

ATTACHMENT F



Police Department



"Pride in Service"

MEMORANDUM

DATE: JULY 27, 2016

TO: KEVIN CORDISCHI, POLICE OFFICER TRAINEE

FROM: AARON BLONDE', OPERATIONS COMMANDER

CC: JOHN INCONTRO, CHIEF OF POLICE
ROBERT MATTHEWS, SERGEANT – FTO COORDINATOR

SUBJECT: OFFICER KEVIN CORDISCHI – COMPLETION OF FIELD TRAINING PROGRAM

In week eighteen, you were extended two additional weeks to allow for improvement in three specific areas (Report writing, evidence handling, and productivity). At the end of week twenty, there were some deficiencies in the time used for report writing and the accuracy of routine forms completed. As a result, you were extended one additional week in order to demonstrate your ability to perform at the minimum acceptable level.

This completes your twenty-first week in the FTO program and all areas have shown improvement.

I have personally noted an increase in proactive traffic enforcement, quality and time used for report writing, and overall performance of job related tasks. I would only remind you to balance the number of citations issued with actual vehicles stopped.

Congratulations on successfully completing the Field Training Program. Due to the number of dispatchers currently being trained, your dispatch training will be postponed until a dispatch trainer is available. You will not be required to work dispatch as an officer until this training has been completed. Based on department staffing needs, you will immediately be assigned to Team 4. Your next work day will be Thursday, August 4th.