

1

2



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
Mayor

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

Via USPS to home address on record
Via hand delivery to verbal address (in-laws)

April 17, 2015

Chief Harold Wayne Gray, Jr.
[REDACTED]

Chief Gray:

This office, along with the Director of Public Safety, is conducting an investigation into allegations of discrimination. You are to cooperate with this investigation and discuss it only with your legal representative.

Signed:

Donald R. McIlroy
Donald R. McIlroy
Mayor

cc: Safety Director
HR Personnel File

Correspondence sent to and meetings with Chief Gray while on medical leave:

- December 29, 2013: Chief Gray begins medical leave
 - January 16, 2015: IA investigation begins into misconduct at the Circleville Police Department
 - February 12, 2015: Notice to Chief Gray of return to work requirements & that City does not permit light duty assignments for off-the job injury/illness
 - March 10, 2015: IA investigation interviews take place at the Circleville Police Department resulting in 3 resignations and 1 termination
 - February 12, 2015: Notice to Chief Gray of return to work requirements & that City does not permit light duty assignments for off-the job injury/illness
 - March 24, 2015: Home visit between Chief Gray, Tom Hamman, AC Shawn Baer and Mayor McIlroy at the home of Chief Gray's in-laws.
 - March 30, 2015: Letter summarizing home visit on March 24, 2015 explaining return to work requirements and that the City does not permit light duty assignments for off-the-job injury/illness
 - April 1, 2015: Notice of city email access being removed due to Chief Gray conducting official police business while on medical leave (met with Prosecutor to discuss an open investigation). This is a policy violation (no light duty assignments)
 - April 9, 2015: Dictation of telephone conversation between Mayor and Chief Gray
 - April 13, 2015: City receives EEOC claim from S. Hempstead
 - April 14, 2015: During meeting with City legal counsel where records of a former employee were being reviewed for a records release, AC Baer notified the Mayor and Safety Director that he was notified of alleged discriminatory actions by Chief Gray.
 - April 17, 2015: Chief Gray was notified of allegations and that an investigation is underway via hand delivered letter to the address of his in-laws, where he recuperating.
-

On April 20, 2015 at approximately 10:30 AM, Mayor McIlroy requested to meet with Safety Director Tom Hamman, Acting Chief Shawn Baer and HR Assistant Valerie Dilley to discuss allegations of discrimination and misconduct by Chief Harold Wayne Gray, Jr. Mayor asked Valerie to document the allegations against of discrimination and misconduct by Chief Gray. Mayor McIlroy will proceed with an investigation to be conducted by an outside agency. He instructed AC Baer to contact ICAC to perform the investigation.

Topics to be presented to investigator:

1. Chief Gray's meeting with Prosecutor Judy Wolford while on medical leave regarding a BCI open investigation into the Mary Cook murder.
 - Chief's inconsistency in his recollection of the conversation with Ms. Wolford and BCI during the telephone conversation with Mayor
 - Chief's spouse allegedly sat in on the meeting with BCI
2. Chief Gray's visit to CPD on April 13, 2015 to collect re-qualification documents.
 - Instructed employees to locate documents, make copies, notarize and fax documents
3. Discussed and/or assigned official police business with/to employees/consultants
 - Discussed Mary Cook murder case with Det. Roar at a 4H meeting
 - Asked for arrest list and officer assignment during recent drug raid
 - Contacted City's IT provider when he could not access city email
4. Discussed April 17, 2015 letter when letter specifically says not to

- Sgt. Chapman delivered the letter. Upon opening, Chief Gray handed the letter to Sgt. Chapman to read.
- At approximately 2:50 PM Visited the HR Department asking who he discrimination against; stated the City is supposed to represent him; spouse stated if they run into someone how can they know who has a warrant if they cannot access city email; spouse stated no other employee is treated this way

5. Alleged discrimination

- 9 mm handgun incident – documents found in Chief's office; Inconsistencies in Chief's interview statement in November 2012
- Comments to employees Doug Davis, Tim Myers, Levi "Jake" Freeman, Jodi Chapman
- Asked secretary to, upon his return to work, to perform

6. Alleged use of city equipment and funds for personal business

- Ammo and guns purchased by city taken to Crossroads Church for skeet shooting with men's group.
- Targets purchased by city, stored at home address and used for personal business (CCW classes)
- Used of city vehicle & supplies to teach police academy classes

7. Civil Service Commission Accusation

- Circumventing structured hiring process to "hand pick" officers
- Officer DQ'd by panel interview process then next officer hired without panel interview

3

EEOC #3

- March 8, 2017
- Email to Chief?

(Teresa)

June 2017

- took Police Sgt. Assessment
- Placed #3

Chief - ^{Need}

~~Email~~ & any follow
up ref: complaint

Chief Shawn Baer

From: [REDACTED]
Sent: Wednesday, March 8, 2017 5:30 PM
To: Chief Shawn Baer
Cc: Det. Doug Davis
Subject: Letter to Chief Baer
Attachments: LETTER TO CHIEF BAER_.docx

Follow Up Flag: Follow up
Flag Status: Completed

Chief Baer,

I would like to schedule a meeting with you to discuss the attached file prior to you notifying any of your command staff if at all possible. I know your extremely busy with making great changes for us all. I hope this letter does not hurt my chances to excel within our department.

Thank you for everything.

Respectfully submitted,

Douglas A. Davis

Chief G. Shawn Baer,

The purpose of this letter is to notify you of disability harassment and discrimination at the Circleville Police Department. I am formally asking that you have your supervisors cease the harassment. I am notifying you through our chain of command. If you wish me to notify Human Resources with the City I will do so, but I understand our procedure comes first.

Obviously you were aware of the prior harassment and discrimination involving Chief Harold Wayne Gray. I believed that with his departure the harassment would end. However, the harassment has increased and is more frequent involving the new command staff. I'm not certain that you are aware of all the current harassment that has been taking place since you took over as the Acting Chief and now as the Chief. Although there have been several occasions where you have been present during the harassment. I know that you are not OK with this from your command staff, but it isn't coming to an end and I feel that I need to bring this to your attention.

As the Chief, you are promoting Honor, Ethics and an all-round better place for everyone to work. You are looking to revamp the appearance of the Circleville Police Department and the professionalism of those who work here. Obviously, the harassment isn't coming only from officers, it is coming from the supervisors who are in charge of making the changes that you are requiring. I feel that it is my responsibility as a leader and member of this department to help you to change this issue before it becomes a larger problem.

I know that my writing this letter could possibly put a mark on my chest, but with the changes that you are implementing, I believe that will not be the case. I still have faith in this department and in your vision. I am only trying to assist you in the revitalization of the Circleville Police Department.

You have allowed me to be a part of this team and I am very optimistic that will continue. You have authorized me to excel and to succeed in all that I have done in my time with The Circleville Police Department. You have pushed me to become a leader and to me this is something a leader would do no matter the consequences.

Respectfully submitted,

Douglas A. Davis

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EEOC # 4

- July 2019
- Ltr to Chief 6/4/21
- MCU

(Tony)

Need:

- Tony letter to MCU
- Chief - any documents
- F/U to 6/4/21 Ltr.

- 5/2019 HR Requested CSC to extend eligibility period for Sgt. for Morningstar and Davis to 12/21/19.

Davis promoted 12/18/19

Valerie Dilley

From: Tony Chamberlain
Sent: Tuesday, July 9, 2019 3:42 PM
To: Brent Bowers; Debby Hammond; Gayle Spangler; Linda Riebel; Marcy Cox; Sid Liming; Abbie Riley; Barry Keller; David Crawford; Julie Strawser; Katie Hedges; Linda Chancey; Michelle Blanton; Sheri Theis; Todd Brady; Tom Spring; Charma Cantrell ; Connie Weaver ; Craig Stevens ; Dennis Zwayner; Janie Parsons ; Jason McGowan; Jessica Davis; Jessica Jones ; John Reid; Joni Bussert ; Judge Gary Dumm ; Molly Tootle; Samantha Watson. Samantha Watson; Sheri Clydesdale; Susan Roy; Capt. Bradley Rankin ; Capt. Scott Cavanaugh; Chief Brian Thompson ; Chris Kent; Derek Smith; Dominic Fredo; Jon Bainter; Kendall Leland; Kenneth Bidlack; Laura Bray; Lt. John Wilt; Lt. Micah Reese; Lt. Michael Shroyer; Ryan Gaines; Tony Kalisik; Don McIlroy; Tony Chamberlain; Ben Sigall; lawdirector@rrhio.com; Jeff Catri; Wanda Gay; Amanda Stringfield; Andrew Baitzel; Bruce Fahrer ; Caleb Martin ; Chief Shawn Baer; Chris Gibat; David McIntyre ; Deputy Chief Bob Chapman; Det. Daniel Maher ; Det. Doug Davis; jchapman@circlevillepolice.com; Jon Farrelly; Justin Parmenter; Kenny Fisher; Kory Yoder; Lance Canterbury; Matthew Clark ; Nick Bova ; Robert Morningstar ; Sgt. Matthew Hafey ; Sgt. Phil Roar ; Sgt. Travis McKinney ; Stephanie Kinser; tfouch@circlevillepolice.com; tadams@circlevillepolice.com; Tracy Boltenhouse; Brenda Short; Chris Cupp; Chuck Boltenhouse; Dane Patterson; Derek Whitesed; James McNeal; Jay Nichols; Kim Hunter; Matt Noble; Quinton Calder; Tyler Sowers; Donna Downs; Lora Stroup; Ragene Pinson; Timothy Mitchel; Brian Frost; Calvin Eden; Cody Planck; Eric Burris; Rodney Rhymer; Todd Jones; Troy Rieder; Jason McKinney; Ken Kline; Michael Smith; Randy Arledge; Dustin Gatwood; Joshua Anderson; Kenneth Parker; Kyle Leasure; Mark Daniels; Terry Hamilton; Tony Picklesimer; Valerie Dilley
Subject: Unlawful Discrimination and Harassment Policy
Attachments: Unlawful Discrimination and Harassment Policy with Acknowledgement Eff. 11-5-2018.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed

To all employees,

The Department of Human Resources has received multiple complaints in relation to workplace discrimination and harassment and workplace bullying. I am sending the section in the employee handbook for each employee again to review. Each employee must review the policy and sign off on the included sheet and return it to the HR Department no later than 7/16/2019 at 4:00 PM. If there are employees off on vacation their supervisor needs to ensure that this is completed as soon as they return to work.

Everyone needs to understand that these complaints are taken very seriously. Each complaint will be thoroughly investigated. If the violations are found, appropriate disciplinary actions will be taken, up to and including termination of the offending employee.

Tony Chamberlain
City of Circleville
Human Resources Director

104 E. Franklin Street
Circleville, Ohio 43113
740-477-8200 Ext.# 5057

Chief Shawn Baer

From: Doug Davis
Sent: Tuesday, July 9, 2019 7:33 AM
To: Tony Chamberlain; Valerie Dilley; Shawn Baer
Subject: RE: Email to be sent to all employees

Categories: CC OK

Sir

The wording seems to be good.

Thanks

Doug

From: Tony Chamberlain <Tony.Chamberlain@ci.circleville.oh.us>
Sent: Monday, July 8, 2019 3:38 PM
To: Doug Davis <ddavis@circlevillepolice.com>; Valerie Dilley <valerie.dilley@ci.circleville.oh.us>; Shawn Baer <sbaer@circlevillepolice.com>
Subject: Email to be sent to all employees

Doug,

Please see the email below for the mail body of the email that I intend to send to all employees. It will also include a copy of the City Employee Handbook on the discrimination policy and procedure.

To all employees,

The Department of Human Resources has received multiple complaints in relation to workplace discrimination and harassment and workplace bullying. I am sending the section in the employee handbook for each employee again to review. Each employee needs to review the policy and sign off on the included sheet and return it to the HR Department no later than 7/16/2019 at 4:00 PM.

Everyone needs to understand that these complaints are taken very seriously. Each complaint will be thoroughly investigated. If the violations are founded, appropriate disciplinary actions will be taken, up to and including termination of the offending employee.

Tony Chamberlain
City of Circleville
Human Resources Director
104 E. Franklin Street
Circleville, Ohio 43113
740-477-8200 Ext.# 5057

City of Circleville



Department of Human Resources

City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829
www.circleville.oh.us

Donald R. McIlroy
Mayor

Tony Chamberlain
Director of Human Resources and
Public Safety

December 17, 2019

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

Doug,

This letter will serve as notification that you are being promoted to the position of Police Sergeant effective Wednesday, December 18, 2019 at 0700 hours. Accordingly, your new rate of pay will be \$28.06 per hour and will increase to \$28.90 on January 1, 2020.

Congratulations Sgt. Davis! We look forward to your continued success with the City of Circleville.

Sincerely,

Tony Chamberlain
Director of Human Resources and Public Safety

cc: Mayor
Police Chief
Auditor's Office - Payroll
Civil Service Commission
HR Personnel File

Circleville Civil Service Commission Eligibility List

Position: Police Sergeant

Test Date: 12-2-2017

Certification Date: 12-12-2017

Date of First Appointment: 12-21-2017

Expiration Date: 12-21-2018

5/14/2019: Vote to extend list
until.

12/21/2019

Rank	Name
1	Philipp Roar, Jr. <i>Appointed 12-21-2017</i>
2	Robert Morningstar <i>Declined Promotion</i>
3	Douglas Davis <i>Appointed 12-18-2019</i>
4	David McIntyre
5	Lance Canterbury

Date Candidates Notified of Result: 12-7-2017

Date List Provided to Appointing Authority: 12-7-2017

No appointment shall be made until the Commission officially approves and certifies the results. (Certification expected on 12-12-2017)

City of Circleville



Department of Human Resources

City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829
www.circleville.oh.us

Donald R. McIlroy
Mayor

Tony Chamberlain
Director

TO: Circleville Civil Service Commission
FROM: Tony Chamberlain, HR Director
REF: Sergeants Assessment
DATE: 05/03/2019

I have received the request from Officer Morningstar and support his request to use the 2017 Assessment for the potential opening for Police Sergeant at the Circleville Police Department. The Assessment was given on December 2, 2017 and certified by the CSC on December 12, 2017. The only promotion from that list was on December 21, 2017.

Ohio Revised Code 124.26 states in part, ... "An eligible list expires upon the filling or closing of the position. An expired eligible list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than one year past its expiration date." Ohio Revised Code 124.27 states in part, ... "No appointment is final until the appointee has satisfactorily served the probationary period." ...

The promoted employee satisfied their probationary period on December 12, 2018. Therefore, per ORC 124.26 and 124.27, the list expired on that date. ORC 124.26 allows an expired list to be used up unto the one-year period past the expiration date. Therefore, the Sergeant list can be used until December 12, 2019.

The City of Circleville Human Resources Department would respectfully request that the December 2017 Sergeant's Promotional examination list be used up until, December 12, 2019 in the event that a position opens prior to that date.

Thank you,

Tony Chamberlain
Director of Human Resources

cc: Safety Director, Terry Frazier
Officer Robert Morningstar

April 24, 2019

Matt Tootle

Chairperson, Civil Service Commission

127 S. Court Street

Circleville, OH 43113

Dear Mr. Tootle:

I am writing to formally request an extension on the 2017 Sergeants Assessment Center examination. The assessment took place on December 2, 2017 and was certified on December 12, 2017. From that list we've had one promotion to the rank of Sergeant that happened on December 21, 2017. Currently we are looking at a sergeant retiring around mid-July of this year creating a vacancy that will need filled. If granted this extension would eliminate the financial cost of putting on another promotional assessment test.

I sincerely hope you accept my request and thank you for your time and consideration.

Respectfully Submitted,



Officer Rob Morningstar

Circleville Police Department

Valerie Dilley

From: Valerie Dilley
Sent: Thursday, April 25, 2019 7:34 AM
To: Civil Service
Subject: FW: Civil Service extension request
Attachments: SKM_554e19042419100.pdf

From: Robert Morningstar [mailto:rmorningstar@circlevillepolice.com]
Sent: Wednesday, April 24, 2019 7:03 PM
To: Tony Chamberlain <Tony.Chamberlain@ci.circleville.oh.us>
Cc: Valerie Dilley <Valerie.Dilley@ci.circleville.oh.us>
Subject: Civil Service extension request

Tony, attached is my formal letter to the Civil Service Commission regarding the Sergeants Assessment extension. I was advised to send to HR to be sent to the commission. If you would like me to go directly I can do that as well. Thanks for the assistance.

OFC. MORNINGSTAR 6114
CIRCLEVILLE POLICE DEPARTMENT

Circleville Civil Service Commission Eligibility List

Position: Police Sergeant

Test Date: 12-2-2017

Certification Date: 12-12-2017

Date of First Appointment: 12-21-2017

Expiration Date: _____

Rank	Name
1	Philipp Roar, Jr. <u>Promoted 12-21-2017</u>
2	Robert Morningstar
3	Douglas Davis
4	David McIntyre
5	Lance Canterbury

Date Candidates Notified of Result: 12-7-2017

Date List Provided to Appointing Authority: 12-7-2017

No appointment shall be made until the Commission officially approves and certifies the results. (Certification expected on 12-12-2017)



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

Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Vacant
Member

Circleville Civil Service Commission

Meeting Minutes

Tuesday, May 14, 2019 - Noon

I. Roll Call

The Circleville Civil Service Commission meeting was called to order at 12:00 Noon on Tuesday, May 14, 2019. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson and Valerie Dilley, Interim Secretary. Guests: Tony Chamberlain, City of Circleville HR Director.

II. Approval of Agenda

Ms. Young offered a motion to approve the agenda. Mr. Tootle seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Mr. Tootle offered a motion to approve the February 12, 2019 regular meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

Mr. Tootle offered a motion to approve the February 21, 2019 special meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

Ms. Young offered a motion to accept the letter rescinding the Acting Fire Chief designation of Fire Captain Bradley Rankin effective 3-11-2019. Mr. Tootle seconded the motion. Vote: All yeas.

Ms. Young offered a motion to accept the letter of appointment of Fire Chief Brian W. Thompson effective 3-11-2019. Mr. Tootle seconded the motion. Vote: All yeas.

V. Unfinished Business

From the February 21, 2019 special meeting: Background Removal Standard G #3:

Tony Chamberlain, HR Director, is reviewing wording of other jurisdictions. The Commission requested that the Safety Director, Police Chief and Fire Chief attend the next meeting to provide input on Background Removal Standard G #3.

G. Criminal Activity - Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons: (3) Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred.

VI. New Business

A. Police Sergeant Promotional Eligibility List, certified 12-12-2017

The first promotion from the Police Sergeant Eligibility list occurred on December 21, 2017. Per the Ohio Revised Code, an eligible list expires upon the filling or closing of the position and an expired eligible list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than one year past its expiration date. Ohio Revised Code 124.27 states in part, ... "No appointment is final until the appointee has satisfactorily served the probationary period." ... The employee promoted from this eligibility list satisfied their probationary period on December 21, 2018. Therefore, per ORC 124.26 and 124.27, the list expired on that date. ORC 124.26 allows an expired list to be used up unto the one-year period past the expiration date.

Therefore, the Police Sergeant list can be used until December 21, 2019. Following discussion of other possible eligible candidates and the cost associated with giving a promotional test, Ms. Young motioned to extend the Police Sergeant Promotional Eligibility List until an expiration date of December 21, 2019. Mr. Tootle seconded the motion. Vote: All yeas.

B. Request to open a testing period via National Testing Network for the positions of Police Officer and Communications Officer

Mr. Chamberlain stated the request is to replenish the Police Officer eligibility list. Six police officer candidate interviews are scheduled for May 15th. The Communications Officer eligibility list consisted of 2 candidates and neither candidate responded to the request for information; therefore, a new list must be generated. Mr. Tootle motioned to open a testing period via the National Testing Network for the positions of Police Officer and Communications Officer. Ms. Young seconded the motion. Vote: All yeas.

VII. Public/Informal Time

Mr. Chamberlain reported that the recent appointee to the Civil Service Commission lives in Ross County and cannot serve. A potential appointee was discussed and Mr. Chamberlain will meet with the Mayor to discuss.

VIII. Adjournment

Mr. Tootle offered a motion to adjourn. Ms. Young seconded the motion. Meeting adjourned.



PERSONNEL ACTION FORM (PAF)

Employee Name Douglas A. Davis Today's Date 12-17-2019 Effective Date 12-18-2019

PERSONNEL ACTIONS (Mark all boxes that apply)

- ☐ New Hire & Benefit Selection ☐ Address, Name or Phone Change ☐ Other
☒ Re-Classification, Promotion or Demotion ☐ Resignation, Retirement or Termination

HR USE ONLY

Date Received in HR
12-17-2019

Date Sent to Payroll
12-17-2019

PERSONAL INFORMATION CHANGE

- ☐ Address Change _____
County: _____ School District Number: _____
☐ Name Change: _____ Phone: _____
Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial
☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)

EMPLOYMENT STATUS:

- ☐ New Hire Date: _____ Title: _____ Department: _____
Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer
☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt
☐ Re-Classification Date: _____ ☒ Promotion Date: 12-18-2019 ☐ Demotion Date: _____
Title: _____ Department: _____
☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

PAYROLL STATUS:

- ☐ Increase ☐ Decrease ☐ Other _____
Current \$ _____ ☐ Hourly ☐ Salary Change to: \$ 28.06 ☒ Hourly ☐ Salary

Supervisor Signature/Date: _____ Director Signature/Date: _____
(If documentation is not attached)

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected \$ _____/pay ☐ Declined	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected		☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage		☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	

City of Circleville



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Donald R. McIlroy
Mayor

Tony Chamberlain
Director of Human Resources and
Public Safety

December 17, 2019

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

Doug,

This letter will serve as notification that you are being promoted to the position of Police Sergeant effective Wednesday, December 18, 2019 at 0700 hours. Accordingly, your new rate of pay will be \$28.06 per hour and will increase to \$28.90 on January 1, 2020.

Congratulations Sgt. Davis! We look forward to your continued success with the City of Circleville.

Sincerely,

Tony Chamberlain
Director of Human Resources and Public Safety

cc: Mayor
Police Chief
Auditor's Office - Payroll
Civil Service Commission
HR Personnel File

City of Circleville



Department of Public Safety
Division of Police

151 E. Franklin Street
Circleville, OH 43113

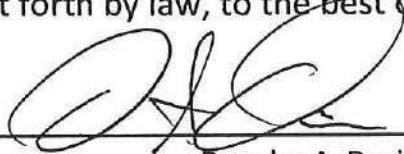
Donald R. McIlroy
Mayor

Tony Chamberlain
Director of Public Safety

G. Shawn Baer
Police Chief

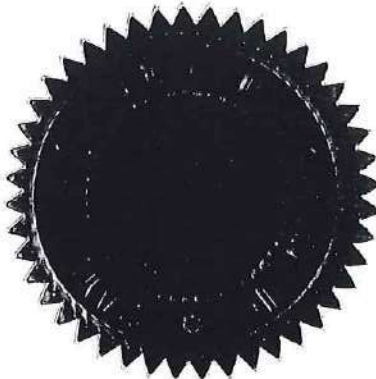
Oath of Office

I, Douglas A. Davis, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of Ohio, and the Ordinances of the City of Circleville, that I will faithfully, honestly, and impartially perform my duties as a Police Sergeant, as required and set forth by law, to the best of my ability, So Help Me God.



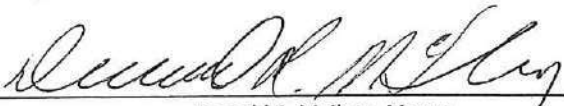
Douglas A. Davis

I hereby certify that on the 18th day of December 2019, I administered the Oath of Office to Douglas A. Davis, Police Sergeant, for the Circleville Police Department, Circleville, Ohio.





Tony Chamberlain, Director of Human Resources and Public Safety



Donald R. McIlroy, Mayor



G. Shawn Baer, Police Chief

City of Circleville

Police Department

G. Shawn Baer

Chief of Police

151 East Franklin Street

Circleville, Ohio 43113

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

June 4, 2021

Chief G. Shawn Baer,

RE: Discriminatory remarks

On today's date I attended a search warrant briefing in the roll call area of the Circleville Police Department. Present during this briefing included Major Crimes Assistant Commander Anthony Haupt, Major Crimes Detective Shawn Woodgeard, Major Crimes Detective Michael Kiser, two plain clothes Grove City police officers, two Grove City uniformed police officers, Circleville Police Officer Ashton Salyers and Typist Jodi Chapman.

As I set down at the table, I heard Detective Woodgeard state "I thought you were gonna pull that chair out from underneath him". Assistant Commander Haupt says "I would but I was afraid that his leg would fly off." Obviously, they were referring to me.

I have yet again been discriminated against by a member of the law enforcement community. This event took place in front of two young members of this department, members of the Major Crimes Unit and members of the Grove City Police Department. Our officers need to understand this is inappropriate behavior and unacceptable.

I request that you inform Commander Dennis Lowe of the Major Crimes Unit of this incident. I further request that he be notified issues such as this was one deciding factor of my departure from the Major Crimes Unit.

If you have any further questions or concerns regarding this complaint, please let me know.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sgt D.A. Davis", with a date "6/10/21" written to the right.

Sergeant Douglas A. Davis

5

RECORD OF ORDINANCES

COUNCIL
SAFETY
FINANCE

Ordinance No. 08-42 2020 Passed 8-18- 20 20

AN ORDINANCE AMENDING SECTION 135.01(a) AND 135.03 OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE ESTABLISHING THE COMPOSITION OF THE POLICE DEPARTMENT SO AS TO CREATE THE POSITION OF DEPUTY CHIEF OF POLICE AND CAPTAIN WITHIN THE DEPARTMENT AND FURTHER CREATING THE POSITION OF COMMUNICATIONS CENTER COMMANDER OVER THE COMMUNICATION OFFICERS AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the City of Circleville is empowered by statute to establish a Police Department and to set forth the composition of the same; and

WHEREAS, the amendment of the composition of the Police Department is currently necessary for a more effective operation and for the proper administration of the Police Department of the City and the same ought to be done;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, PICKAWAY COUNTY, OHIO AS FOLLOWS:

SECTION I. That there is hereby established within the Department of Public Safety, Division of Police of the City of Circleville, the positions of Deputy Chief of Police, Captain and Communications Center Commander which shall be full-time, non-union and classified command staff salary positions. Each of these positions shall be paid pursuant to the pay ordinances for such position in accordance with the schedule established by the Auditor, but not less frequently than semi-monthly.

SECTION II. That based upon the establishment of the positions of Deputy Chief of Police, Captain, and a Communications Center Commander within the Police Department of the City, Section 135.01(a) of the Codified Ordinances of the City of Circleville shall be amended so as to read as follows:

135.01 COMPOSITION

a. Effective immediately upon the passage and approval of this Ordinance, the Police Department of the City shall be composed of the following officers and other members, who shall receive compensation provided for by Ordinance:

1. A Chief of the Police Department;
2. One (1) Deputy Chief of Police;
3. One (1) Captain;
4. Three (3) Sergeants;
5. Twenty (20) Police Officers;
6. One (1) Communication Center Commander; and
7. Six (6) Communications Officers.

SECTION III. That all remaining provisions of Section 135.01 of the Codified Ordinances of the City of Circleville not otherwise modified by this Ordinance shall remain unchanged and in full force and effect.

SECTION IV. That there is hereby established within the Department of Public Safety, Division of Police, the full-time position of Communication Center Commander to serve as the Supervisor over the City Dispatch Center. The Communication Center Commander shall be a full-time salaried, non-union and classified position.

C

RECORD OF ORDINANCES

Ordinance No. 08-42-2020

Passed 8-18- 2020

SECTION V. That Section 135.03 of the Codified Ordinance of the City of Circleville shall therefore be amended so as to read as follows:

135.03 COMMUNICATIONS OFFICERS

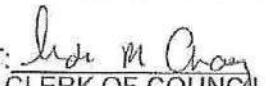
The Director of Public Safety is authorized to employ for the Department of Public Safety, Division of Police a Communication Center Commander together with six personnel to serve as Communications Officers. Each such Officer shall be paid pursuant to the pay ordinances for such position and according to the schedule established by the Auditor, but not less frequently than semi-monthly. Each Officer will be assigned such duties as defined by the Safety Director, Chief of Police and/or Communication Center Commander within the Communication Center of the City.

SECTION VI. That the provisions in any ordinance which are in conflict herewith shall be repealed from and after the passage of this Ordinance.

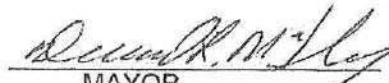
SECTION VII. . That this ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health and safety of the citizens of the City of Circleville, and its inhabitants, such emergency arising out of the immediate need to establish these positions within the Police Department to ensure the proper and effective administration of such department, so that this ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor

PASSED: 8-18-2020

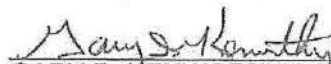

PRESIDENT OF COUNCIL

ATTEST: 
CLERK OF COUNCIL

APPROVED: 8-18-2020
DATE


MAYOR

APPROVED AS TO FORM:


GARY D. KENWORTHY, LAW DIRECTOR

REVIEWED BY LAW DIRECTOR
AND APPROVED AS TO FORM

Position	1	2	3	4	5	6	7	8	9	Total
Communication Center Commander	76	19	69	70	77	70	49	54	4	488
Captain	76	19	96	90	110	70	49	54	40	604
Deputy Chief	133	19	123	110	110	90	49	70	40	724

PAY GRADE ASSIGNMENTS

Position	Pay Grade	Point Range	Points Calculated
Communication Center Commander	5	451 – 540	488
Captain	6	541 – 630	604
Deputy Chief	7	631 – 720	724

Pay Grade	Salary	Hourly breakdown
5	\$1,748.20 - \$2,272.83	\$21.85 - \$28.41
6	\$1,905.50 - \$2,477.51	\$23.81 - \$30.96
7	\$2076.90 - \$2,700.05	\$25.96 - \$33.75

June 21, 2021

Prior to implementing the 2021 compensation plan and promoting Roar and Davis, HR/Safety Director Tony Chamberlain met with them in the HR conference room. Chief Baer and Valerie Dilley were present.

Roar and Davis expressed concern over the pay grade assignments and their perceived thoughts that their current hourly rate of pay + holiday pay + OT & Pumpkin Show OT would result in a loss if accepting a promotion to a salary position.

After discussing these items, the draft compensation plan was amended to reflect a higher pay grade for Deputy Chief and Captain, a reduced monthly insurance premium for all salary employees and Tony verbally agreed to pay salary CPD employees for Pumpkin Show OT. The previous compensation plan allowed for a 5% increase over the minimum when entering a position higher than an employee's current position. This was also changed to allow up to a 20% increase over the minimum.

Initially, the Captain pay grade was assigned pay grade 7. While Tony was on vacation, Davis requested (to the Mayor) that the pay grade be elevated to level 8 (same as Deputy Chief). The Mayor asked Tony to re-point factor the Captain position so that the pay grade reflected level 8. Tony made all of the requested changes prior to presenting the compensation plan to Council.

Roar was offered \$81,658.512 annually and Davis was offered \$78,256.074 annually. Both accepted and were promoted.



PERSONNEL ACTION FORM (PAF)

Employee Name Douglas Davis Today's Date 6-22-2021 Effective Date 6-27-2021

PERSONNEL ACTIONS (Mark all boxes that apply)		HR USE ONLY
☐ New Hire & Benefit Selection	☐ Address, Name or Phone Change ☐ Other	Date Received in HR 6-22-2021
☒ Re-Classification, Promotion or Demotion	☐ Resignation, Retirement or Termination	Date Sent to Payroll 6-23-2021

PERSONAL INFORMATION CHANGE

☐ Address Change _____
County: _____ School District Number: _____

☐ Name Change: _____ Phone: _____

Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial

☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)

EMPLOYMENT STATUS:

☐ New Hire Date: _____ Title: _____ Department: _____

Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer

☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt

☐ Re-Classification Date: _____ ☒ Promotion Date: 6-27-2021 ☐ Demotion Date: _____

Title: Police Captain Department: Public Safety/Police

☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

PAYROLL STATUS: ☐ Increase ☐ Decrease ☒ Other See attached appointment letter for salary

Current \$ _____ ☐ Hourly ☐ Salary Change to: \$ _____ ☐ Hourly ☐ Salary

Supervisor Signature/Date: _____ Director Signature/Date: [Signature]
(If documentation is not attached)

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected \$ _____/pay ☐ Declined	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected		☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage		☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

June 22, 2021

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

Sgt. Davis,

This letter will serve as notification that you are being promoted to the position of Captain for the Circleville Police Department effective Sunday, June 27, 2021.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, your annual salary will be \$78,256.074 (\$3,009.849 bi-weekly). Salary employees are also afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Congratulations Captain Davis! We look forward to your continued success with the City of Circleville.

Sincerely,

Donald R. McIlroy
Mayor

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

June 22, 2021

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

Sgt. Davis,

This letter will serve as an official offer for the position of Captain for the Circleville Police Department.

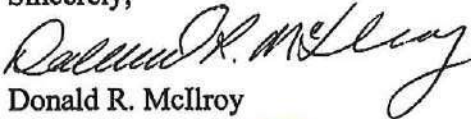
The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$78,256.074 (\$3,009.849 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Attached to this offer is a copy of the Compensation Plan, NUEO draft agreement (currently the City is in the final stages of negotiations) and the insurance premium sheet for salary employees.

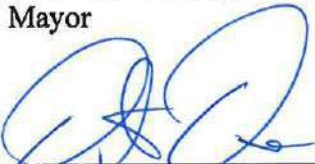
If you accept this offer, please sign below.

I look forward to hearing from you.

Sincerely,



Donald R. McIlroy
Mayor



Signature of Acceptance

6/22/2021

Date

SCANNED

City of Circleville



Department of Public Safety *Division of Police*

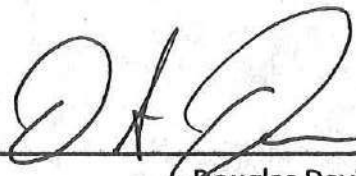
Donald R. McIlroy
Mayor

Tony Chamberlain
Director of Public Safety

G. Shawn Baer
Police Chief

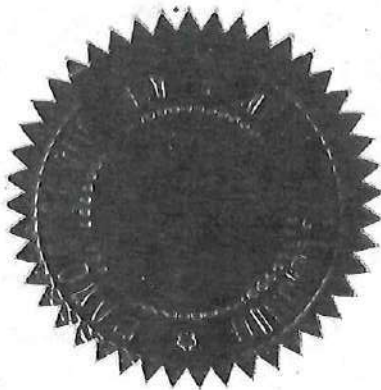
Oath of Office

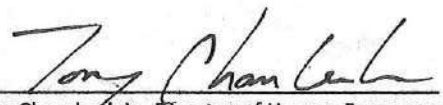
I, Douglas Davis, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of Ohio, and the Ordinances of the City of Circleville, that I will faithfully, honestly, and impartially perform my duties as a **Police Captain**, as required and set forth by law, to the best of my ability, So Help Me God.



Douglas Davis

I hereby certify that on the 28th day of June 2021, I administered the Oath of Office to Douglas Davis, Police Sergeant for the Circleville Police Department, Circleville, Ohio.





Tony Chamberlain, Director of Human Resources
and Public Safety



G. Shawn Baer, Police Chief

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

Under the general direction the Deputy Chief of Police the Captain is Third in command of the Police Department. In the absence of the Chief of Police and the Deputy Chief of Police the Captain is in command of the Police Department. The duties and responsibilities of the Captain are the same as the Chief of Police. The Captain has additional duties of direct supervision of the Records Clerk, Custodian, and Detectives.

Minimum Qualifications

1. College degree preferred
2. Preferred completion of a senior police executive school, such as the FBI Academy, SPI, Northwestern University's Police Command and Staff School, OACP STEP PELC CLEE
3. Minimum of five (5) years law enforcement experience within the Circleville Police Department as a commissioned officer with minimum of one (1) year at the rank of Deputy Chief or Captain. Must be an U.S. citizen.
4. Must have a High School Diploma, G.E.D. (GED average 4.8) or equivalent certificate.
5. Visual acuity must be correctable to 20/20 and no more than 20/125 *binocular* uncorrected each eye. Vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
6. Must have current peace officer certification granted by the Ohio Peace Officer Training Academy (OPOTA), and maintain this certification thereafter.
7. Must be physically, mentally and emotionally capable of performing all functions and responsibilities of the position of Chief of Police and be free of any medical condition that would preclude successful performance of said functions and responsibilities.

Required Characteristics The job requires:

1. Loyalty - willingness to give full commitment to the duties and responsibilities of the job position and profession
2. Integrity- a high standard of honest and ethical conduct and behavior (on-duty and off-duty)
3. Stress Tolerance - accepting criticism and dealing calmly and effectively with high stress situations
4. Self-Control - maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
5. Leadership - a willingness to lead, take charge, and offer opinions and direction.
6. Dependability - being reliable, responsible, and dependable, and fulfilling obligations

Essential Functions

1. Set and maintain a high standard of professional integrity for all members of the Department and the profession
2. Personifies soundness or moral principle and character, fidelity, and honesty when dealing with others
3. Protect the general safety and welfare of the public and property
4. Operate and drive emergency equipment under stressful conditions
5. Quality in the carrying and use of firearms
6. Give credible testimony in legal and/or administrative proceedings
7. Gather, interpret and synthesize information and generate official reports
8. Interpret and enforce criminal codes in compliance with constitutional, civil, statutory and court case law, and the administrative directives and priorities of the Police Department

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

9. Physically take into control resisting and non-resisting suspects and other violence prone persons without resorting to excessive uses of force
10. Render emergency care to injured persons at crime scenes and accidents

Performance Imperatives *The job holder has the duties and responsibilities to be:*

1. Loyal to principles and cannons of the profession and the City of Circleville.
2. Subordinate
3. Competent
4. Available
5. Productive
6. Adaptable
7. Responsible
8. Respectful

General Tasks

1. Supervises the detectives. Ensures that the Detectives Bureau operates efficiently.
2. Supervises the Administration/Records Section.
3. Supervises Building and Fleet maintenance.
4. Supervises K-9 Administrative Operations.
5. Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems
6. Plans long-range goals, objectives, organizational structure, and overall direction for the Department
7. Monitors, reviews, and communicates the implementation phases of the Department's strategic plans to ensure that long range goals and objectives are met
8. Plans and implements short-term or annual goals, objectives, and strategies for the Circleville Police Department to ensure efficient organization and completion of work
9. Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work
10. Plans for the staffing needs of the Department, coordinates the hiring process, and is responsible for the assignment of all Department personnel
11. Plans, coordinates, assigns and monitors performance and coaches, counsels, mentors, trains, and advises members in Department for the dual goals of meeting Department goals and member career development
12. Confers with the city administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements
13. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy
14. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications
15. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

16. Represents the Department at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues
17. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, and the like
18. Secures, justifies, and monitors use of budgetary monies and capital

Job Knowledge Required

1. Theory and Principles – Law enforcement operations and administration management theory and techniques including goal setting and program budget development and implementation
2. Law and Government- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
3. Public Safety and Security- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
4. English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
5. Administration and Management- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
6. Psychology- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation
7. Personal Service- Knowledge of principles and processes for providing personal services. This includes citizen needs assessment, meeting quality standards for services, and evaluation of community satisfaction
8. Personnel and Human Resources- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
9. Education and Training- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
10. Sociology and Anthropology- Knowledge of group behavior and dynamics, societal trends and influences, social diversities
11. Computers and Electronics- Operational knowledge of computer hardware and software
12. Telecommunications- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems
13. Communications and Media- Knowledge of media, communication, and dissemination techniques and methods. This includes alternative ways to inform and via written, oral, and visual media

Job Skills Required

1. Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
2. Speaking- Talking to others to convey information effectively
3. Coordination- Adjusting actions in relation to others' actions
4. Critical Thinking- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

5. Management of Personnel Resources- Motivating, developing, and directing people as they work, identifying the best people for the job
6. Monitoring- Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action
7. Reading Comprehension- Understanding written sentences and paragraphs in work related documents
8. Time Management- Managing one's own time and the time of others
9. Judgment and Decision Making- Considering the relative liabilities, intended and unattended consequences and benefits of potential actions to choose the most appropriate one
10. Learning Strategies- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
11. Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do
12. Writing- Communicating effectively in writing as appropriate for the needs of the audience. Preparing clear and concise reports, correspondence, and other written materials
13. Researching, compiling, and summarizing a variety of informational and statistical data and materials
14. Organizing work, setting priorities, meeting critical deadlines, and following up assignments
15. Active Learning- Understanding the implications of new information for both current and future problem-solving and decision-making
16. Complex Problem Solving- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
17. Instructing- Teaching others how to do something
18. Persuasion- Persuading others to change their minds or behavior
19. Negotiation- Bringing others together and trying to reconcile differences
20. Systems Analysis- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes
21. Service Orientation- Actively looking for ways to help people and be of service
22. Systems Evaluation- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system

Job Abilities Required

1. Oral Comprehension- The ability to listen to and understand information and ideas presented through spoken words and sentences
2. Oral Expression- The ability to communicate information and ideas in speaking so others will understand
3. Deductive Reasoning- The ability to apply general rules to specific problems to produce answers that make sense
4. Problem Sensitivity- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
5. Written Comprehension- The ability to read and understand information and ideas presented in writing
6. Inductive Reasoning- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
7. Information Ordering- The ability to arrange things or actions in a certain order or pattern is according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

8. Written Expression- The ability to communicate information and ideas in writing so others will understand
9. Speech Clarity- The ability to speak clearly so others can understand
10. Speech Recognition- The ability to identify and understand the speech of another person
11. Selective Attention- The ability to concentrate on a task over a period of time without being distracted
12. Category Flexibility- The ability to generate or use different sets of rules for combining or grouping things in different ways
13. Fluency of Ideas- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity)
14. Originality- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
15. Time Sharing- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

Work Activity

1. Getting Information- Observing, receiving, and otherwise obtaining information from all relevant sources
2. Communicating with Supervisors, Peers, or Subordinates- Providing information to supervisors, co-Incumbents, and subordinates by telephone, in written form, e-mail, or in person
3. Making Decisions and Solving Problems- Analyzing information and evaluating results to choose the best solution and solve problems
4. Identifying Objects, Actions, and Events- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events
5. Performing for or Working Directly with the Public- Performing for people or dealing directly with the public
6. Documenting/Recording Information- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form
7. Resolving Conflicts and Negotiating with Others- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others
8. Communicating with Persons outside the Organization- Communicating with people outside the organization, representing the organization to the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail
9. Evaluating Information to Determine Compliance with Standards- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
10. Establishing and Maintaining Interpersonal Relationships- Developing constructive and cooperative working relationships with others, and maintaining them over time
11. Updating and Using Relevant Knowledge- Keeping up-to-date technically and applying new knowledge to your job
12. Guiding, Directing, and Motivating Subordinates- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance
13. Organizing, Planning, and Prioritizing Work- Developing specific goals and plans to prioritize, organize, and accomplish your work
14. Coordinating the Work and Activities of Others- Getting members of a group to work together to accomplish tasks

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

15. Processing Information- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data
16. Interacting With Computers- Using computers and computer systems (including hardware and software) to enter data, or process information
17. Performing Administrative Activities- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork
18. Monitor Processes, Materials, or Surroundings- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems
19. Operating Vehicles, Mechanized Devices, or Equipment- Running, maneuvering, navigating, or driving vehicles or mechanized equipment
20. Coaching and Developing Others- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills
21. Training and Teaching Others- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others
22. Analyzing Data or Information- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts
23. Assisting and Caring for Others- Providing personal assistance, medical attention, emotional support to others, as needed
24. Scheduling Work and Activities- Scheduling events, programs, and activities, as well as the work of others
25. Developing Objectives and Strategies- Establishing long-range objectives and specifying the strategies and actions to achieve them
26. Interpreting the Meaning of Information for Others- Translating or explaining what information means and how it can be used
27. Provide Advice to Others- Providing guidance and advice to management or other groups on technical, systems-, or process-related topics
28. Thinking Creatively- Developing, designing, or creating new ideas and solutions to reoccurring and new problems
29. Developing and Building Teams- Encouraging and building mutual trust, respect, and cooperation among team members
30. Judging the Qualities of Things, Services, or People- Assessing the value, importance, or quality of things or people
31. Performing General Physical Activities- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials
32. Staffing Organizational Units- Assisting (where appropriate) in recruiting, interviewing, selecting, hiring, and promoting employees in an organization
33. Estimating the Quantifiable Characteristics of Products, Events, or Information- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity
34. Monitoring and Controlling Resources- Monitoring and controlling resources and overseeing the spending of money
35. Inspecting Equipment, Structures, or Material- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects

Tools and Technology - Tools Used:

1. Emergency medical services first aid kits- First aid kits

City of Circleville

Employee Job Description



Title:	Police Captain	Department:	Public Safety/Police
Status:	Full Time, Salaried, Classified	Supervisor:	Deputy Chief of Police

2. Handcuffs- Metal handcuffs; Plastic handcuffs
3. Handguns- Semiautomatic handguns; Semiautomatic pistols; Service revolvers
4. Masks or accessories- Filter masks
5. Notebook computers- Laptop computers; Mobile data computers
6. Law enforcement vehicles- Law enforcement motorcycles; Law enforcement patrol cars
7. Radar-based surveillance systems- Radar speed readers
8. Teletype input devices- Teletype terminals
9. Two way radios- Base station radios

Technology Used

1. Calendar and scheduling software- Scheduling software
2. Data base user interface and query software- examples: Integrated Automated Fingerprint Identification System IAFIS; National Crime Information Center NCIC database
3. Electronic mail software- E-mail software
4. Internet browser software
5. Map creation software- Crime mapping software
6. Office suite software- example: Microsoft Office
7. Spreadsheet software- example: Microsoft Excel
8. Word processing software- example: Microsoft Word

This Position Description should not be construed to imply that these requirements and functions are the exclusive standards of the position. The incumbent shall follow any other instructions and perform any other related duties as may be required by the Director of Public Safety.

The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.

DOUGLAS A. DAVIS
Employee Printed Name

6-28-2021
Date

[Signature]
Employee Signature

6-28-2021
Date

Department Head Signature

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of for which an incumbent indicated are necessary to perform the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by supervisors. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

This job description shall not be considered an employment contract with an employee.

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

June 22, 2021

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

Sgt. Davis,

This letter will serve as an official offer for the position of Captain for the Circleville Police Department.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$78,256.074 (\$3,009.849 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Attached to this offer is a copy of the Compensation Plan, NUEO draft agreement (currently the City is in the final stages of negotiations) and the insurance premium sheet for salary employees.

If you accept this offer, please sign below.

I look forward to hearing from you.

Sincerely,

Donald R. McIlroy
Mayor

Signature of Acceptance

Date

Valerie Dilley

From: Valerie Dilley
Sent: Tuesday, June 22, 2021 12:08 PM
To: Tony Chamberlain
Subject: Comp Plan Notifications

Tracking:	Recipient	Read
	Tony Chamberlain	Read: 6/28/2021 8:19 AM

Tony,

Don asked me to wait to notify employees of their comp plan increase until you return from vacation. He has made a change to the Captain pay grade that he would like you to correct.

The notification letters are ready so I'll wait for your approval to move forward.

Thanks,

Valerie Dilley
Human Resources Assistant
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
FX: 740-477-5829
www.circlevilleoh.gov

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Valerie Dilley

From: Valerie Dilley
Sent: Tuesday, June 22, 2021 2:32 PM
To: Debby Hammond
Subject: Comp Plan Chart
Attachments: 2021 Comp Plan Pay Chart.xlsx

Tracking:	Recipient	Delivery	Read
	Debby Hammond	Delivered: 6/22/2021 2:32 PM	Read: 6/23/2021 7:56 AM

Debby,

The Police Captain position pay grade will be adjusted to pay grade 8 when Tony returns on Monday. The new chart is attached.

Thanks!

Valerie Dilley
Human Resources Assistant
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
FX: 740-477-5829
www.circlevilleoh.gov



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Valerie Dilley

From: Valerie Dilley
Sent: Thursday, June 24, 2021 1:52 PM
To: Tony Chamberlain
Subject: Comp Plan Pay Increase Notifications
Attachments: 2021 Circleville Comp Plan Rev 6-1-2021 with forms.pdf; 2021 Insurance Rates .pdf

Tracking:	Recipient	Delivery	Read
	Tony Chamberlain	Delivered: 6/24/2021 1:52 PM	Read: 6/28/2021 8:27 AM

Pay increase letters are ready to be sent to each comp plan employee along with the 2 pdf's attached. Don asked me to wait until you return to send those because he moved the Police Captain position to pay grade 8. If I need to wait to send the comp plan to employees until that section is updated please let me know.

Moose called yesterday and stated the point factor total on page 22 for the Deputy Chief position is incorrect. It adds up to 744. It doesn't change the pay grade.

Valerie Dilley
Human Resources Assistant
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
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Valerie Dilley

From: Tony Chamberlain
Sent: Wednesday, June 30, 2021 8:47 AM
To: Valerie Dilley
Subject: RE: Comp Plan Notifications

Valerie,

The change that the Mayor made to the Captain position has been adjusted in the comp plan as he decided last week. I also did find two mathematical errors I previously made but does not change any pay grades.

Thank you,
Tony

From: Valerie Dilley <vdilley@circlevilleoh.gov>
Sent: Tuesday, June 22, 2021 12:08 PM
To: Tony Chamberlain <tchamberlain@circlevilleoh.gov>
Subject: Comp Plan Notifications

Tony,

Don asked me to wait to notify employees of their comp plan increase until you return from vacation. He has made a change to the Captain pay grade that he would like you to correct.

The notification letters are ready so I'll wait for your approval to move forward.

Thanks,

Valerie Dilley
Human Resources Assistant
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
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City of Circleville



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740-477-8200
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www.circleville.oh.us

Donald R. McIlroy
Mayor

March 2, 2022

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

Capt. Davis,

This letter will serve as an official offer for the position of Deputy Chief of Police for the Circleville Police Department. The appointing authority for this position is the Director of Public Safety. The Chief of Police is the immediate supervisor.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$84,108.18 (\$3,234.93 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

If this offer is accepted, the promotion will be effective March 20, 2022 and the probationary period will end on June 27, 2022.

I look forward to hearing from you.

Sincerely,

Donald R. McIlroy
Mayor/Acting Director of Public Safety

Signature of Acceptance

Date

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

Philipp L. Roar
Deputy Chief of Police

Douglas A. Davis
Captain – Special Operations Unit

RECEIVED

March 3, 2022

MAR 13 2022

Mayor McIlroy,

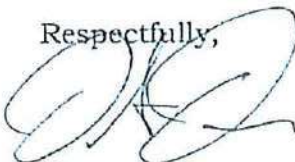
First and foremost, thank you for the official letter offering me the Deputy Chief position for the Circleville Police Department. I am honored to continue to serve under your administration and for the citizens of this community. As stated in the meeting this morning I have found my "home" here at the Circleville Police Department. I have been employed with the city since 2013 and will be here until at least my retirement date in 2036.

I have spoken to Mrs. Dilley about a few things in the past few days. I had asked for the probationary period to be ran along with my current probationary status. I wanted to thank you for allowing that to happen. I also had asked for an increase in yearly salary to \$86,000. The reason for the increase is due to the extra hours that I put in without compensation. There are a lot of additional things that I do for the department and for the citizens, that I am unable to be compensated for. I understand that the salaries are already allotted for, but I wanted to state my case and ask. The final thing I had asked was for a right to first refusal on the Chief of Police position when it becomes available. I would be testing against other candidates that have college degrees and seniority bonus points. I have reached out to several colleges and am going to enroll soon to obtain an associate degree in Criminal Justice.

In closing mayor, I again want to thank you. You have always been there for me and for the Police Department and for that I am beyond appreciative. I am hopeful that my list of desires above does not offend you or Mrs. Dilley. They are just questions that I wanted to present to you to see if you could help me with.

Please let me know if you have any questions or concerns.

Respectfully,

 6102

Douglas A. Davis
Acting Deputy Chief
Circleville Police Department

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

March 7, 2022

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

Capt. Davis,

This letter will serve as an official offer for the position of Deputy Chief of Police for the Circleville Police Department. The appointing authority for this position is the Director of Public Safety. The Chief of Police is the immediate supervisor.

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, I am offering you an annual salary of \$86,000.02 (\$3,307.70 bi-weekly). Salary employees are afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement. Your probationary period will end on June 27, 2022.

I look forward to hearing from you.

Sincerely,

Donald R. McIlroy
Mayor/Acting Director of Public Safety

Signature of Acceptance

60102

3/7/2022
Date

City of Circleville



Office of the Mayor
City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-477-8200
Fax: 740-477-8247
www.circleville.oh.us

Donald R. McIlroy
Mayor

March 7, 2022

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

Capt. Davis,

This letter will serve as notification that you are being promoted to the position of Deputy Chief of Police for the Circleville Police Department effective Sunday, March 13, 2022. Your probationary period will end on June 27, 2022.

The Appointing Authority for this position is the Director of Public Safety

The City of Circleville Compensation Plan allows me to make an exception in pay grade for an employee who possesses outstanding experience; therefore, your annual salary will be \$86,000.20 (\$3,307.70 bi-weekly). Salary employees are also afforded a reduced insurance premium effective August 1, 2021. Most conditions of employment are set forth in the Compensation Plan and some benefits mirror the terms and conditions of the Non-Uniformed Employee's Organization agreement.

Congratulations Deputy Chief Davis! We look forward to your continued success with the City of Circleville.

Sincerely,

Donald R. McIlroy
Mayor/Acting Director of Public Safety

Valerie Dilley

From: Valerie Dilley
Sent: Monday, March 7, 2022 10:02 AM
To: Capt. Doug Davis
Subject: Deputy Chief of Police Counter Offer
Attachments: 2022 3-7 Davis Counter Offer Deputy Chief.pdf

Capt. Davis,

In response to your letter dated March 3, 2022, I am attaching a counter-offer from Mayor McIlroy. As discussed on Friday, a legal opinion was requested regarding your first right of refusal question and while we do not have that opinion yet it is unlikely he can agree to your request based on civil service law.

The position of Deputy Chief of Police becomes vacant on March 13. You have mentioned the appointment date and, if accepted and you desire, the appointment can be effective March 13, 2022 with the oath occurring on March 14. The Mayor will be on vacation 3/11 thru 3/18 so Chief Baer will need to administer the oath. If you choose March 13 as the appointment date, please let me know as soon as possible so I can prepare the paperwork and contact the media.

Thanks,
Valerie

Valerie Dilley

Director of Human Resources
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
FX: 740-477-5829
www.circlevilleoh.gov



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PERSONNEL ACTION FORM (PAF)

Employee Name **Douglas A. Davis**Today's Date **3-7-2022**Effective Date **3-13-2022****PERSONNEL ACTIONS (Mark all boxes that apply)**

- ☐ New Hire & Benefit Selection ☐ Address, Name or Phone Change ☐ Other
☒ Re-Classification, Promotion or Demotion ☐ Resignation, Retirement or Termination

HR USE ONLY

Date Received in HR

3-7-2022

Date Sent to Payroll

3-7-2022**PERSONAL INFORMATION CHANGE**

- ☐ Address Change _____
County: _____ School District Number: _____
☐ Name Change: _____ Phone: _____
Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial
☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)**EMPLOYMENT STATUS:**

- ☐ New Hire Date: _____ Title: _____ Department: _____
Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer
☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt
☐ Re-Classification Date: _____ ☒ Promotion Date: **3-13-2022** ☐ Demotion Date: _____
Title: _____ Department: _____
☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

PAYROLL STATUS:

- ☒ Increase ☐ Decrease ☒ Other ***bi-weekly salary**
Current \$ **3,100.15** ☐ Hourly ☒ Salary Change to: \$ **3,307.70** ☐ Hourly ☒ Salary

Supervisor Signature/Date: _____

Director Signature/Date: _____

(If documentation is not attached)

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected	☐ \$ _____/pay	☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage	☐ Declined	☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	



Department of Public Safety *Division of Police*

Donald R. McIlroy
Mayor

G. Shawn Baer
Police Chief

Oath of Office

I, Douglas A. Davis, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of Ohio, and the Ordinances of the City of Circleville, that I will faithfully, honestly, and impartially perform my duties as a **Deputy Chief of Police**, as required and set forth by law, to the best of my ability, So Help Me God.

Douglas A. Davis



I hereby certify that on the 14th day of March 2022, I administered the Oath of Office to Douglas A. Davis, Deputy Chief of Police, for the Circleville Police Department, Circleville, Ohio.

Donald R. McIlroy, Mayor

G. Shawn Baer, Police Chief

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

6

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

Philipp L. Roar
Deputy Chief of Police

Douglas A. Davis
Captain – Special Operations Unit

Internal Affairs #: IA2022_000037

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

351 East Franklin Street
Circleville, Ohio 43113

Police Services (740) 477-8208 • Offices (740) 477-8221 • Fax (740) 474-8888

G. Shawn Baer
Chief of Police

Philipp L. Boer
Deputy Chief of Police

Douglas A. Davis
Captain - Special Operations Unit

Date: 4/22/2022

NOTICE OF INTERNAL INVESTIGATION

Internal Affairs #: [REDACTED]

Citizen Complaint #:

Supervisor: G. Shawn Baer

IA Assigned: Kory Yoder

Dear Douglas Davis,

An internal affairs investigation is being conducted based upon an incident that occurred on or about February 2022 involving search warrants, traffic stop on July 17, 2021, and complaints of racial profiling.

You are not to discuss this investigation with anyone other than your union representative. This is an order and if violated disciplinary action will be taken.

You will be contacted with further instructions.

G. Shawn Baer



Valerie Dilley

From: [REDACTED]
Sent: Tuesday, April 12, 2022 12:48 PM
To: Valerie Dilley
Subject: complaint

Follow Up Flag: Follow up
Flag Status: Flagged

Mrs. Dilley

I would like to submit a formal complaint and I ask for it to be backdated to Friday April 8, 2022. I had reached out to you on this date, however you were involved in multiple meetings.

This complaint again involves officers at the Circleville Police Department involved in making rude comments, gestures or harassing remarks about my disability.

One of the most recent comments occurred while Kyle Carver was seeking employment with this department. Mr. Carver was on a ride along with officers and was trying to decide if he wanted a career with the city.

While on a break during shift change we were in the roll call room when in casual conversation Officer Jacob JoHansen decided it would be fitting to make a discriminatory comment about my disability.

This incident has been on my mind a lot lately due to other officers at the department with disabilities themselves or their immediate family members having physical disabilities.

This needs to stop, however I have made multiple complaints to the city previously and I feel that this behavior is tolerated and not a big deal to the city.

I just wanted to make you aware of this never ending issue.

Thank you

[REDACTED]

7

Valerie Dilley

From: Valerie Dilley
Sent: Friday, April 15, 2022 1:32 PM
To: Benjamin Albrecht
Subject: FW: complaint

Met w/ JDC,
Johansen &
Ben 4/19/22
Ref: complaint
allegations

From: Douglas Davis [REDACTED]
Sent: Friday, April 15, 2022 1:19 PM
To: Valerie Dilley <vdilley@circlevilleoh.gov>
Subject: Re: complaint

Mrs. Dilley,

I intend to answer your questions, however I would like to speak with an attorney about several things beforehand.

I was told last night that Officer JoHansen knows it was me that filed the complaint and that "now I have Jacob as an enemy".

Knowing all of the issues that are going on at the Police Department and with administration right now I do not feel comfortable filing the rest of my complaint without first speaking to an attorney. I know that Officer JoHansen and several other officers have banded together and have created a witch hunt type atmosphere for several officers at the police department. I feel that if I have not already been targeted by these officers that I now will be. I am obviously already on administrative leave with no explanation and can not stick up for myself if they decide to make more complaints on me.

I ask that you not say anything to Officer JoHansen about this email due to the retaliation that I feel is coming from him and his group of fellow officers.

I hope this makes sense and I hope you understand

Respectfully,

Douglas Davis

On Thu, Apr 14, 2022 at 2:00 PM Valerie Dilley <vdilley@circlevilleoh.gov> wrote:

Doug,

I have a few follow-up questions regarding your complaint. Please respond to this email with your answers.

1. What specific comment was made during the shift change referred to in paragraph 4?

2. Were there any witnesses to this specific event? If yes, please provide their names.

Thank you,

Valerie

From: Douglas Davis [REDACTED]
Sent: Tuesday, April 12, 2022 12:48 PM
To: Valerie Dilley <vdilley@circlevilleoh.gov>
Subject: complaint

Mrs. Dilley

I would like to submit a formal complaint and I ask for it to be backdated to

Friday April 8, 2022. I had reached out to you on this date, however you were involved in multiple meetings.

This complaint again involves officers at the Circleville Police Department involved in making rude comments, gestures or harassing remarks about my disability.

One of the most recent comments occurred while Kyle Carver was seeking employment with this department. Mr. Carver was on a ride along with officers and was trying to decide if he wanted a career with the city.

While on a break during shift change we were in the roll call room when in casual conversation Officer Jacob JoHansen decided it would be fitting to make a discriminatory comment about my disability.

This incident has been on my mind a lot lately due to other officers at the department with disabilities themselves or their immediate family members having physical disabilities.

This needs to stop, however I have made multiple complaints to the city previously and I feel that this behavior is tolerated and not a big deal to the city.

I just wanted to make you aware of this never ending issue.

Thank you

Douglas A. Davis

City of Circleville



Department of Human Resources

City Administration Building
104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829
vdilley@circlevilleoh.gov

Donald R. McIlroy
Mayor

Valerie Dilley
Director

Investigation Follow-Up Letter to Complainant

Via personal email address

April 27, 2022

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

Doug,

This letter summarizes the results of the City's investigation into your allegations that a Circleville Police Department employee acted inappropriately and/or violated the City's unlawful discrimination and harassment policy.

The individual voluntarily resigned on April 22, 2022 thus ending the investigation before the allegations could be substantiated or unsubstantiated.

The City of Circleville takes such allegations very seriously and will not tolerate inappropriate behavior in the workplace. Employees are encouraged to bring such matters to our attention at any time, without fear of any adverse action being taken against them for doing so.

Should you experience any further problems, please feel free to let me know.

Thank you again for bringing this matter to our attention.

Sincerely,

Valerie Dilley
Director of Human Resources

8

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

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

351 East Franklin Street
Circleville, Ohio 43113

Police Services (740) 477-8208 • Office (740) 477-8221 • Fax (740) 474-8000

G. Shawn Baer
Chief of Police

Philip L. Baer
Deputy Chief of Police

Douglas A. Davis
Captain – Special Operations Unit

Date: 4/22/2022

Internal Affairs #: [REDACTED]

Citizen Complaint #:

Supervisor: G. Shawn Baer

IA Assigned: Kory Yoder

NOTICE OF INTERNAL INVESTIGATION

Dear Douglas Davis,

An internal affairs investigation is being conducted based upon an incident that occurred on or about February 2022 involving search warrants, traffic stop on July 17, 2021, and complaints of racial profiling.

You are not to discuss this investigation with anyone other than your union representative. This is an order and if violated disciplinary action will be taken.

You will be contacted with further instructions.

G. Shawn Baer



9

MEMORANDUM

TO: Chief Shawn Baer, Circleville Police Department
FROM: Christina L. Corl
DATE: November 22, 2022
RE: Investigation Report: Complaints Regarding Doug Davis

In September 2022, I was retained to conduct an independent investigation into complaints alleging that Deputy Chief Doug Davis had conducted illegal body cavity searches on suspects of drug crimes, that Deputy Chief Davis “manufactured” probable cause for traffic stops and that Deputy Chief Davis engaged in racial profiling. In Section I of this report, I have summarized the information learned in all witness interviews and in my review of video and documentary evidence. Section II details the conclusions that I have reached based upon the evidence presented. In summary, I have found no violation of any internal policies or applicable law and find the complaints to be unsubstantiated.

I. Witness Interviews, Videos and Documentary Evidence

A. Valerie Dilley.

Ms. Dilley is the Director of Human Resources at the City of Circleville. Ms. Dilley stated that on or about April 1, 2022, Circleville Police Officers Jacob JoHansen, John and Joshua Merritt came to her because one or both of them had discovered a document on Sharepoint which seemed to indicate that another officer,

Officer Jacob JoHansen, was going to be disciplined by Sgt. David McIntyre for failing to wear a taser. While discussing the discipline of Ofc. JoHansen, Ofc. JoHansen stated “out of the blue” that “Doug Davis should be in prison.” When Ms. Dilley inquired about Deputy Chief Davis, Ofc. JoHansen stated that he engaged in racial profiling and failed to “have probable cause” for traffic stops. No officers made mention of any allegedly illegal body cavity searches.

Ms. Dilley informed Chief Shawn Baer about the officers’ allegations related to Deputy Chief Davis. The next Monday, April 4, 2022, was the first day of employment as Safety Director of Tomi Dorris. Because Chief Baer was absent with a family medical issue, Ms. Dorris instructed Ms. Dilley that she wanted to interview Ofcs. John and Joshua Merritt and Ofc. JoHansen. Each officer was brought in “one at a time” for interviews with Ms. Dorris at which Ms. Dilley was present. Ofcs. Merritt and JoHansen did not appear to have personal knowledge of the alleged racial profiling or lack of probable cause for traffic stops, they claim to have been told this information by other police officers – Ofcs. Estrada and Sanford. Ms. Dilley stated that no officer brought up any allegation of illegal body cavity searches, that allegation was “brought up by Tomi [Dorris.]” Ms. Dorris also “made an appointment with” and spoke to the municipal court judge about whether there existed any warrants for body cavity searches. According to Ms. Dorris, the judge stated that there were no such warrants. (This is not accurate. There are warrants for body cavity searches which were provided during this investigation).

On or about Friday April 8, 2022, Chief Baer, Law Director Dorris and Ms. Dilley met to discuss the allegations. Ms. Dorris was “pushing” for a criminal investigation of Deputy Chief Davis and called the Ohio State Highway Patrol asking for an investigation. OSP declined to become involved. Chief Baer called BCI requesting an investigation, but BCI declined as well. Ms. Dorris requested that Chief Baer place Deputy Chief Davis on paid leave immediately, but the Chief was against that idea. Ms. Dorris was adamant that there should not be an internal investigation, but that the matter should be referred for criminal prosecution.

On April 11, 2022, Chief Baer placed Deputy Chief Davis on paid administrative leave and an internal affairs investigation was commenced into the allegations made by the Ofcs. Merritt and JoHansen and Safety Director Dorris. Ms. Dilley was not involved in the IA investigation.

B. Recorded IA Interviews of Ofcs. Timothy Sanford, Jason McGowan and Ashton Salyers.

Ofcs. Timothy Sanford, Jason McGowan and Ashton Salyers were interviewed as part of the initial internal affairs investigation conducted by Detective Matthew Harrell and Ofc. Kory Yoder. These officers were alleged by Ofcs. Merritt and JoHansen to be the source of information for the allegation that Deputy Chief Davis ordered officers to make traffic stops without probable cause. Ofc. Sanford stated that on one occasion, Deputy Chief Davis was “in his private car” and radioed Ofc. Sanford, instructing him to pull over a car for failure to use a turn signal. Ofc. Sanford stated that when he saw the car, it had on a turn signal, so he did not pull

the car over. Ofc. Sanford admitted, however, he did not observe the car at the same time as Deputy Chief Davis, so he could not say for sure whether the car was using a turn signal at the time it was observed by Deputy Chief Davis or not.

Ofc. McGowan is with the probation department and stated during his IA interview that he previously had witnessed Deputy Chief Davis "calling in" probable cause for a traffic stop, but he did not know what the "probable cause" was so had no information regarding the allegations against Deputy Chief Davis alleging traffic stops lacking probable cause.

Last, Ofc. Ashton Salyers stated that Deputy Chief Davis directed him to pull over a car which had "rolled past the stop bar" at a stop sign. Ofc. Salyers did not witness this happening but stated that when he did pull up behind the car, he noticed the car had expired tags, so he pulled the car over for that reason. He did not rely on the probable cause alleged by Deputy Chief Davis.

C. IA Interview of Probation Officer Lacey Stevens.

Ms. Stevens is a probation officer and she was interviewed during the IA investigation, specifically on the issue of alleged illegal body cavity searches. She stated that on one occasion, she was at the hospital for body cavity searches for 3 occupants of a motor vehicle that had been pulled over by Circleville Police on or about March 24, 2022 (this investigator also reviewed all of the body camera footage for the traffic stop and hospital visit). The occupants of the car taken to the hospital were [REDACTED] and [REDACTED] and

■■■■ removed contraband from their body cavities at the hospital on their own, they were not subjected to a body cavity search. ■■■■ ■■■■ consented to a search of her vagina and Ms. Stevens was in the room when a nurse assisted ■■■■ ■■■■ with a search. No contraband was found. There is no indication that the search of ■■■■ ■■■■ was ordered or instituted by Deputy Chief Davis.

D. Ofc. Alexander Estrada.

Ofcs. Merritt attributed complaints that Deputy Chief Davis engaged in racial profiling to Ofc. Estrada. Ofc. Estrada denied ever hearing Deputy Chief Davis engage in racial slurs or anything which could be considered racial profiling. He also denied ever hearing Deputy Chief Davis make any derogatory or inappropriate comments about traffic stops that involved African Americans.

E. Ofcs. Merritt and JoHansen.

Ofcs. Joshua and John Merritt and JoHansen are no longer employed by the Circleville Police Department. Ofcs. Joshua Merritt and JoHansen never responded to my multiple attempts to speak with them. Ofc. John Merritt scheduled a telephone interview with me, but when we were speaking on the phone, he abruptly stated that he "wasn't going to talk" and hung up the phone. None of these officers have been interviewed, although it does not appear that they actually have personal knowledge to support the allegations they made regarding Deputy Chief Davis.

F. Body Camera Footage and Hospital Records.

This investigator reviewed many hours of police officer body camera footage and audio related to multiple traffic stops where suspects were considered for body cavity searches because of suspicion that illegal drugs were hidden on their person(s). All of the searches of the automobiles in which the suspects were riding resulted from K9 "hits" on the vehicles, so there is no question regarding probable cause. Of the traffic stops where suspects were transported to the hospital for potential body cavity searches, only one incident resulted in a possibly inappropriate body cavity search. In all other cases depicted in the body camera footage, either a warrant was obtained for a search (i.e. [REDACTED]) or the suspects voluntarily produced the contraband from their person without undergoing a search of their person (i.e. [REDACTED]).

With respect to the one incident where there may have been consent for a body cavity search at the hospital but no warrant obtained ([REDACTED]) the body camera footage depicts the suspect agreeing to a body cavity search and the suspect going into a room with a nurse and Probation Officer Stevens. Stevens states that [REDACTED] vaginal search was "assisted" by a nurse. Medical records obtained from the hospital also show that [REDACTED] was actually diagnosed [REDACTED]. [REDACTED]. There is no indication on the video or in the medical records

that Deputy Chief Davis either directed or ordered that [REDACTED] undergo any sort of warrantless body cavity search.

G. Body Cavity Search Warrant.

On March 10, 2022, Judge Elisa Peters received a probable cause affidavit for a body cavity search warrant for suspect [REDACTED] from Circleville Detective Jon Farrelly. There was no documentation of any kind provided by Deputy Chief Davis related to the search warrant or affidavit. Judge Peters issued the search warrant on the same day. The warrant resulted in the finding of a significant amount of fentanyl being concealed by [REDACTED] on his person.

H. Tomi Dorris.

Ms. Dorris is currently employed by the City of Circleville as the Assistant Law Director. Ms. Dorris was previously employed as the Safety Director for the City of Circleville. Her appointment as Safety Director commenced April 4, 2022 and lasted approximately 8 weeks. Ms. Dorris was asked how it came to be that she was making accusations that Deputy Chief Davis was engaging in illegal body cavity searches. She responded that about a year prior to April 2022, she was involved in a case as a prosecutor with a criminal defendant named [REDACTED]. Deputy Chief Davis was involved in the arrest/prosecution of [REDACTED]. Ms. Dorris described Deputy Chief Davis as "out of control" with relation to the [REDACTED] case. She described having viewed body camera video related to the [REDACTED] case which she stated demonstrates that Deputy Chief Davis was out of control. She further stated that

Deputy Chief Davis had "veracity issues" related to another criminal case involving [REDACTED] which occurred in approximately 2018. Although Ms. Dorris stated that she had no personal issues with Deputy Chief Davis, she made clear that she did not have a very high opinion of him or his work on the police force.

Ms. Dorris admitted that she had no personal knowledge related to any of the allegations currently being made against Deputy Chief Davis, that she has never viewed any body camera video related to any of the issues and that she has never witnessed any of the behaviors which are the subject of this investigation. She stated that when she began her employment on April 4, 2022 as Safety Director, she was "ordered" by Ms. Dilley to conduct an investigation into the allegations being made by Ofcs. Merritt and JoHansen. She stated that she "got all of her information from [Ms. Dilley]" and that she met with the officers and interviewed them all separately. She also instructed the officers to put their complaints in writing. (The investigator has been provided copies of all written complaints related to this case). She stated that she tried to speak with Chief Baer about her interviews but that Chief Baer "is not around."

The next week, she met with Ms. Dilley and Chief Baer and informed them that Deputy Chief Davis should be put on immediate administrative leave because the allegations against him were "criminal" in nature. Chief Baer then placed Deputy Chief Davis on administrative leave. Ms Dorris did not speak with the officers who conducted the internal investigation, has never spoken with BCI or the FBI about

this matter and stated that she attempted to avoid speaking with this investigator because the "administration" at the City of Circleville is out to "get" her and is "setting [her] up." She attended her interview with her personal attorney.

I. Deputy Chief Doug Davis.

Deputy Chief Davis has been employed by the Circleville Police Department since 2013. Before that, he was employed with the Ross County Sheriff's Task Force and the Franklin and Pickaway County Sheriff's Offices.

He denied ever directing or participating in any illegal body cavity searches. He confirmed that if there is ever any reference to "consent" for a body cavity search, that means that the suspect will conduct the search on his or her self and will remove any contraband his or her self. He stated his understanding that a suspect cannot legally "consent" to have *someone else* conduct a body cavity search, but a suspect is always allowed to search their own person and voluntarily produce any contraband. He further stated that he is not the person to seek warrants for body cavity searches, that detectives play that role in the process. If there are ever affidavits submitted to the court for body cavity searches, those affidavits are prepared by Circleville detectives, not him.

Deputy Chief Davis was asked about the issue involving [REDACTED] as it was unclear from the body camera video whether [REDACTED] underwent a body cavity search or whether she performed a search on herself. He stated that he was at the hospital when [REDACTED] was taken into an examination room. He stated

that he did not direct her to be searched and that he understood that she was going into an examination room to conduct an examination of herself. The body camera video does not show Deputy Chief Davis directing or ordering a body cavity search at any time. With respect to the other body camera incidents [REDACTED] etc.) he stated his understanding that either a warrant was obtained for a search or that the suspects voluntarily removed the contraband from their person.

He stated that no officer, including Ofcs. Merritt and JoHansen, has ever told him that he was "doing something wrong" with respect to traffic stops or drug searches.

He stated that he has been working in the drug interdiction business for so long that he "knows all the players." He stated that on several occasions, he has told officers making traffic stops that the stop should be a "good" stop because he recognized the suspects as being involved in the drug trade. He stated that these comments have nothing to do with the race of a suspect, but only have to do with his personal knowledge of the suspect being involved with drugs. Deputy Chief Davis also stated that on occasion, whether he was in his personal vehicle either on or off duty, he would direct officers in marked cruisers to make traffic stops because he had witnessed some traffic or other offense that resulted in probable cause for the traffic stop. He stated that no officer has ever told him that they did not believe there was probable cause for any particular stop.

II. Findings and Conclusions.

Based upon my review of all of the evidence including live witness interviews, recorded witness interviews, body camera video and written documentation including witness statements, affidavits, prior investigations and legal filings, the allegations against Deputy Chief Davis are unsubstantiated. There is no evidence that Deputy Chief Davis ordered traffic stops without probable cause, engaged in racial profiling or conducted or ordered warrantless body cavity searches. Notably, the outcome of the IA investigation conducted in April 2022 reached the same conclusion as this investigation, with one minor exception which will be discussed below.

Before discussing the evidence – or lack of evidence – it should be noted that the officers bringing forward allegations against Deputy Chief Davis (Merritt, JoHansen) had no personal knowledge of the alleged wrongdoing and reported what they had allegedly learned from other officers. The “other officers,” however, denied that they had witnessed the wrongdoing alleged by Ofcs. Merritt and JoHansen. In fact, the “reporting” of these officers seems to coincide with Ofcs. Merritt discovering a proposed disciplinary document for Ofc. JoHansen and attempting to draw focus from Ofc. JoHansen’s situation. In addition, although Ms. Dorris denies bringing forward allegations of illegal body cavity searches, the evidence appears to support that it was Ms. Dorris who pursued these allegations, and that Ms. Dorris had no personal knowledge of any of the alleged incidents either.

First, there is no evidence that Deputy Chief Davis “ordered” marked cruisers to execute traffic stops on vehicles without probable cause. The officers who allegedly made these claims either admitted that they did not see what Deputy Chief Davis had seen or admitted that they had independent probable cause to make the traffic stop. For instance, Ofc. Sanford stated that Deputy Chief Davis asked him to make a traffic stop because Davis had witnessed a car turning without activating its turn signal. Ofc. Sanford stated that at the time he saw the car, the car had a turn signal activated, but Ofc. Sanford admitted that he did not see what the car was doing earlier, when it had been observed by Deputy Chief Davis. In other words, Ofc. Sanford could not say there was no probable cause for the traffic stop. Similarly, Ofc. Salyers stated that Deputy Chief Davis instructed him to execute a traffic stop on a car which had driven past the stop bar at a stop sign. Ofc. Salyers did not witness the stop bar violation but did notice that the car had an expired registration, so Ofc. Salyers utilized his independent confirmation of probable cause in order to execute the traffic stop.

Second, there is no evidence to support any claim of racial profiling against Deputy Chief Davis. The officer to whom these allegations were attributed, Ofc. Estrada, denied witnessing any racially-profiling behavior from Deputy Chief Davis. In addition, to the extent that Deputy Chief Davis made any comments about a particular traffic stop or arrest being a “good” stop, he was referring to being familiar with the suspects and having prior knowledge that the suspects are

involved in the drug trade. Any comments about a "good" stop or arrest were not related to the suspects' race.

Last, there is no evidence to support any claim that Deputy Chief Davis ordered or directed warrantless body cavity searches. The applicable law and department policy forbids body cavity searches without a warrant. Suspects cannot legally consent to a body cavity search. If a third party conducts the search of the suspect, there must be a warrant. However, it is not a violation of law or policy for the suspect to search his or her *own* body and/or remove the contraband themselves.

For all the cases which were reviewed, there was only one instance that is even questionable regarding body cavity searches. In the multiple cases of body camera footage, IA interviews and documents which were reviewed, there were multiple instances where suspects voluntarily removed drugs from their own person and were not subjected to a body cavity search [REDACTED]. There was one instance where a search warrant was obtained [REDACTED]. In the case of [REDACTED] she was transported to the hospital for a body cavity search. The two other suspects who were with [REDACTED] and [REDACTED] both voluntarily removed drugs from their own person, they were not subjected to a search. [REDACTED] went into a room at the hospital and was examined by a nurse. No contraband was found, but medical records indicate that [REDACTED] was diagnosed [REDACTED]

██████████ Based upon these facts, it is debatable whether the examination was performed to locate contraband or whether it was performed for medical reasons. In addition, there is no evidence and nothing in the body camera footage which demonstrates that Deputy Chief Davis ordered, directed or participated in the search of ██████████ at the hospital. As previously discussed, it is not Deputy Chief Davis' role to proceed with or document body cavity searches or warrants for searches. The evidence demonstrates those matters are independently handled by detectives in the department.

The IA investigation reached the same conclusion regarding the body cavity searches but concluded that Deputy Chief Davis had violated policy based upon the examination of ██████████ by a nurse at the hospital. Again, however, it is unclear whether an inappropriate search of ██████████ actually took place or whether the examination was for medical reasons and, even if the search was inappropriate, there is no evidence that it was ordered or directed by Deputy Chief Davis.

Based upon the above facts and evidence, all complaints related to Deputy Chief Davis are unsubstantiated.

Please let me know any questions. Otherwise, I am closing this matter.

Open.29285.23484.29919856-1

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PERSONNEL ACTION FORM (PAF)

Employee Name Douglas A. Davis Today's Date 12-7-2022 Effective Date 1-3-2023

PERSONNEL ACTIONS (Mark all boxes that apply)		HR USE ONLY
☐ New Hire & Benefit Selection	☐ Address, Name or Phone Change ☒ Other	Date Received in HR 12-7-2022
☐ Re-Classification, Promotion or Demotion	☐ Resignation, Retirement or Termination	Date Sent to Payroll 12-7-2022

PERSONAL INFORMATION CHANGE

☐ Address Change _____

County: _____ School District Number: _____

☐ Name Change: _____ Phone: _____

Date of HR Updates: _____ Medical _____ Dental _____ Vision _____ Life _____ Pension _____ Deferred Comp/Colonial

☐ Emergency Contact (Name and Number): _____

EMPLOYMENT STATUS/PAYROLL STATUS CHANGE (Attach supporting documentation)

EMPLOYMENT STATUS:

☐ New Hire Date: _____ Title: _____ Department: _____

Full Time - Hours per week _____ Part Time - Hours per week _____ ☐ Reserve/Volunteer

☐ Union ☐ Non-Union ☐ Appointed ☐ Classified ☐ Unclassified ☐ FLSA Exempt

☐ Re-Classification Date: _____ ☐ Promotion Date: _____ ☐ Demotion Date: _____

Title: _____ Department: _____

☐ Resignation ☐ Retirement ☐ Termination Date: _____ Benefits End: _____

PAYROLL STATUS: ☐ Increase ☐ Decrease ☒ Other **Return to duty from admin leave w/pay**

Current \$ _____ ☐ Hourly ☐ Bi-Weekly Change to: \$ _____ ☐ Hourly ☐ Bi-Weekly

Supervisor Signature/Date: _____ Director Signature/Date: Valerie Riley
(If documentation is not attached) 12-8-2022

BENEFIT SELECTION UPON HIRE

IRS rules dictate that employees enrolled in medical, dental and vision cannot enroll, cancel or change enrollment options during the plan year except during an open enrollment, or in the event of a "change in status"/life event. It is the employee's responsibility to notify the HR Department of the life event within 31 days of the life event. Employees are encouraged to provide notification prior to 30 thirty days.

MEDICAL	DENTAL	VISION	LIFE	Deferred Comp	Documents to Attach for Payroll
☐ Single	☐ Single	☐ Single	☐ Term (Pd. By City)	☐ Selected \$ _____ /pay ☐ Declined	☐ W2 & W4
☐ Double	☐ Double	☐ Double	☐ Beneficiary Selected		☐ Retirement & SS Form
☐ Family	☐ Family	☐ Family	☐ Voluntary Coverage		☐ Direct Deposit
☐ Waived	☐ Waived	☐ Waived	☐ Colonial Coverage		☐ Union Deduction
Effective Date	Effective Date	Effective Date	Effective Date	Employee's Email Address:	

SCANNED

Valerie Dilley

From: Valerie Dilley
Sent: Thursday, December 8, 2022 7:30 AM
To: Marcy Cox; Mark Bidwell
Subject: PAF - Doug Davis
Attachments: 2023 1-3 PAF Doug Davis Return to Work.pdf

Good morning,

The investigation into allegations against Deputy Chief Davis is finished. He will return from administrative leave with pay on January 3, 2023.

Valerie Dilley

Human Resources Director
City of Circleville
104 E. Franklin Street
Circleville, OH 43113
PH: 740-477-8200 ext. 5055
FX: 740-477-5829
www.circlevilleoh.gov



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Valerie Dilley

From: Katie Logan Hedges <[REDACTED]>
Sent: Tuesday, January 3, 2023 1:40 PM
To: Douglas DeBord
Cc: Valerie Dilley; Chief Shawn Baer; Don McIlroy
Subject: Re: Restructure Ordinance

Thank you for letting me know.

On Tue, Jan 3, 2023 at 11:07 AM Douglas DeBord <ddebord@circlevillepolice.com> wrote:

Katie,

During our meeting this morning we were able to discuss the "restructuring" with Deputy Chief Davis. We are not going to be able to discuss it with Amanda, as she is on sick leave today. We also think it is important there be three part time positons (PT officer, PT dispatcher, PT Admin) included in the ordinance. We will get together again sometime this week or next to try again and make this the best possible "restructure" for the city and PD. We may go ahead and include the Union also, since we will be creating the Corporal positions and try to have all those "details" worked out before we submit the next ordinance to Safety Committee.

So, we would like to return this to "committee" for further discussion and not have a vote on it tonight. Please let us know if you have any questions. Thank you.

Douglas A. DeBord

City of Circleville

Public Safety Director

Office - 740-477-8200 Ext. 5057

Cell – 740-601-1680

—
Katie Logan Hedges

RECORD OF ORDINANCES

New One

Ordinance No. _____

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 135.01(a) AND 135.03 OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE ESTABLISHING THE COMPOSITION OF THE POLICE DEPARTMENT SO AS TO ELIMINATE THE POSITIONS OF DEPUTY CHIEF AND CAPTAIN; ESTABLISH THREE LIEUTENANT AND THREE CORPORAL POSITIONS; ELIMINATE THE POSITION OF COMMUNICATIONS CENTER COMMANDER AND ESTABLISH THE POSITION OF COMMUNICATION SUPERVISOR; AND ESTABLISH THE POSITION OF AUXILARY OFFICER WITHIN THE DEPARTMENT AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the City of Circleville is empowered by statute to establish a Police Department and to set forth the composition of the same; and

WHEREAS, the amendment of the composition of the Police Department is currently necessary for a more effective operation and for the proper administration of the Police Department of the City and the same ought to be done;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, PICKAWAY COUNTY, OHIO AS FOLLOWS:

SECTION I. That the positions of Deputy Chief and Captain are hereby eliminated and there is hereby established within the Department of Public Safety, Division of Police of the City of Circleville, three (3) Lieutenant positions with one being the Administration Lieutenant, one being the Operations Lieutenant and the other being the Patrol Lieutenant, all of which shall be full-time, union and classified positions to be paid in accordance with the city collective bargaining agreement.

SECTION II. That there is hereby further established within the Department of Public Safety, Division of Police of the City of Circleville, three (3) Corporal positions all of which shall be full-time, union, and classified positions to be paid in accordance with the city collective bargaining agreement.

SECTION III That the position of Communication Center Commander is hereby eliminated and there is hereby established the position of Communication Supervisor within the Department of Public Safety, Division of Police which shall be a full-time, union, classified position to be paid in accordance with the collective bargaining agreement and to serve as the Supervisor over the City Dispatch Center.

SECTION IV. That there is hereby established Fifteen (15) Auxiliary Officers within the Department of Public Safety, Division of Police which shall to be paid at a special duty rate to be established by the appointing authority.

SECTION V. That based upon the elimination of the positions of Deputy Chief and Captain, the establishment of three Lieutenant positions, the establishment of three (3) Corporal positions, the elimination of the position of Communication Center Commander, the establishment of the position of Communication Supervisor, and the creation of the position of Auxiliary Officer within the Police Department of the City, Section 135.01(a) of the Codified Ordinances of the City of Circleville shall be amended so as to read as follows:

135.01 COMPOSITION

a. Effective immediately upon the passage and approval of this Ordinance, the Police Department of the City shall be composed of the following officers and other members, who shall receive compensation provided for by Ordinance:

1. A Chief of the Police Department;
2. Three (3) Lieutenants (Administration Lieutenant, Operations Lieutenant and Patrol Lieutenant)
3. Three (3) Sergeants;
4. Three (3) Corporals;

RECORD OF ORDINANCES

SAFETY

Ordinance No. _____ Passed _____, 20____

5. Twenty (20) Police Officers;
6. One (1) Communication Supervisor;
7. Six (6) Communications Officers; and
8. Fifteen (15) Auxiliary Officers

SECTION V. That all remaining provisions of Section 135.01 of the Codified Ordinances of the City of Circleville not otherwise modified by this Ordinance shall remain unchanged and in full force and effect.

SECTION VI. That Section 135.03 of the Codified Ordinance of the City of Circleville is hereby amended so as to read as follows:

135.03 COMMUNICATIONS OFFICERS

The Director of Public Safety is authorized to employ for the Department of Public Safety, Division of Police a Communication Supervisor together with six personnel to serve as Communications Officers. Each such Officer shall be paid pursuant to the pay ordinances for such position and according to the schedule established by the Auditor, but not less frequently than semi-monthly. Each Officer will be assigned such duties as defined by the Safety Director, Chief of Police and/or Communication Supervisor within the Communication Center of the City.

SECTION VI. That the provisions in any ordinance which are in conflict herewith shall be repealed from and after the passage of this Ordinance.

SECTION VII. . That this ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health and safety of the citizens of the City of Circleville, and its inhabitants, such emergency arising out of the immediate need to establish these positions within the Police Department to ensure the proper and effective administration of such department, so that this ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____
DATE

MAYOR

APPROVED AS TO FORM:

GARY D. KENWORTHY, LAW DIRECTOR

REVIEWED BY LAW DIRECTOR
AND APPROVED AS TO FORM

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