

Beth Mandl

Dept. of Human Resources
Personnel File



City of Cleveland Memorandum

Frank G. Jackson, Mayor

The reasons for the redactions in the records provided are as follows:

Social Security Numbers and/or Federal Identification Numbers have been redacted under *State ex rel. Beacon Journal Publishing Co. v. Akron* (1970), 70 Ohio St.3d 605.

The employee's house number and street name have been redacted under *State ex rel. Dispatch Printing Co. v. Johnson* (2005), 106 Ohio St.3d 160.

The employee's day and month of birth and personal telephone numbers have been redacted because they are not records under O.R.C. 149.011(G) and 149.43.

The employee's and/or employee's family medical records have been removed because they are not releasable based on O.R.C. 149.43(A)(1)(a) and (A)(3) and are protected under HIPPA unless there is a signed authorization to release provided by the individual's whose records are being requested

Employee ID 2004066	File Number 195617
Action Date 9/1/12	Requisition #

City of Cleveland

Personnel Information Document

As of 08 / 24 / 2012

Last Name Mandl	F.I. B
Social Security Number	Employee Status L

Last name	First name	M.I.	Suffix	Birth Date MO DAY YEAR	Sex	Marital Status	Race	Military	Pension Type
Mandl	Beth	A		1979	F	S	1	1	C

Mailing Address 1	Address 2	City	State	Zip Code	Ward
Resident Address 1	Resident Address 2	Resident City	State	Zip Code	Ward
	Down	Cleveland	OH		14

Action	Action Reason	Class	Org Code	GL Group # - Division Name	Program Code	Activity ID	Check Sort	Pay Type	Std. Hours
LOA	NFM	01001	600208	03-Bureau Of Communication	600208		6481000	B	40.0
RFL	MED								
City Start Date	Emerg./ Transitory End	Returning - On	Interrupt/Separation	FLSA Status	Reporting Location	Reporting Loc. Code			
MO DAY YEAR	MO DAY YEAR	MO DAY YEAR	MO DAY YEAR						
12 13 2010			07 26 2012	N	Police Third District	P3D			
		9 1 12							

Civil Service Title	C.S. Status	Appointment Date	Full Time With City
Police Radio Dispatcher	R	MO DAY YEAR	MO DAY YEAR
			12 13 2010

Local Work/Resident City Tax			
Work City Name	Code	Resident City Name	Code
Cleveland	CLE1		

ENTERED
10-8-12
Jag

Action	Action Reason	Action Description	Job Code	Job Code Description	Job Date	Rate of Pay	Effective Date	Union
1	LOA	NFM	Medical Leave	6552 Police Radio Dispatcher	MO DAY YEAR		MO DAY YEAR	
2					12 13 2010	1590.1759	04 02 2012	CPPC
3								
4								
5								
6								
1	RFL	MED	RETRFLVMD					
2								
3								
4								
5								
6								

Det. Maggie Crespo #2013
 Prepared By: DET. MAGGIE CRESPO #2013
 Division Approval: [Signature] Date: 9/28/12
 Personnel Approval: [Signature] Date: 10-4-12
 Chief Approval: _____ Date: _____

Det. L. Ash #103-12
 Department Approval: [Signature] Date: 10-3-12
 Mayoral Approval: _____ Date: _____

City of Cleveland
Safety Dept. Med. Bur.

RETURN TO DUTY ORDERS

Date: August 31, 2012

Police

☒

Fire

☐

Civilian

☐

From: The Office of the Medical Director

To:

COMMUNICATIONS

UNIT OR ASSIGNMENT

Beth Mandl

1145

DISP

Badge No

Rank

The above named member of the Safety Department is ordered to report for duty at:

HOUR	MONTH	DAY	YEAR
	September	01	2012

Remarks or Recommendations:

Member ordered to return for evaluation: RTC on

DATE

Unit Notified

E. M. Robinson,

MEDICAL EXAMINER

M.D.

(This form to be delivered to member's supervisor immediately.)

Employee ID 2004066	File Number 195617
Action Date 7/23/2012	Requisition #

City of Cleveland
Personnel Information Document
 As of 01 / 19 / 2012

Last Name Mandl		F.I. B
Social Security Number	Employee Status A	

Last name	First name	M.I.	Suffix	Birth Date MO DAY YEAR	Sex	Marital Status	Race	Military	Pension Type
Mandl	Beth	A		1979	F	B	1	1	C

Mailing Address 1	Address 2	City	State	Zip Code	Ward
Resident Address 1	Resident Address 2	Resident City	State	Zip Code	Ward
Down		Cleveland	OH		14

Action	Action Reason	Class	Org Code	GL Group # - Division Name	Program Code	Activity ID	Check Sort	Pay Type	Std. Hours			
PAY	SPG	01001	600203	03-Bureau Of Communication	600203		6481000	B	40.0			
LOA	NFM											
City Start Date		Emerg./ Transitory End		Returning - On		Interrupt/Separation		FLSA Status		Reporting Location		Reporting Loc. Code
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	
12	13	2010							N	Police Third District		P3D
						7	26	2012				

Civil Service Title	C.S. Status	Appointment Date			Full Time With City		
Police Radio Dispatcher	R	MO	DAY	YEAR	MO	DAY	YEAR
					12	13	2010

Local Work/Resident City Tax			
Work City Name	Code	Resident City Name	Code
Cleveland	CLB1		

ENTERED
 8/16/12

	Action	Action Reason	Action Description	Job Code	Job Code Description	Job Date			Rate of Pay	Effective Date			Union
						MO	DAY	YEAR		MO	DAY	YEAR	
1	PAY	SPG	Step Increase	6552	Police Radio Dispatcher	12	13	2010	1542.5169	12	13	2011	CPPC
2													
3													
4													
5													
6													
1	LOA	NFM	LEAVE ABSENCE							7	26	2012	CPPC
2													
3													
4													
5													
6													

Prepared By: *Leanne 8/16/12* Date: *7-30-12*
 Division Approval: *Michael McHeath* Date: *7-31-12*
 Department Approval: *Walter C. Fish* Date: *8-6-12*

Personnel Approval _____ Date _____
 Chief Approval _____ Date _____
 Mayoral Approval _____ Date _____

FORM A

COMMUNICATIONS CONTROL SECTION
PAID TIME OFF DONATION PROGRAM

REQUEST FOR DONATION

Name: BETH MANDL
Badge No.: 145
Date of Appointment: 12-13-10
Payroll No.: 195617
Estimated Date of Return to Work: UNK.
Estimate Based Upon: ☒ Physician's Opinion
☐ Recipient's Opinion

Eligibility:

I am currently employed as: ☐ Safety Telephone Operator
☐ Bi-Lingual Comm. Specialist
☒ Police Radio Dispatcher

I am currently on excused absence or leave: ☐ approved by City of Cleveland
☒ because of illness or injury

I will no longer be entitled to receive salary for accumulated sick or compensatory time as of
7-26-12
(Date)

I understand and agree that any pay which I receive as a result of Donations will be calculated at my
current hourly rate. Ch
(initial)

I understand that I am not entitled to receive any donations, and that donations are entirely
voluntary. Ch
(initial)

I agree that although the Cleveland Police Patrolmen's Association and the City of Cleveland will attempt
to rectify any clerical errors which may occur, I hereby waive any right to institute any action in any forum
for any remedy should an error occur, other than the grievance procedure contained in the collective
bargaining agreement. a
(initial)

Chal M. L. FOR BETH MANDL
Eligible Recipient or Representative

UNION STEWARD
Relationship of Representative to Recipient

Date: 7-25-12



City of Cleveland Memorandum
Frank G. Jackson, Mayor

DIVISION OF POLICE

To: Martin L. Flask, Director
Department of Public Safety

Date: July 30, 2012

From: Michael McGrath, Chief
Division of Police

Subject: Medical Leave of
Absence Request

Re: Beth Mandl
Police Radio Dispatcher

Please find attached a request from Beth Mandl for a Medical Leave of Absence effective July 26, 2012 through an unspecified date to tend to her own medical issues. All medical documentation in connection with this request is being maintained at the Medical Unit.

If a member desires an extended family medical leave of absence past this date, he/she must make that request at least five (5) working days prior to the expiration of the original leave. This leave is contingent upon his/her acknowledgement that their return to the same or similar position is not guaranteed beyond one (1) year from the beginning date of the leave.

MM/LM/JO/gb
Attachments

Employee ID 200208	File Number 199619
Action Date 12/13/2011	Requisition #

City of Cleveland

Personnel Information Document

As of 04 / 15 / 2011

Last Name Mandl	F.I. B
Social Security Number	Employee Status A

Last name Mandl	First name Beth	M.I. A	Suffix	Birth Date 12/13/2011	Sex F	Marital Status S	Race 1	Military 1	Pension Type
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Mailing Address 1	Address 2	City	State	Zip Code	Ward
Resident Address 1	Resident Address 2 Down	Resident City Cleveland	State OH	Zip Code	Ward 14

Action DTA	Action Reason CJC	Class 01001	Org Code 600208	GL Group # - Division Name 03-Bureau Of Communication	Program Code 600208	Activity ID	Check Sort 6481000	Pay Type B	Std. Hours 40.0			
PAY	SPG											
City Start Date		Emerg./ Transitory End		Returning - On		Interrupt/Separation		FLSA Status		Reporting Location		Reporting Loc. Code
MO 12	DAY 13	YEAR 2010	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	N
Police Third District												P3D

Civil Service Title Police Radio Dispatcher	C.S. Status R	Appointment Date	Full Time With City
	MO	DAY	YEAR
	12	13	2010

Local Work/Resident City Tax			
Work City Name Cleveland	Code CBK1	Resident City Name	Code

RE

ASP
1-12-11
ON

Action	Action Reason	Action Description	Job Code	Job Code Description	Job Date	Rate of Pay	Effective Date	Union					
1	DTA	CJC	6552	Police Radio Dispatcher	MO 12	DAY 13	YEAR 2010	934.1038	MO 12	DAY 13	YEAR 2011	CPPC	
2													
3													
4													
5													
6													
1	PAY	SPG	STEPINCRS	6552	POLICE DISPATCHER	12	13	2010	1542.5169	12	13	2011	CPPA
2													
3													
4													
5													
6													

Det. Maggie Crespo #2013 *Maggie Crespo*
 Prepared By *DET. MAGGIE CRESPO* #2013 12/9/11
 Division Approval *Martin L. Elsh* 12/13/11
 Department Approval *Martin L. Elsh* 12-15-11
 Personnel Approval *Liberty Smith* 11/1/12
 Chief Approval *Liberty Smith* 11/1/12
 Mayoral Approval *Liberty Smith* 11/1/12

In settlement of wages for the year 2012, there shall be a general raise of three percent (3%) effective on or about April 1, 2012, given to all employees. The tops of the classifications' pay bands shall be increased by a similar amount.

2010

Classification	Start	After 1 Year	After 2 Years
Police Radio Dispatcher	24,286.70	40,105.44	41,305.44
Bilingual Communication Specialist	24,283.44	36,522.97	37,722.97
Safety Telephone Operator	22,567.69	31,304.88	32,504.88
Police Safety Aide	22,073.13	NA	29,405.82

2011

Classification	Start	After 1 Year	After 2 Years
Police Radio Dispatcher	24,286.70	<i>1542.5169</i> 40,105.44	41,305.44
Bilingual Communication Specialist	24,283.44	36,522.97	37,722.97
Safety Telephone Operator	22,567.69	31,304.88	32,504.88
Police Safety Aide	22,073.13	NA	29,405.82

2012

Classification	Start	After 1 Year	After 2 Years
Police Radio Dispatcher	25,015.30	41,344.60	42,544.60
Bilingual Communication Specialist	25,011.94	37,654.66	38,854.66
Safety Telephone Operator	23,244.72	32,280.03	33,480.03
Police Safety Aide	22,735.32	NA	30,287.99

Employees not on the active payroll at the time the contract is executed are not entitled to retroactive payments of wages or other monetary benefits.

A Dispatcher with one (1) year of service in the classification shall be \$1,200.00 below the top of his pay band. A Dispatcher with three (3) years of service shall be at the top of the pay

Employee ID 2004066	File Number 195617
Action Date 01/07/2011	Requisition #

City of Cleveland

Personnel Information Document

As of ____ / ____ / ____

Last Name Mandl	F.I. B
Social Security Number	Employee Status A

Last Name	First Name	M.I.	Suffix	MO	DAY	YEAR	Sex	Marital Status	Race	Military	Pension Type
Mandl	Beth	A				1979	F				C

Mailing Address 1	Address 2	City	State	Zip Code	Ward
	#304	Cleveland	OH		
	Down	Cleveland	OH		14
Resident Address 1	Resident Address 2	Resident City	State	Zip Code	Ward
	Apt. #305	Cleveland	OH		
	Down	Cleveland	OH		14

Action	Action Reason	Class	Org Code	GL Group # - Division Name	Program Code	Project ID	Activity ID	Resource Type	G/L	Check Sort	Pay Type	Std. Hours
HR	FTE	01001	600208	03 Bur of Commun	PS007					6948100	B	40.0

City Start Date			Emerg./ Transitory End			Returning - On			Interrupt/Separation			FLSA Status	Reporting Location	Reporting Loc. Code
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR			
12	13	2010											Police 3 rd District	P3D

Civil Service Title	C.S. Status	Appointment Date			Full Time With City		
Police Radio Dispatcher	R	MO	DAY	YEAR	MO	DAY	YEAR
					12	13	2010

Local Work/Resident City Tax			
Work City Name	Code	Resident City Name	Code
Cleveland	Cle1		

RECEIVED
MAR 03 2011

ENTERED
3.4.11

	Action	Action Reason	Action Description	Job Code	Job Code Description	Job Date			Rate of Pay	Effective Date			Union
						MO	DAY	YEAR		MO	DAY	YEAR	
1	HR	FTE	Full Time	6552	Radio Dispatchr	12	13	2010	11.6763	12	13	2010	cppa
2													
3													
4													
5													
6													
1													
2													
3													
4													
5													
6													

Det. M. Crespo #2013
Prepared By Det. M. Crespo #2013 Date 3/13/11

Metel Milneath 2/25/11
Division Approval Date

Department Approval Date

Personnel Approval Date

Chief Approval Date

Mayoral Approval Date

CLEVELAND DIVISION OF POLICE

CLEVELAND, OHIO
DIVISIONAL INFORMATION

DIST. CCS ZONE 312

1/7/11 20 09

EXAMINED BY

RANK

20 09

FROM BETH MANDL

TO LT POMPEANI

SUBJECT: Change of Address

COPIES TO: Mail Center, Chiefs Office, Safety Directors Office, Unit Files

Sir,

I submit the following information relative to a change of address and/or telephone number.

Payroll #: 195617

Date of Appointment: 12/13/10

ACCESS ✓ CR

Social Security #

RMS 27

New Address Information:

PID M

Street Address:

CARD ✓ DH

City: CLEVELAND

State: OH

Zip Code:

District or nearest district of residence: 2ND

Last Address Information:

Street Address:

City: CLEVELAND

State: OH

Zip Code:

New Telephone # Information:

Area Code:

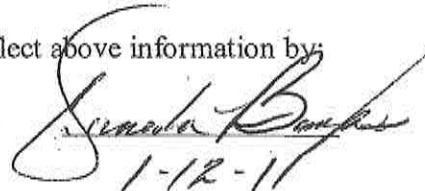
Number:

Last Telephone # Information:

Area Code:

Number:

Unit records changed to reflect above information by:



1-12-11

Respectfully,

Beth Mandl #145

MAIL CENTER
IES SENT TO:
 Pension Board
 Secretary of Police
 City Hall Personnel
 Medical Unit
 Credit Union

Employee ID 20040660	File Number 195617
Action Date 12.13.10	Requisition # 8030

City of Cleveland **Personnel Information Document**

As of / /

Last Name Mandl		F.I. B
Social Security Number	Employee Status A	

Last Name	First Name	M.I.	Suffix	MO	DAY	YEAR	Sex	Marital Status	Race	Military	Pension Type
Mandl	Beth	A				1979	F	S	I		C

Mailing Address 1	Address 2	City	State	Zip Code	Ward
	#304-B	Cleveland	OH		
Resident Address 1	Resident Address 2	Resident City	State	Zip Code	Ward
	Apt #30540	Cleveland	OH		10

Action	Action Reason	Class	Org Code	GL Group # - Division Name	Program Code	Project ID	Activity ID	Resource Type	G/L	Check Sort	Pay Type	Std. Hours	
HIR	FTE	01001	600208	03BUROFCOMM	PS007					6948100	B	40.0	
City Start Date		Emerg./Transitory End			Returning - On			Interrupt/Separation		FLSA Status		Reporting Location	Reporting Loc. Code
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR		
		2010										Police 3rd District	P3D

Civil Service Title	C.S. Status	Appointment Date	F-S-03	Full Time With City
Police Radio Dispatcher	R	MO DAY YEAR	S-S-01	MO DAY YEAR

Local Work/Resident City Tax			
Work City Name	Code	Resident City Name	Code
Cleveland	Cle1		

Rtg 11/16/10

Action	Action Reason	Action Description	Job Code	Job Code Description	MO	DAY	Job Date	Union	
1									
2									
3									
4									
5									
6									
1	HIR	FTE	FULLTIME	6552	Dispatcher		2010	934.1038	cppa
2									
3									
4									
5									
6									

\$24,286.70/YR.

ENTERED 12-23-10

Lt. Bindel 8464
Prepared By **Lt. Bindel #8464** Date **10-19-10**
[Signature]
Personnel Approval Date

Metal Mikusath
Division Approval Date **10/22/10**
[Signature]
Chief Approval Date **12/1/10**

[Signature]
Department Approval Date
[Signature]
Mayoral Approval Date **12-1-10**
[Signature]

AUG 30 2010



City of Cleveland
FRANK G. JACKSON, MAYOR

EMPLOYMENT APPLICATION
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

TODAY'S DATE 8/30/10 POSITION(S) APPLIED FOR POLICE RADIO DISPATCHER
DATE AVAILABLE ASAP ANNUAL SALARY REQUIRED NEGOTIABLE

PERSONAL DATA

NAME MANDL BETH A.
Last First MI

ADDRESS CLEVELAND OH
City State Zip Code

() Home Phone Business/Alternate Phone

EMERGENCY CONTACT BOARDMAN, OH
City/State Zip

SOCIAL SECURITY NUMBER

ARE YOU OVER EIGHTEEN YEARS OF AGE ☒ Yes ☐ No

ARE YOU A U.S. CITIZEN OR OTHERWISE ELIGIBLE TO WORK IN THE UNITED STATES? ☒ Yes ☐ No

BY LAW, ALL PERSONS HIRED ARE REQUIRED TO SHOW PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY.

NAME
Last
First
MI

EDUCATION AND TRAINING

	NAME AND ADDRESS	MAJOR	DEGREE EARNED	HIGHEST LEVEL COMPLETED
HIGH SCHOOL	CARDINAL MOONEY YOUNGSTOWN, OH	COLLEGE PREP	DIPLOMA	
COLLEGE	YOUNGSTOWN STATE	CRIMINAL JUSTICE	BACHELOR OF SCIENCE	B.S.
GRADUATE SCHOOL				
BUSINESS/TRADE				
OTHER				

IF YOU DID NOT GRADUATE, DID YOU RECEIVE A G.E.D.? YES ☐ NO ☐

USE THIS SPACE FOR AN EXPLANATION OF ADDITIONAL SKILLS, TOOLS, OR SPECIALIZED TRAINING THAT YOU MAY HAVE RECEIVED. (FOR EXAMPLE: OFFICE MACHINES, SPECIALIZED SEMINARS, HAND TOOLS, DRILL PRESS, MACHINERY, ETC.)

DICTAPHONE ☐ YES ☒ NO _____ W.P.M.

TYPING ☒ YES ☐ NO 50 W.P.M.

SHORTHAND ☐ YES ☒ NO

PERSONAL COMPUTER ☒ YES ☐ NO

LIST COMPUTER SOFTWARE:

CAD, WINDOWS

DO YOU PRESENTLY HAVE A VALID STATE OF OHIO DRIVER'S LICENSE?

☒ YES

☐ NO

NUMBER _____

DO YOU PRESENTLY HAVE A VALID STATE OF OHIO COMMERCIAL DRIVER'S LICENSE?

☐ YES

☒ NO

NUMBER _____

DO YOU HAVE ACCESS TO A CAR FOR WORK PURPOSES? ☒ YES ☐ NO

LIST ANY LANGUAGES THAT YOU SPEAK, READ OR WRITE FLUENTLY.

MILITARY SERVICE (OPTIONAL)

HAVE YOU HAD ANY MILITARY SERVICE IN THE U.S. ARMED FORCES? ☐ YES ☒ NO

IF YES, BRANCH OF SERVICE _____ DATES OF SERVICE: FROM: MO/YEAR _____ TO: MO/YR _____

PRINCIPAL DUTIES: _____

PERSONNEL REQUISITION

Dept/Div/Sect: 600208, Bureau Of Communication
 GL Group #: 03
 Class: 01001

No. to be hired: 1
 Civil Service Title: Police Radio Dispatcher
 Pay Title: Police Radio Dispatcher

Union: CPPC
 How filled:
 If Transfer, from which department?

Proposed Pay Range:
 Min: \$ 22,880.00 Max: \$ 41,307.55

No. of Replacements: 1 New Positions : 0 Lateral Transfer? ☐ *5/24/10 11:00*

Employees being replaced:

Name	Reason	Date	Job Title	Rate
Kwiatkowski, David A	Resigned	16-JUN-2010	Police Radio Dispatcher	41,305.44

Full/Part Time: Full

Permanent? Y

Seasonal?

30-Day Hire:

60-Day Hire:

Estimated Salary: \$0.00 Is this an EEO Target Job? N

Commissioner/Chief: Matal Mubarak Date: 6/18/10

Director: Mark L. Glesl Date: 6-21-10

OBM: [Signature] Date: 7/2/10

Personnel/HR: [Signature] Date: 7-13/10

What are the Primary Responsibilities of the Position?

Operates the police radio equipment and dispatch police units as directed. Maintains familiarity with the streets of the City and the various social agencies available to assist those in need. Answers telephone calls from citizens, elicits pertinent information, analyzes situations and makes decisions as to the appropriate response. Writes out dispatch tickets and assigns the proper priority code. Contacts other agencies when needed, that is, Fire, EMS, Utilities, Dog Warden, etc. Maintains the bank alarm board and follow proper procedures in handling bank alarms. Performs any other duty as directed by proper authority.

Additional Requirements:

*Approved
when necessary
employee in off
payroll.
Hamm
7-12-10*

*Lambert 7.13.10
Lott*

The Civil Service Commission of Cleveland, Ohio
CERTIFICATE FOR ORIGINAL APPOINTMENT

Cleveland, Ohio, August 26, 2010

Ms. Nycole West, Interim Director, Department of Personnel/Human Resources on behalf of
Mr. Martin Flask, Director, Department of Public Safety, Division of Police

Your requisition dated Second Supplemental for a certification of the names of persons who are

eligible for appointment to the position of Police Radio Dispatcher (Open)

In your department, states that you wish to appoint 6 person(s); the following names that are certified in
 accordance with the Civil Service Rules and Regulations:

(Action on this certification must be reported promptly)

NAME	POST-OFFICE ADDRESS	GENERAL AVERAGE
✓ 22. Dawson, Brittany A. (Notice of certification sent 8/26/10 —awaiting reply) <u>8/31/10</u>	Middleburg Heights, Ohio	89.000
✓ 23. Tango, Rachael A. Notice of certification sent 8/26/10 —awaiting reply) <u>8/31/10</u>	Cleveland, Ohio	89.000
✓ 24. Jefferson, Chloe L. Notice of certification sent 8/26/10 —awaiting reply) <u>9/1/10</u>	Cleveland, Ohio	89.000
✓ 25. Mandl, Beth A. (Notice of certification sent 8/26/10 —awaiting reply) <u>8/31/10</u>	Cleveland, Ohio	88.500
✓ 27. Smith, Genett (Notice of certification sent 8/26/10 —awaiting reply) <u>9/2/10</u>	Cleveland, Ohio	88.500

Where certification is made by groups the appointments may be made by appointing those standing highest on the list, every one who is not appointed must be considered four times in a group of three, and every time a group of three is considered, one of said group must be appointed. Appointments should be made from this certification within thirty (30) days.

**THE CIVIL SERVICE
 COMMISSION**
 Room 119 City Hall
 CLEVELAND, OHIO

By

Lucille Ambroz
 Secretary

PR#007976 (1), PR#007810 (2), PR#007845 (1) and PR#7880(1)

The Civil Service Commission of Cleveland, Ohio
CERTIFICATE FOR ORIGINAL APPOINTMENT

Cleveland, Ohio, July 15, 2010

Ms. Nycole West, Interim Director, Department of Personnel/Human Resources on behalf of
Mr. Martin Flask, Director, Department of Public Safety, Division of Police

Your requisition dated First Supplemental for a certification of the names of persons who are
eligible for appointment to the position of Police Radio Dispatcher (Open)

In your department, states that you wish to appoint 5 person(s); the following names that are certified in
accordance with the Civil Service Rules and Regulations:

(Action on this certification must be reported promptly)

NAME	POST-OFFICE ADDRESS	GENERAL AVERAGE
16. Dorsey, April M. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	93.000
17. Ortiz, Jacqueline M. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	91.500
17A. Graves, Mary Jo (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	90.588
18. Kirtley, Jasmine M. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	90.000
19. Smith, Victoria L. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	90.000
20. Langford, Rachel M. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	90.000
21. Lest, Dedre J. (Notice of certification sent 7/15/10 —awaiting reply)	Cleveland, Ohio	89.500

No Response
No Response

The Civil Service Commission of Cleveland, Ohio
CERTIFICATE FOR ORIGINAL APPOINTMENT

Cleveland, Ohio, June 30, 2010

Ms. Nycole West, Interim Director, Department of Personnel/Human Resources on behalf of
Mr. Martin Flask, Director, Department of Public Safety, Division of Police

Your requisition dated June 29, 2010 for a certification of the names of persons who are
 eligible for appointment to the position of Police Radio Dispatcher (Open)

In your department, states that you wish to appoint 1 person(s); the following names that are certified in
 accordance with the Civil Service Rules and Regulations:

(Action on this certification must be reported promptly)

NAME	POST-OFFICE ADDRESS	GENERAL AVERAGE
8. Wiman, Jennifer L. (Notice of certification sent 6/30/10 —awaiting reply)	Cleveland, Ohio (WAIVER)	98.500
11. Dorsey, Patience M. (Notice of certification sent 6/30/10 —awaiting reply)	Cleveland Ohio	95.000
13. Richards, Robin J. (Notice of certification sent 6/30/10 —awaiting reply)	Cleveland, Ohio	94.500
14. Gelb, Sandra L. (Notice of certification sent 6/30/10 —awaiting reply)	Cleveland, Ohio	94.500
15. Harris, Joyce W. (Notice of certification sent 6/30/10 —awaiting reply)	Cleveland, Ohio	94.000

Where certification is made by groups the appointments may be made by appointing those standing highest on the list, every one who is not appointed must be considered four times in a group of three, and every time a group of three is considered, one of said group must be appointed. Appointments should be made from this certification within thirty (30) days.

**THE CIVIL SERVICE
 COMMISSION**
 Room 119 City Hall
 CLEVELAND, OHIO

By *[Signature]* Secretary

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last MANDL	First BEA	Middle Initial A.	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year) 1979
City CLEVELAND	State OH	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☒ A citizen or national of the United States
☐ A lawful permanent resident (Alien #) A
☐ An alien authorized to work until

(Alien # or Admission #)

Employee's Signature **Bea. Mandl** Date (month/day/year) **12/15/10**

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title:		DRIVER LICENSE		SOCIAL SECURITY CARD
Issuing authority:		STATE OF OHIO		DEPT. OF HEALTH
Document #:				
Expiration Date (if any):		2012		N/A
Document #:				
Expiration Date (if any):				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) **12-13-2010** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative Det. E. Flynt	Print Name DET. E. FLYNT#1742	Title DETECTIVE
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) CITY OF CLEVELAND, 601 LAKESIDE AVE., OHIO, CLEVELAND 44113		Date (month/day/year) 12-15-2010

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title:	Document #:	Expiration Date (if any):
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date (month/day/year)

OHIO DRIVER LICENSE
TED STEINBERG GOVERNOR
1812-778-4631

BETH A MANDL
CLEVELAND, OH
LICENSE NO.

BIRTH DATE: 1979
EXPIRES ON: 2012
RENEW DATE: 2008

Sex: F HT: 5-0 WT: 120 Hair: BRN Eyes: HAZ
Endorse: None
Restr: B

Two Part

SOCIAL SECURITY

SOCIAL SECURITY

THIS NUMBER HAS BEEN ESTABLISHED FOR
BETH ANN MANDL

ADMINISTRATIVE

Beth Ann Mandl
SIGNATURE



City of Cleveland Memorandum
Frank G. Jackson, Mayor

DIVISION OF POLICE

TO: Timothy Hennessy, Deputy Chief, Administrative Operations *TH*
FROM: Thomas A. Stacho, Commander, Bureau of Communications
SUBJECT: Police Radio Dispatcher Appointments
DATE: October 13, 2010

The Communications Control Section has conducted oral interviews for the position of Police Radio Dispatcher. Ten prospective candidates were interviewed using information compiled by the Division of Police Personnel Unit for the 6 positions available. One of those interviewed (#20 Rachel M. Langford) later voluntarily withdrew her name from consideration. She was excluded from the selection process at her request.

The list below indicates each candidate who was considered together with their ranking on the Civil Service examination from which their eligibility was established. My selection for appointment is indicated in bold italics below.

11.	Patience M. Dorsey	Appoint	1. <i>Patience Dorsey</i>
13.	Robin J. Richards	Pass	
14.	Sandra L. Gelb	Pass	
13.	Robin J. Richards	Appoint	2. <i>Robin J. Richards</i>
14.	Sandra L. Gelb	Pass	
15.	Joyce W. Harris	Pass	
14.	Sandra L. Gelb	Pass	3. <i>April M. Dorsey</i>
15.	Joyce W. Harris	Pass	
16.	April M. Dorsey	Appoint	
14.	Sandra L. Gelb	Pass	4. <i>Jacqueline M. Ortiz</i>
15.	Joyce W. Harris	Pass	
17.	Jacqueline M. Ortiz	Appoint	

14.	Joyce W. Harris	Pass
22.	Brittany A. Dawson	Appoint
23.	Rachael A. Tango	Pass

5. *Brittany A. Dawson*

23.	Rachael A. Tango	Pass
24.	Beth A. Mandl	Appoint
27.	Genett Smith	Pass

6. *Beth A. Mandl*

Respectfully request that these recommended appointments be forwarded to complete the hiring process.

TAS

12/07 @ 2:15 PM

PERSONNEL ACTION JUSTIFICATION

Date: 10/19/10

Department: Public Safety

Division: Police

Name: Refer to Memorandum

Classification: Police Radio Dispatchers

PR # 7810,7845,7880,7976 & 8030

Full time: X Part Time: Seasonal:

30 Day Emergency: 60 Day Transitory:

Action: New Hire/Dispatchers

Status: R

New Hire:

Regular:

Promotion:

Temporary Appointee (TA):

Reclassification:

Unclassified:

Demotion:

Union:

Merit Increase:

Local:

Salary Adjustment:

Bid Award:

Recall/Rehire:

Civil Service Review:

Other:

Personnel/HR Review:

Reason/Justification for this action: New Hire Police Radio Dispatchers (PRs listed above)

To bring the number of dispatchers up to budgeted amount.

Applicant Flow Chart:

Date of Interview	Name	Source of Referral	Disposition
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References:

Past Employers Contacted? Yes X No By Whom: Det. Flynt #1742

Personal References Contacted? Yes X No By Whom: Det. Flynt #1742

Educational Credentials Verified? Yes X No By Whom: Det. Flynt #1742

Comments:

Background Checks (hires, rehires, recalls only):

Felony Conviction(s): Yes No X Comments:

Motor Vehicle Record Check: Valid Suspended No License

Personnel Administrator: Lieutenant Gail Bindel #8464

Director:

**AUTHORIZATION TO DO BACKGROUND CHECK FOR RELEASE OF
CONFIDENTIAL INFORMATION AND WAIVER OF PRIVACY RIGHTS**

Please read the following before signing:

I, BETH MANDL, hereby authorize the City of Cleveland and
(name of employee or prospective employee)

its agents or employees to conduct a background check on me and authorize the release of pertinent information concerning me from any source, including, but not limited to, past employers.

The undersigned applicant, in granting this application, hereby specifically WAIVES any right to PERSONAL PRIVACY he or she might have in the above information and RELEASES the City of Cleveland and any person or agency from ANY LIABILITY WHATSOEVER resulting from the release of such information.

NOTE: Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. ROUTINE INQUIRIES MAY INCLUDE PERSONAL INTERVIEWS WITH FRIENDS, NEIGHBORS, REFERENCES AND PAST EMPLOYERS. Upon written request, additional information as to the nature and scope of a resulting report, if one is made, will be provided.

My signature below certifies that my responses on the Application for Employment are true and complete to the best of my knowledge. I understand that employment is based on completion of all pre-employment requirements and procedures which may include:

1. Interviews
2. Urine drug screen and pre-employment physical
3. Proof of identity and employment eligibility for work in the U.S.
4. Education and reference checking
5. Testing (if applicable to the position for which you are applying)
6. Criminal and motor vehicle record check

In addition, I understand that any offer of employment will be contingent upon the results of a physical examination by authorized medical personnel of or for the City of Cleveland.

Compliance with the City of Cleveland's Drug Testing Policy is a condition of employment. Therefore, all job offers are made with the understanding that prospective employees pass a drug screening test prior to being hired.

I understand and agree that any falsification or omission, either on this form or in response to questions asked during my interview or examination process or on employment forms I subsequently complete, including I-9 forms, shall be grounds for immediate termination, no matter when the falsification or omission is discovered.

8/30/10
Date

Beth G. Mandl
Signature of Employee or Prospective Employee

1/79
Date of Birth

Social Security Number

(over)

CIVIL SERVICE TESTING

This notice is to inform all prospective City of Cleveland employees of the Civil Service testing requirement.

CIVIL SERVICE TESTING

If you have been hired by the City of Cleveland from a Civil Service list, your position status is "regular." If not, your status is "temporary" and you are subject to testing through the Civil Service Commission. The Commission conducts examinations to determine your qualifications for the position for which you have been hired. If you do not pass the test or score sufficiently high enough to be appointed "regular," your employment with the City of Cleveland may be terminated.

By signing below, I acknowledge the implications civil service testing may have on my future employment with the City of Cleveland.



Applicant's Signature

8/30/10

Date

EMPLOYMENT HISTORY

PRESENT OR LAST POSITION

LUCKY'S CAFE
Company Name and Address

(216) 622-7773
Phone

LENGTH OF EMPLOYMENT: FROM: MO/YR 8/09 TO: MO/YR PRESENT JESSICA BENEDETTI
Supervisor

MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE? ☒ YES ☐ NO

JOB TITLE BARISTA
JOB DUTIES CUSTOMER SERVICE IN FAST-PACED, HIGH VOLUME CAFE

SALARY: STARTED \$ 4.00 PER HOURLY LEFT \$ 4.00 PER HOURLY
FULL TIME ☐ PART TIME ☒ REASON FOR LEAVING N/A

SECOND LAST POSITION

CLEVELAND POLICE AND SECURITY SERVICES
Company Name and Address

(216) 368-3333
Phone

LENGTH OF EMPLOYMENT: FROM: MO/YR 03/05 TO: MO/YR 09/08 TRACY DOTSON
Supervisor

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☒ YES ☐ NO

JOB TITLE DISPATCH OFFICER
JOB DUTIES RECEIVED EMERGENCY + NON-EMERGENCY CALLS ON BOTH TELEPHONE AND RADIO; MAINTAINED DETAILED LOGS, DISPATCHED APPROPRIATE SERVICES

SALARY: STARTED \$ 12.43 PER HOURLY LEFT \$ 13.52 PER HOURLY
FULL TIME ☐ PART TIME ☐ REASON FOR LEAVING TERMINATED

THIRD LAST POSITION

Company Name and Address

()
Phone

LENGTH OF EMPLOYMENT: FROM: MO/YR _____ TO: MO/YR _____
Supervisor

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☐ YES ☐ NO

JOB TITLE _____
JOB DUTIES _____

SALARY: STARTED \$ _____ PER _____ LEFT \$ _____ PER _____
FULL TIME ☐ PART TIME ☐ REASON FOR LEAVING _____

FOURTH LAST POSITION

Company Name and Address

()
Phone

LENGTH OF EMPLOYMENT: FROM: MO/YR _____ TO: MO/YR _____
Supervisor

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ☐ YES ☐ NO

JOB TITLE _____
JOB DUTIES _____

SALARY: STARTED \$ _____ PER _____ LEFT \$ _____ PER _____
FULL TIME ☐ PART TIME ☐ REASON FOR LEAVING _____

GENERAL INFORMATION

HAVE YOU APPLIED PREVIOUSLY TO THE CITY OF CLEVELAND? ☒ YES ☐ NO
DEPT/DIVISION & TITLE/DATE OF PRIOR SERVICE POLICE DISPATCHER / DEPT OF PUBLIC SAFETY / 2007
DO YOU HAVE ANY RELATIVES EMPLOYED BY THE CITY OF CLEVELAND? ☐ YES ☒ NO IF YES, PLEASE LIST NAME,
RELATIONSHIP AND DEPARTMENT _____
LIST OTHER NAMES YOU HAVE BEEN EMPLOYED UNDER N/A
ARE YOU WILLING TO WORK OVERTIME? ☒ YES ☐ NO
ARE YOU WILLING TO WORK SHIFTS? ☒ YES ☐ NO

REFERENCES

PLEASE LIST NAMES AND ADDRESSES OF THREE PERSONS WE MAY CONTACT FOR A PROFESSIONAL RECOMMENDATION. (DO NOT LIST FORMER EMPLOYERS OR RELATIVES.)

NAME/ADDRESS	CITY	STATE/ZIP	PHONE
BOB VOGEL	LAKE COUNTY	OH	440-342-7479
JESS KOPOLWICZ	ATTENS TOP	OH	330-447-8977
LEAH PUSATERI	CLEVELAND, OH	OH	216-682-6468

CRIMINAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF A CRIME SPECIFICALLY RELATED TO THE QUALIFICATIONS OF THE POSITION FOR WHICH YOU ARE APPLYING? ☐ YES ☒ NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES ☐ NO ☒

IF YOU HAVE ANSWERED "YES" TO ANY OF THE ABOVE, PLEASE EXPLAIN FULLY: _____

APPLICATION WILL NOT BE ACCEPTED IF THIS AFFIRMATION IS OMITTED.

I affirm that the answers I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief, and that intentional deception herein may be considered as sufficient cause for disqualification or dismissal if employed. I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me or who may hereafter attend or examine me, colleges or universities which I attended, or past employers, from disclosing any knowledge or information which they thereby acquired relevant to my employment and I hereby consent that they disclose such knowledge or information to the City of Cleveland, Department of Personnel/Human Resources. I hereby also consent to the release of all my police records concerning any arrest with subsequent convictions for crimes. I release these records to the City of Cleveland, Department of Personnel/Human Resources and waive any right to personal privacy I might have over the records.

I am applying for employment with the City of Cleveland. I understand that if employed, I agree to conform to the City of Cleveland's rules. I also agree that I shall be subject to other conditions which the City of Cleveland may adopt.

Signature of Applicant : Beth Lee

Date: 8/30/10

HIS APPLICATION WILL BE KEPT ON FILE FOR SIX (6) MONTHS IN THE DEPARTMENT OF PERSONNEL AND HUMAN RESOURCES. THANK YOU FOR COMPLETING THIS APPLICATION AND FOR YOUR INTEREST IN THE CITY OF CLEVELAND.



CITY OF CLEVELAND

Mayor Frank G. Jackson

CITY OF CLEVELAND ETHICS POLICY

I BETH MANDEL, confirm that I have received a copy of the 3 pages of the City of Cleveland Ethics Policy.

Butch. mcd

12.20.10

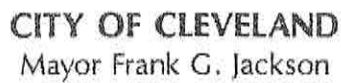
Name

Date _____

Social Security Number

Date of Birth

11979



I BETH MANDL, confirm that I have received a copy of the 25 pages of the Ohio Ethics Law and Related Statutes as required under the Revised Code 102.09(D).

Bruc. M. se 12.20.10

Name **Date**

Social Security Number **Date of Birth** 1979



Ohio Department of Public Safety
Division of Homeland Security
<http://www.homelandsecurity.ohio.gov>

PUBLIC EMPLOYMENT

In accordance with section 2909.34 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME MANDL		FIRST NAME BETH		MIDDLE INITIAL A.
HOME ADDRESS				
CITY CLEVELAND	STATE OH	ZIP	COUNTY CUYAHOGA	
HOME PHONE		WORK PHONE		

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☒ No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☒ No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☒ No

PUBLIC EMPLOYMENT - CONTINUED

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☒ No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☒ No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
☐ Yes ☒ No

In the event of a denial of public employment due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization.

x

Buckley, M. H.
Signature

12.20.10

Date

Ohio Department of Public Safety
Ohio Homeland Security

U.S. Department of State Terrorist Exclusion List

As of April 21, 2006

Terrorist Exclusion List Designees (alphabetical listing)

- Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghanistan)
- Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
- Al-Hamati Sweets Bakeries
- Al-Ittihad al-Islami (AIAI)
- Al-Manar
- Al-Ma'unah
- Al-Nur Honey Center
- Al-Rashid Trust
- Al-Shifa Honey Press for Industry and Commerce
- Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
- Alex Boncayao Brigade (ABB)
- Anarchist Faction for Overthrow
- Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
- Asbat al-Ansar
- Babbar Khalsa International
- Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
- Black Star
- Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
- Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
- Darkazanli Company
- Dhamat Houmat Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salafiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daaoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
- Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
- First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
- Harakat ul Jihad i Islami (HUJI)
- International Sikh Youth Federation
- Islamic Army of Aden
- Islamic Renewal and Reform Organization
- Jamiat al-Ta'awun al-Islamiyya
- Jamiat ul-Mujahideen (JUM)
- Japanese Red Army (JRA)

**Ohio Department of Public Safety
Ohio Homeland Security**

- Jaysh-e-Mohammed
- Jayshullah
- Jerusalem Warriors
- Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
- Libyan Islamic Fighting Group
- Loyalist Volunteer Force (LVF)
- Makhtab al-Khidmat
- Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)
- Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
- New People's Army (NPA)
- Orange Volunteers (OV)
- People Against Gangsterism and Drugs (PAGAD)
- Red Brigades-Combatant Communist Party (BR-PCC)
- Red Hand Defenders (RHD)
- Revival of Islamic Heritage Society (Pakistan and Afghanistan offices – Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
- Revolutionary Proletarian Nucleus
- Revolutionary United Front (RUF)
- Salafist Group for Call and Combat (GSPC)
- The Allied Democratic Forces (ADF)
- The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
- The Lord's Resistance Army (LRA)
- The Pentagon Gang
- The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
- The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabililah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
- Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
- Turkish Hizballah
- Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
- Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
- Youssef M. Nada & Co. Gesellschaft M.B.H.



City of Cleveland
Statement Concerning Your Employment in a Job
Not Covered by Social Security

Frank G. Jackson, Mayor

Employee Name BETH MANDL Social Security# _____

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

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

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

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

For More Information

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

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

Signature of Employee Beth Mandl Date 12-20-10

Beth Mandl

Personnel File – Div. of Police

Dept. of Public Safety



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

Mandl	B	145	Petranek	J	9930
<i>Member's Last Name</i>	<i>First Int.</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Int.</i>	<i>Badge #</i>

BOC	C	6/25/2011
<i>Bureau/District</i>	<i>Unit/Platoon</i>	<i>Date</i>

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work	4	Accepts Additional Duties	3
Attitude Toward Public	4	Proper Grooming	4
Care of Vehicles & Equipment	3	Uniform/Plain Clothes Appearance	4
Teamwork: works well with others	4	Courteous/Tactful with Citizens	3
Self Motivation	4	Courteous/Tactful with Other Members	4
Accepts Constructive Criticism	4	Interaction with other Ethnic Groups	3
		Promotes CPD-Community Partnership	3
Column subtotal:	23	Column subtotal:	24
TOTAL CUSTOMER SERVICE:	3.6		

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization	4	Organization	4
Completeness	3	Completeness	3
Legibility	3	Legibility	4
Grammar	3	Grammar	4
Column subtotal:	13	Column subtotal:	15
TOTAL QUALITY OF WORK:	3.5		

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time	4	Follows Rules and Regulations	3
Reports Off Duty As Required	4	Supports Division's Goals	3
Follows Orders	4	Complies with Division's Goals	3
Reports to work as scheduled	4	Meets deadlines	4
Column subtotal:	16	Column subtotal:	13
TOTAL DEPENDABILITY:	3.6		



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability	3	Knowledge of General Police Orders	3
Problem Solving Ability	4	Knowledge of Constitutional Law	4
Community Relations Skills	3	Knowledge of Statutory Law	3
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer	4	MVA Record	
Column subtotal:	14	Column subtotal:	10
TOTAL JOB KNOWLEDGE:	3.4		

Rating Scale

Outstanding = 4.51 - 5.0

Exceeds = 3.51 - 4.50

Satisfactory = 2.51 - 3.50

Improvement Needed = 1.51 - 2.50

Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating

3.54

Exceed Expectations

** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

Disp. Mandl is New and doing well on both the Channels and Phones. She will ask if there is anything she is not sure of. I think she'll be a very good Dispatcher soon.

Signature/Badge/Date

SECTION IV: MEMBER'S COMMENTS

Signature/Badge/Date

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

HAS JUST COMPLETED PROBATION & SHOWS A LOT OF PROMISE
AND BECOMING A GOOD DISPATCHER.

[Signature] 158459 6-27-11
SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

[Signature] #6115 7-5-1
SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

Mandl	B	145	Robinson	D.	9037
Member's Last Name	First Init.	Badge #	Rated by Last Name	First Init.	Badge #

Bureau of Communications	B	6/25/2012
Bureau/District	Unit/Platoon	Date

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work	4	Accepts Additional Duties	4
Attitude Toward Public	4	Proper Grooming	3
Care of Vehicles & Equipment	4	Uniform/Plain Clothes Appearance	3
Teamwork: works well with others	4	Courteous/Tactful with Citizens	4
Self Motivation	3	Courteous/Tactful with Other Members	4
Accepts Constructive Criticism	4	Interaction with other Ethnic Groups	4
		Promotes CPD-Community Partnership	4
Column subtotal:	23	Column subtotal:	26
TOTAL CUSTOMER SERVICE:	3.8		

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
Written Reports		Routine Forms	
Organization	3	Organization	3
Completeness	3	Completeness	3
Legibility	4	Legibility	3
Grammar	4	Grammar	4
Column subtotal:	14	Column subtotal:	13
TOTAL QUALITY OF WORK:	3.4		

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time	4	Follows Rules and Regulations	3
Reports Off Duty As Required	4	Supports Division's Goals	3
Follows Orders	4	Complies with Division's Goals	3
Reports to work as scheduled	5	Meets deadlines	3
Column subtotal:	17	Column subtotal:	12
TOTAL DEPENDABILITY:	3.6		



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability	4	Knowledge of General Police Orders	3
Problem Solving Ability	3	Knowledge of Constitutional Law	3
Community Relations Skills	3	Knowledge of Statutory Law	3
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer	4	MVA Record	
Column subtotal:	14	Column subtotal:	9
TOTAL JOB KNOWLEDGE:	3.3		

Rating Scale

Outstanding = 4.51 - 5.0

Exceeds = 3.51 - 4.50

Satisfactory = 2.51 - 3.50

Improvement Needed = 1.51 - 2.50

Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating

3.51

Exceed Expectations

** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

Dispatcher Mandl #145 is very punctual, self motivated and works well with others. She has the potential and ability to become an outstanding dispatcher as she progress in her job performance.

Debra Hinson #9037
SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

x *Bull* #145 6-25-12
SIGNATURE/BADGE/DATE

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

Mandl	B	145	Foley	R	218
<i>Member's Last Name</i>	<i>First Int.</i>	<i>Badge #</i>	<i>Rated by Last Name</i>	<i>First Int.</i>	<i>Badge #</i>

Bureau of Communications	B	6/8/2013
<i>Bureau/District</i>	<i>Unit/Platoon</i>	<i>Date</i>

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work	3	Accepts Additional Duties	4
Attitude Toward Public	4	Proper Grooming	3
Reports For Duty On Time	3	Uniform/Plain Clothes Appearance	3
Reports Off Duty As Required	3	Courteous/Tactful with Citizens	4
Follows Orders	4	Courteous/Tactful with Other Members	4
Follows Rules and Regulations	3	Interaction with other Ethnic Groups	4
Supports Division Goals	3	Promotes CPD-Community Partnership	4
Complies with Division's Goals	3	Accepts Constructive Criticism	3
		Self Motivation	4
Column subtotal:	26	Column subtotal:	33
TOTAL CUSTOMER SERVICE:	3.5		

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
<i>Written Reports</i>		<i>Routine Forms</i>	
Organization	3	Organization	3
Completeness	3	Completeness	3
Legibility	3	Legibility	3
Grammar	4	Grammar	3
Column subtotal:	13	Column subtotal:	12
TOTAL QUALITY OF WORK:	3.1		

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time	3	Follows Rules and Regulations	3
Reports Off Duty As Required	3	Supports Division's Goals	3
Follows Orders	3	Complies with Division's Goals	3
Reports to work as scheduled	3	Meets deadlines	3
Column subtotal:	12	Column subtotal:	12
TOTAL DEPENDABILITY:	3.0		



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability	3	Knowledge of General Police Orders	3
Problem Solving Ability	4	Knowledge of Constitutional Law	3
Community Relations Skills	4	Knowledge of Statutory Law	3
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer	4	MVA Record	
Column subtotal:	15	Column subtotal:	9
TOTAL JOB KNOWLEDGE:	3.4		

Rating Scale

Outstanding = 4.51 - 5.0

Exceeds = 3.51 - 4.50

Satisfactory = 2.51 - 3.50

Improvement Needed = 1.51 - 2.50

Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating

3.26

Satisfactory

** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

Disp. Mandl is well liked by her peers. She is always willing to assist where her assistance is needed. She has had a total of 5 Call taking Quality Reviews this year and her average percentage is 95%. Her Dispatch Quality Review score was 100%. Disp. Mandl utilized 48 hours of sick time in the 1st quarter and has used 34.5 hours so far this quarter. Since January 1, 2013 she has reported late for duty 4 times.

Rev. Lopez 6/12/13
SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

B. Mandl #145 6.18.13
SIGNATURE/BADGE/DATE



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS

m h 8459 / 6-28-13
SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

Dispatcher Mandi is a talented and capable dispatcher. She has been counseled and cautioned on more than one occasion regarding her uniform and personal appearance.

[Signature] #6115
SIGNATURE/BADGE/DATE 7-9-13



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

Mandl	B	145	Robinson	D	9037
Member's Last Name	First Int.	Badge #	Rated by Last Name	First Int.	Badge #

BCPC/CCS	B	10/13/2014
Bureau/District	Unit/Platoon	Date

Rating Instructions: Rate member's performance in reference to the scale below by placing the rating value in the appropriate box. If the performance does not apply to a member's assignment, leave the reference blank.

5=Outstanding; 4=Exceeds; 3=Satisfactory; 2=Needs Improvement; 1=Unsatisfactory

SECTION I: CUSTOMER SERVICE, DEPENDABILITY & QUALITY OF WORK			
CUSTOMER SERVICE	RATING	CUSTOMER SERVICE	RATING
Attitude Toward Police Work	3	Accepts Additional Duties	4
Attitude Toward Public	4	Proper Grooming	3
Care of Vehicles & Equipment		Uniform/Plain Clothes Appearance	3
Teamwork: works well with others	4	Courteous/Tactful with Citizens	4
Self Motivation	4	Courteous/Tactful with Other Members	4
Accepts Constructive Criticism	3	Interaction with other Ethnic Groups	3
		Promotes CPD-Community Partnership	
Column subtotal:	18	Column subtotal:	21
TOTAL CUSTOMER SERVICE:	3.5		

QUALITY OF WORK	RATING	QUALITY OF WORK	RATING
Written Reports		Routine Forms	
Organization	3	Organization	3
Completeness	3	Completeness	3
Legibility	3	Legibility	3
Grammar	3	Grammar	3
Column subtotal:	12	Column subtotal:	12
TOTAL QUALITY OF WORK:	3.0		

DEPENDABILITY	RATING	DEPENDABILITY	RATING
Reports For Duty On Time	4	Follows Rules and Regulations	3
Reports Off Duty As Required	4	Supports Division's Goals	3
Follows Orders	4	Complies with Division's Goals	3
Reports to work as scheduled	4	Meets deadlines	3
Column subtotal:	16	Column subtotal:	12
TOTAL DEPENDABILITY:	3.5		



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

SECTION II: JOB KNOWLEDGE			
JOB KNOWLEDGE	RATING	JOB KNOWLEDGE	RATING
Multiple Tasking Ability	4	Knowledge of General Police Orders	3
Problem Solving Ability	3	Knowledge of Constitutional Law	3
Community Relations Skills	3	Knowledge of Statutory Law	3
Pins (consistent with Platoon average)		Driving Ability	
Use of RMS Computer		MVA Record	
Column subtotal:	10	Column subtotal:	9
TOTAL JOB KNOWLEDGE:	3.2		

Rating Scale

Outstanding = 4.51 - 5.0

Exceeds = 3.51 - 4.50

Satisfactory = 2.51 - 3.50

Improvement Needed = 1.51 - 2.50

Unsatisfactory = 1.0 - 1.50

Cumulative Performance Rating

3.35

Satisfactory

** Performance Improvement or Action Plan included for ratings 2.0 or below.

SECTION III: SUPERVISOR'S COMMENTS

There were "5" QA's reviewed for "Call Taking" with an average percentile of 96.6%. The following areas need improvement; "Properly identifying herself," and "Obtaining the full name & call back number." There was "1" QA reviewed for "Dispatching" with a percentile of 100%. She has utilized a total of "14" hours of "Sick Time" for the "3rd" Quarter and a total of "16.5" hours so far this year. She is self-motivated and works well with her fellow colleagues. She has the potential to become an "Outstanding" dispatcher.

Delana J. Robinson #9037
SIGNATURE/BADGE/DATE

SECTION IV: MEMBER'S COMMENTS

Brian D. #145 10/13/14
SIGNATURE/BADGE/DATE

SECTION V: PLATOON/UNIT COMMANDER'S ENDORSEMENT/COMMENTS



CLEVELAND DIVISION OF POLICE

CIVILIAN PERFORMANCE EVALUATION

LT 8459 11/17/14

SIGNATURE/BADGE/DATE

PART VI: COMMANDER'S ENDORSEMENT/COMMENTS

J. C. [Signature] 11-24-14

SIGNATURE/BADGE/DATE

Certificate of Completion

This is to certify that

Beth Mandl

has completed OnStar Public Safety Training

Date: ***July 7, 2014***

OnStar
www.onstar.com/publicsafety

LEADS



This is to certify that

BETH MANDL

has successfully completed the Ohio LEADS testing on

February 12, 2013

by completing the following exam:

Inquiry Test

This certificate is good through

February 12, 2015



Certificate of Training

ALERT

This is to certify that

Beth Mandl

Has Successfully Completed the U.S. Department of Justice, Office of Justice Programs

Five-Hour Online Training Course:

Public Safety Telecommunications Best Practices for Missing and Abducted Children

December 2012

Congratulations on your achievement and commitment to the protection of children.

Associate Administrator, Office of the Administrator
Office of Juvenile Justice and Delinquency Prevention

AMBER Alert Program Director
Fox Valley Technical College

Association of Public-Safety
Communications Officials - International, Inc.
APCO Institute, Inc.

Public Safety Telecommunicator 1, 6th Edition

Public Safety Telecommunicator 1, 6th Edition is certified by APCO International as meeting and exceeding the APCO Project 33-Revised Minimum Training Standards for Public Safety Telecommunicators

In recognition of having completed the requirements of the APCO Institute, Inc. Public Safety Telecommunicator 1, 6th Edition course, APCO Institute, Inc. hereby awards certification to:



Beth Mandl

A handwritten signature in dark ink, appearing to read "Julie Troutman", is written over a horizontal line.

Julie Troutman, Institute Director

Complete 05/27/2011

54 Credit Hours



City of Cleveland
Frank G. Jackson, Mayor

Department of Public Safety
Division of Police
Michael McGrath, Chief
1300 Ontario Street
Cleveland, Ohio 44113-1648
216/623-5005 • Fax: 216/623-5584

October 7, 2013

Dispatcher Beth Mandl #145

Cleveland, OH

Dispatcher Mandl #145:

This letter is to advise you (Dispatcher Beth Mandl #145) of the result of an administrative pre-disciplinary hearing you attended on Thursday, October 3, 2013, in the conference room of the Commander of the Bureau of Communications and Property Control. This hearing was to address a recommendation for discipline made by the Communications Control Section against you for your sick leave usage during the Second Quarter, 2013.

General Police Order 1.1.01: City of Cleveland Mission Statement and Ethics Policy

General Police Order 1.1.02: Values Mission Statement

General Police Order 1.1.03: Standards of Conduct and Courtesy

General Police Order 1.3.06: Sick Leave Abuse

Manual of Rules for the Conduct and Discipline of Employees of the Cleveland Division of Police: 1.09, 2.02, 2.03, 2.04, 2.10, 2.14 (a)(b)(e) and (f), 4.03, 4.12, and 10.01

Civil Service Commission Rule 9.10: (1)(3)(5)(10)(17) and (18)

Specification #1: During the 2nd Quarter review of sick leave for 2013, you, (Dispatcher Beth Mandl #145) were found to have used seven (7) days (forty-four (44) hours) of sick leave. As such, you were over the threshold amount of sick leave usage.

Specification #2: During the 2nd Quarter review of sick leave for 2013, you, (Dispatcher Beth Mandl #145) were found to have used seven (7) days (forty-four (44) hours) of sick leave in connection with vacation days, weekends and/or holidays which demonstrates a pattern of abuse.

Dispatcher Beth Mandl #145
October 7, 2013
Page 2 of 2

All in violation of the rules, regulations and procedures of the Division of Police, Department of Public Safety.

In attendance at the pre-disciplinary conference that I presided over were you, President Jeffrey Follmer, Chief Steward Roberta Holub, and Attorney Keith Wolgamuth of the Cleveland Police Patrolmen's Association and Sergeant Brian Carney of the Case Preparation Office.

During the conference, you acknowledged receipt of the charging letter; you and your representatives waived the reading of your charge letter and were then afforded the opportunity to be heard. You entered a plea of "No Contest" to the allegations set forth in Specification #1 and pled "Not Guilty" to the allegations set forth in Specification #2 of the charging letter.

Upon carefully reviewing the evidence presented by the Division, the memorialized record, as well as the arguments of you and your representatives, I find you "Guilty" of the aforementioned administrative charges in their entirety.

Therefore, I am placing you on **Step-1** of the Sick Leave Abuse Control Program which subjects you to the reporting provisions of General Police Order 1.3.06 IV(E)(1). As such this letter will serve as your "**Letter of First Warning**" and **you are required to provide documentation to the Medical Director prior to being returned to duty for any sick leave taken until October 3, 2014.** Please be advised, should you be recommended for sick abuse again, and those sick abuse charges be sustained, you may be subject to the sanctions set forth in Step-2 of the Sick Leave Abuse Control Program.

It is the Division's earnest desire that this letter will serve as a deterrent against future acts of this nature. Please be mindful that your non-attendance on a scheduled assignment, whether it be for a short period or long period, adversely affects our entire workforce.

Sincerely,



Thomas A. Stacho, Commander
Bureau of Communications
and Property Control

TAS:bpc

cc: President Jeffrey Follmer, Cleveland Police Patrolmen's Association
Keith Wolgamuth, Attorney
Charles DePenti, Sergeant, Medical Unit



City of Cleveland
Frank G. Jackson, Mayor

Department of Public Safety
Division of Police
Michael McGrath, Chief
1300 Ontario Street
Cleveland, Ohio 44113-1648
216/623-5005 • Fax: 216/623-5584

September 19, 2013

Dispatcher Beth Mandl #145

Cleveland, OH

Dispatcher Mandl #145:

Please be advised in accordance with Article XXXI of the collective bargaining agreement between the City of Cleveland and the Cleveland Police Patrolmen's Association Civilian Personnel, a pre-disciplinary conference has been scheduled before the Commander of the Bureau of Communications and Property Control to determine whether you violated the following rules of the Manual of Rules, Department of Public Safety, and the rules of the Civil Service Commission of the City of Cleveland.

STATEMENT OF POLICY

In part:

The Manual of Rules and Regulations sets forth the conduct and behavior to be followed by officers and employees. Any violation of these rules and regulations shall be a basis for disciplinary action. Disciplinary action includes, but is not limited to, verbal and written reprimands and the preferring of divisional charges which can result in suspension, loss of pay, demotion or termination. The rules, regulations, and standards contained in this manual shall apply whether the officer or employee is on or off duty. Where a conflict exists between a Rule and Regulation and a General Police Order, the Rule or Regulation provision shall be adhered to.

I. SWORN POLICE RANKS

Rule 1.09: Non-Sworn Personnel

Non-sworn personnel shall be under the control of their immediate supervisor.

For supervisory and disciplinary purposes, they shall be governed by the Rules and Regulations, General Police Orders, Divisional Notices and other directives of the Division of Police.

They shall not be empowered to make physical arrest nor authorized to carry firearms in the course of their duties.

Specification #1: During the 2nd Quarter review of sick leave for 2013, you, (Dispatcher Beth Mandl #145) were found to have used forty-four (44) hours of sick leave. As such, you were over the threshold amount of sick leave usage.

Specification #2: During the 2nd Quarter review of sick leave for 2013, you, (Dispatcher Michael Davila #42) were found to have used forty-four (44) hours of sick leave in connection with vacation days, weekends and/or holidays which demonstrates a pattern of abuse.

All in violation of the rules, regulations and procedures of the Division of Police, Department of Public Safety.

General Police Order 1.1.01: City of Cleveland Mission Statement and Ethics Policy

PURPOSE: To establish a Mission Statement that provides vision, purpose and direction for the Division of Police and to establish an ethics policy to guide the actions of all its members.

POLICY: Members of the Division of Police shall carry out their mission in accordance with the strictest ethical guidelines. Division members shall conduct themselves in a manner that fosters public confidence in the integrity of Cleveland's government, its processes, and its accomplishments. Members of the Division of Police shall be guided by the values expressed in the City of Cleveland Mission Statement, the City of Cleveland Ethics Policy, and the Division of Police Manual of Rules and Regulations.

City of Cleveland Mission Statement

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play and grow old.

Specification: As enumerated in specification for violation of Rule 1.09.

General Police Order 1.1.02: Values Mission Statement

PURPOSE: To establish a Values Mission Statement for the Division of Police that provides vision, purpose and direction for the members of the Division.

POLICY: Members of the Division of Police shall not only be guided by the City Mission Statement, but by the values that the members of the Division shall live by.

Values Mission Statement of the Cleveland Division of Police

The Mission of the members of the Cleveland Division of Police is to enhance the quality of life, strengthen our neighborhoods and deliver superior services with professionalism, respect, integrity, dedication and excellence by working in partnership with our neighborhoods and community.

<u>Professionalism</u>	We take pride in ourselves, our profession and our community. We will be role models for our community by enthusiastically excelling in quality performance.
<u>Respect</u>	We will treat all people with dignity, compassion, courtesy and without prejudice. We will protect the constitutional and civil rights of everyone through impartial enforcement of the law.
<u>Integrity</u>	We hold ourselves accountable to the highest standards of moral and ethical conduct, we maintain public trust by being honest, competent and consistent with our values and actions.
<u>Dedication</u>	We dedicate ourselves to improving the quality of life by developing a partnership with the community and being committed to protecting life and property, thus reducing fear which leads to a safer community for all.
<u>Excellence</u>	We hold ourselves to the highest standards of law enforcement. We will continuously improve the quality of service to the community through education, training and development.

**We the members of the Cleveland Division of Police take P.R.I.D.E.
in the community that we serve.**

Specification: As enumerated in specification for violation of Rule 1.09.

General Police Order 1.1.03: Standards of Conduct and Courtesy

PURPOSE: To establish professional standards of conduct and courtesy for members of the Cleveland Division of Police who represent the Division in dealing with the general public.

POLICY: Division members shall be resourceful and polite when dealing with the general public. This includes but is not limited to personal, physical and telephone contact.

PROCEDURES: Division of Police personnel shall:

- I. Not engage in any conduct, speech or acts while on or off duty, which would reasonably tend to diminish the esteem of the Division of Police or its personnel in the eyes of the public (Rule 5.01).
- II. Not engage publicly in any disparaging conversation detrimental to the Division of Police or its personnel, or representing policy as other than as stated in the rules, general police orders, divisional notices and memorandums (Rule 5.02).
- III. Conduct themselves in such a manner as to command the respect of the public (Rule 5.08).
- IV. Be courteous and respectful in their speech, conduct and contact with others (Rule 5.09).
- V. Remain awake and alert while on duty (Rule 5.12).
- VI. Answer police telephones promptly and identify themselves by name, rank, unit, and in compliance with division procedures (Rule 7.07).

Specification: As enumerated in specification for violation of Rule 1.09.

General Police Order 1.3.06: Sick Leave Abuse

PURPOSE: To eliminate sick leave abuse, increase workforce availability and establish disciplinary action protocols when sick leave abuse occurs.

POLICY: Through sick leave, the Division of Police accommodates employees who cannot report to work due:

- *An actual sickness or injury*
- *Confinement by reason of a contagious disease*
- *Visit to a doctor or dentist for medical or dental care*

- *Serious illness of a member or member's immediate family (emergency)*

Sick leave shall be monitored *on a quarterly basis wherein every month constituting that quarter is evaluated in the context of the preceding two months*. Employees abusing sick leave are subject to *progressive disciplinary action*.

DEFINITIONS:

Sick Leave Abuse is the use of sick leave for any purpose other than actual sickness, injury, doctor/dental visits, childbearing, or a serious health condition of a member's immediate family (emergency).

For purposes of this General Police Order (GPO), sick leave includes all types of sick leave including Family Medical Leave Act (FMLA), doctor appointments, re-occurring Hazardous Duty Injuries (HDI) and other on-duty injuries.

Immediate family member is defined as a spouse, mother, father, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister, or an individual who stood in loco parentis to the employee. The definition of "immediate family member" is different for FMLA.

PROCEDURES:

- I. Sick Leave Abuse is identified by observation of a single instance of abuse or by a pattern that indicates abuse.
 - A. Single Instance of Sick Leave Abuse
 1. A single instance of suspected sick leave abuse requires a supervisory investigation at the time of first suspicion or as assigned. The investigation **shall not** be delayed for the Quarterly Review to be conducted. If the investigation results in a disciplinary recommendation against the member, the hours under investigation shall not count toward the *40 hour* threshold for a Quarterly Review.
 2. Examples of a single instance of sick leave abuse include:
 - a. Using sick leave under circumstances that clearly indicate it is being used to obtain time off work that is unrelated to

sickness, injury, doctor/dental visits for the member, serious health condition of family member, or pregnancy.

- b. Using sick leave under circumstances that clearly indicate it is being used to avoid difficult or undesirable duties.
- c. Engaging in secondary employment that is strenuous or physical (e.g. private security, physical labor) while off on sick leave.
- d. Engaging in any secondary employment while on HDI status.

B. Sick Leave Abuse indicated by a pattern of sick leave usage

- 1. Sick leave abuse is often detected by careful analysis of sick leave use patterns.
- 2. A pattern of abuse is any of the following that occur repetitively or in combination:
 - a. Use of sick leave on Fridays, Saturdays, Sundays or days that precede or follow scheduled vacation days, holidays, personal holidays, furloughs, or compensatory time.
 - b. Use of sick leave after being denied compensatory time off, personal holidays, family day, etc.
 - c. Use of sick leave when difficult or undesirable duties are scheduled or the weather is inclement.
 - d. Any other pattern of sick leave use that indicates abuse.
- 3. *The pattern of sick leave abuse will be established by a review of sick leave usage.*
- 4. *A member may not conduct a Quarterly Review of a member of the same rank. The next higher ranking supervisor in the member's chain of command shall complete the Quarterly Review.*
- 5. Sick Time Review Calendar

- a. To facilitate detection of a pattern, Commanders shall ensure that a Sick Time Review Calendar (STRC) (sample attached) is completed for all employees under their command who have used *40 hours* or more of sick time for the *rolling* quarter under review. *The STRC is provided as an Excel spreadsheet and is to be completed electronically.*
- b. The Policy & Procedures Unit shall update and electronically distribute the STRC forms to all Commanders or designees in February of each year.

II. Quarterly Review

- A. Members who have used *40* or more hours of sick leave in a *rolling three month period* shall be reviewed for sick leave abuse. *Example: A review of the First Quarter is comprised of the use of sick leave in the three-month periods of November (prior year) through January, December (prior year) through February, and January through March. The STRC is formatted to allow a two-month look back period.*
- B. Commanders shall ensure that a *rolling* Quarterly Review is performed and forwarded to the office of their deputy chief **no later than 40 days** after the end of each quarter.
 1. First Quarter: *(November, December)* January 1 - March 31
 2. Second Quarter: *(February, March)* April 1 - June 30
 3. Third Quarter: *(May, June)* July 1 - September 30
 4. Fourth Quarter: *(August, September)* October 1 - December 31
- C. Each Deputy Chief in the appropriate chain of command shall examine the Quarterly Review and the associated documentation. Recommendations for disciplinary action shall be forwarded to the Chief's Office.
- D. If a Quarterly Review results in discipline being issued, the Chief's Office shall forward those documents associated with the discipline hearing to the Personnel Unit and the Medical Unit for filing in the member's personnel file and medical file.

III. The Supervisor's Investigation of Sick Leave Usage

- A. Members on restricted duty shall also be included in the Quarterly Reviews.
- B. The Timekeeping Unit shall supply each Deputy Chief with a list of members under their command who have used *40 hours* of sick time or more for each quarter being reviewed. This list shall be forwarded no later than seven days after the close of the pay period that ends the quarter.
- C. Supervisors shall review the 1030 reports and Sick History reports (provided by their unit timekeeper) of each member under review. This information shall be used to fill out the STRC to determine if a pattern of abuse exists and shall become a part of the investigative packet.

The STRC shall be completed for the quarter under review. If a member was reviewed for any other quarter in that calendar year, those quarters must also be completed in the STRC to provide a more comprehensive view of the member's sick use.

- D. As part of the investigation, supervisors shall meet with the member under review and consider explanations or mitigating circumstances offered by the member, accept *any return to work/fit for duty documentation from a medical provider*, and forward all supporting documentation with the investigative packet through the chain of command.

Supervisors shall note the officer's medical documentation in the investigative packet but not include the actual documentation in the investigative packet. Such medical documentation shall be forwarded directly to the Medical Unit.

- E. The member under review may submit a Form-1 explaining the use of sick leave *or the supervisor may require a Form-1 from the member under review*. The Form-1(s) shall become a part of the investigative packet.
- F. HIPAA does not apply to sick time investigations.
- G. *In deciding on recommending step discipline, supervisors may consider the following as mitigating circumstances:*
 - 1. *Sick leave taken as the result of a hospitalization*
 - 2. *Sick leave taken as approved FMLA*

3. *Sick leave taken where the member provides medical documentation*

- H. If the supervisor determines that there is a pattern that indicates abuse, the supervisor *shall document these findings in the section indicated on the STRC*. Copies of the 1030 reports, Sick History Report, and any Form-1 submitted by the member shall be attached to the STRC and forwarded through the chain of command as part of the Quarterly Review packet. *No other documentation or cover memorandum is required of the investigating supervisor.*
- I. *If the supervisor determines that a member using more than 40 hours of sick leave in a calendar quarter did not abuse sick leave, the supervisor shall complete the STRC indicating in the space provided the reasons for that conclusion. The STRC and any documentation shall be forwarded through the chain of command as part of the Quarterly Review packet.*

IV. Disciplinary Action

- A. *Medical documentation will not be accepted at any disciplinary hearing.*
- B. Supervisors who fail to take the corrective action required by this directive may be subject to disciplinary action.
- C. Members who work secondary employment while on sick leave (as enumerated in section I(A)2(c) of this GPO) shall be subject to administrative charges and criminal charges as applicable.
- D. Failure to provide documentation to the Medical Director *while under any of the step disciplines* shall be considered a single instance of sick abuse and shall be subject to the formal discipline process.
- E. All recommendations for disciplinary charges of sick leave abuse whether discovered through a single instance, or through the Quarterly Review, are subject to the disciplinary process. Discipline is progressive and is as follows:
 - I. Step 1: A letter of first warning will be issued requiring the member to provide documentation to the Medical Director prior to being returned to duty for any sick leave taken in a *12 month period*.

2. Step 2: Further abuse while on Step 1 will result in a letter of second warning continuing the requirement for documented sick leave and revoking permission to engage in secondary employment for *12 months*.
3. Step 3: Further abuse while on Step 2 will result in a five day suspension.
4. Step 4: Further abuse while on Step 3 will result in suspension *or possible termination*.
5. *Members who are found to be abusing sick leave within one year of completing any of the 4 Steps shall result in the member automatically escalating to the next higher step of the step just completed.*

V. The Medical Director

- A. Members of the Division of Police shall comply with the orders of the Medical Director or the designee regarding the times and dates to report to the Medical Unit for further treatment or examination.
- B. Orders issued by the Medical Director or the Medical Director's designee are considered orders from a superior officer.
- C. Sick leave with pay shall not be granted for any sickness resulting from moral turpitude, intoxication or use of narcotics. However, sick leave will be granted for treatment or rehabilitation as approved by the Medical Director on the same basis as any other illness.

Specification: As enumerated in specification for violation of Rule 1.09.

MANUAL OF RULES AND REGULATIONS FOR THE CONDUCT AND DISCIPLINE OF OFFICERS AND EMPLOYEES

II. ADMINISTRATIVE COMPLIANCE

Rule 2.02: Personnel shall not willfully disobey any rules, regulations, general police orders or directives of the Division of Police, or any lawful orders, written or oral, issued to them by a superior officer of the Division of Police.

Specification: As enumerated in specification for violation of Rule 1.09.

Rule 2.03: Personnel shall perform all duties required by rules, regulations, general police orders, directives, or orders of the Division of Police.

Specification: As enumerated in specification for violation of Rule 1.09.

Rule 2.04: Personnel shall study all rules, regulations, general police orders and directives pertaining to their duties, and shall be held accountable for any action contrary to these instructions.

Specification: As enumerated in specification for violation of Rule 1.09.

Rule 2.10: Personnel shall familiarize themselves with all directives issued by the Chief of Police. Personnel absent from duty for any reason shall familiarize themselves with all orders and notices issued during their absence.

Specification: As enumerated in specification for violation of Rule 1.09.

Rule 2.14: The following are additional grounds for disciplining personnel, including removal, in addition to the grounds stated in Civil Service Commission rule 9.10:

- a. Incompetence
- b. Gross neglect of duty
- c. Failure to obey orders given by proper authority
- f. Any other reasonable and just cause

Specification: As enumerated in specification for violation of Rule 1.09.

IV. DUTY

Rule 4.03: Personnel shall give full attention to the performance of their duties.

Specification: As enumerated in specification for violation of Rule 1.09.

Rule 4.12: Personnel shall be considered to be on duty at all times for purposes of discipline.

Specification: As enumerated in specification for violation of Rule 1.09.

X. SCHEDULE AND DUTY HOURS

Rule 10.01: Personnel shall work such hours as assigned, report promptly for duty at the time and place assigned, and shall not be absent from duty without permission from their superior officer.

Specification: As enumerated in specification for violation of Rule 1.09.

CIVIL SERVICE COMMISSION 9.10:

Tenure: The tenure of every officer or employee in the classified service shall be protected during good behavior and efficient service.

No such officer or employee shall be discharged, suspended, or demoted for political, racial or religious reasons, or for refusing to contribute to any political fund, or refusal to render political service.

But any officer or employee in the classified service may be discharged, suspended, or reduced in rank for any one or more of the following causes:

1. Neglect of Duty.
3. Incompetence or inefficient performance of duty.
5. Conduct unbecoming an employee in the public service.
10. Willful violation of any of the provisions of law governing the Civil Service of the City or of the rules or regulations of the Commission.
17. Excessive Absenteeism or excessive tardiness.
18. For other failure of good behavior, which is detrimental to the service or for any other act of misfeasance, malfeasance or nonfeasance in office.

Specification: As enumerated in specification for violation of Rule 1.09.

The pre-disciplinary conference is scheduled for **Thursday, October 3, 2013 at 1430 hours** in the office of the Commander of the Bureau of Communications and Property Control. Should you desire union representation, it is your responsibility to notify your union of this conference. All testimony provided during the hearing shall be given the same weight as sworn testimony; therefore, your statements can and may be used against you at the hearing or at a later date.

Any documentation that could explain any of the above allegations shall be forwarded to the Case Preparation Office a minimum of 48 hours prior to the scheduled hearing. In addition, it is also your responsibility to bring the documentation to this scheduled hearing.

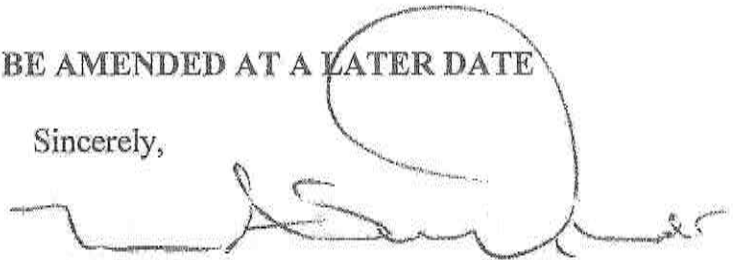
If you are to have witnesses appear on your behalf, a Form1 listing their names must be provided to the Case Preparation Office via email (bcarney@city.cleveland.oh.us) or fax (216-623-5584) a minimum of 48 hours prior to the scheduled hearing. It is your responsibility to notify said witnesses of the date and time of the hearing. No overtime shall accrue as a result of their attendance. If the witnesses are Divisional members and scheduled to work during the hearing, prior permission for their attendance **MUST** be obtained from their appropriate Command Officer.

In accordance with General Police Order 1.1.12: Uniform Regulation, you are to appear in the **full uniform of the day** and have your **badge and city issued identification card** with you. Any witnesses that may appear are to also be in the full uniform of the day. Your attendance at this hearing is **NOT CONSIDERED YOUR TOUR OF DUTY** as you will be returning to your work assignment immediately upon completion.

Failure to attend as ordered may subject you to additional disciplinary charges. You shall **PERSONALLY** contact Sergeant Brian Carney of the Case Preparation Office **IMMEDIATELY** if there are any conflicts that would cause your lack of attendance to the scheduled conference.

THESE CHARGES MAY BE AMENDED AT A LATER DATE

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Stacho', with a large, loopy flourish at the end.

Thomas A. Stacho, Commander
Bureau of Communications
and Property Control

TS:bpc

cc: President Jeffrey Follmer, Cleveland Police Patrolmen's Association
Keith Wolgamuth, Esquire