
1, _	, do solemnly swear that l
will support the Constitution and law	s of the United States and of the State of
Ohio, and the Charter and Ordinance	es of the City of Middletown; that I will not
make or authorize expenditures of p	ublic money other than for adequate
consideration and efficient service;	and that I will in all respects faithfully
	ent or office for the City of Middletown,
Butler/Warren Counties, Ohio.	Police office
State of Ohio County of Butler, ss: Sworn to and subscribed before me	e this
WE STED OF CHARLES	Mulanu Commission Expires $\frac{\partial}{\partial x} = \frac{\partial}{\partial x} = \partial$

Employee Orientation Checklist

Employee Name _		
Department/Division Patrol	Date	Mark

	The following items are to be discussed with the new employee at in-processing	Discussed	Sign up Employee
	Form I-9, Employment Eligibility Verification	V,	
	OPERS Personal History Record	1/	
	OPERS Personal History Record		
	OP&F Fund Personal History Record	1	
	Not Covered by Social Security Form (SSA-1945)		
	Federal Withholding Form (W-4)	1	
	State of Ohio Tax Form (IT 4)		
	Non-Middletown Resident Municipal Tax Form		
	Direct Deposit Authorization Form		
)	Emergency Contact Form	-	
0	Fraud Reporting Information		
1	Compensatory Time Off		
2	CDI Previous Employer Request Form		_
3	Employees' Association Voluntary Contribution Form		
4	Beneficiary Designation/Change Form		
15	Ooth of Office		
16	Health Insurance Enrollment Documents (Medical, Dental, Vision)		
17	Health Insurance Marketplace Coverage Packet		
18	Spouse's Employer Statement of Coverage		
	Spousal Waiver Acknowledgement Form		
19	FMLA Leave (Family and Medical Leave)		
20	General Notice of COBRA		
21	- 	/	9
<u>22</u>	Holiday List		V
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		
	TT 1' 1		
	C: I T		
	Injury Leave		
	Funeral Leave		
	Vacation / PTO Leave		
	Clothing and Equipment Maintenance Allowance		
	Employee Assistance Program (EAP)		
_	Deferred Compensation Program		
	Miscellaneous Benefits		
	Transit Drug & Alcohol Policy		

	The following items are to be discussed with the new employee at in-processing	Discussed	<u>Sign up</u> Employce
	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	1	
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: PPO 10		
ļ	10 10		
	Dental Plan: OUTUP Vision: OUTUP		
	Other (FSA/HSA etc):		1
40	Position Description		
41			
	requirements to be obtained within a certain timeframe.		<u> </u>
	In-Processed by: (Please initial)		
	III 1100055000 031 (1100000 Minister)		
rec be acl	cknowledge that during my in-processing the above information has been discussed verived information on each of the policies. I understand that the City implemented the st interest of all concerned and that as a City employee I am obligated to follow these knowledge that I have viewed the required videos during the in-processing; and receivable description.	ese policies in t policies. I also)
Er	nployee Signature Date		····

To be placed in employees' permanent file.

Section 6

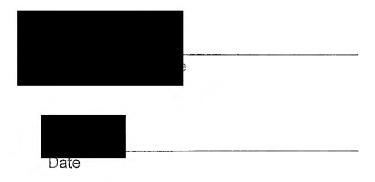
OVERTIME PAY

- 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.



117.103 [Effective5/4/2012] 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, \S 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.

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 beforementioned 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

Work Order (200's PBO)

e of Order <u>07/</u>		Title Patrol Officer
ne	99.3	the state of the s
Appointment	☐ Retirement	☐ Disability Retirement ☐ Raise ■ Full Time ☐ Health Insurance
Promotion	☐ Resignation	☐ Part-Time ☐ Beneficiary
Demotion	☐ Dismissal	
Classification	Change Transfer (From	NTP Operators Hrly Rate \$
partment Pol		Division Uniform Patrol Dept. #923
		Budget Account 100,224,51110
Number	DO1 CHA A	Hourly Rate \$27.9985 Bwkly Rate \$2239:88
ployee #	Range FOT Step K	Houry race 9
Lorn	Fultz	Initiated By Hannah Moore
	Fultz	
DITIONAL CO	MMENTS	
		Insurance
- Constant and a	Personnel	Vision Buy-Up
06/07/2022	Council Approved	\$2.29 Per Pay (24)
	Official Letter	
	Physical (Approved)	Dental Buy-Up \$14.01 Per Pay (24)
922120	OBES	\$14.01 Per Pay (24)
4c	EEOC	City Paid Life \$22,500
V	Classified	
- conjusts	Unclassified	Additional Life Insurance
V	Orientation	Employee Amount \$ DOB
V	Oath of Office	Amount \$ DOB Per Month
V	I-9 Form	Ψ
V	Recorded in Abra	Spouse DOB
V	Entered in BenXpress	Amount \$
V	COBRA	,
	Retirement Letter Resignation Letter	Child(ren) Amount \$ Per Month \$
	Exit Interview	Amount \$ ref would be
* = 10 5 10 0 0 0	Health Insurance Start/End Date	FSA (Health)
07/05/2022	20 hours PTO Start Date	Amount \$ Per Pay \$
o succession de la	TOTAL PRINCIPLE PRINCIPLE AND ALL PRINCIPLE	FSA (Dependent Care)
3 vacation days	Finance	Amount \$ Per Pay \$
	W-4 and IT 4 Tax Forms	Amount 5
V	SSA-1945 Form	HSA
V	Direct Deposit	Amount \$Per Pay \$
V	OPERS (copy)	,
V	OP&F (original)	UNUM Critical Care/Cancer
V	Non-Resident Tax Form	S Per Pay
	Insurance	UNUM Accident
Health Ins		
10 Oct	ion AFSCME Waive Coverage	\$ Per Pay
Орг	TEL (Child (ren) Family	UNUM Hospital Indemitity
EE EE/	Spouse EE/Child(ren) Family	\$ Per Pay
	Per Pay (24 / 48)	

HUMAN RESOURCES

TO:

Paul Lolli, Acting City Manager

FROM:

Megan Ellis, Human Resources Manager

SUBJECT: APPOINTMENT - PATROL OFFICER

We are recommending the appointment of 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:

FROM:

Chief Birk

SUBJECT: Letter of Commendation

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. took his own money and went to get them all something to eat from McDonald's. Officer came into dispatch where they advised Sgt. Gibson of the situation. , as well as Dispatcher Green, Crank, Kirsch and Conner, began Mooney and Officer Mooney and 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, 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:

FROM: Chief Birk

SUBJECT: Letter of Commendation

Officer Mooney, 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 came into dispatch where they advised Sgt. Gibson of the situation. as well as Dispatcher Green, Crank, Kirsch and Conner, began Mooney and 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, , 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

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

POSITION: Patrol Officer

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

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.	

Please check all that apply.	
I have been given the opportunity to read th	is performance report and comment on its contents.
I have discussed the contents with my supe	rvisor and understand what is expected of me.
I request a review of this evaluation. Please	e be sure to state your specific reasons.
Employee's Signature	Date 1/24/23
Rater's Signature SST/WW	K3 (Date 1)
Rater's Position SEIZ GEANT	Date 1 24 23
The next performance evaluation will be at the con	clusion of the probationary period. $1 - 18 - 23$
Department Kead	Date
Human Resources	Date 127/23

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

DEPARTMENT: Police	POSITION: PATROL OFFICER DIVISION: PATROL DATE HIRED:
REPORTING PERIOD: (From)	(to) <u>01-05-23</u> FULL TIME
RATER/TITLE: Sgt. Anthony This written Performance Appraisal established	is to be completed in accordance with procedures
Lt. Maled Tast 538 Deputy Chief	Chief of Police Human Resources

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AME_clance oblidays 1 JAN FEB MAR APR MAY JUN JUL	Carr	ried	Ove	r Fr Lon	om ge ¹	 Las	st Y Da	/eai	r: (<u></u>		9	EL H	- Le - De - He - In	eati olid jury	hin lay /	Fai	mily			V S E	6C -	· Co	nve thda	rted				31				-	20_	<u> </u>	3
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- OFF	1 UNACCEPTABLE IMPROVEM	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION
1-	OWPO CHE THEFTH	3 3 3		
		Written or oral	X Usually communi-	
LLS		communications some-	cates in a logical, clear,	
KI		times lack clarity or	and easy to understand	
N S		appropriate grammar.	manner in both oral	=
10		Listens but interrupts	and written form. Usu-	
A T		unnecessarily. Some-	ally exhibits good lis-	
IIC		times is uninterested,	tening/writing skills.	
UN		impatient, or unpleas-		
MМ		ant.		
CC				

COMMENTS:

Handles sponeing

W. T.

public WELL

COMMENTS	KNOWLEDGE	N
ENTS		UNACCEPTABLE
HAS good Knowledge for his Time Working	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.	IMPROVEMENT NEEDED
for his Time Working	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.	MEETS STANDARDS
40	& maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	EXCEEDS EXPECTATION
		OUTSTANDING

ω	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION
		Lacking in judg-	X Adequately evalu-	Thinks ahead and
;	1		ates circumstances	acts with decisiveness
NG		sense. Allows personal	and takes appropriate	& authority. Uses good
KI.		bias to affect decisions.	action. Makes reason-	judgment to make rap-
M A		Avoids making decisions	able decisions based	id, reliable decisions
N .		or requires assistance for	on information avail-	with confidence. Re-
10		TOULTIE GECISIONS: Nakes	able. Makes routine	Tator part rollitions to
IS		necisions based on pop-	decisions without assis-	
EC		טומוזוץ וסנוופו נווסוז וטכנ.	tonce Percentions of	ปี ย่งยาก งาเนนเบาง.
D I		Makes repeated judg-	ימווכב: ו פו כבף ווסווס	
		mental errors in similar	situations are consis-	
		situations.	tently accurate.	

COMMENTS: No ISSUES AT THIS TIME

INTERPERSONAL RELATIONS	4
	UNACCEPTABLE
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.	IMPROVEMENT NEEDED
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.	MEETS STANDARDS
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.	EXCEEDS EXPECTATION
	OUTSTANDING

C	CTTORY TRXTORMENT ST. SQUEST				
M	IINACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Complaine about	X Usually asserts	Readily adapts	
rs		nolicies & procedures.	new & changing poli-	to new & changing	
ON		Responds negatively to	cies & procedures with	policies & procedures.	
CE ATI		suggested improvements	little initial questioning.	Encourages others to	
N O		ing constructive criti-	Makes every attempt to	comply. Exhibits posi-	
LIZ E.G		cism. Constantly must	adhere to existing rules	tive attitude towards	
MP		be counseled to adhere	& regulations.	rules & regulations.	
		Has received written rep-			
1 F	-	rimand or suspension &			
₹ U		had grievance for same			
		denied.			
_					

COMMENTS:

	INITIATIVE	e	57
			IINACCEPTABLE
Marie Start Francisco	lated activities. Limits involvement to assigned tasks. Discourages others from taking initiative. Does not properly follow up observations & situations.	Avoids police-re-	IMPROVEMENT NEEDED
STONE PROGRAMMENT	& completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	X Usually undertakes	MEETS STANDARDS
	yond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	Investigates be-	EXCEEDS EXPECTATION
			OUTSTANDING

1	CHARLE STREET CONTRACTOR OF THE PROPERTY OF				
7	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently pre- pared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	
COMI		Hairs Due 70 Chill E	Bith otherwise was a	TAKE OF TAKEN SHOWS	OUTSTANDING
00	UNACCEPTABLE	IMPROVEMENT NEEDED Dress & appearance are unkempt.	TIS STANDAR Dress & app are neat &	EXCEEDS EXPECTATION Consistently presents a neat, polished	OUTSTANDING
APPEARANCE		ance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	ance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	ents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.	

COMMENTS: Uniform

books gaily

COMMENTS: Work Any Assignment Sweet with ax 15000

UNACCEPTABLE IMPROVEMENT NEEDED MEETS STANDARDS EXCEEDS EXPECTATION METS STANDARDS EXCEEDS EXPECTATION Can be relied pleting assignments. pletes assignments on on the complete any importance of time with minimal sultance of pervisory prompting. Supervision. Assesses potential problems & when necessary. Accapts alternate work iton without supervision. Assesses potential problems & assignments & accepts sion. Able to take on burdens caused by new or complex tasks. shortage of personnel.
MEETS STANDARDS 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.
EXCEEDS EXPECTATION 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.

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:		3	pts.
4. Interpersonal Relations:		3	pts.
5. Compliance of Rules & Regulations:			pts.
6. Initiative:		3	pts.
7. Attendance:		3	pts.
8. Appearance:		3	pts.
9. Job Performance:		3	pts.
10. Dependability:		3	pts.
	TOTAL:	30	pts.
	x .2	6	
GRAND '	TOTAL:	6	

Performance Development Plan of	Action (Mandatory): 1 CUANT TO
CONTINUE TO IMPROVE IN MY VERBAS	SE AND IN GUOLLY DAYPROFORMANCE.
	and the first state of the first
	IWANT TO BE ANDFRICER THAT OTHERS
CAN hoto IN THE FAULE FOIL AMULE,	
SATAVA. Gibson KS7	1/14/23
Evaluating Supervisor	Date
C : Office of Commontor	15 DEVELOUS INTO A
Superior Officer's Comments.	15 Developing into A
MEXT FEW YEARS.	
(Please check one box)	
I have read this Performance App	raisal and fully understand its comments.
I request a review of this Performa	
request a review of this remotine	21100 7 App. 4.000 2 200 200
	1/18/23
Employee's Signature	Date



Certificate of Completion

Has successfully completed High Threat Close Quarters Training

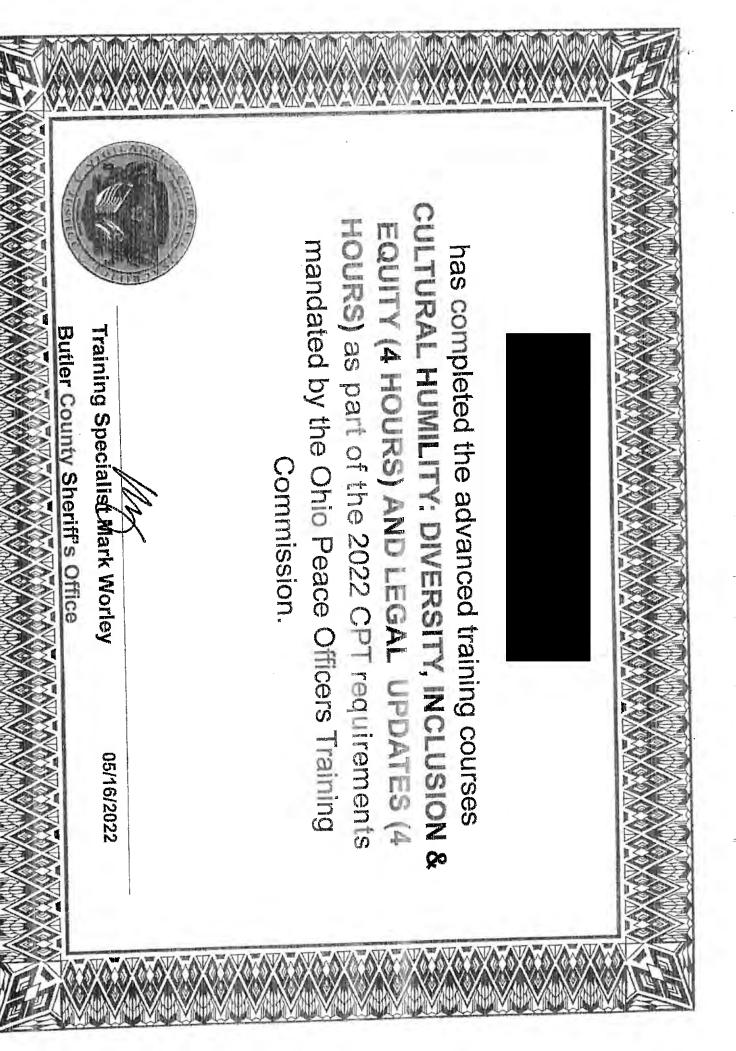
December 27-29, 2022

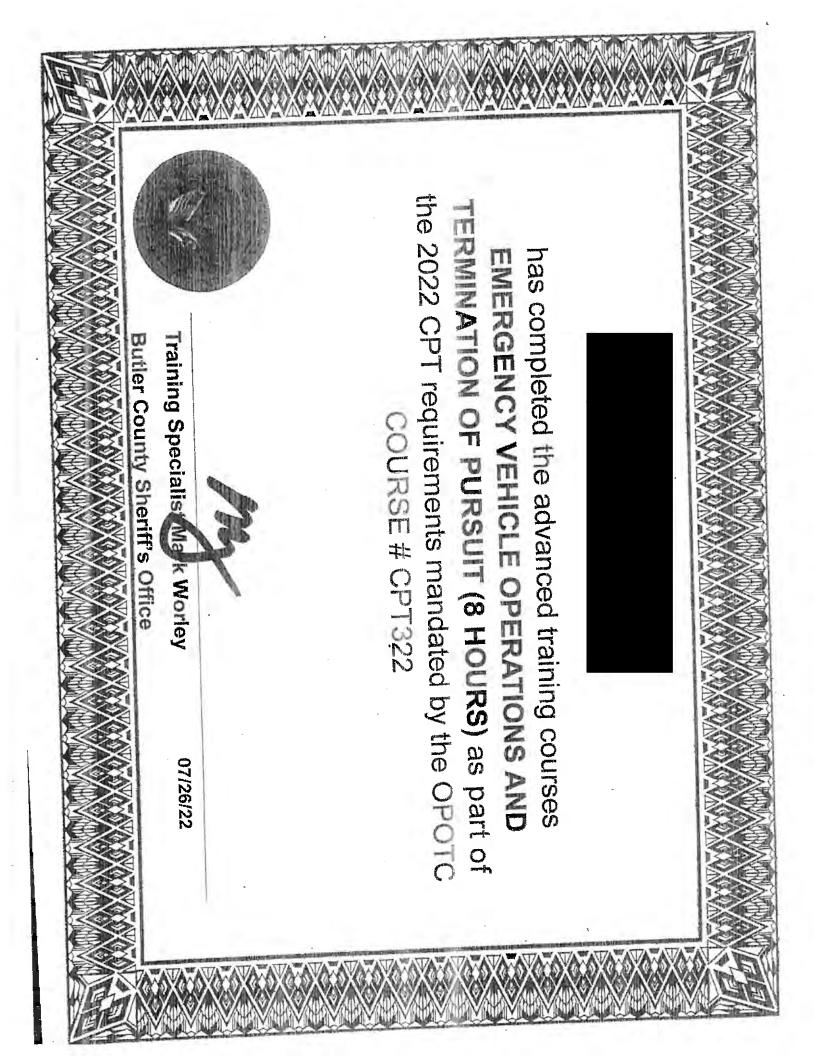
Adam Cox

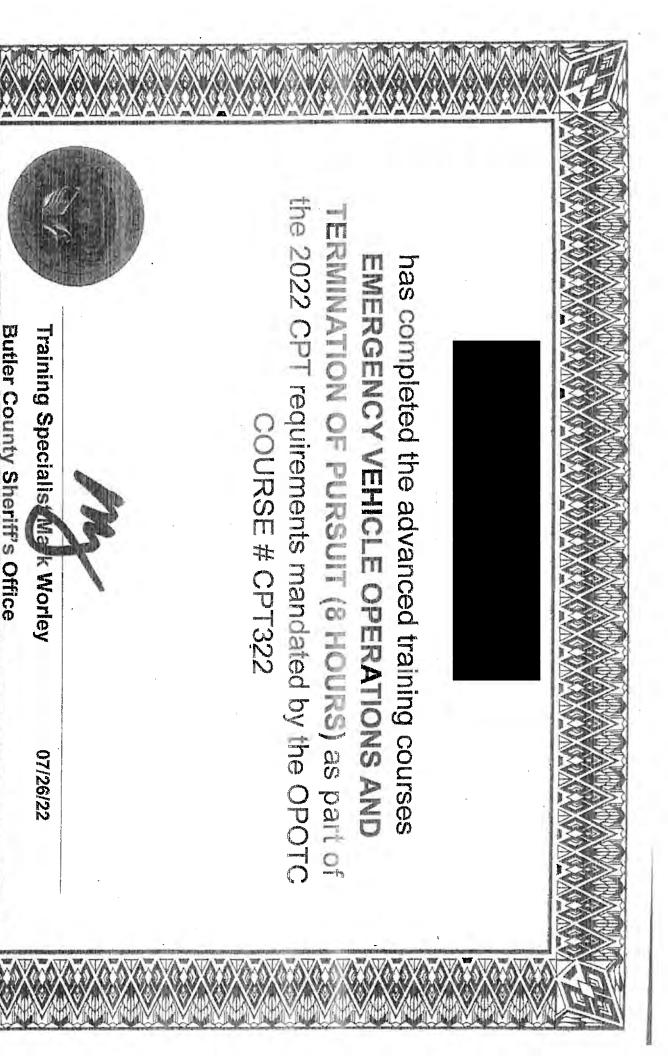
Instructor

Stew Crank

Instructor









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

Chief of Police

Date



This is to certify that

THE OFFICE OF THE ATTORNEY GENERAL

has successfully met the prescribed program requirements for

Ethics and Professionalism

April 25, 2022

Date:

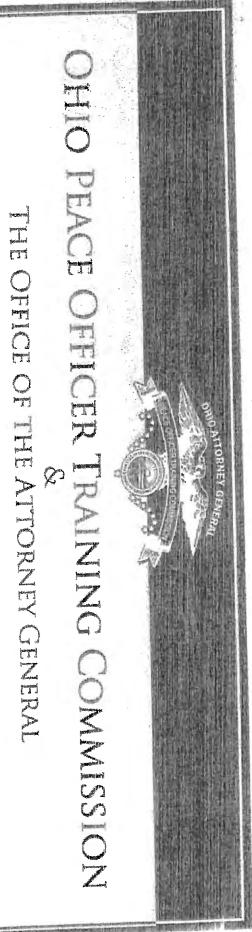
Vernon P. Stanforth, Chairperson
Onio Peace Officer Training Commission

Dwight A. Holcomb, Executive Director

Ohio Peace Officer Training Commission

Dave Yost Attorney General

https://opotaonline.inquisiglms.com/dashboard/



This is to certify that



has successfully met the prescribed program requirements for

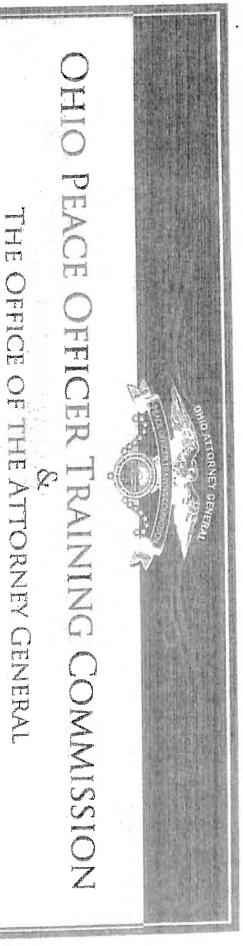
Response to Mass Violence and Mass

Dave Yost Attorney General

Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson
Vernon P. Stanforth, Charleson

January B. Alex Por

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



BCI Lethal Use of Force and OIS Investigations

has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost / Attorney General

Vermon P. Stanforth, Chuttperson

Vermon P. Stanforth, Chuttperson

Officer Training Commission

Samon G. Red John

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



THE OFFICE OF THE ATTORNEY GENERAL

has successfully met the prescribed program requirements for

Critical Thinking in Use of Force Situations

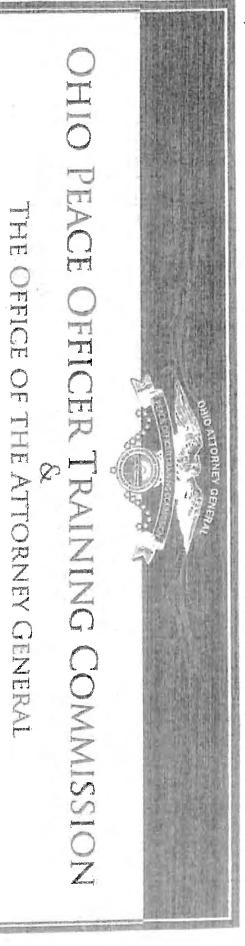
Date: September 20, 2022

Vernon P. Stanforth, Champerson

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

A. Hales Dhio Peace Officer Training Commission

Dave Yost / Attorney General



Objective Reasonableness has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost Attorney General

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

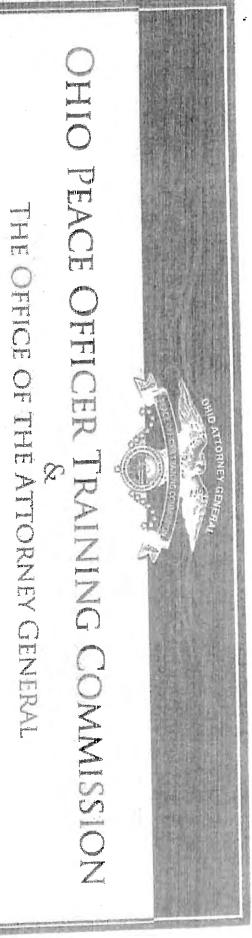
Vernon P. Stanforth, Chairperson

Wernon P. Stanforth, Chairperson

On Peace Officer Training Commission

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https://opotaonline.inquisiqIms.com/dashboard/





has successfully met the prescribed program requirements for

Qualified Immunity

Date: September 20, 2022

Vernon P. Stanforth, Chairperson

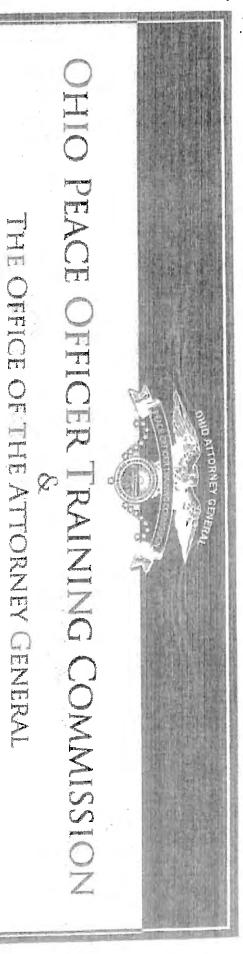
Vernon P. Stanforth, Chairperson

Officer Training Commission daning 6. AR Jak

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

Dave Yost/ Attorney Gereral

https://opotaonline.inquisiqlms.com/dashboard/



Use of Deadly Force and Legal Guidelines

has successfully met the prescribed program requirements for

Date: September 20, 2022

Dave Yost/ Attorney General

Vernon P. Stanforth, Chariperson
Ohio Peace Officer Training Commission James G. FR. Roll

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



Certificate of Completion

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

Adam Cox #S&

Instructor

Fyan Mosley

Instructor

RECOMMENDATION FOR SALARY INCREASE H:\$31.7051 B:\$2,536.41 A:\$65,946-61

The Department Director is responsible to certify that an employee's performance warrants a salary

DATE: 6/27/2023

TO:

Birk, David M

step increase. To accomplish this change i	n a timely manner, the Department Director needs to primarice evaluation to the Human Resources Division at the Manner of the Human Resources Division at the Manner of th
 Name of Employee: Classification: Union or Non-Union: Present Range and Step: Recommended Range and Step: Date of Last Evaluation: 	Swanger, Jacob Patrol Officer Union - Fraternal Order of Police P01.A P01.B 1/5/2023
- note Eliable for Nevi Increase:	7/\$/2023
Does the employee's work perform	nance justify a step increase?
V_YESN	10
taken to improve the employees 10. If YES and a union member, do agreement rquirements (license, WA: There are no requirer agreement (other than YES: Please enclose copy	es the step increase conform with collective bargaining certification, or other accomplishment)? nents for step increases under the collective bargaining performance) of license or certificate
DEPARTMENT DIRECTOR MANA COLIN	Idense or certification not obtained) $\frac{6-28-23}{\text{DATE}}$ $\frac{15/3}{\text{DATE}}$



HUMAN RESOURCES

June 30, 2023

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

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 E∦s

Human Resources Manager

/cs

cc: 201 File

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

extitus

EMPLOYEE:	POSITION: PATROL Offices
DEPARTMENT: Police	DIVISION: TATEOL
	DATE HIRED:
REPORTING PERIOD: (From)	(to)
PROBATIONARY	FULL TIME
RATER/TITLE: SST A, Gobson #1657	
	•
This written Performance Appraisal is established b	to be completed in accordance with procedures by the Division of Police
Lt. Mulul Tit S8	miN.Con
Deputy Chief	Chief of Police
	Ellis
/ // Hur	man Resources

NAN											₽Ø	' 			1	<u>)(</u>)E		0	harp [0	<u>5</u>	2.	2						-		21	0_2	2
Balance Car Holidays												Sic	kН	our	rs				SS	N												_		
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1 2	3	4 5	6	7	8	8	10	11	12	13	14	15	16	17	18	19	20	21	22	23 2	4 2	25 2	6 2	(2	8 29	3 3	31	<u>`</u>	, .	LONE		.,01	JICK.	SICK
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EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

POSITION: Patrol Officer

DEPARTMENT: Police

DIVISION: 0923 Uniform Patrol

REPORTING PERIOD:

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 ablility 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 to	this performance report and comment on its contents.
I have discussed the contents with my sup	pervisor and understand what is expected of me.
I request a review of this evaluation. Pleas	se be sure to state your specific reasons.
Employee's Signatu	Date <u>6/6/27</u> Pate 6/5-23
Rater's Signature	2K\$7 Date 615-23
Rater's Position	Date
The next performance evaluation will be at the con	nclusion of the probationary period.
MWW.OW	6-12-23
Department Head	Date
Myggy Elis	7/5/23
Human Resdurces	Date // /

OFFICER PERFORMANCE APPRAISAL

Performance Development Plan o	f Action (Mandatory): 1 WOULD LILEE TO
DO MOLE RESEARCE AND TRAINING ON	HOW TO DE COME A GOOD INTERPLETION OF FILE
	E CLUES IF THORK IS MORE TO A LAK ARA
570P.	
	: WOLD EVENTURY CILLE TO TRYOUT
FOR THE SWAT TEAM ONLY AFRE TO	BE MORE PERMICIEN OF THE STREET AND
ON TACTICIS.	
	6-18-22
535 help & 1657	6-13-23 Date
Evaluating Supervisor	Date
Superior Officer's Comments: IS	A QUALTY Offiler Who \$11005 ALOT
of Romanal. As	A QUALITY OFFICE Who \$11005 ALOT Gains More Knavinge HE
and the state of t	DEPT
Lill BE AN ASSIST TO THE	
(Please check one box)	
•	praisal and fully understand its comments.
7	
I request a review of this Perforn	nance Appraisal based on:
	Le115/23
Employee's Signature	Date
F(1)P(0) 00 0 - 0	

APPRAISAL
PERFORMANCE
OFFICER

r=4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ន		Written or ord	Usually communi-	-ffactively orde-	
TI		communications some-		nizes and presents oral	7
ZK		times lack clarity or	and easy to understand	and written information	
NO		appropriate grammar.	manner in both oral	in a clear and concise	
)II		Listens but interrupts	and written form. Usu-	manner. Consistently lis-	
CA		unnecessarily. Some-	ally exhibits good lis-	tens well to contrasting	
IN.		times is uninterested,	tening/writing skills.	information. Considers	
ΩW		impatient, or unpleas-		concerns and feelings	
MC		ant.		of public.	
),) 					
COM	COMMENTS: Speaks W	Speaks With Public Well ON	ON CAILS		

EXCEEDS EXPECTATION OUTSTANDING	a high ledge & dered a rmation. towards ents &	
EXCEEDS E	Frequently & maintains level of knowl training. Consi source of infol ls pro-active current incid crime patterns.	
MEETS STANDARDS	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.	Knowledge of The
IMPROVEMENT NEEDED	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.	COMMENTS: is An informed your officer Building Knowledge of
UNACCEPTABLE		NTS: 15 AN MARIM
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0	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	COLSIANDING
•					
		Lacking in judg-	Adequately evalu-	I ninks anega and	
-l		ment & use of common	ates circumstances	acts with decisiveness	
J.N.C		sense. Allows personal	and takes appropriate	& authority. Uses good	
ΙΙΧ		bias to affect decisions.	action. Makes reason-	judgment to make rap-	
[A]		Avoids making decisions	able decisions based	id reliable decisions	
W.		or requires assistance for	on information avail-	Do One of the one of the one	
NC		routine decisions. Makes	Able Makes rentine	Will colliderice: Ne	
)IS		decisions based on pop-	מסובי ואימאפט וסמווויס	lates past solutions to	
SIS		ularity rather than fact.	decisions without assis-	present situations.	
EC		Makes repeated juda-	tance. Perceptions of		
a		mental errors in similar	situations are consis-		
		situations.	tently accurate.		

EXCEEDS EXPECTATION OUTSTANDING	Frequently dis-	plays sensitivity towards	other's needs. Strives	to maintain & improve	relations w/subordi-	nates, peers, supervi-	sors & public. Discour-	ages dissemination of	false, unsubstantiated,	or personal informa-	tion about others.	
MEETS STANDARDS EXCEE	X Maintains a good Fi		all subordinates, peers & other's	supervisors. Consistently to ma	polite and tactful when relatio	dealing with public. nates,	Does not disseminate sors &	false or unsubstanti- ages	ated information about false.	others. Follows chain of or pe	command in work-relat- tion a	ed areas.
IMPROVEMENT NEEDED	Sometimes insen-	sitive, making it hard			hen			d, or	personal information	about others. Publicly	criticizes others or the	organization.
UNACCEPTABLE		NO						os		-		277

COMMENTS: GETS HENS USE WILL ALLIC

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ID.	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
HOTES & HEGOTYLIONS COMPTIVNCE		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.	X Usually asserts new & changing policies & procedures with little initial questioning. Makes every attempt to adhere to existing rules & regulations.	Readily adapts to new & changing policies & procedures. Encourages others to comply. Exhibits positive attitude towards rules & regulations.	

	OUTSTANDING	
Control of the second s	EXCEEDS EXPECTATION	Usually undertakes Investigates beampletes necessary Ins. Develops cases Observed activity. It level of initiative maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.
	MEETS STANDARDS	& completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.
	IMPROVEMENT NEEDED	Avoids police-re- lated activities. Limits involvementto assigned tasks. Discourages oth- ers from taking initia- tive. Does not properly follow up observations & situations.
	UNACCEPTABLE	
	(2)	INITIATIVE

COMMENTS: 15 Always on Top products on STATISTICS

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	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EACEEDS EAFECIATION	COLLINGATION
VILINDENCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	
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00	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING	
		Dress & appear-	Dress & appear-	Consistently pres-		
		ance are unkempt.	ance are neat & ap-	ents a neat, polished		
		Equipment is not main-	propriate within De-	appearance. Extra care		
T () I		tained or worn properly.	partmental standards.	is taken in maintain-		
ΛA:		Needs to be prompted	Keeps equipment clean	ance of equipment &		
HA:		to maintain appear-	& properly worn.	appearance.		
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ග	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
IOB BEHLOHWWW.CE	·	boes just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations.	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: 15 DEVELOPING INTO A SIN OFFICE

9	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Often late in com-	X Consistently com-	Can be relied	
		pleting assignments.	pletes assignments on	upon to complete any	
ΙL		Has difficulty following	time with minimal su-	task with little or no	
ITI		instructions. Creates	pervisory prompting.	supervision. Assesses	
a A		burdens on others by	Asks for clarification	potential problems &	
ΔN		avoiding responsibility	when necessary. Ac-	takes appropriate ac-	
bΕ		& duties.	cepts alternate work	tion without supervi-	
DE			assignments & accepts	sion. Able to take on	
			burdens caused by	new or complex tasks.	
			shortage of personnel.		
COM	COMMENTS: 15 Allways ON TIME AND	_	vappy to beadle		

MP-105E

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:	3	pts.
4. Interpersonal Relations:		pts.
5. Compliance of Rules & Regulations:	3	pts.
6. Initiative:	_4	pts.
7. Attendance:	3	pts.
8. Appearance:	3	pts.
9. Job Performance:	3	pts.
10. Dependability:	3	pts.
TOTAL:	31	pts
× .2	6.2	_
	6.2	_
GRAND TOTAL:	<u> </u>	-



HUMAN RESOURCES

February 16, 2024

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

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 Ḥl**i**is

Human Resources Manager

/cs

cc: 201 File

THE .

TO:

DATE: 1/24/2024

Birk, David M

RECOMMENDATION FOR SALARY INCREASE

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

H 34.1891 B 2,735.13

A 71,113,33

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: en/Stranka Patrol Officer Classification: Union - Fraternal Order of Police 3. Union or Non-Union: P01.B 4. Present Range and Step: 5. Recommended Range and Step: P01.C 7/7/2023 6 Date of Last Evaluation: 1/7/2024 7. Date Eligible for Next Increase: 8. Does the employee's work performance justify a step increase? 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 rquirements (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)

HUMAN RESOURCES

DEPARAMENT DIRECTOR

alailau

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

12 July 10

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.

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE:	POSITION: PATROL OSSICOR
DEPARTMENT: Police	DIVISION: PATROL
	DATE HIRED:
REPORTING PERIOD: (From) 07-07-23	3 (to) <u>01-07-24</u>
PROBATIONARY	FULL TIME
RATER/TITLE: Scat. Demnis This written Performance Appraisal is	to be completed in accordance with procedures
established b	y the Division of Police
Lt. Mulul Trit 538	Emr. am
Deputy Chief	Chief of Police
- The	par Clo
Hun	an Resources

NAME	₽ <i>D</i>	20_23_
Balance Carried Over From Last Year:		
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	C - Comp/Etw S - Sick	0 NO NION 12 1111
	LW - Leave without pay SF - Sick in Fam FL - Death in Family V - Vacation	YEARLI TOTALS
NAME	H - Holiday SC - Converted L - Injury BD - Birthday	sick day
		22 41
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NAME		
Balance Carried Over From Last Year:	Ocale House ///	
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SEP	<u> </u>	++++
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NOV		
DEC	LP - Leave with pay L - Longevi C - Comp/Etw S - Sick	
	LW - Leave without pay V - Vacation	n I LANKE I TO ISSUE
	H - Holiday SC - Convert	ted sick day
NAME	IL - Injury	

		IMPROVEMENT NEEDED MEETS STANDARDS E Written or oral Sually communications some-cates in a logical, clear,	NAC	LS	ILI	K	S	ON S	TION S	CATION S	INICATION S	MUNICATION S.	OMMUNICATION S
	MEETS STANDARDS Usually communicates in a logical, clear, and easy to understand manner in both oral		IMPROVEMENT NEEDED	Written or oral	communications some-	times lack clarity or	appropriate grammar.	•	Listens but interrupts	Listens but interrupts unnecessarily. Some-	Listens but interrupts unnecessarily. Sometimes is uninterested,	Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleas-	Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.
IMPROVEMENT NEEDED Written or oral communications sometimes lack clarity or appropriate grammar.		EXCEEDS EXPECTATION Effectively organizes and presents oral and written information in a clear and concise	MEETS STANDARDS	Usually communi-	cates in a logical, clear,	and easy to understand	manner in both oral		and written form. Usu-	ally exhibits good lis-	ally exhibits good listening/writing skills.	and written form. Usually exhibits good listening/writing skills.	and written form. Usually exhibits good listening/writing skills.

KNOWLEDGE	2
	UNACCEPTABLE
Requires frequent instruction to accomplish job tasks. Is unaware of/or falls to utilize afternate resources or agencies. Fails to maintain or understand department rules, regulations, policies, or procedures. Is not current with criminal rules and procedures.	IMPROVEMENT NEEDED
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.	MEETS STANDARDS
Rrequently seeks & maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	EXCEEDS EXPECTATION
	OUTSTANDING

COMMENTS:	DECISION MAKING	ω	
		UNACCEPTABLE	OFFICEN FEW ORMANAP AT S WATER
	ment & 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.	IMPROVEMENT NEEDED	THE R. P. LEWIS CO., LANSING, MICH.
	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.	MEETS STANDARDS	
	Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.	EXCEEDS EXPECTATION	
		OUTSTANDING	

INTERPERSONAL RELATIONS	4
	UNACCEPTABLE
sitive, 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.	IMPROVEMENT NEEDED
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.	MEETS STANDARDS
plays 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.	EXCEEDS EXPECTATION
	OUTSTANDING

OFFICE DEPTODMANCE ADDRAIGAL

page 3/7

וע	5 INACCEPTABLE IMPROVED	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION
	ONACCET HARE	THAT TO A PRESENT A TANK OF THE PERSON OF TH		
		Complains about	Usually asserts	Readily adapts
S		Distance S properties	new & changing poli-	to new & changing
N		policies & procedures.	new & changing poil-	Guifairain & war
0.		Responds negatively to	cies & procedures with	policies & procedures.
		suggested improvements		Encourages others to
		or changes without giv-	little littlidi questioning.	
		ing constructive criti-	Makes every attempt to	comply. Exhibits posi-
LI. EG		cism. Constantly must	adhere to existing rules	tive attitude towards
		be counseled to adhere	2. reculations	rules & regulations.
ΟΛ &		to rules & regulations.	Q leganone.	2 2 3 3 3 3 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		Has received written rep-		
L E		rimand or suspension &	_	
R U		had grievance for same		
j		denied.		

& situations.	follow up observations	tive. Does not properly	ers from taking initia-	tasks. Discourages oth-	involvement to assigned	lated activities. Limits	Avoids police-re-	
	their peers.	consistent with t	Exhibits level of in	from observed o	actions. Develops	& completes nec	Usually unde	

INITIATIVE

COMMENTS:

co

UNACCEPTABLE

IMPROVEMENT NEEDED

MEETS STANDARDS

EXCEEDS EXPECTATION

OUTSTANDING

ally undertakes	Investigates be-	
etes necessary	yand the obvious.	
Develops cases	Strives for self improve-	
served activity.	ment. Consistently	
evel of initiative	maintains a high level	
nt with that of	of self-initiated activity.	
irs.	Recognizes problem	
	areas and takes proac-	
	tive measures.	

	ATTENDANCE	7
10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		UNACCEPTABLE
	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.	IMPROVEMENT NEEDED
The state of the s	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.	MEETS STANDARDS
	Consistently prepared & available for work prior to assigned time. Uses minimal sick time barring extended illness.	EXCEEDS EXPECTATION
		OUTSTANDING

UNACCEPTABLE IMPROVEMENT NEEDED MEETS STANDARDS EXCEEDS EXPECTATION Image: are unkempt. ance are unkempt. Equipment is not main-tained or worn properly. Needs to be prompted to maintain appear. ance. Image: are unkempt. ance are neat & ap-earance. Extra care portiate within De-ents a neat, polished appearance. Extra care portiate within De-ents ance of equipment clean to maintain appear. & properly worn. ance of equipment & ance of equipment & ance.
MEETS STANDARDS Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.
EXCEEDS EXPECTATION Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.

DEPENDABILITY	10	COMMENTS:	9
	UNACCEPTABLE	P	9 UNACCEPTABLE IMPROVEN
Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	IMPROVEMENT NEEDED	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 investigtating skills, merely takes reports. Unable to maintain control during stressful situations.	IMPROVEMENT NEEDED
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.	MEETS STANDARDS	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.	MEETS STANDARDS
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.	EXCEEDS EXPECTATION	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.	EXCEEDS EXPECTATION
	OUTSTANDING	JAPK.	OUTSTANDING

COMMENTS: Very dependable

KCI5

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Anster officer

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

$\overline{\epsilon}$	$\overline{}$	
1. Communication Skills:		pts.
2. Knowledge:		pts.
3. Decision Making:		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	-
Oliver in the		-

OFFICER PERFORMANCE APPRAISAL

Perfo	ormance Development Plan of A	action (Mandatory):	1 WOULD LIME TO
A-600	THE WITH POLICIES TO	4 ATTENDIVE TRAININ	45, CEARN MORE
CASEC	LAW TO SOCIOIFY MY TUCKAGE !	THEN DEALLY WI	745 POBLIC.
Care	eer Development (Mandatory):	1 WOLLD EVENTRALLY	LIME TO EXPAND
MY	RESPONGINTING BY BECOMING O SU	IST TEAM MEMBER	AND HOPFILLY A
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	Hz/53	00/07/24	
361	T. Donnis Jordan #453	02/07/24 Date	-
	Evaluating Supervisor	Dute	
Sup	perior Officer's Comments:		
JUP			
,			
		.	
(Ple	ease check one box)		
\square	I have read this Performance App	aisal and fully underst	and its comments.
	I request a review of this Performa	nce Appraisal based o	n:
<u></u>	1104000		
		<u> </u>	
		317/24	_
	Employee's Signature	Date	



CERTIFICATE OF APPRECIATION

FOR 1 YEARS OF SERVICE

Paul Lolli City Manager



In recognition to your dedicated service to the City of Middletown

Megan Ellis Human Resources



Manager



HUMAN RESOURCES

July 5, 2024

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

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,

Human Resources Manager

/cs

cc:

201 File

RECOMMENDATION FOR SALARY INCREASE

DATE: 6/14/2024
TO: Birk, David M

H \$ 35.7926 B \$ 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.

Name of Employee:					
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:					
8. Does the employee's work perform	nance justify a step increase?				
 YESNO 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 rquirements (license,	certification, or other accomplishment)?				
WA: 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 RESPURCES

DATE

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) 01-07-24 (to) 07-07-24	
PROBATIONARY	
RATER/TITLE: 65.	sie Jorda
This written Performance Appraisal is to be completed in accordance with procedures established by the Division of Police	
DC. Milant Tit 538	al #490
Deputy Chief	Chief of Police
Human Resources	

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

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 NA 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.

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L/1 agad	OUTSTANDING		in the state of th
	EXCEEDS EXPECTATION	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.	Miles Annual Control of the Control
	MEETS STANDARDS	Cates in a logical, clear, and easy to understand manner in both oral and written form. Usually exhibits good listening/writing skills.	
APPRAISAL	IMPROVEMENT NEEDED	Communications sometimes lack clarity or appropriate grammar. Listens but interrupts unnecessarily. Sometimes is uninterested, impatient, or unpleasant.	
UNACCEPTARIE			SNTS:
II	ST	COMMUNICATION SKI	COMMENTS:

	OUTSTANDING		6.73
	EXCEEDS EXPECTATION	& maintains a high level of knowledge & training. Considered a source of information. Is pro-active towards current incidents & crime patterns.	westing on the does sound be improved
	MEETS STANDARDS	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.	Elme on the does
IMPRATE	THE TO VEHIENT NEEDED	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.	9
2 UNACCEPTABLE		COMMENTS: KNOWLEDGE	PADO Kaga by 956/Ng

?	UNACCEDER				. C . 1
	Tracting Tracting	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
COMMENTS: DECISION WAKING		ment & use of common sense. Allows personal bias to affect decisions. Avoids making decisions or requires assistance for routine decisions. Makes decisions based on popularity rather than fact. Makes repeated judgmental errors in similar situations.	Adequately evaluates circumstances and takes appropriate action. Makes reasonable decisions based on information available. Makes routine decisions without assistance. Perceptions of situations are consistently accurate.	Thinks ahead and acts with decisiveness & authority. Uses good judgment to make rapid, reliable decisions with confidence. Relates past solutions to present situations.	
1		makes good decis	WAS COMMONSUR	ealstone commonsurate with his time on the	time on th

The state of the s	OUTSTANDING	
	EXCEEDS EXPECTATION	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.
	MEETS STANDARDS	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.
The present	IMPROVEMENT NEEDED	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.
4 UNACCEPTARTE		OMMENTERPERSONAL RELATION

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	IN A STATE OF THE PARTY OF THE				(A) (B) L
	CHACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
7. F.	SNO	Complains about	about X Usually asserts	Readily adapts	
$\underline{\mathcal{Z}}$	ĮĮ.	Policies & procedures.	new & changing poli-	to new & changing	
<u>NC</u>	AJ	suggested improvements	cies & procedures with	policies & procedures.	
ΑI	ΩΞ	or changes without giv-	little initial questioning.	Encourages others to	
7d)	a B	ing constructive criti-	Makes every attempt to	comply. Exhibits posi-	
WO	78	be cornseled to adhair	adhere to existing rules	tive attitude towards	
<u>၁</u>	SA	to rules & regulations.	& regulations.	rules & regulations.	
.1.	TI	Has received written rep-			
- U) H	rimand or suspension &			
		had grievance for same			
		denied.			
Ö	COMMENTS:				THE PARTY NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PARTY NAMED IN

OUTSTANDING		h 100
EXCEEDS EXPECTATION	Investigates beyond the obvious. Strives for self improvement. Consistently maintains a high level of self-initiated activity. Recognizes problem areas and takes proactive measures.	active officer. He leads the shift in
MEETS STANDARDS	Usually undertakes & completes necessary actions. Develops cases from observed activity. Exhibits level of initiative consistent with that of their peers.	The Officer He
IMPROVEMENT NEEDED	Avoids police-re- lated activities. Limits involvement to assigned tasks. Discourages oth- ers from taking initia- tive. Does not properly follow up observations & situations.	of rear activity
6 UNACCEPTABLE	COMMENTER	Self INITIATEd &

PDRAICAI	
4	
PERFORMANCE	E ,
OFFICER	

-	Į					
	-	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
			Displays pattern	Consistently arrives	Consistently pre-	
_			of tardiness or failure to	for work at the assigned	pared & available for	**************************************
	CE		report to assigned place	time & place, ready for	work prior to assigned	Missed Zero
	N E		ready for duty/or leaving	duty. Remains on duty	time Uses minimal sick	Jan 21
	Z (I.)		before properly relieved.	until properly relieved.		
	EV	4	Fails to accumulate sick	Uses moderate amount	nulle parinig exteriaea	
<u></u>	I J		leave without proper	of sick time while con-	illness.	
	A ——		justification. Fragmently	tinuing to accumulate		
			requests time off at the	time over the period of		
			last minute	evaluation, barring ex-		
	\neg			tended illness.		
CO	MM	COMMENTS.				
			i			

OUTSTANDING		
EXCEEDS EXPECTATION	Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.	
MEETS STANDARDS	Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.	
IMPROVEMENT NEEDED	Dress & appearance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.	
8 UNACCEPTABLE	APPEARANCE	COMMENTS.

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3	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
10B PERFORMANCE		Does just enough to get by. Sporadic quantity of work. Quality lacking. Reluctant to improve performance. Slow/apathetic in recognizing hazards & crime patterns. Exhibits little investigtating skills, merely takes reports. Unable to maintain control during stressful situations.	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:		Sozys Extremely ha	had, Takes gra	Tokes great poide in his week!	(2024)

ING		
 OUTSTANDING		
EXCEEDS EXPECTATION	Lask with little or no supervision. Assesses potential problems & takes appropriate action without supervision. Able to take on new or complex tasks.	or Corre
MEETS STANDARDS	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.	nenthy crise invertor.
IMPROVEMENT NEEDED	Often late in completing assignments. Has difficulty following instructions. Creates burdens on others by avoiding responsibility & duties.	me do ment
UNACCEPTABLE		S. He helps
10	DEBENDVBITILK	COMMENTS: We

Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

	3 _	pts.
1. Communication Skills:	3	pts.
2. Knowledge:	~	pts.
3. Decision Making:		•
4. Interpersonal Relations:	3	pts.
5. Compliance of Rules & Regulations:	<u> </u>	pts.
6. Initiative:	4	pts.
7. Attendance:	5	_ pts.
8. Appearance:		_ pts.
9. Job Performance:	4	_ pts.
10. Dependability:	4	_ pts.
TOTAL:	35	_ pts.
x .2	-2	
GRAND TOTAL:	70	_

Performance Development Plan of Action (Mandatory): באושישטעם ביים Performance Development Plan of Action (Mandatory): באושישטעם ביים ביים ביים ביים ביים ביים ביים בי
ON AGINT OLDS CASELAW AS IT CHANGE PREDICTING TO EXPAND MY KNOWN
OU WHAT MORE I'M ABLE TO DO AND WHAT NOT TO DO.
Career Development (Mandatory): Sometime Thinks Me THE MERE
I WOLD CHE TO SEE MY SELF IN AN SPECICITY PLUE, BITHER
BEING SET OF 49. WILL THEN I'LL CONTINE TO STRIKE TO BETTER
my Selfi
Evaluating Supervisor Date
Superior Officar's C
Superior Officer's Comments: Acliffgent officer. He takes great prole in his WOZK, While Straving to get butter.
WOZK IN THE FORES Great Alab 1. 1.
while Striving to get butter
(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:
prediation bused on:
Co104/31/ Date
- C⊕



OHIO PEACE OFFICER TRAINING COMMISSION & The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024

Dave You Ohio Automby General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vennon P. Stanforth, Chahpedron
Ohio Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

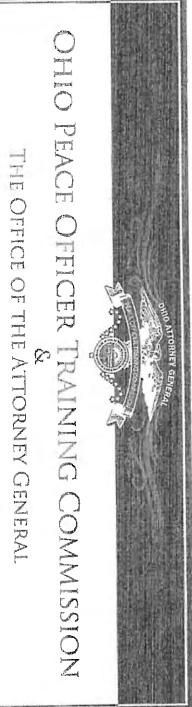
has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024

Thomas Quinlan, Executive Director Ohio Peace Officer Thaining Commission

Venton P. Stanforth, Changedson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

Ethics and Professionalism Course

June 07, 2024

Ohio Anonyky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chaliperson Ohio Peace Officer Training Countilssion



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

Ohio Attorycy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargedson
Ohto Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024

Dave York Dave York Ohio Arromsky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chabyectson
Ohio Peace Officer Training Commission



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024

Dave Viste Ohio Attorgsky General

Thomas Quinlan, Executive Director
Ohio Peace Officer Training Commission

Vernon P. Stanforth, Changedson
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

Roll Call Refresher - Veterans In Crisis (CPT Credit)

June 07, 2024

Dave Yort
Ohio Anonyky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chalvedson Ohio Peace Officer Training Commission

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OPOTA Online



OHIO PEACE OFFICER TRAINING COMMISSION THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

2024 CPT - NIBIN Overview Course

June 07, 2024

Ohio Arronyley General

· _...talatare com/dashboard/

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission



OPOTA Online

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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 Course

June 07, 2024

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Ohio Attorney General

Vernon P. Stanforth, Charperson Ohio Peace Officer Training Commission January G. Apar John



OHIO PEACE OFFICER TRAINING COMMISSION THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

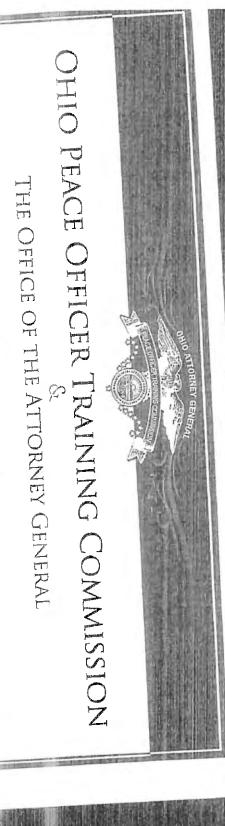
CPT 2024 - Responding to Mental Health Issues

August 27, 2024

Dave You Ohio Anorphy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Thomas Quinlan

Vernon P. Stanforth, Champetson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

Legal Updates 2024

August 26, 2024

Ohio Augrey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission Home Quinlan

Vernon P. Stanforth, Chaltperson 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

2024 CPT - Victims' Rights - Marsy's Law

August 26, 2024

Dave Yost Ohio Attorrey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Changedson Ohio Peace Officer Training Commission



The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

Responding to Sexual Assault Course

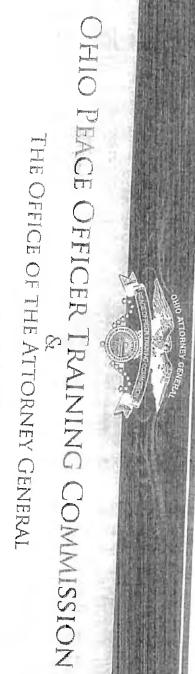
April 28, 2024

Dave YAt
Ohio Attoryky General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Composission Fromos Quinlan

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission

OPOTA Online



This is to certify that

has successfully met the prescribed program requirements for

Biological Evidence Collection for Sexual Assaults Course

April 27, 2024

Ohio Artorpey General Dave Your

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Thomas quinlan

Vernon P. Stanforth, Chargedson Ohio Peace Officer Training Commission



This is to certify that

has successfully met the prescribed program requirements for

BCI Lethal Use of Force and OIS Investigations Course

April 27, 2024

Dave Yost Ohio Artorpey General

Fromos Quinlan

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chahperson Ohio Peace Officer Training Commission

Middletown Division of Police 2023

We Hereby Honor January 24, 2024

ll 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

Acting Chief Eric Crank win. Bull



HUMAN RESOURCES

January 31, 2025

Patrol Officer Police

SUBJECT: STEP INCREASE

Dear

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

H 37.4798 B 2,998.38 B 77,957.98 Arvas

DATE: 12/29/2024

TO:

En Nelson

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:	
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:	POI.E
6.	Date of Last Evaluation:	07/07/2024
7.	Date Eligible for Next Increase:	01/07/2025
8.	Does the employee's work perform	nance justify a step increase?
	YES N	10
9.	If NO, please explain on the perfotaken to improve the employee's p	ormance evaluation form, to include what action is being performance.
10	. If YES and a union member, doe agreement rquirements (license, o	es the step increase conform with collective bargaining certification, or other accomplishment)?
	agreement (other than	
	✓ YES: Please enclose copy o	f license or certificate
		ense or certification not obtained)

HUMAN RESOURCES

2/3/25

DATE

THIS FORM MUST BE RETURNED TO ADMINISTRATION IN TEN DAYS

PERFORMANCE APPRAISAL

MIDDLETOWN DIVISION OF POLICE

EMPLOYEE:	POSITION: PATROL OSPICER
DEPARTMENT: Police	DIVISION: PATEOL
	DATE HIRED:_
REPORTING PERIOD: (From) 07-07-24	(to) 01-07-25
PROBATIONARY	FULL TIME
RATER/TITLE: Sgt. Wages Sa	
	to be completed in accordance with procedures the Division of Police
Ky/// De	Callel
Deputy Chief July Hylma	Chief of Police

EMPLOYEE EVALUATION INSTRUCTION SHEET CITY OF MIDDLETOWN

NAME:

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.

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-	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
S'		Written or oral	X Usually communi-	Effectively orga-	
TTI		communications some-	cates in a logical, clear,	nizes and presents oral	
ZK		times lack clarity or	and easy to understand	and written information	
NC		appropriate grammar.	manner in both oral	in a clear and concise	
ΙΙ		Listens but interrupts	and written form. Usu-	manner. Consistently lis-	
ΑS		unnecessarily. Some-	ally exhibits good lis-	tens well to contrasting	
IN		times is uninterested,	tening/writing skills.	Information. Considers	
กพ		impatient, or unpleas-		concerns and feelings	
M		ant.		of public.	
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 V.	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Requires frequent	X Demonstrates	Frequently seeks	
		instruction to accomplish job tasks. Is un-	knowledge of commonly used statutes and ordi-	& maintains a high level of knowledge &	
JD C		aware of/or fails to utilize alternate resources	nances through proper application. Utilizes fre-	training. Considered a	
ATE!		or agencies. Fails to	quently used alternate resources & agencies.	Is pro-active towards	
40		maintain or understand	Working knowledge of	current incidents &	
KN		deputitions noticies or nro-	all dept. rules, regula-	crime patterns.	
		cedures. Is not current	dures. Keeps abreast of		
		with criminal rules and	current incidents & crime		
		procedures.	patterns.		

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co	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Lacking in judg-	X Adequately evalu-	Thinks ahead and	
		ment & use of common	ates circumstances	acts with decisiveness	
D N		sense. Allows personal	and takes appropriate	& authority. Uses good	
KI.		bias to affect decisions.	action. Makes reason-	judament to make rap-	
AN		Avoids making decisions	able decisions based	id reliable decisions	
V I		or requires assistance for	on information avail-	O Constitution of the	
VC		routine decisions. Makes	(critical and the crit	with confidence, ne-	
		decisions based on pop-	dbie. Makes fourme	lates past solutions to	
SI;		+004 cod+00 timelin	decisions without assis-	ozocito iti o taccoro	
EC		Makes repeated judo-	tance. Perceptions of	חבשבוון שונחתוסווש.	
α		mental errors in similar	situations are consis-		
		situations.	tently accurate.		
COD	IMENTS: Not afro	COMMENTS. Not attack to ask guestions it he is unsure of something.	if he is unsure d	Something.	

	e de la composición dela composición de la composición dela composición de la composición de la composición de la composición dela composición de la composición de la composición dela composición de la composición de la composición de la composic	A A STATE OF THE S			
4	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
SI		Sometimes insen-	X Maintains a good	Frequently dis-	
VO.		sitive, making it hard	working relationship with	plays sensitivity towards	
ILI		to work around or with	all subordinates, peers $\&$	other's needs. Strives	
773		them. Tendency to	supervisors. Consistently	to maintain & improve	
IΗ		be overly harsh when	polite and tactful when	relations w/subordi-	
Tb		dealing with public.	dealing with public.	nates, peers, supervi-	
'N(Disseminates false,	Does not disseminate	sors & public. Discour-	
OS		unsubstantiated, or	false or unsubstanti-	ages dissemination of	
EB		personal information	ated information about	false unsubstantiated.	
ďН		about others. Publicly	others. Follows chain of	or nersonal informa-	
I.E		criticizes others or the	command in work-relat-	fion about others	
NI		organization.	ed areas.		
COM	MENTS: Cats a	COMMENTS: Cats along Well with other	others on shift.		

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

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ග	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		X Avoids police-re-	Usually undertakes	Investigates be-	
		lated activities. Limits	& completes necessary	yond the obvious.	ī
		involvement to assigned	actions. Develops cases	Strives for self improve-	
ΛE		tasks. Discourages oth-	from observed activity.	ment. Consistently	
LL		ers from taking initia-	Exhibits level of initiative	maintains a high level	
II		tive. Does not properly	consistent with that of	of self-initiated activity.	
IN.		follow up observations	their peers.	Recognizes problem	
<u> </u>		& situations.		areas and takes proac-	
				tive measures.	
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COM	COMMENTS:	400 -	and wake stops but is an type		lover end to the
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-	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
ATTENDANCE		Displays pattern of tardiness or failure to report to assigned place ready for duty/or leaving before properly relieved. Fails to accumulate sick leave without proper justification. Frequently requests time off at the last minute.	Consistently arrives for work at the assigned time & place, ready for duty. Remains on duty until properly relieved. Uses moderate amount of sick time while continuing to accumulate time over the period of evaluation, barring extended illness.	Consistently prepared & available for work prior to assigned time. Uses minimal sick to work an twice time barring extended and reactly.	X No sich chys, Always shows up to work on hime and readly.
COM	COMMENTS: No sick days!	ys! Always on Fire	and volunteening	oxta asiguments.	10 b

OUTSTANDING	
OUTST	
EXCEEDS EXPECTATION	Consistently presents a neat, polished appearance. Extra care is taken in maintainance of equipment & appearance.
MEETS STANDARDS	A Dress & appearance are neat & appropriate within Departmental standards. Keeps equipment clean & properly worn.
IMPROVEMENT NEEDED	ance are unkempt. Equipment is not maintained or worn properly. Needs to be prompted to maintain appearance.
UNACCEPTABLE	
ထ	APPEARANCE

COMMENTS:

OS EXCEEDS EXPECTATION	rms lof exceeds output of co- ual- workers, while maintain- ing high quality level. Consistently recognizes frin- hazards & criminal activ- ech. ity. Implements appro- priate action. Effectively analyzes crimes, makes in-depth inquiries. Main- tains calm & self control in extreme situations.	other Always which help of he is unsure about something composure when dealing with difficult subjects.
MEETS STANDARDS	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.	aster help of
IMPROVEMENT NEEDED	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 investigtating skills, merely takes reports. Unable to maintain control during stressful situations.	
UNACCEPTABLE		comments: Well raunded Level needed and breeps
-	JOB PERFORMANCE	

No.					
01	UNACCEPTABLE	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS EXPECTATION	OUTSTANDING
		Often late in com-	Consistently com-	Can be relied	\times
1		pleting assignments.	pletes assignments on	upon to complete any	Any hime
X.I		Has difficulty following	time with minimal su-	task with little or no	draw of tollow
ΙΙΊ		instructions. Creates	pervisory prompting.	supervision. Assesses	W. H. Sawe Hiven
BI		burdens on others by	Asks for clarification	potential problems &	has daps on without
ID		avoiding responsibility	when necessary. Ac-	takes appropriate ac-	Me cours so mi
EK		& duties.	cepts alternate work	tion without supervi-	VEST SECTION
EE			assignments & accepts	sion. Able to take on	
I			burdens caused by	new or complex tasks.	
			shortage of personnel.		
COM	MENTS: Helps inve	chesiens and	all shows up to	Musik spins up to hard, ready. Never comprants about	or comprans about
his	his job, IF I need a +	ask completed	The shift I' knew	T an depend a	to get
<u></u>	der tun	A EVICA"			

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Unacceptable = 1 point

Improvement Needed = 2 points

Meets Standards = 3 points

Exceeds Expectations = 4 points

Outstanding = 5 points

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

	ance Development Plan of Action (Mandatory): 1 10000 (16)	
	2 THE SWAT TEAM, AGAIN, IF ABLE I FEEL THIS COLD MIKEP IN	
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THE 5	NEET.	
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	Development (Mandatory): 1 lixuco Like 70 EXPAND 14 KNOCEDE	
WITH COS	KLAW AS WELL AS DRIG INTERDICTION, AND EVENTURY GO TO WARES.	
LAM)	1-19-25	
	aluating Supervisor Date	
_	Officer's Comments: There only supervised to	a 100 m
Superio	Officer's Continuents.	3.1
2 menths	. During that time he has been an excellent afficer and e	xceec:
M SEEVEN	overas, During his time as a patrol officer (2,5 years) he has be	en mi
in Several	I high stress situations. Always accepts constructive criticism and to have on my snoft.	le is
	check one box)	
•		nte.
II.	ave read this Performance Appraisal and fully understand its commen	ııs.
☐ Ir	equest a review of this Performance Appraisal based on:	
	W19125	
F	nployee's Signature Date	



OPOTA Online



THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully mer the prescribed program requirements for

Impacting Narcotics in Ohio Course

March 06, 2024

Dave Yost Ohio Auorycy General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chalxpedson Ohio Peace Officer Training Commission

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Ohio Att

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OHIO PEACE OFFICER TRAINING COMMISSION & The Office of the Attorney General

This is to certify that

has successfully met the prescribed program requirements for

Human Trafficking Course

January 14, 2024

Dave Yokt
Ohio Attorpey General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargerson
Ohio Reace 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

Crisis Intervention Course

January 11, 2024

Dave Yost Ohio Attorney General

Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chabperson Ohio Peace Officer Training Commission

OPOTA Online

OHIO PEACE OFFICER TRAINING COMMISSION THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

has successfully met the prescribed program requirements for

March 06, 2024

Critical Thinking in Use of Force Situations Course

Ohio Artorply General

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Thomas Quinlan, Executive Director Ohio Peace Officer Training Commission

Vernon P. Stanforth, Chargedson Ohio Peace Officer Training Commission



Certificate of Completion

 $(Legal\ Updates,\ OIS\ Debriefing,\ Taser\ Re-Certification,\ and\ Range\ Qualifications)-8\ Hours$ Has successfully completed the Fall In-Service Training November 1, 2023

lt. ran Tit

Training Coordinator