

City of Circleville



Civil Service Commission

City Hall
127 S. Court Street
2nd Floor
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829
www.circleville.oh.us

Mike Hess
Chair

G. Tom Hamman
Vice-Chair

Robert A. Chamberlain
Member

Via hand delivery and email at work

December 11, 2017

Detective Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Det. Davis:

The Circleville Police Department Sergeant Assessment Center was completed on December 2, 2017. Your certified results and ranking are listed below.

Candidate ID: D	
Douglas Davis	
Date of Hire: 12-29-2013	
Years of Service: 3 years, 11 months, 3 days	
In-Basket (total possible 180)	146
Role Play #1 (total possible 180)	126
Oral Exercise #1 (total possible 150)	116
Total Points (total possible 510)	388
Score (Percentage)	76.08
Seniority Credit - 3.5 years	3.50
Associate's Degree in LE Bonus (if applicable -5 pts.)	0.00
Final Score	79.58
Rank	3

Signed:

Mike Hess, Chairman
Circleville Civil Service Commission

Attachment: Inspection of Examination Papers

cc: HR Personnel File

INSPECTION OF EXAMINATION PAPERS

In accordance with Rule VI of the Circleville Civil Service Commission:

Any competitor, except those individuals competing for promotional positions within the Fire Department, shall have the right at any time within the period of fifteen (15) days from the date of postmark on his/her Notice of Examination Grade to submit a written request to review his/her own papers and to submit in writing for the Commission's consideration any objection or protest he/she may wish to make concerning the grades given him/her. No objection or protest concerning an examination, not submitted in writing, shall be considered unless it relates to the conduct of examiners, the securing of unlawful assistance by competitor, or such other circumstances in connection with an examination as would call for an investigation on the part of the Commission, and which would require that the information submitted be given in confidence.

An applicant who exercises the right to inspect his examination papers shall not be permitted to again take an examination for the same classification within a six (6) month period following the inspection, unless an alternate form of examination is given. Inspection shall not be permitted of standardized tests prepared by experts outside the Commission, where such inspection would tend to reduce the validity of test results.



CITY OF CIRCLEVILLE
Human Resources

DEC 20 2017

RECEIVED
Time _____

OHIO ASSOCIATION OF CHIEFS OF POLICE – ADVISORY SERVICES
277 Riverside Drive Dublin, Ohio 43017

Circleville Police Department
Assessment Center for Police Sergeant

The Narrative Section of the Final Report

The Narrative Section of the Final Report is a collection of behaviors observed from each Candidate from each Exercise. As such they are only a reflection of all behaviors exhibited throughout the Assessment Center. This section is being added to the Final Report as it is a legal or contractual requirement of the Client.

There is not a quantifiable relationship between these reflective comments and the scores and rankings of Candidates. The scores Candidates received were based upon the total sum of behaviors exhibited during each Exercise as evaluated by this team of trained and experienced and subject area specialists. This Assessment Center and the resulting scores are based upon the professional judgments of the three subject area specialists who comprised the assessment team.

Candidate D
In-Basket Exercise

- ☐ The candidate formulated a response, as instructed, to all of the fifteen in-basket items.
- ☐ The candidate's responses demonstrate an ability to critically evaluate information and to properly weigh its priority.
- ☐ The candidate selected appropriate means of response (meeting, e-mail, telephone call, etc.).
- ☐ The candidate's responses to in-basket items were appropriate for each situation.
- ☐ The candidate's responses reflected professional knowledge and prudent decision-making.
- ☐ The candidate's written product utilized proper spelling and punctuation.
- ☐ The candidate's written product is organized using a logical sequence.
- ☐ The candidate's solutions are plausible, creative, and resourceful.
- ☐ The written work product demonstrates understanding and use of available resources.
- ☐ The candidate demonstrated appropriate delegation skills
- ☐ Good problem-solving skills are evident in the candidate's resolution of the in-basket items.
- ☐ The candidate's responses demonstrate recognition of staffing, scheduling, and/or budget impact.
- ☐ **The candidate's performance in this exercise would have been enhanced by:**
 - The candidate did not recognize all related in-basket items.

Candidate D
Counseling Exercise

- ☐ The candidate greeted the role player politely and introduced him/herself
- ☐ The candidate displayed appropriate listening skills, allowing the role player time to speak, while candidate listened
- ☐ The candidate's discussion with the role player was professional and direct
- ☐ The candidate was prepared for the meeting with the role player
- ☐ The candidate's discussion reflected professional knowledge and prudent decision-making
- ☐ The candidate showed appropriate respect regarding the role player's views
- ☐ The candidate communicated clearly a follow up plan to the role player
- ☐ The candidate was honest and open with the role player and did not promise anything that could not be delivered
- ☐ **The candidate's performance in this exercise would have been enhanced by:**
 - The candidate did not consistently demonstrate command presence through his/her control of the interview and by making it clear to the role player that he represented the Department and its values
 - The candidate did not consistently demonstrate good interviewing and investigative skills
 - A more consistent focus on the issue presented by the role player and more appropriate action

Candidate D
Oral Presentation Exercise

- ☐ The candidate began with an appropriate introduction
- ☐ The candidate appeared calm, and created a positive impression
- ☐ The candidate's remarks were logical, clear, and concise
- ☐ The candidate used voice (volume, tone, and inflection) to enhance the presentation
- ☐ The candidate used appropriate vocabulary
- ☐ The candidate demonstrated a clear understanding of the topics
- ☐ The candidate listened to all questions without interrupting
- ☐ The candidate's responses suggested an understanding of the use of agency resource
- ☐ **The candidate's performance in this exercise would have been enhanced by:**
 - The candidate did not consistently use appropriate non-verbal communication techniques; e.g., eye contact, body language, and gestures
 - The candidate did not adequately address all issues and questions posed in the exercise
 - The candidate was not adequately prepared for the exercise

OACP Advisory Services Assessment Center - Candidate Results

(See the "Explanation of Candidate Results Form" for an explanation of the information provided on this page.)

Candidate: D

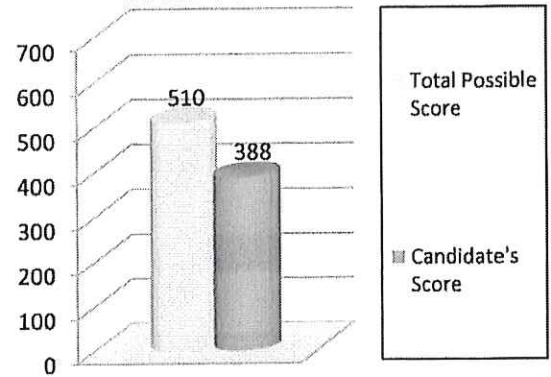
Police Department: City of Circleville

Position: Sergeant

Assessment Center Date: December 2, 2017

CHART 1

Total Scores



(TABLE)

Exercise	Total Possible Score	Candidate's Score	Candidate's % Score*	Average % Score
In-Basket	180	146	81.11%	77.46%
Role Play #1	180	126	70.00%	71.75%
Oral Exercise #1	150	116	77.33%	75.05%
Not Used	0	0		
Total	510	388	76.08%	74.73%

CHART 2

Comparison - Candidate's % Score and Average % Score for all Candidates for each Exercise

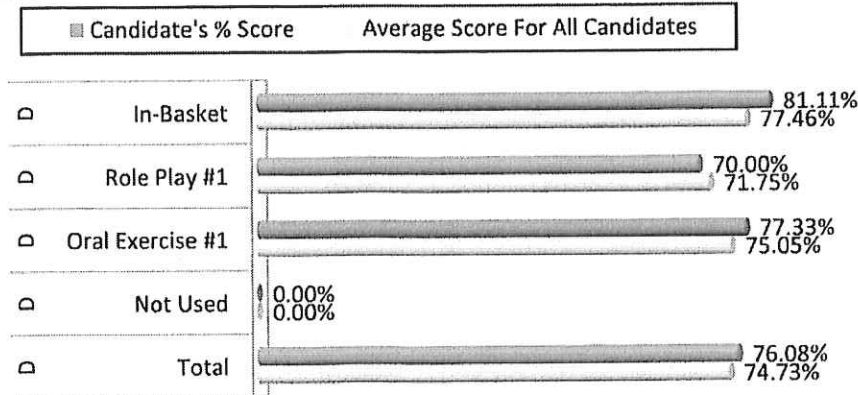
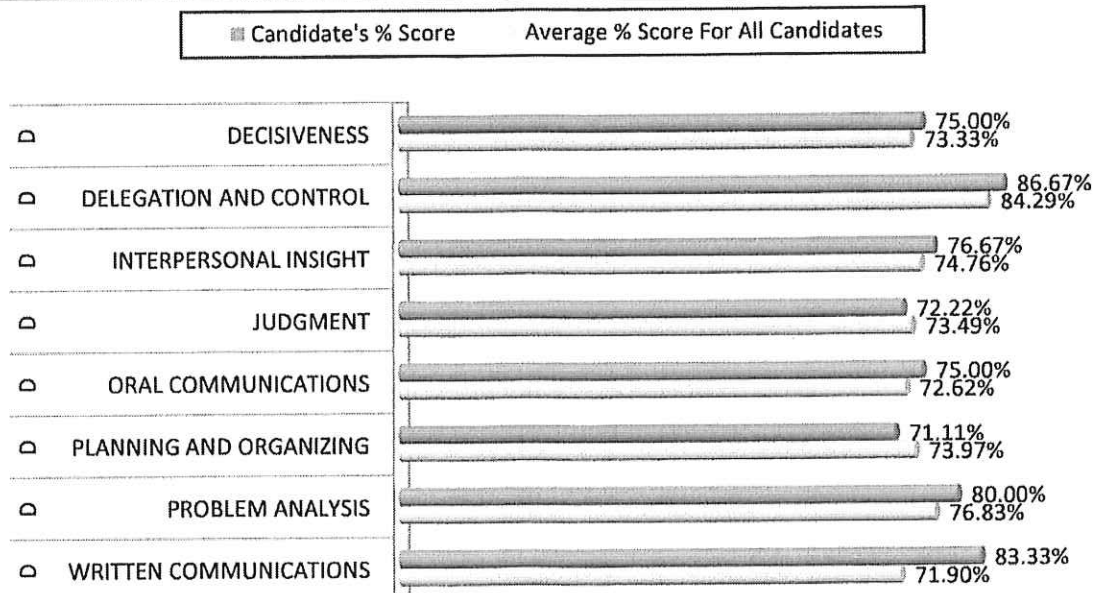


CHART 3

Comparison - Candidate's % Score and Average % Score for all Candidates for each Dimension



ASSESSMENT CENTER EXERCISES

The assessment center process begins with a pre-assessment meeting. This meeting took place on Thursday, October 26, 2017 at the Circleville Police headquarters. In the pre-assessment meeting the policies and procedures for conducting an assessment center were reviewed with the leadership of the Department, consisting of Chief G. Shawn Baer, Dep. Chief Robert Chapman, Ms. Tonya Adams (Safety Services Asst.), Ms. Teresa Cramer (HR Director) and Sgt. Matthew Hafey. Relevant information about the agency and the position was exchanged, and the assessment center exercises and dimensions were reviewed. Input was also received about the characteristics necessary to be successful as a Police Sergeant in Circleville as well as information regarding the ranking and importance of the reviewed dimensions. The dimensions receiving the highest priority for this position with the agency were:

- **Decisiveness**—Readiness to make decisions, render judgment, take action, and commit oneself
- **Judgment**— Ability to develop alternative solutions to problems, to evaluate courses of action, and to reach logical decisions.
- **Planning and Organization**—Ability to efficiently establish an appropriate course of action for self or others to accomplish a specific goal, to make proper assignments of personnel, and to use resources appropriately
- **Problem Analysis**—Skill in identifying problems, securing relevant information and identifying possible causes of problems
- **Interpersonal Insight**—Perceiving and reacting to the needs of others and understanding the impact of self on others.
- **Oral Communication**—Effectiveness of spoken expression in individual and group situations (including gestures and non-verbal communication).

A job task analysis survey was also administered to incumbents by the OACP for this position. The results of this analysis were slightly different than those established by the survey of the Department's leadership. As a result, the rankings for each dimension, from the JTA and the internal survey of leadership were averaged to achieve the final calculation of the highest priority dimensions for this assessment center. Those dimensions are reflected above. As in most assessment centers, some exercises require that dimensions not rated in the top six dimensions are used due to their relevancy to the specific exercises. It should be noted also,

that all dimensions, including those not ranked in the top six, were rated at least "very important" by the Department's leadership on their "rating" dimension grids.

In addition to these dimensions, the following leadership/management traits and behaviors were identified as being very important in the role of Police Sergeant:

- Ability to take charge
- Able to make unpopular decisions and stand by them
- Reliability
- Ethical
- Ability to be a good liaison between rank and file and command staff
- Ability to communicate effectively the mission of the agency
- Integrity
- Innovation
- Consistent
- Command courage
- Approachability

During the development of the exercises for this assessment center, care was given to emphasize the use of these dimensions and the additional traits and behaviors cited. By comparing the assessment exercises and dimensions to the information gleaned during the pre-assessment interview as well as information provided by the agency and the City, the Lead Consultant was able to develop exercises specific to this process and agency. These exercises were developed exclusively for this assessment center and will not be used again. Additionally, these exercises contained specific references to local addresses/locations and/or agency policy and procedure to facilitate understanding and a level of relevance for the candidates. It should also be noted that, at the conclusion of the assessment center the candidates were asked if they had been treated fairly and if the exercises had been relevant to their agency. The candidates all responded in the positive to these questions.

As previously mentioned, the leadership of the City and the Lead Assessor discussed all the exercises offered in assessment centers by the OACP. It was agreed this assessment center should consist of the following exercises:

- In Basket Exercise
- Counseling Exercise
- Oral Presentation Exercise

A definition of each exercise used in the assessment center and brief descriptions of the specific exercises used in this process are shown below:

In Basket Exercise: Many of the projects and problems that confront supervisors and managers within a police organization first come to their notice through their in-basket. The In-Basket exercise closely simulates the day-to-day administrative and decision-making activities of a supervisor/manager in an actual working situation. The candidates are given scenarios typical of the promotional position and instructed to solve problems and make recommendations within a designated time frame. The items in the In-Basket exercise are a measure of the candidate's potential for performing in an actual situation. This enables the assessors to evaluate each candidate's performance to determine the degree to which the candidate's actions and decisions demonstrate sound management principles and are aligned with the expectations of the police organization and community.

Dimensions Used: Decisiveness, Planning and Organizing, Delegation and Control, Judgment, Problem Analysis, Written Communication

- **Circleville Exercise:** This exercise attempted to simulate a day in the working life of the Circleville Police Department Police Sergeant. The candidates were given a list of the items to consider at the beginning of the day and had a total of just over three hours to work on their responses. During this time, they had to prioritize their work and manage their time so they were able to complete all the items in the exercise, prepare and present a counseling exercise, as well as prepare and present several written products.

Counseling Exercise: A trained, experienced "role player" brings to the Counseling Session a scenario that has been designed by the Lead Consultant after discussions with the client. A Counseling Session is a form of interpersonal, face-to-face communication that takes place between the candidate and role player. A candidate must be aware that his or her every word or gesture during the Counseling Session may in some way affect the perception of the individual being counseled. A candidate must demonstrate the ability to motivate work performance, correct misbehavior or misperceptions, provide key information, direct actions towards an appropriate solution, develop effective working relationships, demonstrate flexibility, analyze problems, and use effective oral communications. Candidates should be cognizant of what is said and how it is said. Candidates must show they possess excellent listening skills. The candidate's attention to the body language and the responses of the role player is evaluated to determine how the candidate received and processed information.

Dimensions Used: Decisiveness, Oral Communication, Planning and Organization, Judgment, Problem Analysis, Interpersonal Insight

- **Circleville Exercise:** This exercise presented the candidates with a civilian complainant who was seeking to file a formal complaint against a Circleville Police Officer because of things the officer posted on Facebook and said in public.

Oral Presentation Exercise: The Oral Presentation exercise gives assessors an opportunity to observe and evaluate a candidate's ability to present ideas or tasks to an individual or group, with or without preparation. The candidate's use of non-verbal communication is also observed and evaluated. By choosing a relevant topic, assessors are provided an opportunity to evaluate the candidate's knowledge in that area. This exercise measures the candidate's ability to comprehend information presented, to give an oral presentation in a clear, concise, and logical manner, and to respond appropriately to any follow-up questions.

Dimensions Used: Decisiveness, Oral Communication, Planning and Organizing, Judgment, Interpersonal Insight

- **Circleville Exercise:** This exercise was the final exercise of the assessment center. The candidates were presented with a request from the Chief of Police to handle a speaking request on short notice. The candidates were given a topic, along with questions that should be answered during the presentation.

CANDIDATE EVALUATIONS

The final scores for each candidate in this assessment center are expressed on a numeric scale of 0% - 100%. At the beginning of the assessment center, each candidate was given a letter designation (A, B, and C). Each candidate wore that letter on his clothing throughout the assessment center. Additionally, a photo of candidates showing their letter designation was taken. A record of the photos was retained for identification purposes.

The assessment team was provided with copies of the exercises and dimensions to be used prior to arriving at the host agency, along with a listing of other important information regarding the process and Circleville Police Department. In addition, the team met prior to the start of the assessment center to review all the exercises and dimensions used. Each exercise was discussed and a consensus was reached regarding the level of expected performance by the candidates for each scoring value. During the assessment center each assessor evaluated and scored each candidate's performance independently based on the dimensions used.

Five or six dimensions were used for each exercise. A grading scale of 5 – 10 was used for grading each dimension within each exercise. After the assessors completed their independent scoring of each exercise a consensus discussion was held to determine whether a variance in score of more than one point existed for any dimension. If a greater variance existed, the assessors discussed the performance on that dimension to determine the cause of the variance. Typically, this discussion resulted in all scores coming within the variance parameter.

ASSESSMENT CENTER REPORTS OF SCORES

Each candidate's scores on all of the Dimensions measured within all of the Exercises used were summed to arrive at total score for the Assessment Center. Scores are rounded to two (2) decimal points. This section of the Final Report provides several different reports that analyzes each candidate's scores in different ways and they are provided to aid with the understanding the person's performance. They are:

1. Assessment Center Scores and Ranks (total scores achieved on the Assessment Center and the rankings of candidates)
2. Scores - Dimensions (scores on the Dimensions measured)
3. Scores - Exercises (scores on the Exercises used)
4. Candidate Results - Individual Charts (charts depicting each candidates' performance on the various Dimensions measured and Exercises used relative to the average score)
5. Candidate Dimension Score Reviews (this analysis provides information about how each candidate's score on each Dimension compares to the assessors' expectation levels.

Candidate Dimension Score Reviews

Sergeant
Circleville Police Department
Chief Heinz von Eckartsberg, Lead Consultant

December 2, 2017

Raw scores tell how candidates performed on the Assessment Center overall, but do not provide insight into how they performed on the various Dimensions being measured. The Performance Level Descriptors below are provided to give candidates an understanding of how they have performed in this Assessment Center beyond just their raw scores.

In each candidate's Dimension Score Reviews on the following pages, the Performance Level Descriptors are used to highlight Dimensions where performance was above expectations and might be considered an area of strength for the candidate. Likewise, the Descriptors can also highlight performance on Dimensions that are below expectations and an area that the candidate might want to work on to improve. Supervisors might use these descriptors when making assignments within ranks or planning for developmental programs for individuals or even groups.

It is of utmost importance to understand that this particular Assessment Center looks at how a candidate performs relative to the Dimensions presented on this day. Just as in any testing situation, candidates may not always show their normal level of competency or show their true potential. This Assessment Center does capture a snapshot of how a candidate performed on this day.

The Dimensions used are skill sets identified by the International Association of Chiefs of Police and assessed by that organization. The Dimensions have been adopted by OACP Advisory Services to use in our Assessment Centers. Both organizations see these Dimensions as critical for effective performance. Depending upon the nature of the positions itself, the culture of the particular agency, the community and other factors, some of these Dimensions can be called into greater importance than others. These factors and others are taken into account by Lead Consultants in constructing each unique Assessment Center.

A 5 point rating scale of 6 through 10 is used by OACP Advisory Services for scoring purposes. It is used because it helps adjust scores to coincide with a demarcation typically used by Civil Service Commissions of 70% as passing. This scale also aligns with that of many educational settings that use the demarcations of 70% as passing. The scores listed below for each candidate for each Dimension are the average score given by the 3 Assessors relative to each candidate's performance across all Exercises used. The Assessors are all subject matter experts who have training and experience in using the observational methods called for in the Assessment Center process.

PERFORMANCE LEVEL DESCRIPTORS

- 5 - FAR BELOW
- 6 - BELOW
- 7 - MEETS EXPECTATIONS
- 8 - ABOVE
- 9 - FAR ABOVE
- 10 - VERY FAR ABOVE

Candidate Dimension Score Reviews



Candidate D	Dimension	Score	Level	
	DECISIVENESS	7.50	MEETS EXPTATIONS	Readiness to make decisions, render judgment, take action, and commit oneself.
	DELEGATION AND CONTROL	8.67	ABOVE	Readiness to make decisions, render judgment, take action, and commit oneself.
	INTERPERSONAL INSIGHT	7.67	MEETS EXPTATIONS	Perceiving and reacting to the needs of others and understanding the impact of self on others.
	JUDGMENT	7.22	MEETS EXPTATIONS	Ability to develop alternative solutions to problems, to evaluate courses of action, and to reach logical decisions.
	ORAL COMMUNICATIONS	7.50	MEETS EXPTATIONS	Effectiveness of spoken expression in individual and group situations (including gestures and non-verbal communication).
	PLANNING AND ORGANIZING	7.11	MEETS EXPTATIONS	Ability to efficiently establish an appropriate course of action for self or others to accomplish a specific goal, to make proper assignments of personnel, and to use resources appropriately.
	PROBLEM ANALYSIS	8.00	ABOVE	Skill in identifying problems, securing relevant information and identifying possible causes of problems.
	WRITTEN COMMUNICATIONS	8.33	ABOVE	Effectiveness of expression in writing.

City of Circleville



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December 11, 2017

Detective Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Det. Davis:

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Candidate ID: D	
Douglas Davis	
Date of Hire: 12-29-2013	
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Score (Percentage)	76.08
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Final Score	79.58
Rank	3

Signed:

Mike Hess, Chairman
Circleville Civil Service Commission

Attachment: Inspection of Examination Papers

cc: HR Personnel File

Valerie Dilley

From: Chief Shawn Baer <chiefbaer@circlevillepolice.com>
Sent: Tuesday, December 5, 2017 9:39 AM
To: Valerie Dilley
Subject: FW: Let me know if you need more
Attachments: Teresa A Cramer.vcf

Please add to Doug's file. Thanks

Chief G. Shawn Baer
Circleville Police Department
Chief of Police

-----Original Message-----

From: Teresa Cramer [mailto:Teresa.Cramer@ci.circleville.oh.us]
Sent: Tuesday, December 05, 2017 8:56 AM
To: Det. Doug Davis <detdavis@circlevillepolice.com>
Cc: Chief Shawn Baer <chiefbaer@circlevillepolice.com>
Subject: FW: Let me know if you need more

Detective Doug Davis,
May I take this opportunity to "piggy back" on the acknowledgement from the Mayor on the outstanding job that you did in assisting the city of Chillicothe.
Thank you for all that you do for the resident of the City, your co-workers and the community at large. I have to say, that most people (myself included) have no real idea of what it takes to be an effective Detective, but we all can rest assured that we have the confidence in you!

Thank you again, Doug!

Warm Regards,

Teresa Cramer

-----Original Message-----

From: Don McIlroy
Sent: Tuesday, December 5, 2017 8:30 AM
To: Det. Doug Davis <detdavis@circlevillepolice.com>
Cc: 'Shawn Baer (chiefbaer@circlevillepolice.com)' <chiefbaer@circlevillepolice.com>; Teresa Cramer <Teresa.Cramer@ci.circleville.oh.us>
Subject: FW: Let me know if you need more

Det. Davis,

Thank you for assisting the City of Chillicothe yesterday. I'm sure they appreciated your professionalism that we in Circleville see every day.

Thanks again,
Don McIlroy
Mayor, City of Circleville

-----Original Message-----

From: Chief Shawn Baer [mailto:chiefbaer@circlevillepolice.com]
Sent: Tuesday, December 5, 2017 1:11 AM
To: Don McIlroy <Don.Mcilroy@ci.circleville.oh.us>
Subject: Fwd: Let me know if you need more

Mayor,

Here is a summary of what Det Davis did in Chillicothe last night. On December 4, 2017 Chief Washburn of the Chillicothe Police Department requested mutual aid of a detective. Chief Washburn requested assistance due to the fact the Chillicothe Police Department had responded to a total of seven non fatal overdoses in less than a 24 hour period.

Detective Davis responded to Chillicothe and met with Detectives from Chillicothe Police Department and The Ohio State Highway Patrol.

It was decided to attempt a controlled purchase of narcotics from the alleged source of the tainted drugs. The DEA was contacted and responded to Chillicothe as well.

A Federal Search Warrant was requested and executed at an apartment located at Scioto Woods #1 in Ross County.

The Search Warrant yielded 3 arrests where the suspects were charged with Manufacturing of Narcotics, Trafficking Narcotics and Possession of Narcotics. In total 64 grams of Narcotics were seized along with \$2300 in cash.

Thanks,
Shawn

>
>
>

City of Circleville

Police Department

G. Shawn Baer
Chief of Police

151 East Franklin Street
Circleville, Ohio 43113

Robert W. Chapman Jr.
Deputy Chief of Police

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8880

Training 10-02-2017

GRAND JURY: Preparing Felony Cases

This procedure is a quick guide for preparing Grand Jury casefiles. This process covers onsite arrests for minor felony cases investigated by a Patrol Officer. A Grand Jury packet is required for all adult felony incidents when felony charges have been filed.

All adult felony cases are submitted to the Pickaway County Prosecutor's Office the last week of each month. Grand Jury is typically held first Friday of each month.

GRAND JURY PACKET: Completing the Case Management File

- Victim: List victim(s) name
- Offenses: List name of Offense or Offenses
- Defendant: List name of main defendant for this packet
- Co-Def't's: List any co-defendants
- Case Number: List Department's Report Number(s)
- Date of Offense: date when incident happened
- Jurisdiction: This is used to identify the court. F= Common Pleas (grand Jury), M=Municipal Court, J- Juvenile Court. Do not use CPD
- Investigative Officer: Arresting or Charging Officer's name
- Check List lower left: use to verify what you have placed in packet
- Court Dispositions: Used to track case through court process.

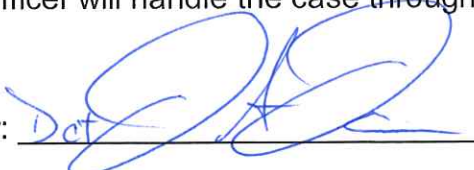
PACKET CONTENTS:

All items below should be photo copied.

- TWO (2) copies of signed/clerked charge(s)
- TWO (2) copies of signed & clerked probable cause statement
- TWO (2) copies of OIBRS report
- CCH & Leads: One printout for Municipal Court & One for Grand Jury
- Make a copy of all witness statements, Miranda Forms, Consent to Search forms, etc. for Prosecutor's Grand Jury packet.
- All original signed forms stay with Department case file. Copies will go to Prosecutor's Office.
- Leave packet in the Communications Center to protect LEADS documents. Packet will be picked up by Admin in morning.

CHARGING OFFICER RESPONSIBILITIES:

- Officer will handle Municipal Court appearances.
- Officer will ensure witnesses are notified of preliminary hearings.
- Officer will notify Investigations of case disposition in Municipal Court, i.e. Bound Over, Pled Down, etc.
- Officer will present the case to Grand Jury when notified.
- Officer will handle the case through to a final disposition.

Officer: Date: 10/3/2017Supervisor: Rwc #1

City of Circleville

DIRECT DEPOSIT AUTHORIZATION FORM



I hereby authorize, **CITY OF CIRCLEVILLE**, to initiate credit entries to my account(s) indicated below for recurring payroll transactions. I understand that if corrections in the credit amount are necessary, it may involve an adjustment (credit or debit) to my account. This authority is to remain in full force and effect until written notification from me of its termination in such time in such manner as to allow my employer reasonable time to act on it.

Complete below and attach a voided check (when possible) for each account.

Primary-Net Amount Only

Bank Name: _____

Checking/Savings Account Number: _____
(Please Circle One of the above choices and include Account number)

Routing Transit Number: _____

Second Account

Bank Name: _____

Checking/Savings Account Number: _____
(Please Circle One of the above choices and include Account number)

Routing Transit Number: _____

Amount: \$133.90

Third Account

Bank Name: _____

Checking/Savings Account Number: _____
(Please Circle One of the above choices and include Account number)

Routing Transit Number: _____

Amount: _____

DOUGLAS DAVIS
Printed Name

[Signature] 6109
Signature

Date: 5/1/18

PLEASE CANCEL MY CURRENT DIRECT DEPOSIT-Choice

Bank Name: _____

Checking Account: _____

Signature: _____ Date: _____

Controlled Substance and / or Alcohol Test Notification

You've Been Randomly Selected for Testing

Company
City of Circleville Police - BG (ind)

Type of Test(s)
Controlled Substance

Employee
Davis, Douglas

Location of Testing Facility
Berger Health Systems
Clyde J. Deffenbaugh Occupational Health Center
1434 Circleville Plaza Drive
Circleville, OH 43113
740-420-6133

49 CFR 382.113-NOTIFICATION REQUIREMENTS

Before Performing an Alcohol or Controlled Substance test under this part, each employer shall notify a driver/employee that the alcohol and/or controlled substance test is required by this part.

Compliance is Mandatory

You are hereby notified that you must submit to the above listed test(s) in compliance with the Federal Regulations. Pursuant to those regulations, YOU MUST PROCEED DIRECTLY AND IMMEDIATELY to the testing site listed above.

SPECIAL INSTRUCTIONS TO DRIVER:

Present this notice with your photo I.D. to clinic staff and please cooperate with clinic staff at all times.

SPECIAL INSTRUCTIONS TO COMPANY:

If driver/employee fails to comply with 49 CFR 382, notify your program administrator for instructions.

Declaration of Agreement

I understand, as a condition of my membership, compliance with the above scheduled test(s) is required.

Tues. 2-6-2018

Expected Testing Date

Employee Signature

Date / Time Notified

Company Representative Signature

Tues. 2-6-2018 at 8:30 AM

Date / Time Notified

This area is reserved for clinic use only

ID Presented

Date Tested

Clinic Notes



Occupational Health Center

1434 Circleville Plaza Dr | Circleville, OH 43113 | Phone: 740-420-7975 | Fax: 740-420-8637

Employer Authorization for Services

The company representative should complete this form. The employee should bring this form to the Occupational Health Center at the time of service.

Company City of Circleville **Phone** 740-474-9601 **Date** 2-6-2018

Employee Name Douglas Davis **Employee ID/SSN** [REDACTED]

Test Required		Reason for Test	
☐	DOT NIDA 5 Panel Drug Screen	☐	Pre Employment
☐	DOT Breath Alcohol Test	☒	Random
☐	CDL Physical Exam	☐	Post Accident
		☐	Reasonable Suspicion
☒	Non-DOT 5 Panel Drug Screen	☐	Return to Duty
☐	Non-DOT 6 Panel Drug Screen	☐	Follow Up
☐	Non-DOT 7 Panel Drug Screen	☐	Periodic Medical
☐	Non-DOT 8 Panel Drug Screen	☐	
☐	Non-DOT 9 Panel Drug Screen	☐	
☐	Non-DOT 10 Panel Drug Screen	☐	
☐	Non-DOT Breath Alcohol Test	☐	
☐	Non-DOT Physical Exam	☐	
		☐	
☐	Pulmonary Function Test	☐	
☐	Audiogram	☐	
☐	Vision Exam	☐	
☐	Other:	☐	

Please list any pertinent information pertaining to these services:

Authorized by: Valerie Dilley **Title** HR Assistant

Time Employee left work site _____ **Time Employee left collection site** _____

Controlled Substance and / or Alcohol Test Notification

You've Been Randomly Selected for Testing

Company
City of Circleville Police - BG (ind)

Type of Test(s)
Controlled Substance

Employee
Davis, Douglas

Location of Testing Facility
Berger Health Systems
Clyde I. Deffenbaugh Occupational Health Center
1434 Circleville Plaza Drive
Circleville, OH 43113
740-420-6133

49 CFR 382.113-NOTIFICATION REQUIREMENTS

Before Performing an Alcohol or Controlled Substance test under this part, each employer shall notify a driver/employee that the alcohol and/or controlled substance test is required by this part.

Compliance is Mandatory

You are hereby notified that you must submit to the above listed test(s) in compliance with the Federal Regulations. Pursant to those regulations, YOU MUST PROCEED DIRECTLY AND IMMEDIATELY to the testing site listed above.

SPECIAL INSTRUCTIONS TO DRIVER:

Present this notice with your photo I.D. to clinic staff and please cooperate with clinic staff at all times.

SPECIAL INSTRUCTIONS TO COMPANY:

If driver/employee fails to comply with 49 CFR 382, notify your program administrator for instructions.

Declaration of Agreement

I understand, as a condition of my membership, compliance with the above scheduled test(s) is required.

Expected Testing Date

Employee Signature

Date / Time Notified

Company Representative Signature

Date / Time Notified

This area is reserved for clinic use only . . .

ID Presented

Date Tested

Clinic Notes

Valerie Dilley

From: Valerie Dilley
Sent: Tuesday, February 6, 2018 8:18 AM
To: Det. Doug Davis
Cc: Deputy Chief Bob Chapman; Chief Shawn Baer
Subject: Random Selection Notice - 2-6-2018
Attachments: 2018 1Q Davis.pdf

Det. Davis:

You have been randomly selected for controlled substance and/or breath alcohol testing today Tuesday, February 6, 2018.

Instructions for reporting:

1. Print the attached documents.
2. Sign the Test Notification & record the time you were notified.
3. On the Authorization for Services document, ask a supervisor to record the time you left the worksite to report for testing.
4. Take both documents with you to the Occupational Health Center. The office hours are 8:30 AM to 3:30 PM. You must report immediately (or when the office opens) upon receipt of this notice.

Take a photo ID with you.

Please call me if you have any questions.

Thanks,



Valerie Dilley

City of Circleville
Human Resources Assistant
(740) 477-2551 ext. 5055 Work
Valerie.Dilley@ci.circleville.oh.us
104 E. Franklin Street
Circleville, OH 43113
www.ci.circleville.oh.us

This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

City of Circleville

Police Department

151 East Franklin Street

Circleville, Ohio 43113

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8880

Sign In Sheet

INSUBORDINATION TRAINING

NOV 21, 2017

Event

Date

Name	Agency	Email Address	
Edi Chapman	X	X	/
Tom Roster			/
DAVID MCKINNEY	CPD	ON FILE	/
LEW FREEMAN	CPD	ON FILE	/
Bills Chapman	Circleville PD	on file	✓
DOUG ANDERSON	CPD	ON FILE	✓
TOM ROSTER	CPD	ON FILE	✓
DOUG DAVIS	CPD	" "	✓
Travis McKinnery	CPD	ON FILE	✓
MATTHEW HAFEY	CPD	ON FILE	✓
Tonyea Adams	CPD	ON-FILE	✓
BO MCANINASTRO	CPD	ON-FILE	✓
JAN FARRELL	CPD	ON-FILE	✓
PHIL KORN	CPD		✓

OCT 04 2017

RECORD OF TRAINING CLAN LAB ANNUAL REFRESHER

RECEIVED

Time _____

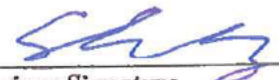
Employee Name: DOUGLAS A. DAVIS Date: OCT 2, 2017
Department: CIRCLEVILLE POLICE SSN/Badge #: [REDACTED]
Trainer Name: S.S.A. SHAWN ROWLEY Affiliation: BCI #1

Refresher training includes the following topics:

- ☒ Overview/Introduction
- ☒ Manufacturing Methods
- ☒ Toxicology
- ☒ Chemical Hazards
- ☒ Chemical Incompatibility
- ☒ Physical/Special Hazards
- ☒ Air Monitoring
- ☒ Hazard Assessment
- ☒ Protective Clothing and Equipment

- ☒ Levels of Protections
- ☒ SCBA Field Use
- ☒ Site Control
- ☒ Decontamination
- ☒ Raid Team Decontamination
- ☒ Medical Emergencies
- ☒ Chemical Emergencies
- ☒ Exercise: _____
- ☒ Exercise: _____


Employee Signature _____ Date: 10/2/17


Trainer Signature _____ Date: _____

RECORD OF FIT TEST

Fit Tester: S.S.A. SHAWN ROWLEY Date: 10/2/17

Fit test type: _____ Qualitative _____ Quantitative

Method: ☒ Irritant Smoke _____ Isoamyl Acetate _____ Other: _____

AIR-PURIFYING RESPIRATOR

Manufacturer: _____ Make/Model: _____ Size: _____

Results: _____ Pass _____ Fail _____ Half-face _____ Full-face

SELF-CONTAINED BREATHING APPARATUS

Manufacturer: _____ Make/Model: _____ Size: _____

Results: _____ Pass _____ Fail

City of Circleville



Civil Service Commission

City Hall
127 S. Court Street
2nd Floor
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829
www.circleville.oh.us

John Prince
Chairperson

Mike Hess
Vice Chairperson

Tom Hamman
Member

Via email and hand delivery at work

September 9, 2016

Douglas Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Detective Davis:

Based on your rank as a Police Officer with at least twelve (12) months of continuous service with the City of Circleville Police Department, you are eligible to participate in the written competitive closed-promotional examination for the position Police Sergeant on **Friday, October 7, 2016 at 10 AM** in the training room of the Circleville Fire Department, 586 N. Court Street, Circleville, Ohio.

Candidates must pass the written examination with a score of 70% or higher to be eligible to participate in the oral and written assessment process to be held in November 2016.

The reading list for the Police Sergeant Promotional Examination is attached.

Please indicate your choice below and return this form, regardless of your decision, to the Civil Service Commission c/o Human Resources, 104 E. Franklin Street, Circleville, Ohio on or before Friday, September 30, 2016 at 4 PM.

Signed:

Circleville Civil Service Commission

Attachments: Reading List



I will be participating in the written competitive closed-promotional examination on October 7, 2016.



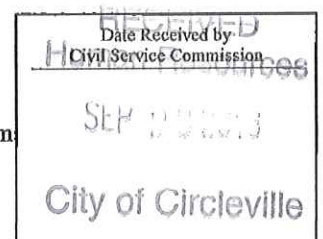
I will not be participating in the written competitive closed-promotional examination on October 7, 2016.

Signature

Date

9/28/16

The Assessment Center process will be conducted by Optimal Testing Solution.



City of Circleville



Civil Service Commission

City Hall
127 S. Court Street
2nd Floor
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829
www.circleville.oh.us

John Prince
Chairperson

Mike Hess
Vice Chairperson

Tom Hamman
Member

Via email and hand delivery at work

September 9, 2016

Douglas Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Detective Davis:

Based on your rank as a Police Officer with at least twelve (12) months of continuous service with the City of Circleville Police Department, you are eligible to participate in the written competitive closed-promotional examination for the position Police Sergeant on **Friday, October 7, 2016 at 10 AM** in the training room of the Circleville Fire Department, 586 N. Court Street, Circleville, Ohio.

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Please indicate your choice below and return this form, regardless of your decision, to the Civil Service Commission c/o Human Resources, 104 E. Franklin Street, Circleville, Ohio on or before Friday, September 30, 2016 at 4 PM.

Signed:

Circleville Civil Service Commission

Attachments: Reading List

☐

I **will** be participating in the written competitive closed-promotional examination on October 7, 2016.

☐

I **will not** be participating in the written competitive closed-promotional examination on October 7, 2016.

Signature

Date

Date Received by
Civil Service Commission

**CIRCLEVILLE POLICE SERGEANT
PROMOTIONAL EXAMINATION READING LIST**

- Circleville Police Department Policies
- Ohio Revised Code
- City of Circleville Codified Ordinances
- City of Circleville Employee Handbook
- "Turn the Ship Around" by L. David Marquet

Ohio Attorney General Law Enforcement Bulletin

<http://www.ohioattorneygeneral.gov/Media/Newsletters/Law-Enforcement-Bulletin>

- State v. Clelland, 2016 Ohio 4827
- State v. Carver, 2016 Ohio 4926
- State v. Thurman 2016 Ohio 3002
- State v. Hambrick, 2016 Ohio 3395
- State v. Hall, 2016 Ohio 3273
- State v. Clements 2016 Ohio 3201
- State v. Woody, 2016 Ohio 752
- State v. Navarro, 2016 Ohio 749
- State v. Tichener, 2016 Ohio 1021
- State v. Williams, 2016 Ohio 439
- State v. Leak, 2016 Ohio 154
- State v. Polk, 2016 Ohio 28
- State v. Calvin, 2015 Ohio 4801
- State v. Ebert, 2015 Ohio 5012
- State v. Frazee, 2015 Ohio 4786
- State v. Adams, 2015 Ohio 5072
- State v. Carothers, 2015 Ohio 4569
- State v. Mabry, 2015 Ohio 4513
- U.S. v. Brown, 801 F.3d 679 (6th Cir.2015)
- State v. Cash 2015 Ohio 3792
- State v. Williams 2015 Ohio 3968
- State v. Ambrosini 2015 Ohio 4150
- State v. Salinas 2015 Ohio 3501
- State v. Taylor 2015 Ohio 3252
- State v. Foster 2015 Ohio 3401
- Search and Seizure (Consensual Encounters, Warrant Checks): State v. Tabler
- Search and Seizure (Terry Stop and Frisk): State v. Holder III
- Search and Seizure (Warrantless Home Entry, Noise Complaint, Exigency): State of Ohio v. Gorden
- Search and Seizure (Open Carry): Northrup v. City of Toledo Police Department

CIRCLEVILLE POLICE CHIT

verbal counseling

Name/Badge

DOUG DAVIS

Supervisor/Badge

SHAWN BAER

Date of notice

07/11/14

Time of notice

16:17

CHIT is for:

☒ Good Performance☐ Poor Performance☐ Care of EquipmentRadio Procedure ☐☒ DedicationImprovement Idea ☐☐ Documentation

City of Circleville HR

Appearance ☐☐ Attendance/ Tardiness

OCT 08 2014

Policy Violation ☐☐ Traffic EnforcementOfficer Safety ☐

DETAIL

RECEIVED

YOUR DEDICATION TO HELPING
WITH FUNDRAISERS AND SUPPORT
SHOWS YOUR STRONG CHARACTER
AND DEDICATION. THANKS.

CHIT received by



CIRCLEVILLE POLICE CHIT

verbal counseling

Name/Badge

DOUG DAVIS

Supervisor/Badge

SHAWN BAER

Date of notice

07/15/14

Time of notice

12:30

CHIT is for:

☒ Good Performance☐ Poor Performance☐ Care of EquipmentRadio Procedure ☐☒ Dedication

City of Circleville HR

Improvement Idea ☐☒ Documentation

OCT 08 2014

Appearance ☐☐ Attendance/ TardinessPolicy Violation ☐☐ Traffic Enforcement

RECEIVED

Officer Safety ☐

DETAIL

YOUR DEDICATION TO DUTY IS APPRECIATED
AS YOUR WORK ON DRUG ENFORCEMENT
RESULTED IN A SEARCH WARRANT AND
ARREST OF A DRUG HOUSE ON WALNUT
STREET. THANKS

CHIT received by





1141 Sibley Street
Polsom, CA 95630

CERTIFICATE OF COMPLETION

Douglas Davis

has successfully completed training in

Basic Clandestine Laboratory Safety

presented by *NES*

Jerry Bucklin

Instructor - Jerry Bucklin

4/25/2016 To 04/28/2016
Date

32
Contact Hours

EMPLOYEE RECORD OF TRAINING

Employee Name (print) DOUGLAS A. DAVIS Date: 4/28/16

Dept/Job Title: CIRCLEVILLE POLICE / DETECTIVE

Course Title: Basic Clandestine Laboratory Safety Training 32 HR.

Description: _____

Presented By: Network Environmental Systems, Inc. (NES)

I have received and completed the training described below. This training includes the following:

I. INTRODUCTION

- History of Meth Labs
- Chemical Categories
- Drug Classification
- Clan Lab Profile: Red Phosphorous Lab
- Ammonia Lab, One Pot Labs
- Clan Lab Chemicals
- Reagents/Solvents

II. FIELD HAZARDS

- Principles of Toxicology
- Chemical Hazards
- Basic Hazard Categories
- Hazard Classification Systems
- Training Exercises/Container Characterization
- Physical Hazards
- Heat Stress, Cold Stress
- Permit Required Confined Space

III. HAZARD RECOGNITION AND ASSESSMENT

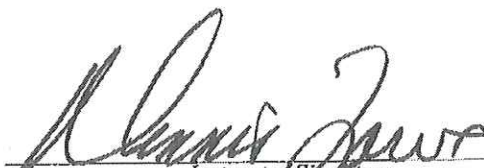
- Air Monitoring
- Color Indicating Tubes
- Combustible Gas Indicators
- Training Exercise: Draeger Tubes
- Training Exercise: Combustible Gas Indicators
- Hazard Assessment
- Clan Lab Assessment Procedures

IV. HAZARD PROTECTION

- Clan Lab Hazard Control
- Safe Work Practices
- PPE
- Levels of Protection
- OSHA Respiratory Protection Standard
- Air Purifying Respirators
- SCBA Field Safety Guidelines

V. FIELD SAFETY AND OPERATIONS

- Chemical Handling
- Site Control
- Decontamination
- Raid Team Decon
- First-On-Scene Actions
- Chemical/Medical Emergency Actions
- Hazard Assessment


Instructor Signature


Employee Signature

OHIO ATTORNEY GENERAL
RECOGNITION OF COMPLETION AWARD

This certificate of completion is awarded to:

Doug Davis

for 6.0 training hours in

“Basic Evidence Collection for Heroin Death Investigations Training”

October 26, 2015



TOM STICKRATH, BCI SUPERINTENDENT



City of Circleville HR
NOV 9 2015
RECEIVED



Circleville Police Department

Training

City of Circleville HR

JUL 07 2014

RECEIVED

Title of Training

BEAST Property Room Training: BCI/I Lab Submission Process

Date

May 18, 2014

Employee Being Trained

DOUGLAS A. DAVIS

Badge #

6120

Training Instructor

Sgt. Bob Chapman

Badge #

6104

Details of Training:

BCI Lab Submission Process: The purpose of this training is to make Officers aware of the procedures for having evidence submitted to BCI/I for testing and examination(s.) This Officer was shown how to request evidence to be submitted to BCI/I for testing and/or examination.

CASE REPORT VIEWER:

Utilizing the BEAST Utility "Case Report Viewer" Officers will request evidence to be submitted to BCI for testing. The Officer can be case/item specific during this request. To start,

- The Officer logs into the Case Report Viewer using the same Log In that is used when entering evidence in to the database.
- Property Viewer Selections page; The Officer will enter the Report Number then hit find report button, which should take them to the "Locate A Case" page.
- Choose the case from the Locate A Case page, and hit the OK button. This will take them back to the Property Viewer Selections page.
- Hit the Request Items button that is now highlighted.
- At the Selected Items page, click the box on the left of the item destined for BCI. You can choose all, or one. Be selective. Not everything needs to go to BCI.
- Pull Purpose Box: below the selected items the Officer will find the Pull Purpose box. Choose the purpose for the pull request. For this particular training you will pick BCI Submission.

NOTE: You will see a Pull Purpose for COURT. You will follow the same procedure here when you need evidence for a particular court hearing.

- Requested by & Picked Up By: This will be the requesting Officers name and unit number. Not really reason to change it.
- Pickup Date/Time: You can set this out at least 48 hr. or so when doing the BCI lab request. The Date & Time is more for evidence needed for court. Enter the Court Date/Time here.
- Comments Box: Type in send evidence to BCI. If the Property Officer needs more info, they will contact you.

SCANNED

Signature of Employee Being Trained

Det [Signature] 6120

Signature of Training Instructor

Sgt Bob Chapman

☐ Training result of Discipline



Circleville Police Department

Training

City of Circleville HR

JUL 07 2014

RECEIVED

Title of Training

BEAST Property Submissions: Suspected Narcotics

Date

May 18, 2014

Employee Being Trained

DOUGLAS A. DAVIS

Badge #

6120

Training Instructor

Sgt. Bob Chapman

Badge #

6104

Details of Training:

The purpose of this training is to reinforce the procedures for entering narcotic related evidence in the Circleville Police Department's property room database, i.e. BEAST Property Room Module. The cause for this training is to document a recent email that was distributed to the department by Ofc. Matthew Hafey. That email is below.

"Please remember when entering items like narcotics into the BEAST, do not put quantities, weights, colors or what the substance is believe to be in the description. This has to be removed by the evidence receiving personnel at BCI. For example:

Incorrect – 1.2 grams of an off white substance believed to be crack cocaine

Correct – unknown substance

Also make sure you are submitting lab requests at the time you put the evidence into property. This will ensure you don't forget and then not have the results at trial. As always, if you have any questions see a property room officer or your supervisor."

BEAST Property Room Database: When entering suspected narcotics evidence into the BEAST, Officers will not make any references to what they suspect the drug to be. Do not make references such as "Suspected Marijuana, Suspected Crack Cocaine, Suspected Heroin, etc." Examples of what you can enter are below.

- 1) *Unknown substance
- 2) Unknown white substance
- 3) Unknown brown tar like substance

* Number 1 would cover most of what you need*

The reason for this is, BCI does not want any reference(s) to what the drug may be. They will determine that through Confirmatory testing. Further, BCI wants to maintain a neutral position when testing evidence. When we list the wrong information, they have to change it when the evidence is delivered to BCI.

SCANNED

Signature of Employee Being Trained

Det. D.A. Davis 6120

Signature of Training Instructor

Sgt. Bob Chapman

☐ Training result of Discipline



City of Circleville

Mayor

Donald R. McIlroy

130 S. Court Street, Circleville, Ohio 43113

740/477-2551 fax 740/477-8247

Thursday, May 14, 2015

Detective Doug Davis
c/o Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Det. Davis,

On Monday, May 18, 2015, the City of Circleville will begin conducting an investigation into allegations of discrimination at the Circleville Police Department. An outside agent has been assigned to investigate these allegations.

Even though you are not the subject of the investigation, it is important that you fully cooperate with this investigation and discuss it only with the investigator and your legal representation. You are expected to answer truthfully and completely to the investigator's questions. You can discuss this matter with a union representative unless that person is also being interviewed as part of this investigation. During this course of this investigation, you are not to discuss this matter with other employees, including voice, text, or email communication through a cell phone.

The City will make every effort to interview you during your regularly scheduled shift as to not disrupt activities outside of employment; however, that may not be possible depending on your shift. The interviews will take place in the City Administration Conference Room. When it is time to begin your interview, Acting Chief Baer will contact you directly with instructions.

We understand that receiving a notice such as this can be concerning but please understand your willingness to truthfully answer all questions will help the City establish the facts associated with this investigation and determine the appropriate resolution.

Signed:

Donald R. McIlroy
Donald R. McIlroy
Mayor

G. Tom Hamman

G. Tom Hamman
Director of Public Safety



City of Circleville

Mayor

Donald R. McIlroy

130 S. Court Street, Circleville, Ohio 43113
740/477-2551 fax 740/477-8247

June 25, 2015

Detective Doug Davis
Circleville Police Department
151 E. Franklin Street
Circleville, OH 43113

Det. Davis:

This shall serve as notification that, due to the approaching July 31, 2015 retirement of Circleville Police Chief Harold Wayne Gray, Jr., the investigation into allegations of discrimination is closed.

While you were not the subject of this investigation, your willingness to cooperate in this investigation when asked, is greatly appreciated.

The City, its supervisors and employees shall not in any way retaliate against an individual for cooperating in this investigation. Any employee who feels subjected to retaliatory conduct as a result of actions taken under the City's Unlawful Discrimination Harassment policy shall report the conduct to Human Resources or his/her supervisor immediately.

Signed:

Donald R. McIlroy
Donald R. McIlroy
Mayor

G. Tom Hamman
G. Tom Hamman
Director of Public Safety

Valerie Dilley

From: Shawn Baer
Sent: Wednesday, September 30, 2015 16:19
To: Tom Hamman
Cc: Valerie Dilley
Subject: FW: Thank you

From: bruce fahrer [REDACTED]
Sent: Tuesday, September 29, 2015 12:20 PM
To: Doug Davis
Subject: Thank you

Detective Davis,

Thank you again for all of the time and effort you have put into the hiring process. I really appreciate the opportunity to interview and I am very grateful for everyone taking the time to meet with me. I eagerly await the department's call. Thank you again.

Stay safe
Sincerely,
Bruce Fahrer

[Sent from Yahoo Mail for iPad](#)

City of Circleville

Police Department



Harold W. Gray Jr. – Chief of Police
151 East Franklin Street
Circleville, Ohio 43113

Police Services (740) 474-8888 • Offices (740) 477-8221 • Fax (740) 474-8880

Employee Non-Disclosure Agreement

In consideration of continued employment, this Employee Non-Disclosure Agreement is made by and between DOUG DAVIS (hereinafter "Employee") and the City of Circleville Department of Division of Police (hereinafter "Employer") on MAY 27, 2015. In consideration of Employee's continued employment with the Employer and the benefits associated with such employment, the parties agree as follows:

- (1) During the course of Employee's employment, it is understood that the Employee may have access to certain confidential information and/or proprietary information of great value to the Employer which the Employer does not wish to have disclosed. For purposes of this Non-Disclosure Agreement, "confidential information" may include, but not be limited to the following: Criminal as well as administrative investigations, information about vice operations, documents and recordings, verbal information about operations, and employee personal information such as contact information.
- (2) During the tenure of the Employee's employment with the Employer, or any time following the termination of the Employee's employment with the Employer, the Employee agrees not to disclose, without the express written authorization of an authorized employee of the Employer, any confidential and/or proprietary information, or anything related to such confidential information, to any person, other than authorized personnel of the Employer.
- (3) Upon the termination of the Employee's employment with the Employer, the Employee agrees to return to the Employer any and all confidential information, documents and/or property obtained during the course of the Employee's employment in a prompt manner. The Employee further agrees to deliver all other equipment, files, information and/or other property to the Employer which was provided to the Employee during the course of employment and/or belongs to the Employer.
- (4) The Employee agrees not to make any unauthorized copies of any confidential documents, materials, records or any other confidential information maintained by the Employer. Further, the Employee agrees to return any copies of confidential information made during the course of the Employee's employment.
- (5) It is recognized that the Employee's obligation to maintain the confidentiality of certain information continues following the conclusion of the Employee's employment with the Employer.

(6) This Non-Disclosure Agreement is binding upon the Employee and the Employee's personal representatives, successors in interest, and shall inure to the benefit of the Employer, its successors and/or assigns.

(7) If any portion of this Non-Disclosure Agreement is deemed invalid or unenforceable by a court of law, the remainder of this Agreement shall be interpreted in order to maintain the intent of the Employer and Employee.

(8) This document comprises the entire agreement and understanding of the parties and may only be modified pursuant to the express written authorization of the Employer and Employee.

(10) Both parties acknowledge that in signing this Agreement, they have had the opportunity to read and review the entire Agreement and restrictions set forth therein. This document, unless otherwise modified, comprises the entire agreement of the parties.

Employee:

DOUG DAVIS
print name
[Signature]
signature
05/27/15
date

Employer:

G. SHAWN BAER
print name
[Signature]
signature
05/27/15
date

Witness:

Jodi Chapman
print name
[Signature]
signature
5-27-15
date

Witness:

Pete Korn
print name
[Signature]
signature
5-27-15
date

Davis

http://www.circlevilleherald.com/news/ohio-ag-circleville-area-drug-trafficking-organization-leaders-all-sentenced/article_ae3987f4-a5a8-517b-a28a-5ec5e3eafe5d.html

TOP STORY

Ohio AG: Circleville area drug trafficking organization leaders all sentenced

Updated 12 hrs ago

CIRCLEVILLE — Ohio Attorney General Mike DeWine announced Monday that the 11 individuals identified last year as the leaders of a Circleville area drug trafficking organization have all been sentenced to prison.

The final defendant in the engaging in a pattern of corrupt activity case was sentenced this month.

A total of 72 individuals were indicted on drug charges in March 2015 following an investigation by the Attorney General's Heroin Unit, Circleville Police Department and Pickaway County Sheriff's Office.

The investigation found that the 11 individuals operated the drug trafficking ring by transporting heroin and cocaine from Columbus and distributing it in Circleville from August 2010 to December 2014. Investigators estimated that those supervising the group made approximately \$40,000 per month in drug sales.

The ringleader of the organization, Reashawn Dunning, 31, of Westerville, pleaded guilty to charges of engaging in a pattern of corrupt activity and trafficking in cocaine with a major drug offender specification. He was sentenced to 11 years in prison. Seven of the other suspects also received sentences of 11 years in prison, one received eight years in prison, and two received four years in prison.

A number of the suspects also received additional suspended sentences that could be imposed if another infraction occurs following their release from custody.



City of Circleville HR

NOV 9 2015

RECEIVED

STEVE STIVERS
15TH DISTRICT, OHIO

November 2, 2015

Detective Doug Davis
c/o Circleville Police Department
151 E. Franklin St.
Circleville, OH 43113

Dear Detective Davis,

I want to extend my congratulations on receiving the 2014-2015 Outstanding Narcotics Investigation of the Year Award from the Ohio Narcotics Association of Regional Coordinating Officers.

Your tireless effort in breaking the drug trafficking ring in Circleville is a true testament to your incredible dedication to our community. Drug abuse has become an epidemic in Ohio, and while there is much work left to do by policy makers on all levels of government to combat this problem, I appreciate having someone like you on the front lines.

Thank you for all that you do to keep our community safe. If I may ever be of assistance, please do not hesitate to contact me either in my Washington, D.C., office at (202) 225-2015 or in my Lancaster district office at (740) 654-2654.

Sincerely,

STEVE STIVERS
Member of Congress

*** FAX TX REPORT ***

TRANSMISSION OK

JOB NO. 4980
DEPT. ID 6151
DESTINATION ADDRESS 718667500233
PSWD/SUBADDRESS
DESTINATION ID
ST. TIME 03/01 08:33
USAGE T 00' 46
PGS. 1
RESULT OK


Mike DeWine
Ohio Attorney General

REQUEST FOR ACCESS TO OHLEG

First: DOUGLAS Middle: ALAN Last: DAVIS

SSN: [REDACTED] Date of Birth: 01-29-1980

*Email: ddavis@circlevillepolice.com

*Confirmation and instructions will be sent via email. If email is unavailable, please list fax number: _____

Agency Name: Circleville Police Dept.

Agency Address: 151 E. Franklin St.

Circleville Oh 43113

Agency Phone No.: (740) 474-8888

Agency ORI: OH 650100

Terms and Conditions

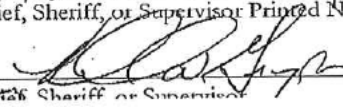
The undersigned is hereby requesting user access to the investigative tools within the Ohio Law Enforcement Gateway (OHLEG) established by the Attorney General of the State of Ohio. Participation in OHLEG is voluntary. The undersigned agrees that all information from this site is for law enforcement purposes ONLY. Any dissemination to the public is strictly prohibited. The Social Security Number (SSN) is required and used solely for the purpose of maintaining user authentication. SSNs will not be disclosed to individuals or agencies except in accordance with state and federal law, and policy of the Attorney General of the State of Ohio. Requests that are made without SSN or an authorizing signature will not be processed.


Requestor's Signature

2/26/13

Date

Harold W. Gray Jr.
Chief, Sheriff, or Supervisor Printed Name


Chief, Sheriff, or Supervisor

Mike DeWine
Ohio Attorney General

REQUEST FOR ACCESS TO OHLEG

First: DOUGLAS Middle: ALAN Last: DAVIS

SSN: [REDACTED] Date of Birth: 01-29-1980

*Email: ddavis@circleville-police.com

*Confirmation and instructions will be sent via email. If email is unavailable, please list fax number: _____

Agency Name: Circleville Police Dept.

Agency Address: 151 E. Franklin St.

Circleville OH 43113

Agency Phone No.: (740) 474-8888

Agency ORI: 040650100

Terms and Conditions

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[Signature]

Requestor's Signature

2/26/13

Date

Harold W. Gray Jr.

Chief, Sheriff, or Supervisor Printed Name

[Signature]

Chief, Sheriff, or Supervisor

2/26/13

Date

For Office Use Only:

Entered by: _____

Date: _____



Ohio Law Enforcement Gateway

BCI & I
P.O. Box 365
London, OH 43140
Telephone: (866) 406-4534
Facsimile: (866) 750-0233
www.ohioattorneygeneral.gov



at the Ohio Office of Criminal Justice Services

LEOT SECURE WEB SERVICES ACCESS USER AGREEMENT

NAME <u>Douglas Davis</u>		TITLE <u>Officer</u>	
ORGANIZATION/AGENCY <u>CIRCLEVILLE POLICE DEPT</u>			
ADDRESS <u>151 E. FRANKLIN ST</u>			
CITY/TOWN <u>CIRCLEVILLE, Ohio</u>		ZIP <u>43113</u>	
TELEPHONE <u>740 477-8208</u>	EXTENSION	FAX <u>740 474-8880</u>	
E-MAIL <u>DDAVIS@Circlevillepolice.com</u>			

It is agreed the above user will:

1. Be a law enforcement official or staff member authorized to view this information.
2. Conduct LEOT secure web services queries only for official business, or as part of the user's job assignment.
3. At no time acquire information through the LEOT secure web services for personal use or financial gain.
4. Not allow an unauthorized party to use LEOT secure web services.
5. Not leave LEOT secure web services and screens open and unattended in order to prevent its unauthorized use.
6. Preserve login information securely; and will inform OCJS authorities immediately in the event of a breach.
7. Agree to abide by the above guidelines.

I agree that should I violate any of these guidelines, my LEOT secure web services login account will be immediately terminated. In addition, if any information was used illegally, criminal and/or civil sanctions may be pursued.

[Signature]
User Signature

2/19/13
Date

HAROLD W. GRAY JR.

Approving Chief or Sheriff Printed Name

[Signature]
Approving Chief or Sheriff Signature

2-15-2013
Date

Original User Agreement must be mailed to:

LEOT
Office of Criminal Justice Services
Ohio Department of Public Safety
1970 West Broad Street
Columbus, Ohio 43223

Mike DeWine
Ohio Attorney General

REQUEST FOR ACCESS TO OHLEG

First: DOUGLAS Middle: ALAN Last: DAVIS

SSN: [REDACTED] Date of Birth: 1-29-1980

*Email: DDAVIS@Circlevillepolice.com

*Confirmation and instructions will be sent via email. If email is unavailable, please list fax number: _____

Agency Name: Circleville Police Dept

Agency Address: 151 E FRANKLIN ST
Circleville, Ohio 43113

Agency Phone No.: 740 - 477-8208

Agency ORI: 040650100

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[Signature]
Requestor's Signature

2/15/13
Date

HAROLD W. GRAY JR
Chief, Sheriff, or Supervisor Printed Name
[Signature]
Chief, Sheriff, or Supervisor

2-15-2013
Date

For Office Use Only:

Entered by: _____
Date: _____



Ohio Law Enforcement Gateway

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P.O. Box 365
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Telephone: (866) 406-4534
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City of Circleville

Police Department

RECEIVED

APR 11 2022

151 East Franklin Street
Circleville, Ohio 43113

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8880

G. Shawn Baer
Chief of Police

Philipp L. Roar
Deputy Chief of Police

Douglas A. Davis
Captain – Special Operations Unit

Internal Affairs #: [REDACTED]

Citizen Complaint #:

Supervisor: G. Shawn Baer

IA Assigned: G. Shawn Baer

Date: 4/11/2022

Dear Douglas Davis

You are being placed on administrative leave with pay starting immediately 4/11/2022. You are to turn over your duty weapon, all CPD identification, keys and proximity card. You will not act in any capacity as a City of Circleville Police Officer while on administrative leave. Without prior approval from me or my designee you will not be at the Circleville Police Department or other city building unless conducting business as a citizen.

This is a result of an incident on or about *FEB 2022*

You are not to discuss any part of this with anyone other than your union representative. You will be contacted to further discuss this promptly. You should make yourself available while on administrative leave if contacted by a representative of the Circleville Police Department. If you have any questions or concerns, please contact me.

Respectfully,

G. Shawn Baer



City of Circleville

Police Department

151 East Franklin Street

Circleville, Ohio 43113

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8880

G. Shawn Baer

Chief of Police

April 8, 2022

Chief G. Shawn Baer,

I believe this is the right thing to do. I feel that this is the appropriate way and time for me to submit this letter to you and to the administration of the city of Circleville.

There are many things happening in this city and here in this department that I am no longer willing to accept. I have vowed to myself and to my family that I will no longer put myself or them through the things that are taking place.

First, I would like to say I have achieved everything possible and anything that I have ever dreamed of from this department. I have had some of the finest years of my law enforcement career here. I would like to personally thank you for that and for always believing in me.

However, I will be seeking employment elsewhere. I do not have a destination yet, but you will be the first to know when and where I intend to go. I will give you ample time to replace me and for me to train my replacement.

I am disheartened to be submitting this, but I feel that my health and wellbeing supersede all else.

Respectfully,



Douglas A. Davis
Deputy Chief of Police