



Cincinnati Police Department  
**STAFF NOTES**

October 13, 2009

*Colonel Thomas H. Streicher, Jr., Police Chief*

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**1. ANNUAL RECORDS DESTRUCTION - 2010**

The Department will initiate the annual records destruction process in accordance with Procedure 17.100, Police Records: Storage and Maintenance, and Initiating New Records and Forms.

All bureaus, districts, sections and units must submit a Form 17 requesting the destruction of records which are beyond the scheduled retention dates, to Ms. Patricia Van Arsdale, Records Unit. Include in the Form 17, "Request for Destruction," the names, types of documents, the document numbers, the dates of the documents and the total number of boxes that will be destroyed. The retention schedule can be found on the Department Intranet.

All record destruction requests should be returned to Records Unit by no later than Friday, November 13, 2009. Destruction will not be approved until after the first of the year. Therefore, include those documents that will expire prior to January 1, 2010. The Ohio Revised Code requires Department personnel to dispose of records once the retention period has expired. For information regarding new forms that have not been included in the records retention schedule, contact Ms. Van Arsdale.

The documents will be scheduled for shredding by the Supply Unit after January 31, 2010. **Do not destroy documents until a Form 17 from Records Unit stating "Approval to Destroy" has been received.**

Questions regarding the records retention schedule and destruction process should be directed to Ms. Van Arsdale, Records Unit, at 352-6907.

**2. DISCONTINUE ENTERING SOCIAL SECURITY NUMBERS ON THE OH-1**

Effective immediately, social security numbers will not be recorded **anywhere** on the OH-1 nor any other crash form that is to be sent to the Ohio Department of Public Safety (ODPS). Reports containing a social security number will be redacted by Records Unit prior to sending to ODPS.

**3. ELECTION DAY - COURT CLOSURE**

On Tuesday, November 3, 2009, the Hamilton County Municipal Court will observe Election Day. All courtrooms will be open in the morning only. Courtrooms will close at 1230 hours. Police officers are reminded not to issue citations requiring a court appearance on this date.

Hamilton County Juvenile Court will be open.

**4. FLEXIBLE SPENDING ACCOUNT ENROLLMENT**

Police Department employees are eligible to participate in the Flexible Spending Accounts (FSA) portion of the Flexible Benefits Program. The FSA portion includes the Health Care Spending Account and the Dependent Care Spending Account. If you elect an FSA, money is taken from your paycheck before taxes and put aside to cover medical expenses not covered by health insurance or for the care of dependent children.

**ALL** employees, whether they wish to elect an FSA or waive this benefit, **MUST** complete the 2010 Flexible Spending Accounts Election form and return it to the Risk Management Office by October 31, 2009.

Booklets with the 2010 Open Enrollment forms, including the FSA Election form, were distributed to each section/district/unit on September 29, 2009.

**5. MISSING PERSONS ENTRY INTO LEADS/NCIC**

Federal Law requires entry of missing persons into the Law Enforcement Automated Data System/National Crime Information Center (LEADS/NCIC) computer files within two hours of the report. The two hour time limit begins when the Department obtains the minimum mandatory data for entry of an NCIC record. LEADS and NCIC conduct audits of Department entries in which the report completion time is matched with the entry time. Officers investigating missing juvenile reports are reminded to immediately call teletype, complete the Form 304 and fax a copy of the Form 304 to Personal Crimes Unit.

Personnel should review Procedure 12.910, Missing Persons, in its entirety. Procedure 12.910 is available on the Intranet and on the Department web page.

**6. REVISION TO PROCEDURE [12.020](#), UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING AND FORM 427, CINCINNATI POLICE VEHICLE INSPECTION REPORT**

The Cincinnati Police Department will no longer issue chemical irritant to officers to be carried on the gunbelt. Chemical irritant, in a holster, will be placed in the glove box of all marked cars used for prisoner transport. Extra canisters will be maintained in the district armory.

During annual inspections, chemical irritant and chemical irritant holsters will be collected from officers. Officers may choose to continue to carry their presently issued chemical irritant until its expiration date.

Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming, has been revised to reflect these changes.

Form 427, Cincinnati Police Vehicle Inspection Report, has been revised to reflect the need to inspect vehicles for the presence of chemical irritant in the glove box.

These revisions are effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page. The revised form is located on the Department's "H" drive.

**7. SAFETY AND WELFARE OF CITY EMPLOREES – H1N1**

[Attached](#) to these Staff Notes is a letter to all City employees from City Manager, Milton Dohoney, Jr., regarding H1N1 and the safety and welfare of City employees.

**8. THANK YOU LETTERS**

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following personnel:

Lieutenant Marilee Neudigate  
Police Officer Kelvin Lynn  
Police Officer David Moore

Police Specialist Greg Hill  
Police Officer Deron Hall

## 12.020 UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING

### **Reference:**

Procedure 12.033, Mountain Bikes: Assignment, Use, and Maintenance  
Manual of Rules and Regulations – 3.01, 7.04, 8.01, 8.02, 8.03, 8.04

### **Definitions:**

**Heat exhaustion** – is characterized by muscle cramps, fatigue, headache, nausea or vomiting, and dizziness or fainting. The skin is often cool and moist, indicating that the body's mechanism for cooling itself (i.e. sweating) is still functioning. The pulse rate is typically fast and weak, and breathing is rapid and shallow. If untreated, heat exhaustion can progress to heatstroke.

**Heatstroke** – is a serious, life-threatening condition characterized by a high body temperature (above 103 degrees Fahrenheit or 39.4 degrees Celsius); red, hot and dry skin (no sweating); rapid, strong pulse; throbbing headache; dizziness; nausea; confusion; and unconsciousness. Symptoms can progress to encephalopathy (disease of the brain), liver and kidney failure and multiple organ system dysfunction. Prompt treatment with aggressive fluid replacement and cooling of core body temperature is critical to reducing morbidity (sickness) and mortality (death rate).

### **Purpose:**

Require all sworn personnel adhere to an approved uniform, equipment and grooming standard.

### **Policy:**

Sworn personnel will wear only uniforms and equipment issued or approved by the Department.

Sworn personnel will maintain in good repair and have available a complete uniform and all related equipment.

Uniformed personnel will carry the X26 Taser at all times.

Department personnel, whether on or off-duty, will wear their badge or Department issued identification (ID) card while in a police facility.

On-duty Department employees will be properly groomed and dressed and be in possession of their authorized firearm, badge, and ID card. Department employees will wear either the uniform of the day (for their respective unit) or acceptable business attire of conservative color and design.

**Information:**

During times of extreme high temperatures officers should:

- Use extreme caution anytime the relative humidity level is greater than 75%.
- Limit their intake of caffeine.
- Limit their intake of alcohol off-duty.
- Replace fluids on a one-to-one ratio. Fluids replaced should not be exclusively water; sports drinks with electrolytes should be consumed as well.

Officers should be aware that numerous prescription medications may contribute to heat related illnesses. It is recommended that officers enter an air-conditioned environment for at least ten minutes each hour (e.g. patrol cars, districts, sub-stations), and limit the intensity of exercise and exertion to periods of less than ten minutes per work/rest cycle.

**Procedure:**

## A. Calendar for the Uniform of the Day

1. On May 16, uniformed personnel will begin wearing the summer cap, short sleeve shirt, and necktie.
  - a. Specialists/police officers whose primary function is field duties, including all specialists/police officers assigned to a uniformed shift, are exempt from wearing the necktie.
    - 1) Specialists/police officers in assignments such as collators, staff assignments, etc., will wear the necktie.
  - b. All personnel will wear the necktie when wearing any uniform coat.
  - c. Captains and assistant chiefs will wear long sleeve shirts and ties throughout the year.
2. On October 1, uniformed personnel will begin wearing the winter cap, long sleeve shirt, and necktie.
3. The Patrol Bureau Commander or designee will determine the uniform of the day in unseasonable weather.
  - a. If the uniform of the day is nylon jackets, personnel may wear either the windbreaker or storm jacket.

## B. Uniforms/Related Equipment - Wearing and Specifications

1. The Police Department issues the following uniform parts and equipment to each sworn officer:

- a. Hat and wreath
  - 1) The summer and winter uniform hat and wreath is worn straight on the head with the visor down over the forehead.
    - a) Do not tilt the hat or wear it on the back of the head.
  - 2) An officer will wear the "CPD" embroidered insulated cap when any of the following apply:
    - a) Whenever the OIC designates it as the uniform of the day.
    - b) Whenever the outdoor temperature is 20 degrees or below.
    - c) Anytime an officer is exposed to adverse weather conditions for extended periods of time.
      - 1] The "CPD" embroidered insulated cap will not be issued to or worn by Captains and above.
- b. Ike jacket/blouse - dress uniform
- c. Nylon windbreaker
- d. Nylon storm jacket
- e. Raincoat and/or all-weather coat
- f. Topcoat - captains and above
- g. Trousers – summer, winter, and all-weather
- h. Body armor
  - 1) All sworn personnel below the rank of captain will wear body armor while on-duty or when working off-duty extension of police services details.
  - 2) Captains and above will wear body armor when actively involved in field operations.
  - 3) Personnel will wear body armor with both front and back ballistic panels inserted.
  - 4) Bureau commanders can approve exemptions to the wearing of body armor. The officer must submit a written request through the chain of command. The bureau commander will consider the following exceptions that, if approved, will expire January 1 each year:

- a) Administrative and staff assignments including district/unit desk personnel. A position, rather than an individual, may be exempt.
- b) Non-uniform investigative assignments; a position, rather than an individual, may be exempt.
- c) A medical condition which precludes the wearing of body armor:
  - 1] The officer must submit a statement from a physician identifying the condition.
  - 2] The physician's specialty must be consistent with the diagnosis and treatment of the identified condition.
  - 3] The officer has the responsibility for renewing the exemption. The exemption may be renewed using the same process above.
- d) Wearing body armor is mandatory at all times, even during a heat emergency declared by the City Health Commissioner.
  - 1] Only the Police Chief or Acting Police Chief may approve the removal of body armor.
- 5) Exempt officers will have their body armor ready at hand while on duty.
- 6) Regardless of any exemptions, officers will wear body armor when executing an arrest warrant, search warrant, during stakeouts which may require enforcement action, and when directed by a supervisor.
- 7) Off-duty officers are not required to wear body armor while attending court.
- i. Shirts - short and long sleeve
- j. Tie - black clip-on
  - 1) Officers may wear one small tie-tack, tie bar, or chain on the tie. The tie-tack, etc., may not be political, obscene, or offensive in nature.
  - 2) Refer any questionable items to Inspections Section.
- k. Name plates and Serving Since pins

- 1) All uniformed personnel will wear one name plate and the Serving Since pin on the uniform shirt. The plate and pin combination will be worn on the center of the right breast pocket flap just below the seam.
  - 2) The second name plate and the Serving Since pin will be worn on the outermost garment, when appropriate.
  - 3) Name plates and the Serving Since pin are not worn on topcoats, raincoats, or nylon jackets.
  - 4) The Serving Since pin reflects the calendar year in which the employee became a sworn Cincinnati police or Park police officer, cadet, or a non-sworn employee of the Police Department.
  - 5) If there is a break in service of more than one year, the Serving Since pin will reflect the calendar year the employee returned to service.
- l. Unit identification emblem
- 1) The unit identification emblem is worn on the left lapel of the Ike jacket or blouse.
- m. Rank insignia
- 1) Supervisors will wear the rank insignia on the uniform shirt at all times to enable citizens and officers to easily identify uniformed supervisory personnel.
  - 2) Lieutenants and above will wear the rank insignia on the shoulder epaulets of the blouse, overcoat, or nylon storm coat.
- n. Badge and Department issued identification card
- 1) Uniformed officers, civilian clothes officers, and off-duty personnel in civilian attire will carry/wear their assigned badge and Department issued ID card.
    - a) Off-duty personnel and officers in civilian attire must properly identify themselves in the conduct of police activity by presenting their badge and Department issued ID card unless an emergency situation exists where their personal safety might be jeopardized.
    - b) Officers not in uniform, including off-duty officers, will wear their badge or Department issued ID card on or above the belt of their outermost garment while in a police facility.

- 1] Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.
- 2) Department issued ID cards are replaced when:
  - a) An officer is promoted.
  - b) An officer's appearance changes significantly, e.g., weight, color or length of hair, grows facial hair for a covert assignment, or removal of facial hair.
  - c) An officer's Ohio driver's license and Department official photographs are renewed every four years.
    - 1] Police Personnel Section routes the notice of expiration of the operator's license and file photographs to all bureaus/districts/sections/units.
- 3) Officers will respond to the Personnel Section, Monday through Friday between 0800-1600 hours for replacement of Department issued ID cards. Upon surrender of the expired card by the officer, Personnel Section will destroy the card and immediately issue the new card to the officer. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
  - a) All officers, except those in civilian clothes and covert assignments, i.e., Central Vice Control Section, Intelligence Section, etc., will respond with a white uniform shirt and necktie.
    - 1] All officers in civilian clothes and covert assignments, regardless of rank, will respond in proper business attire.
  - b) All officers in non-uniform assignments other than civilian clothes and covert assignments, e.g., Impound Unit, Supply Unit, etc., must respond with the white uniform shirt and necktie.
  - c) One photograph is required for police officers and specialists.
  - d) Two photographs are required for uniformed sworn supervisors.
    - 1] One photo in white uniform shirt with necktie and collar insignia.
    - 2] One photo in white uniform shirt with necktie, without collar insignia.

- 4) Lost or stolen ID card
  - a) Officers must provide Personnel Section with proof of loss or theft and a copy of the Form 301, Incident Report, when replacement cards are requested. Officers will:
    - 1] Immediately report lost and stolen cards to their supervisor.
    - 2] Teletype the loss or theft to all county agencies.
    - 3] Complete a Form 301.
  - b) Supervisors will investigate the circumstances and ensure a Form 301 is completed.
  - c) Supervisors will initiate a Form 17, through the chain of command, to Personnel Section explaining the circumstances of the loss or theft. Include in the form any negligence on the part of the officer.
  - d) The district/section/unit commander will determine the degree of negligence. Upon approval, forward the forms to the affected bureau commander.
  - e) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
  - f) The supervisor will direct the employee to respond to Personnel Section for the issuance of a new ID card.
- 5) Damaged ID card
  - a) The employee will respond to Personnel Section and exchange the damaged ID card for a new one.
  - b) Damaged cards will not require a Form 301 unless the damage is due to employee negligence.
    - 1] If the damage is due to employee negligence, the employee will pay for replacement.
- 6) Non-sworn employees ID card
  - a) District/section/unit supervisors will ensure new non-sworn employees assigned to their unit respond to Personnel Section as soon as possible and have an ID card made. The employees will respond in proper business attire.

- 1] The employee may respond to Personnel Section between 0800-1600 hours, Monday through Friday. Employees working hours other than those listed above will respond to CIS to have photos taken by a Criminalist. Employees must call, prior to responding, to ensure a Criminalist is available to take photos.
  - 2] Personnel Section will issue the completed ID card to the new employee immediately. If the photos are taken at CIS, the card will be mailed to the employee through Interdepartmental Mail.
    - b) Personnel, on or off-duty, will wear their Department issued ID card on or above the belt on the front of the outermost garment while in a police facility.
  - 7) The ID card will be renewed every four years in conjunction with the renewal of the employee's Ohio driver's license.
  - 8) Non-sworn employees leaving the Police Department due to retirement, resignation, or discharge will return the ID card to their supervisor.
    - a) The supervisor will forward the ID card to Personnel Section for destruction.
- o. Gunbelt
- 1) Uniformed personnel will wear the Department issued gunbelt and all related equipment for the belt while on duty.
    - a) Officers will examine their gunbelts weekly for torn stitching, wear, loose rivets, etc. and have any deficiencies corrected.
- p. Keyhook
- q. Traffic control box key(s)
- r. Magazine pouches, pistol magazines, and ammunition
- s. Department approved firearm and holster
- 1) Worn on the officer's dominant side with the front edge of the holster in line with the leg trouser seam.
  - 2) Officers responding to court, in civilian attire, are required to carry the Department approved firearm. The firearm must be carried in a secure holster, concealed on their person.
- t. Handcuffs, key, and case

- 1) Officers may carry an extra set of personally owned handcuffs (Peerless or Smith & Wesson) in a black leather, two pocket handcuff case or in their CDOP bag. Belt rings or nylon cases are prohibited.
  - a) Officers must submit a Form 17 through the chain of command to the Supply Unit listing the brand name and serial number.

u. X26 Taser

- 1) Uniformed personnel assigned to patrol duties will carry the Taser when making traffic stops, responding to calls for service, while on foot, mounted, bike patrol, or otherwise engaged in police duties where the likelihood of arrest or confrontational situations exist, e.g., School Resource Officer duties.
- 2) Officers working uniformed off-duty police related outside employment details will carry the Taser.

v. Radio swivel mount - worn on opposite side of firearm

w. Glove pouch

- 1) Department issued Gould and Goodrich black leather pouch.
- 2) Must contain 2 pairs of "Safeskin" Nitrile Exam Gloves.

x. Flashlight

- 1) Must meet one of the following specifications:
  - a) Department issued plastic, three "D" cell battery flashlight.
  - b) Personally owned plastic, two or three "C" or "D" cell battery flashlight.
  - c) Personally owned rechargeable flashlight, with plastic housing or mini-light style, meeting the specifications listed above.
- 2) Officers may carry a supplemental mini-light, metal or plastic, two "AA" cell battery or rechargeable flashlight.
- 3) Any other style or size flashlight must have the written authorization of the Police Chief.
  - a) The Police Chief will authorize other styles for special assignment duties only, not for routine patrol usage.

## y. Utility bag

- 1) On-duty officers will have the utility bag with them at all times.
  - a) District/section/unit commanders may make exceptions due to the nature of some special assignments, i.e., walking beat, bicycle, covert, etc.

## z. Riot helmet

- 1) All on-duty officers will carry their riot helmet in their utility bag.
  - a) Officers will wear the riot helmet in potentially hazardous situations at the direction of a supervisor.
  - b) Supervisors can make exceptions to the above for walking beats, etc.

## aa. Auto-Lock baton and holder

- 1) Uniformed personnel assigned to patrol must have the Auto-Lock baton readily available.
  - a) Uniformed personnel have the option of wearing the Auto-Lock baton on the gunbelt if space is available.

## 2. The following items are approved for wear with Department issued uniform parts and equipment:

## a. Footwear - approved styles

- 1) Black, laced, leather or high gloss, low or high cut, plain toe military shoe with welt last type sole.
- 2) Black, laced, all leather plain toe military boots with welt last type sole.
- 3) Black, winter or inclement weather boots or overshoes.
- 4) All shoes and boots should look like a dress shoe, giving the appearance of the leather upper stitched to the sole.

## b. Footwear – other styles are permitted only when approved for special assignments.

- 1) Casual shoes.
- 2) Athletic shoes.
- 3) Dress boots.
- 4) Boots with nylon sides.
- 5) Paratrooper boots.

- 6) Any type of leather boot with a gym shoe type appearance, where the sole is molded to the leather upper.
- c. Socks - solid black or navy blue.
    - 1) Officers may wear white socks with **boots** provided the socks are not visible beneath the hem of the pant leg.
    - 2) Officers may wear white socks with **shoes** only when prescribed by the Employee Health Service physician.
      - a) The district/section/unit will file the written prescription in the officer's medical jacket.
  - d. Belt - black with plain buckle and black belt holder loops.
  - e. Undershirt - solid white only.
  - f. Gloves - black or navy blue.
  - g. Dickey and sweaters
    - 1) A dickey, crew neck sweater, or turtleneck sweater will be worn only when the temperature is below 32 degrees and the uniform coat is being worn.
      - a) A dickey, crew neck sweater, or turtleneck may not be worn by officers assigned inside, e.g., desk duty, collators, staff assignments, etc.
      - b) Dickeys and crew neck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt and tie.
      - c) Turtleneck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt, with or without a tie.
    - 2) A v-neck sweater may be worn at any comfortable temperature when the uniform coat is worn.
      - a) Officers assigned inside may wear V-neck sweaters.
      - b) V-neck sweaters will be black or navy blue and worn with, and on top of, the uniform shirt and tie.
  - h. Eyeglasses
  - i. Wristwatch – non-stretch wristband is recommended.
  - j. Authorized insignia for service achievement - worn only on the lke jacket, nylon windbreaker, or blouse.

- 1) The Personal Sacrifice Ribbon is worn centered directly above the right breast pocket.
  - 2) The Outstanding Achievement Award is worn centered directly above the left breast pocket.
- k. Special assignment insignia is worn centered on the left breast pocket flap of the Ike jacket, nylon windbreaker, or blouse. During warm weather, the insignia is worn centered on the left breast pocket flap of the uniform shirt. Officers with more than one insignia will wear no more than two at one time, side by side on the left breast pocket flap. Upon reassignment, retirement, or resignation, the insignia must be turned in.
- 1) Traffic insignia is worn only by Traffic Unit personnel.
  - 2) SWAT insignia is worn only by SWAT personnel.
  - 3) MHRT insignia is worn only by Mental Health Response Team personnel.
  - 4) Mounted Patrol insignia is worn only by Mounted Patrol personnel.
  - 5) Motorcycle Patrol insignia is worn only by certified motorcycle riders actively riding a motorcycle.
  - 6) Field Training Officer (FTO) insignia is worn only by personnel on the Training Section list of active FTOs.
    - a) Any officer removed from FTO status will immediately return the insignia to the FTO Coordinator.
3. Department personnel desiring to wear any equipment not issued by the Department or not on the approved list must request written approval from the Police Chief.
  4. Canine officers may wear protective equipment in conjunction with their special duties.
    - a. Department issued jumpsuits and baseball type caps may be worn for searches and training duty.
  5. Mounted Patrol personnel are permitted to wear/use special equipment authorized for their particular assignment.
    - a. Riding crops, helmets, boots and other protective equipment may be worn when engaged in mounted patrol duties.
  6. Two and three-wheel cycle officers are permitted to wear Department issued helmets and boots as the uniform of the day.

7. Civilian clothes officers in operational assignments, e.g., CIS, district investigator, etc., will carry the following equipment. The district/section/unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
  - a. Badge and Department issued ID card.
  - b. Handcuffs and key.
  - c. Department approved firearm.
  - d. Extra magazine.
  - e. X26 Taser.
8. Personnel wearing the dress uniform blouse will carry:
  - a. Badge and Department issued ID card.
  - b. Department approved firearm.
  - c. Extra magazine.
9. Civilian clothes officers in staff assignments, e.g., Inspections Section, Internal Investigations Section, etc., will carry, at the minimum, the following equipment. The unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
  - a. Badge and Department issued ID card.
  - b. Department approved firearm.
10. Uniformed officers in staff assignments will wear the uniform gunbelt and all required equipment.
11. Officers assigned to the SWAT Unit may wear special uniforms and equipment designated by the SWAT Commander.
12. Officers assigned to bicycle patrol may wear approved uniforms and equipment outlined in Section D.
13. Officers and non-sworn personnel assigned to the Evidence/Property Management Section, Training Section, and Supply Unit may wear Department issued work clothes and caps instead of the standard uniform.
14. SWAT, Evidence/Property Management Section, Training Section, and Supply Unit personnel authorized to wear work or training clothing in performance of assigned duties will change to the uniform of the day or business attire when attending court or other functions outside normal duties.

## 15. Reflective Traffic Vests

- a. All sworn officers are issued a reflective traffic vest.
  - 1) The officer's badge number is marked on the inside of his vest with a black indelible marker.
- b. Department personnel will wear the reflective traffic vest for all uniformed assignments or details, on or off-duty, under the following conditions:
  - 1) All accident scenes.
  - 2) All traffic posts.
  - 3) All expressway assignments when outside the vehicle.
  - 4) In the roadway exposed to traffic hazards. Routine traffic stops are not subject to this requirement.
    - a) Officers issued the reversible reflective windbreaker are permitted to wear the reversible reflective windbreaker, reflective side out, in place of the reflective traffic vest, under the above conditions.
- c. Each district has spare vests marked with the district number and vest number.
  - 1) These spare vests may be used by officers not having an issued vest for off-duty details, by civilian riders, or Police Clergy team personnel who may be exposed to traffic hazards.
  - 2) When spare vests are issued, make a blotter entry to include the name of the person using the vest and the identifying number of the vest.

### C. Dress Uniform

1. The dress uniform will consist of Ike jackets for specialists/police officers and blouses for supervisors, regardless of the date or weather, unless otherwise specified by the Police Chief.
  - a. Blouses may be issued to police officers/specialists upon approval of the officer's bureau commander.
  - b. Uniformed personnel will wear the dress uniform:
    - 1) To full City Council meetings.
    - 2) To funerals.
    - 3) When participating in a parade.

- 4) When attending promotional ceremonies.
    - c. Exceptions can be made by the Police Chief or any bureau commander, e.g., staff meetings, Council committees, etc.
  2. Personnel appearing as guest instructors at the Training Section will wear either the dress uniform or conservative business attire, displaying proper identification.
  3. When winter uniforms are worn, uniformed personnel in staff assignments will wear either the dress uniform or conservative business attire while attending to normal duties and meetings.
    - a. The storm coat or lightweight jacket may be worn while at lunch, etc.
  4. Sworn personnel in non-uniformed assignments have the option of wearing the dress uniform or conservative business attire while being a participant in promotion ceremonies.
    - a. Grooming standards must be followed if the dress uniform is worn.
  5. Honor Guard, Motorcycle Patrol, Mounted Patrol
    - a. In addition to uniform/equipment requirements outlined by procedure, addressed in the section/unit SOP, and/or approved by the Police Chief, dress uniform consists of:
      - 1) Blouse.
      - 2) Sam Browne leather waist belt with shoulder strap, holster, magazine carrier, and handcuff case.
- D. Mountain Bike Uniform
1. The following items are issued to bike officers as their Department issued bike uniform:
    - a. Cycling helmet.
    - b. Cycling glasses.
    - c. Nylon gunbelt.
    - d. Nylon holster.
    - e. 9mm magazine holder.
    - f. Radio holder.
    - g. Nylon double handcuff case.
    - h. Silent key ring.

- i. Leather badge clip holder.
  - j. Department issued leather glove pouch containing 2 pairs of "Safeskin" Nitrile Exam Gloves.
  - k. Summer shorts.
  - l. Short sleeve shirts.
  - m. Long trousers.
  - n. Mock turtleneck shirt.
  - o. Winter jacket.
  - p. Helmet cover.
  - q. Balaclava.
  - r. Gloves (winter & summer).
  - s. Cycling shoes.
  - t. Climits hand protectors.
2. Only the following combinations of bike uniform parts are acceptable for wear together.

Uniform A Uniform  
Short Sleeve Shirt  
Long Pants

B  
Short Sleeve Shirt  
Shorts

Uniform C  
Mock Turtleneck  
Short Sleeve Shirt  
Shorts

Uniform D  
Mock Turtleneck  
Short Sleeve Shirt  
Long Pants

Uniform E Uniform  
Winter Jacket  
w/o Sleeves  
Mock Turtleneck  
Long Pants

F  
Winter Jacket  
w/Sleeves  
Mock Turtleneck  
Long Pants

Uniform G Uniform  
Winter Jacket  
w/o Sleeves  
Mock Turtleneck  
Shorts Shorts

H  
Winter Jacket  
w/Sleeves  
Mock Turtleneck

Uniform I Uniform  
 Winter Jacket  
 w/Sleeves  
 Mock Turtleneck  
 Short Sleeve Shirt  
 Long Pants

J  
 Winter Jacket  
 w/Sleeves  
 Summer Shirt  
 Long Pants

3. Wearing of the bike uniform.
  - a. Helmets and eye protection will be worn at all times while cycling.
  - b. The balaclava and helmet cover may be worn during inclement weather.
  - c. Department issued nylon gear will only be worn with an acceptable bike uniform.
  - d. The bike uniform will only be worn when officers will be riding their bikes. During inclement weather or when assigned other duties where the officer will not be riding a bike, the uniform of the day will be worn.
    - 1) Off-duty officers attending court, who are assigned a mountain bike, will wear the uniform of the day or conservative business attire.
  - e. Officers riding as partners will wear the same uniform combination.

#### E. Uniforms/Related Equipment - Inspection and Replacement

1. Uniforms and related equipment are inspected annually.
  - a. All sworn personnel will respond in person to one of the scheduled inspection sessions.
    - 1) District personnel who are on-duty when uniform inspection is held at their district must attend on that date.
    - 2) Off-duty district personnel must attend one of the scheduled inspections as directed.
    - 3) Personnel assigned to units other than districts will attend one of the scheduled inspections.
  - b. Present all items in a clean condition.
2. New uniforms and parts will be ordered at the annual inspection.
3. A Form 264, Equipment Record, is maintained at the Supply Unit, showing the equipment issued to each officer.

- a. The uniform supplier, Roy Tailors Uniform Company, maintains a computer generated listing of uniforms issued to each officer.
  4. Uniforms or equipment showing excessive wear or in need of repair between inspections will be brought to the attention of a supervisor. The supervisor will submit a Form 630, Equipment/Supply/Service Order, to the Supply Unit requesting repair or replacement.
- F. Spare Firearms, Tasers, Holsters, Badges, Wreaths, and Auto-Lock Baton
1. Under unusual circumstances, an officer may need to obtain a replacement firearm, Taser, holster, baton, badge, or wreath
    - a. During normal working hours, officers will respond to the Supply Unit and obtain a spare holster, badge, or wreath.
    - b. During normal working hours, officers with a defective firearm or Auto-Lock baton will call the Firearms Training Unit. If Firearms Training Unit personnel are available, the officer will respond to that location and have the defective firearm or baton repaired or replaced with a spare.
      - 1) If Firearms Training Unit personnel are unavailable, the officer will respond to the Supply Unit for a spare firearm or baton.
    - c. During normal working hours, officers with defective Tasers will call the Tactical Planning Unit. If Tactical Planning Unit personnel are available, the officer will respond to that location and have the defective Taser repaired or replaced.
      - 1) If Tactical Planning Unit personnel are unavailable, a supervisor will perform a Taser download and place the printout in the officer's Taser file.
        - a) The supervisor will place the defective Taser in the unit's property locker and ensure it is delivered to the Tactical Planning Unit during normal working hours.
        - b) The officer will carry the Auto-Lock baton while their Taser is out of service.
      - 2) When the Taser is returned from the Tactical Planning Unit, a supervisor will perform a Taser download and place the printout in the officer's Taser file.
        - a) If the officer is not on-duty when the Taser is returned, the Taser will be placed in the unit's property locker until the officer returns to duty.
    - d. If the need occurs when the Supply Unit is closed, the officer will respond to the Criminal Investigation Section (CIS). The following equipment is kept in the CIS vault:

- 1) Ten Smith and Wesson Military and Police (M&P) pistols.
  - 2) Six spare M&P pistol magazines.
  - 3) Two spare M&P holsters.
  - 4) One spare badge and wreath for a sergeant, two spare badges and wreaths for specialists, and eight spare badges and wreaths for police officers.
- e. Check out the equipment through CIS desk personnel. They will document in the logbook when the equipment is loaned out and when it is returned.
- 1) Items loaned from the CIS vault are intended for short-term loan only. Officers should arrange to obtain long-term loan items from the Supply Unit and return the borrowed item to CIS within 5 days.
2. Take defective equipment to the Supply Unit for repair or replacement during their normal work hours.
- G. Uniforms, Related Equipment, Personal Property - Lost, Stolen, or Damaged
1. Personnel will immediately report lost or stolen uniform parts or equipment to their supervisor.
    - a. The supervisor will investigate and document the circumstances of the incident including the degree of negligence, if any, on the part of the officer.
      - 1) Teletype the loss or theft of uniquely identifiable or serialized property such as a badge, wreath, firearm, or handcuffs to all county agencies.
    - b. The supervisor will ensure a Form 301 is completed along with a Form 630. Attach a copy of the Form 301 to the Form 630.
    - c. The district/section/unit commander will review the Form 630 and/or Form 301 and determine the degree of negligence on the part of the officer, if any. The district/section/unit commander will then forward these forms to the affected bureau commander.
    - d. Upon approval, the bureau commander will send the Form 630 and Form 301 attachment to the Inspections Section Commander.
      - 1) The bureau commander will review the degree of negligence, if any.
      - 2) The bureau commander will recommend corrective action to the Police Chief when negligence is a factor.

- e. Supply Unit will replace the item.
- 2. Personnel will immediately report damaged uniforms or equipment to their supervisor.
  - a. The supervisor will investigate the circumstances of the incident and make a Form 630 if needed. The supervisor will include in the investigation the degree of negligence, if any, on the part of the officer.
  - b. Forward the Form 630 or Form 301 to the district/section/unit commander for approval. The district/section/unit commander will determine the degree of negligence, if any, on the part of the officer.
  - c. Upon approval, the district/section/unit commander will forward the Form 630 to the Supply Unit.
    - 1) The district/section/unit commander will send a copy of the Form 630 or Form 301 to the affected bureau commander.
    - 2) Follow Sections G.1.d.1) and 2) if necessary.
  - d. Supply Unit will replace the item and dispose of the damaged item.
- 3. Replace personal property in accordance with guidelines set forth in the labor agreement.
  - a. Make a request for replacement or repair of personal property on a Form 630 to the Inspections Section with replacement receipt attached.
  - b. The Inspections Section Commander will make a recommendation to the Police Chief concerning replacement of personal property.

#### H. Storage of Uniform Equipment During Officer Suspension

- 1. If an officer is suspended five days or less, the officer's equipment need not be surrendered. Internal Investigations Section (IIS) personnel will notify the officer of the suspension dates, that police powers are suspended, and that the carrying or use of police equipment is prohibited.
- 2. If an officer is suspended more than five days, the officer's commander or designee will immediately relieve the officer of their firearm, magazines, ammunition, Motorola radio, Taser, badge, wreath, and ID card, and issue a receipt to the officer for the items taken.
  - a. If there is an armory at the suspended officer's unit of assignment, and the suspension is ten working days or less, store the items in the armory.

- b. If the suspended officer's unit of assignment does not have an armory, or the suspension is more than ten working days, hand-carry the items to the Supply Unit for storage.
- c. Temporary ID cards will be issued to sworn members of the Department who have their police powers suspended.
  - 1) The affected officer will arrange to respond to Personnel Section for the temporary ID card between 0800-1600 hours, Monday through Friday.
  - 2) Personnel Section will number the ID card and record it in a logbook.
  - 3) When police powers are restored, the supervisor should send the temporary ID card to Personnel Section for destruction.

#### I. Misuse of Uniforms/Related Equipment

- 1. Police Department personnel are responsible for the proper use and care of issued equipment.
  - a. If an investigation determines that neglect, unauthorized alteration, destruction, disposal, or other misuse of equipment or uniforms has occurred, disciplinary action could result.
  - b. If the above investigation determines any of the aforementioned misuse, Department personnel may be required to assume all costs of replacement as part of the penalty for such violations.

#### J. Personal Grooming

- 1. Grooming standards for male police officers.
  - a. Hair
    - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap.
    - 2) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
    - 3) Hair must be evenly tapered on the sides and back. The hair outline will follow the contour of the ear. Hair will not fall over the ears or touch the collar, except for the closely cut hair at the back of the neck.
      - a) A block-cut in the back is permissible in a moderate degree.
    - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.

b. Sideburns

- 1) Sideburns will be neatly trimmed and the bulk of the sideburns will not be excessive.
- 2) Sideburns will not exceed one inch in width.
- 3) The maximum length of the sideburns will not extend below the middle of the ear.
- 4) The base of the sideburns will be a clean shaven horizontal line.

c. Mustaches

- 1) Mustaches can extend 1/4 inch beyond the line perpendicular to the corners of the mouth. They will not extend below a line horizontal with the corners of the mouth, and will be neatly trimmed. Fu Man Chu and handlebar styles, etc. are prohibited.

d. Beards

- 1) The face will be clean shaven. Beards and goatees are not considered uniform grooming and are not allowed.
  - a) The Police Chief may approve an exemption to allow facial hair if a pseudofolliculitis barbae medical condition exists.
  - b) Officers requesting an exemption must submit a written request on a Form 17 through the chain of command.
    - 1] The diagnosis of pseudofolliculitis barbae must be made by a dermatologist. The note from the dermatologist must include:
      - a] The officer's skin condition.
      - b] The extent and prognosis of the pseudofolliculitis barbae.
      - c] The history of previous medical treatment.
      - d] The length of time the officer has received treatment.
      - e] The recommendation for current treatment.
      - f] How frequently the officer may shave while undergoing treatment.

- 2] The officer requesting an exemption will schedule an appointment with the EHS physician who will examine the officer and review the dermatologist's recommendations.
  - 3] The officer will submit a signed medical release allowing the Police Department to discuss the skin condition with the dermatologist.
- c) Officers receiving an exemption must submit a renewal request by January 1 following the initial request.
- 1] Approved requests will begin and end annually on January 1.
- d) Unless the treating dermatologist specifies otherwise, an officer receiving an exemption will not shave anywhere on the exposed areas of the face and frontal area of the neck, except to maintain the beard length of no more than one-eighth inch.
2. Grooming standards for female police officers.

a. Hair

- 1) The hair, when worn full length, will not extend downward below the lower edge of the shirt collar.
- 2) Longer hair may be worn, but must be uplifted to the top of the head while in uniform. When in the uplifted position, no hair will extend downward below the lower edge of the shirt collar.
- 3) The length of the hair will not interfere with the proper wearing of the uniform cap.
- 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.

b. Makeup

- 1) A moderate use of makeup is permissible.
  - a) The use of eye shadow is prohibited.
  - b) The heavy use of makeup is not acceptable.
- 2) Fingernail polish, other than a clear or neutral shade, is prohibited.
  - a) Nails are to be cut short and neatly trimmed.

- 3) A conservative amount of lipstick of a clear or neutral shade is permissible.

### 3. Jewelry

- a. The wearing of jewelry by male and female officers, e.g., chains, necklaces, pendants, earrings, bracelets, etc., will be limited to rings and watches while in uniform.
  - 1) Religious medals, scapulars, and other bona fide expressions of religious affiliations may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt.
4. The above regulations apply to all uniformed and non-uniformed officers. Some officers, due to the nature of their assignment, may be exempt from this regulation after obtaining written permission from their bureau commander.
  - a. The bureau commander will maintain a record of this exemption.
  - b. Bureau commanders may make exemptions for reasons of safety or practicality, e.g., district exercise rooms.

### K. Personally Assigned Lockers

1. When possible, the Department assigns all personnel locker space at their unit of assignment.
2. Each officer receives a locker key. The officer will keep it locked when not in use.
3. The commanding officer will securely maintain a duplicate key file by name and assigned locker number.
  - a. Only the commander and supervisory personnel of the district/section/unit have access to the key file.
4. Employees may not install combination locks or other type locks on Department lockers without the written approval of the district/section/unit commander.
  - a. If the district/section/unit commander grants approval, the employee must furnish the combination or a duplicate key for the duplicate key file.
5. A district/section/unit commander or supervisor may open a locker for the following purposes:
  - a. To be sure Department equipment is maintained in a proper manner.
  - b. To determine the location of Department records and reports known to be the occupant officer's responsibility.

- 1) Citations, records, reports, or other official Department documents requiring processing in accordance with Department policies and procedures will not be kept in any officer's locker.
  - c. For health and safety reasons, i.e., rotting food, mildewed uniform parts, leaking canisters, etc.
  - d. Any other legitimate Department need.
6. A unit supervisor may require a total locker inventory in the presence of the assigned locker occupant for any of the reasons outlined in Section K.5.
7. Supervisors may not randomly search lockers.
8. Individually assigned lockers in police facilities are the property of the City of Cincinnati.

# City of Cincinnati



October 8, 2009

TO: All City Employees

FROM: Milton Dohoney, Jr., City Manager

Subject: Safety and Welfare of City Employees – H1N1

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On September 15, 2009 I sent a letter to you stating that our Health Department issued recommendations regarding preventative measures you and the City should take to reduce the chance that you will acquire the H1N1 flu and to prevent the spreading of this flu. Today, this letter is to inform you of how we will manage our departments from a Human Resources perspective if H1N1 impacts our operations.

The City has a basic responsibility to make every reasonable effort to maintain a safe environment for our employees. This applies to the normal work environment as well as a natural disaster, a terrorist threat, a serious weather event, etc. or in this case, the H1N1 flu.

We will strive to run our operations normally, but because of this highly contagious flu, it may be necessary for supervisors to send employees home if they have symptoms of the flu\*. While these symptoms vary in number and degree, the Health Department has advised us that the most practical way to determine if someone should be sent home is to have the employee take their own temperature. If the reading is 100° or greater, the employee should be sent home. We certainly hope this is not necessary, but if it is, we want the affected employee to take the necessary actions to get better, and we have a responsibility to prevent the spread of this flu to other employees.

If an employee comes to work exhibiting influenza-like symptoms, supervisors are hereby instructed to tactfully relieve the employee of his/her duties, and advise the employee to leave the workplace. If an employee thinks he/she is well enough to work and can demonstrate that his/her temperature is *less than* 100°, the employee will not be required to go home. Supervisors are to exercise this authority with care and understanding. Supervisors are subject to the same criteria and must inform their managers of their own flu-like symptoms and should understand that they too, may be instructed to leave the workplace. If an employee who has been asked to take his/her temperature, or to go home, is reluctant to follow this direction, the supervisor should immediately involve one or more of the following: another supervisor, a union steward if applicable, a higher department authority, or Human Resources.

(Over)

If an employee stays home from work due to illness or is sent home by a supervisor/manager, he/she may use accrued leave time as outlined in the Human Resources Policy and Procedures or applicable collective bargaining agreement. If the employee has no accrued leave time, the employee will be placed in a sick without pay status.

At this time all departments will operate according to current Human Resources Policy and Procedures, Departmental Policies, and Collective Bargaining Agreements related to all personnel issues, including sick notes and sick leave. If you are sent home due to having a temperature of 100° F or greater, you will not be required to obtain a note from your health care provider.

In the event the Health Department advises us to do so, it may be necessary to suspend or modify some of our sick note requirements. Currently, the above paragraph applies and remains in effect until further notice.

In addition, departments are currently creating alternative operating plans to maintain services, should the flu inflict an abnormally high rate of absenteeism. A temporary increase in absenteeism could be the result of employees or their family members acquiring the flu, or a result of schools or daycare providers temporarily suspending operations. If an influenza outbreak jeopardizes a department's or the City's ability to provide services due to an abnormally high rate of absenteeism, it may be necessary for the remaining employees to be reassigned and/or work extended hours and/or shifts.

We also want to remind everyone that Employee Health Services is not to be used for personal health matters.

*\*Typical symptoms of the flu include: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and sometimes vomiting and/or diarrhea.*

*\*\*In the event that you get the flu, the Cincinnati Health Department recommends that you stay home until you have had a normal temperature (99° or less) for at least 24 hours, off of all medications which affect fever (such as Acetaminophen (Tylenol), Ibuprofen (Advil, Nuprin, Motrin), Naproxen (Aleve), or Aspirin- Do **not** give aspirin (acetylsalicylic acid) to children or teenagers who have the flu; this can cause a rare but serious illness called Reye's syndrome.) The Cincinnati Health Department recommends you take your temperature every 12 hours, and do not return to work until after having three normal readings in a row. H1N1 typically lasts three to five days.*

Kimberly A. Eyman  
Attorney-in-Fact for Donald P. Roehm

September 11, 2009

Officer K. Lynn  
Cincinnati Police, District Two  
3295 Erie Avenue  
Cincinnati, Ohio 45208

RE: 9/9/09 Response to Call of Donald P. Roehm  
@6:00 P.M.

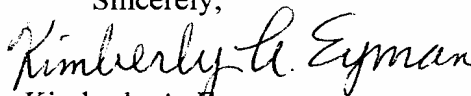
Dear Officer Lynn:

I am the Power of Attorney for Donald P. Roehm, who you assisted last Wednesday September 9, 2009, at If you will recall Mr. Roehm had his extension ladder stolen by his neighbor, Peggy Ann Gansz, who lives at in Mt. Washington. My husband, Stan Eyman and Mr. Vaughn were present that day with Mr. Roehm, when you responded. I am informed by Mr. Roehm and my husband that after you confronted Ms Gansz via telephone and she admitted she stole the ladder, she returned the ladder that evening about 7:20 P. M. Ms. Gansz has still made no attempt to communicate with us, as we requested.

**First, Stan and I truly appreciate your prompt assistance with this matter. You are to be commended for your courteous and professional manner.** Mr. Roehm is part of our extended family and he was greatly distressed by this matter. His property has now been returned to him and the matter appears to be over, at least for now.

Sadly, I must report that Ms. Gansz, when she returned the ladder, acted in very hostile manner, violently slamming it down on the driveway she shares with Mr. Roehm. No effort was made by her to communicate or make amends in any fashion. We are still quite concerned, given her attitude, her behavior and given her having the ladder almost three weeks until confronted about her act of theft, that she poses a threat to Mr. Roehm. We feel this type of behavior is elder abuse and we openly wonder what she might be capable of doing to any elderly person she may be able to prey upon who is too weak to resist her. Unfortunately, she apparently has little respect for her elders, the law and lacks simple common decency. Mr. Roehm will likely encounter more trouble here.

Sincerely,



Kimberly A. Eyman  
POA for Donald P. Roehm

cc: Donald P. Roehm; Captain Douglas Wiesman



# Court of Common Pleas

HAMILTON COUNTY COURT HOUSE  
CINCINNATI, OHIO 45202-1217

ROOM 340

(513) 946-5790  
FAX (513) 946-5792

JUDGE  
STEVEN E. MARTIN

September 25, 2009

Chief Thomas H. Streicher, Jr.  
City of Cincinnati  
Police District 1  
310 Ezzard Charles Drive  
Cincinnati, OH 45214

Re: State of Ohio v. Robert Williams  
Case No. B0905081

Dear Chief Streicher,

Deron Holland and Greg Hill investigated and prosecuted Robert Williams on four counts of Rape.

These officers worked with 3 victims. All of the victims were reluctant to testify. One victim had, in the past, refused to cooperate in the prosecution of the defendant. These officers, showing great sensitivity to all of the victims, were able to persuade all of these victims to cooperate in this case.

The defendant is a serial rapist. He is a calculating sex offender who preyed on these young women. He would still be doing this but for the efforts of these officers. Instead, because of these officers, the defendant will be spending the next 40 years in prison.

These officers deserve the highest commendation that the City can give. They have taken a sexual predator off the streets.

Very truly yours,



Steven E. Martin, Judge

SEM/jaw

# COMMUNITY POLICE PARTNERING CENTER

3458 READING ROAD  
CINCINNATI, OHIO 45229  
513.559.5450 PHONE  
513.281.0466 FAX

September 28, 2009

Lieutenant Merilee Neudigate  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Cincinnati, OH 45214

Dear Lieutenant Neudigate:

On behalf of The Community Police Partnering Center (CPPC), I would like to thank the Downtown Services Unit of the Cincinnati Police Department for its participation in the International Day of Peace Youth March on Monday, September 21<sup>st</sup>.

About 130 individuals (more than half of which were youth and young adults) attended the event. The event began with a march from Fountain Square to the National Underground Railroad Freedom Center followed by a program focused on non-violence and empowering youth to become Peace Ambassadors in their community. We were grateful to have the assistance of the motorcycle and mounted patrol officers in leading the march and ensuring the safety of all of our participants.

The CPPC remains committed to speaking out against violence and encouraging youth to lead peaceful lives. Our event would not have been as successful without the support of the Cincinnati Police Department and the Downtown Services Unit.

Thank you again for your support!

Sincerely,



Doreen Cudnik  
Executive Director

*CC: Chief Thomas Streicher, Lieutenant Brett Isaac, Sergeant David Damico*

September 28, 2009

Dear

I'm not sure how to begin this. I've wanted to write you for a while now, but I've probably put it off long enough that you've since forgotten about me. You arrested me just after 1 a.m. on Saturday morning, June 14, 2008 for driving while intoxicated. You pulled me over just south of the Red Bank Road exit on 71 North as I was heading home to Evendale after an evening in Newport, Kentucky. I was driving a '94 Pontiac Bonneville, with two of my three younger sisters in the car and the younger one's boy friend as well.

When I first saw your lights come on and my heart jumped into my throat, I was scared. When you asked me to step out of the car, my heart racing faster than I can ever recall, I was terrified. When you cuffed me and put me in the back seat of your car, I was mortified. When my littlest sister had to pick me up at the station, and my dad came into my room the next morning to ask me where my car was, I was disappointed in myself. When I had to attend a weekend of DWI education in a cramped hotel conference room with bad cafeteria food, I was embarrassed to be in the same room as the other offenders that surrounded me. For a long time after that, I was mad, not so much at you, but at everyone and everything that played any part in that night.

I was mad that I didn't listen to the other sister when I asked them 2 minutes before you pulled me over what the speed limit was. One said 55, the other, 65. I was speeding regardless, but in my mind, it should have been nothing more than a speeding ticket; reckless driving at worst. I was wrong. I was mad that my sisters, who were so distraught that night, were the first ones to assume they could drive my car when I couldn't. I was mad at the BMV and the Court System for making every step back to a license incredibly difficult and painful. I found and made reasons to be mad and shed the blame to everyone but myself; incredibly immature and childish of me.

As I sit here now, though, enjoying a cup of coffee at the Coffee Emporium on a beautiful Monday morning right across the street from your station, I can't help but think of you and replay that night in my head. It took me a long time to realize that if you hadn't stopped me that night, I would inevitably still be drinking and driving, putting my life and everyone else's life in danger. I won't lie and tell you that was the first time I had ever done it. It wasn't. I had done it countless times before. I was going down the wrong path, and I'm lucky that it ended with a DWI and not my funeral, or worse; a prison sentence and the weight of hurting somebody else to carry around for the rest of my life. No, for whatever reason, I got a "get out of jail free" card. What I went through was a slap on the wrist in the grand scheme of things, but it opened my eyes and helped me understand what I was doing and where it was taking me.

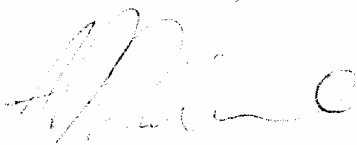
Had it not been for that night, I would still be working a dead-end construction job for a friend's dad in Indianapolis, complaining about graduating into a terrible job market and having no better options. Instead, I moved to Cincinnati where I got into a career in real estate, which I absolutely love, and even in a terrible market, I've done fairly well with in my first full year. In addition, I'm getting ready to start my own company in a partnership with a great friend and roommate of mine.

Now I look back on June 14, 2008 as a turning point in my life; a wake up call, if you will. I wish it hadn't taken a DWI to wake me up, but it did, so I'm thankful for it. I'm thankful for you, and I'm grateful for what you did. It is a wonderful feeling to know that I will never have to worry about the awful things that could happen to me or my family as a result of my stupidity to drink and drive. I don't have to worry any more, because I'll never do it again. I realize, now, how much I have going for me and what one dumb mistake can take away from me. I mean it from the bottom of my heart when I say, Thank you. You saved my life. You stopped me from falling further into a pit of regret and helped me realize that I have so much to live for and to be thankful for. I can't thank you enough.

I want you to know, too, that I was extremely impressed and thankful for the way that you and the other officers handled the situation that night. I know that it could have been much worse, and you could have made things much more difficult for me, so thank you for handling it the way that you did and for helping to calm my hysterical sisters. I would really appreciate the opportunity to thank you in person, though. I was hoping you might let me buy you a coffee, or lunch, or even a drink or two; I'll cover the cab. I hope you'll accept my sincere apologies for what I did that night and for the things I've done in the past that I'm not proud of. It won't be my last mistake, but it will be the last one of its kind.

Please let me know if there is ever anything that I can do for you. I don't know that I'll ever be able to return a favor as great as what you've done for me, but I'd be happy to help you if I could.

Forever Grateful,

A handwritten signature in black ink, appearing to read 'A.J. Prickel', written in a cursive style.

**A.J. Prickel**