



**Employment Background  
Investigative Report**

**CJSTC  
77**

Please read instructions on back of this form that tell you when and how to use it. Type or print in black ink.

SSN                      Name CESPEDES CLIFFORD J.  
(Last) (First) (MI)

Agency ORI FL 0580100 Agency Name SARASOTA POLICE SERVICES BUREAU  
☒ Law Enforcement ☐ Corrections ☐ Corrections Probation ☐ Concurrent ☐ Railroad Security

**RESULTS:** 1

**MANDATORY CHECKS**

**SATISFACTORY**

**UNSATISFACTORY**

Neighborhood

X

Previous Employment (see box at right)

X

FCIC Record

X

NCIC Record

X

Local Law Enforcement

X

Military History

N/A

Controlled Substances

X

CJSTC was contacted on  
                    for  
(Date)  
facts/reasons applicant separated  
from previous criminal justice  
employments.

**RECOMMENDED**

**NOT UTILIZED**

Job Related Psychological Examination

X

Polygraph Examination

X

**APPLICANT ADMITS TO:**

- ☐ Having previously committed an act which constitutes a felony or misdemeanor even if previously not detected, not arrested or not prosecuted including, but not limited to, theft, possession of illegal drugs, fraud, etc.

**CURRENT/RECENT ILLEGAL USE OF CONTROLLED SUBSTANCE** (INDICATE TYPE AND DATE LAST USED)

☐ Marijuana (Date) ☐ Cocaine (Date) ☐ Opiates (Date) ☐ Other (Date) ☒ None

**INVESTIGATIVE FINDINGS:** Please describe any unsatisfactory findings, admitted acts, and other drug use below.

**INVESTIGATIVE FINDINGS WERE SATISFACTORY.**

Rule 11B-27 0011, F A C , requires applicant's moral character be carefully examined before hiring. If the background investigation establishes that the applicant has a significant history of prior unlawful conduct, the Commission recommends not hiring the applicant.

Signature and Attestment of Background Investigator

Date Signed

I hereby verify, based on the above factors considered by this agency, that the applicant is of good moral character as required by s.943.13(7), Florida Statutes.

Signature of Employing Agency Administrator or Designee (Required)

Date Signed



**Employment Background Investigative Report  
CJSTC-77**

**When and How to Complete This Form**

Use this form to report the results of the background investigation conducted on officers employed by your agency. Use it when . . . .

1. You initially employ an officer.

**Note: Must be attached to the Registration Affidavit of Compliance CJSTC-60 form.**

**General Instructions**

1. Type or print in black ink.
2. Use capital and small letters to write names, addresses and titles.

**How to Complete Each Item**

1. **SSN.** Enter officer's social security number. Enter number as in this example: 000-00-0000.
2. **Name.** Enter officer's legal name. Enter last and first name if officer has middle initial, enter it above (MI).
3. **Agency ORI.** Enter last seven digits of your agency's originating agency identifier number. There are nine digits in agency ORI codes. We've entered the first two for you which are FL. Enter as in this example: FL 0370000.

**Note: Department of Corrections offices other than correctional institutions must use an ORI code which identifies the DOC region.**

4. **Agency Name.** Enter your agency's name.  
**Note: Department of Corrections offices other than corrections institutions must list Department of Corrections as the agency name.**
5. **Disciplines.** Enter "X" in the box for the discipline for which your agency is employing the officer.
6. **Mandatory Checks.** Enter "X" on the line under either satisfactory or unsatisfactory for each listed type of background check. Enter "N/A" on the line under satisfactory if the officer had no prior military service. Enter the date as month/day/year to indicate when the CJSTC was contacted to obtain information regarding the officer's record of separation from his/her previous employers.

**Note: Contact with the CJSTC at the Division of Criminal Justice Standards and Training, Records Section, must be done to obtain the facts and reasons on the officer's previous separations from Florida agencies while employed in positions regulated by the Criminal Justice Standards and Training Commission.**

7. **Recommended.** Enter "X" on the line under either satisfactory, unsatisfactory or not utilized for each type of examination.
8. **Applicant Admits To.** Enter "X" in the box if the officer admitted to previously having committed an unlawful act.
9. **Current/Recent Illegal Use Of Controlled Substance.** Enter "X" in the box before the type of controlled substance illegally used. Enter the month/year on the line above (Date) following the type of drug used. Enter year only if month is unknown. Enter "X" in the box before "Other" for illegal drugs not specifically listed followed by the month/year. Enter "X" in the box before "None" when there is no current/recent illegal use of any controlled substance.

10. **Investigative Findings.** Describe any findings indicated as unsatisfactory for any of the mandatory checks or recommended examinations, admitted unlawful acts, and the specific type of controlled substance used when "Other" current/recent drug use is noted.

11. **Signature Of Background Investigator, Date Signed.** On signature line, the background investigator who conducted the investigation signs and enters the date on the adjacent date line. The investigator's signature attests that the investigation was conducted in accordance with procedures detailed in the Commission's Background Investigation Procedures manual.

12. **Agency Administrator's Signature, Date Signed.** On the signature line, agency administrator or administrator's designee signs and enters the date on the adjacent date line.

Send this completed report to:

**Division of Criminal Justice Standards and Training  
Bureau of Standards  
P.O. Box 1489  
Tallahassee, Florida 32302-1489**

SECTION B: Employment and Certification  
APPENDIX NUMBER: 10  
DATE: 11-1-93



Equivalency of Training  
Out of State/Federal Officers

CJSTC  
76

Please read instructions on back of this form that tell you when and how to use it. Type or print in black ink.

OFFICIAL CJSTC USE ONLY  
Exemption granted: \_\_\_\_\_  
Denial: \_\_\_\_\_  
Processing Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

1. Name: CESPEDES CLIFFORD J.  
(First) (MI)
2. SSN: [REDACTED]
3. Agency or Assessment Center: City of Sarasota Police Department
4. Agency ORI: FL 0580100
5. Mailing address: 2050 Ringling Blvd.,  
City: Sarasota State: Florida Zip Code: 34237
6. Telephone number: (941) 364-2266 Ext. \_\_\_\_\_ Contact Person: Sgt. William Wall  
(Area Code) Number
7. Enter X by type of certification that the applicant is seeking. If seeking certification in more than one discipline, please complete a form for each discipline. ☒ Law Enforcement ☐ Corrections ☐ Correctional Probation
8. Does the applicant have one (1) year of full-time sworn criminal justice work experience in the discipline as marked in item 7?  
☒ Yes ☐ No
9. Prior Criminal Justice Employment(s)
- a. Agency Name: Chattanooga Police Dept. Position Title: Patrol Officer  
Agency Address: 3300 Annicola Hwy. Starting Date: 6/92 Ending Date: Present  
Chattanooga, TN 37406 Agency Telephone #: \_\_\_\_\_
- b. Agency Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Agency Address: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Agency Telephone #: \_\_\_\_\_

NOTE: If the applicant worked for more than two agencies, list only those which, when totaled, represent one or more years of full-time sworn experience.

10. After reviewing the applicant's out-of-state or federal officer training record, check the topic area(s) that were successfully completed in the discipline for which the applicant is seeking certification. In addition to basic academy training, the applicant may claim in-service or other continuing officer training courses that were successfully completed. NOTE: If all blocks are not checked, the applicant must complete the basic training program.

Law Enforcement Comparable Training

- ☒ Law Enforcement Legal Issues  
☒ Report Writing  
☒ Interpersonal Skills  
☒ Weapons  
☒ Defensive Tactics  
☒ First Responder or Equivalent  
☒ Vehicle Operations  
☒ Law Enforcement Patrol  
☒ Investigations  
☒ Traffic Control

Corrections Comparable Training

- ☐ Correctional Legal Issues  
☐ Report Writing  
☐ Interpersonal Skills  
☐ Weapons  
☐ Defensive Tactics  
☐ First Responder or Equivalent  
☐ Correctional Facility Operations

CPO Comparable Training

- ☐ CPO Legal Issues  
☐ Report Writing  
☐ Interpersonal Skills  
☐ Weapons  
☐ Defensive Tactics  
☐ First Responder or Equivalent  
☐ Probationer Supervision

I hereby attest that the above information is true and was verified by me upon examination of supporting documentation on file at the employing agency or assessment center. I acknowledge that the documentation is subject to verification by the Criminal Justice Standards and Training Commission.

Sgt. William A. Wall  
Agency Administrator/Assessment Center Director's Signature

6.28.95  
Date signed



# SECTION B: Employment and Certification

APPENDIX NUMBER: 10 (cont.)

DATE: 11-1-93

Equivalency of Training Form  
Out of State/Federal Officers  
CJSTC-76

When and How to Complete this Form

Use this form to request an exemption from basic training for an out-of-state or federal officer. Complete this form and submit to Criminal Justice Standards and Training Commission (CJSTC) for determination on whether previous criminal justice training and experience qualifies the applicant for an exemption. If exemption is granted, an applicant must complete the Commission-approved exam preparation course, demonstrate proficiency in high liability skills, and pass the certification examination.

## How to Complete Each Item

1. Name. Enter applicant's legal name. Enter last and first name. If applicant has a middle initial, enter it above (MI).
2. SSN. Enter applicant's social security number. Enter number as in this example: 000-00-0000.
3. Agency/Assessment Center name. Enter your agency/assessment center name.
4. Agency ORI. Enter last seven digits of your agency's originating agency identifier number. There are nine digits in the agency ORI codes. We've entered the first two for you, which are FL. Enter as in this example: FL0370000.
5. Agency/Assessment Center's mailing address. Enter street number and name on address line. Enter suite number after street name.
6. City. Enter name of city on City line.
7. State. Enter two-digit US Postmaster's abbreviation of state. For example, enter FL for Florida.
8. Zip Code. Enter nine-digit zip code for address. Enter first five digits before the dash and last four digits after the dash. Enter as in this example: 32314-6554.
9. Agency/Assessment Center telephone number. Enter your agency's ten-digit telephone number. Enter three-digit area code into parentheses. Enter seven-digit phone number after parentheses. Enter X in the box for which certification is being requested.
10. Check either the Yes or No box. One of the boxes must be checked. An applicant may satisfy the one year of experience even if he/she worked full-time for more than one agency or had a break in service. However, an applicant with only a year's full-time experience must have accumulated it with no more than two agencies within an 18 month consecutive period. Only full-time officer employment may be credited. Full-time employment means a normal work week of 40 hours. Time spent employed full-time, but on leave or other authorized or ordered absence may be included provided the applicant remained employed in a full-time officer status. Time spent attending a basic training academy does not count towards employment experience. A person is considered to have been employed as a sworn officer if: (a) law enforcement-authorized to be armed and make arrests, primarily enforces the law (b) correctional officer primarily responsible for protection, care, custody, and control of inmates in a jail or correctional facility (c) correctional probation officer-supervise inmates, probate bondsmen, parolees, or community control. An applicant may only claim work experience in the discipline he/she is seeking an exemption from basic training.

11. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
12. Date signed. On date line, agency administrator/assessment center director or designee enters date on which signs.
13. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
14. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
15. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
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21. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
22. Date signed. On date line, agency administrator/assessment center director or designee enters date on which signs.
23. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
24. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
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27. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
28. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
29. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.
30. Agency Administrator/Assessment Center Director's Signature. On signature line, successfully demonstrate the law enforcement training course, and pass the certification examination prior to taking the corrections cross-training academy for correction's certification.

Send this completed form to:  
Division of Criminal Justice Standards and Training  
Bureau of Standards  
P.O. Box 1489  
Tallahassee, Florida 32302-1489  
ATTN: Bureau of Standards  
If you have any questions, please contact your CJST Liaison or your local CJST Field Specialist.  
Authority for this form is found under Section 943.13(2), F.S., and Chapter 11B-24, F.A.C.





Florida Department of  
Law Enforcement

Division of Criminal Justice  
Standards and Training

P.O. Box 1489  
Tallahassee, Florida 32302  
(904) 487-0491

James T. "Tim" Moore  
Commissioner

DATE:

July 13, 1995

MEMORANDUM

TO:

Sarasota Police Department  
Personnel Department

FROM:

Patricia S. Melton, Bureau Chief *psm*  
Division of Criminal Justice Standards and Training

SUBJECT:

Cespedes, Clifford J.

SSN: [REDACTED]

Thank you for your recent request for an equivalency of training evaluation. We have reviewed the Equivalency of Training Out of State/Federal Officers form (CJSTC-76) for the above noted officer, in accordance with Section 943.131(2) F.S. This officer is exempt from basic training and in conformance with Commission equivalency of training guidelines, the following training will be required:

☒ \* Law Enforcement: 92 hours plus demonstrate proficiency in the high liability areas and take certification examination.

☐ \* Corrections: 68 hours plus demonstrate proficiency in the high liability areas and take state certification examination.

☐ \* Corrections Probation: 60 hours plus demonstrate proficiency in the high liability areas and take state certification examination.

\* This is the minimum training requirements of the State of Florida. The hours offered by the training school may exceed the minimum hours required by the State.

Officers must demonstrate proficiency in the high liability areas within one year prior to taking the state certification examination.

All individuals temporarily employed or appointed under the provision of Section 943.131(1), F.S., must complete Firearms Training prior to employment. If you have not registered this officer with the Division, please provide the necessary documentation, along with a copy of the Equivalency of Training Out of State/Federal Officer (CJSTC-76) and a copy of this memorandum upon appointment of the officer.

**\*\*PLEASE NOTE:** Salary Incentive monies cannot be paid until required training and state certification examination is completed.

On behalf of the Division, please convey to your officer our wish for every success.

PSM/sd

cc: CJS&T Field Specialist \_\_\_\_\_





# CITY OF SARASOTA DEPARTMENT OF PUBLIC SAFETY

John P. Lewis  
Director



TO:

GARY LEMBERG

TITLE:

DIRECTOR OF HIGH LIABILITY EQUIVALENCY TRAINING

FAX NUMBER:

(813) 341-4547

COMMENTS:

GARY, ATTACHED IS THE FDLE (JSTC-76  
AND THE FDLE RESPONSE RE. CLIFFORD  
CESPEDES. I'LL SEND THE LETTER TO YOU  
CONFIRMING THE BILLING.

THANKS 2/

FROM:

SGT. BILL WALL

PHONE NUMBER

(941) 364-2266

FAX NUMBER

(813) 364-2249

PAGES(S) SENT:

three

DATE:

7-26-95



# West Hempstead High School



*This Certifies That*

**Clifford John Cespedes**

*has satisfactorily completed a Course of Study prescribed by the Board of Education of Union Free School District Number Twenty-seven, and approved by the Regents of the University of the State of New York, and is therefore entitled to this*

## Academic Diploma

Given at West Hempstead, in the State of New York,  
this twenty-sixth day of June, 1983.

*Richard L. Variale*

Superintendent of Schools

*Rosalie Norton*

President, Board of Education

*Alexander Metzger*

Principal





# Certificate of Merit

*presented to*

CLIFFORD CESPEDES

*Upon the Occasion of Your Graduation from High School*

date JUNE 26, 1983

THOMAS S. GULOTTA  
Presiding Supervisor

TOWN OF HEMPSTEAD



# Word of Life

Bible Institute

Schroon Lake



New York

Having successfully completed the One Year Course in Biblical Studies

**Clifford John Cespedes**

is hereby awarded this

**Diploma**

In testimony whereof and by virtue of the authority vested in us by

**Word of Life Fellowship**

we hereby affix our signatures and the seal of this institution

this month of August, nineteen hundred eighty-four

*Jack Hyatt Phil 2:16*  
President

*Harry Bollard John 1:9*  
Vice President

*George Thies Acts 20:24*  
Vice President

*Kenneth R. Doherty Prov. 7:1-3*  
Administrator

*Stuart Page Col 1:28,29*  
Executive Dean

*Thomas N. Davis Eph. 3:20,21*  
Academic Dean

**Word of Life**  
Bible Institute  
**School of Youth Ministries**

Having successfully completed the Youth Ministries Course of Study

**Clifford John Cespedes**

is hereby awarded this

**Diploma**

**WITH  
HONOR**

In testimony whereof and by virtue of the authority vested in us by

**Word of Life Fellowship**

we hereby affix our signatures and the seal of this institution

Given at Schraon Lake, New York this month of May,  
nineteen hundred eighty-five.

*Jack Hyatt Phil 2:16*  
President

*Henry Bollack John 1:9*  
Vice President

*George Thain Acts 20:24*

Vice President



*Kenneth R. Deibel Prov. 7:1-3*  
Administrator

*Stuart Page Col 1:28,29*  
Executive Board

*Thomas N. Davis Eph. 3:20,21*  
Academic Board



## SARASOTA POLICE SERVICES BUREAU

### NON-MILITARY SERVICE ATTESTMENT

Name: CLIFFORD J. CESPEDES

SS# [REDACTED]

I hereby swear or affirm that I have never been a member of the military service  
of the United States of America or any other country.

*Clifford J. Céspedes*  
Signature of Affiant

08-25-95

Date

Sworn to and subscribed before me this 25 day of

August, 1995.

*Carol J. McClinton*  
Notary Public



CAROL J. MC CLINTIC  
MY COMMISSION # CC387369 EXPIRES  
June 26, 1998  
BONDED THRU TROY FAIN INSURANCE, INC.



Affidavit of Applicant



Please read instructions on back of this form that tell you when and how to use it. Type or print in black ink.

1. SSN: [REDACTED]
2. Applicant's name: CESPEDES CLIFFORD J.  
(Last) (First) (MI)
3. Employing agency: SARASOTA POLICE SERVICES BUREAU

Please read carefully before signing

I fully understand that, in order to qualify for employment as a law enforcement, correctional or correctional probation officer, I must fully comply with the provisions of Section 943.13, Florida Statutes, as follows:

1. Be at least 19 years of age.
2. Be a citizen of the United States.
3. Be a high school graduate or its equivalent.
4. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement, nor have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony or of a misdemeanor involving perjury or a false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
5. Have been fingerprinted by the employing agency.
6. Have passed a physical examination by a licensed physician.
7. Be of good moral character.

In addition, I attest to the following:

- ☐ To the best of my knowledge and belief, my certification is currently valid, and my separation from any previous criminal justice employment was not undertaken while under investigation.
- ☐ I am not knowingly under investigation by any local, state or federal agency or entity for any wrongdoing, either criminal, civil or administrative.
- ☐ I have never been certified as a criminal justice officer in the State of Florida.

I further understand that by executing this document I am attesting that I have met the qualifications as specified. I have read my employment application and it is true and correct, and all other information I will furnish in conjunction with my application is true and correct.

NOTICE: This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the employing agency and/or the Criminal Justice Standards and Training Commission. Any intentional omission when submitting application or false execution of this affidavit shall constitute a misdemeanor of the second degree and disqualify you from employment as an officer.

I hereby certify that to the best of my knowledge and belief, the information that I've entered on this form is true.

Applicant's signature

08-23-95  
Date signed

STATE OF FLORIDA, COUNTY OF SARASOTA The foregoing instrument  
was acknowledged before me this 8/23/95 (date) by Clifford Cespedes  
who is personally known to me or who has produced \_\_\_\_\_ (type of identification)  
as identification and who did (did not) take an oath.

Carol J. McClinton  
CAROL J. MCCLINTIC

Notary's signature

Notary's name

Notary's title or rank

Serial number, if any

Seal

Effective 1/01/92



CAROL J. MC CLINTIC  
MY COMMISSION # CC387369 EXPIRES  
June 26, 1998  
BONDED THRU TROY FAIR INSURANCE, INC.

Revised 8/07/92



July 17, 1995

Sergeant William Wall 

Note to file of Applicant Clifford Cespedes

Mr. Cespedes was examined by our Oral Review Board on 4-4-95 and all five members recommended that Mr. Cespedes be considered further as an applicant.

I observed Mr. Cespedes during the Review Board interview and he answered questions in a mature, straight forward manner, that lead me to believe that Mr. Cespedes exercises good judgement. Mr. Cespedes said that he wants to leave the Chattanooga Police Department because he and his wife want to live in Florida.

Commander Ketchum and I interviewed Mr. Cespedes later on 4-4-95 because he was heading back to Tennessee. Again, I received the impression that Mr. Cespedes one of our better applicants because he displayed a great amount of maturity and good judgement during this second interview; because Mr. Cespedes had almost three years with Chattanooga P.D. and was currently working in a community policing unit in a high crime area; and because Mr. Cespedes speaks Spanish as a second language.

I questioned Mr. Cespedes about his religious beliefs because he mentioned in both the Oral Review and our interview that he was a Christian. Because Mr. Cespedes said that he took his faith very seriously, I asked him if he was able to separate his beliefs from his work and not let religious beliefs interfere with non-secular police work. I was satisfied with Mr. Cespedes's answer, that although he is a Christian, his religion does not interfere with his work and he does not evangelize on the job.

I asked him about his views on community policing and Mr. Cespedes indicated that he has a genuine understanding of the philosophy and how to apply the philosophy on the street. I believe that Mr. Cespedes would easily adopt this agency's community policing philosophy and procedures.

Commander Ketchum and I believed that Mr. Cespedes would be a top applicant based on his interviews on 4-4-95 and a review of his application.

July 17, 1995

Sergeant William Wall *WW*

Note to file of Applicant Clifford Cespedes

On 6-28-95 I submitted a FDLE CJSTC-76 to FDLE to initiate the equivalency of training process in order for Mr. Cespedes become a Florida certified law enforcement officer. The next step requires that Mr. Cespedes attend a three-week comparative compliance school that covers the high liability areas. Following the school, Mr. Cespedes will need to take the State of Florida certification test to become fully certified. The next school begins on 8-7-95 and goes through 8-19-95 at the St. Petersburg Criminal Justice Institute. The State exam will be held in Orlando on 8-29-95.

Gary Lemberg is the Director of Equivalency of Training at St. Pete, (813) 341-4510.

Mr. Cespedes is scheduled to take his polygraph examination on 7-19-95; his psychological examination on 7-20-95; and his medical examination on 7-21-95. I will attempt to have Mr. Cespedes provide a urine sample for the random drug screen on one of these days.

I plan to meet with Chief Jolly on 7-19-95 at 1530 hours to discuss a conditional offer of employment for Mr. Cespedes if his psychological and medical examination results are satisfactory. Also a condition will be added referring to his successful completion of the comparative compliance school and obtaining his Florida certification.



July 17, 1995

Sergeant William Wall 

Note to file of Applicant Clifford Cespedes

I phoned the following officers at the Chattanooga Police Department on 7-14-95:

Sergeant Kelly Miller, Internal Affairs, (615) 698-9718: Sergeant Miller stated that Mr. Cespedes had no record of any I.A. investigations.

Captain Jon Bodkin, Mr. Cespedes' unit commander, (615) 698-2525: Captain Bodkin commands the community policing units in Chattanooga and praised Mr. Cespedes performance working for him. Captain Bodkin described him as a good officer who makes good arrests and has good arrest stats, has good people skills, is honest, and works well in their community policing unit.

Captain Bodkin said he has known Mr. Cespedes since the police academy where he taught him as a student. He said that Mr. Cespedes has worked in the hottest areas of Chattanooga for the past two years.

When asked if he could think of any fault of Mr. Cespedes, Captain Bodkin said that Mr. Cespedes may hold too much to principle occasionally, but not to the point that it has caused problems. As an example, Captain Bodkin described an incident where Mr. Cespedes arrested a juvenile for shoplifting a candy bar and the juvenile resisted arrest. Captain Bodkin said that some people suggested that Mr. Cespedes could have handled the matter without an arrest for shoplifting, such as having the juvenile return the candy bar.

Captain Bodkin said that he would hate to lose Mr. Cespedes and that the Chattanooga Chief of Police has said that he would re-hire Mr. Cespedes if he decided to return.

Lieutenant David Medly, Mr. Cespedes' immediate supervisor, (615) 698-9625: Lieutenant Medly echoed much of the same praise for Mr. Cespedes that Captain Bodkin related. He added that Mr. Cespedes is very devoted to his family. As for any faults, Lieutenant Medly said that Mr. Cespedes has a temper but controls it and has never had a brutality complaint made against him.

I heard nothing from Captain Bodkin or Lieutenant Medly that concerned me or leads me to believe that Mr. Cespedes is anything other than a top candidate.

CITY OF SARASOTA  
DEPARTMENT OF PUBLIC SAFETY  
INTERNAL SERVICES DIVISION

DATE: APRIL 26, 1995

TO: SARASOTA COUNTY SHERIFF'S DEPARTMENT  
RECORDS DIVISION

FROM: Sam Ketchum, Commander, Internal Service Division

SUBJECT: RECORDS CHECK

Please conduct a records check on the following police officer applicant.

| NAME                   | RACE | SEX | DATE OF BIRTH |
|------------------------|------|-----|---------------|
| Clifford John Cespedes | W    | M   |               |

Please note any arrests, criminal activity, moving citations, motor vehicle accidents or other activity that might reflect his/her background.

Sam Ketchum  
Sam Ketchum, Commander  
Internal Services Division

| DATE | CASE NUMBER | INCIDENT                             |
|------|-------------|--------------------------------------|
|      |             |                                      |
|      |             |                                      |
|      |             |                                      |
|      |             |                                      |
|      |             |                                      |
|      |             |                                      |
|      |             | NO RECORD                            |
|      |             | SHERIFF'S DEPARTMENT                 |
|      |             | SARASOTA COUNTY, FL                  |
|      |             | GEOFFREY MONGE, SHERIFF              |
|      |             | BY: <u>Bigness</u> DATE: MAY 02 1995 |
|      |             |                                      |
|      |             |                                      |



**CITY OF SARASOTA  
DEPARTMENT OF PUBLIC SAFETY  
INTERNAL SERVICES DIVISION**

**DATE:** APRIL 26, 1995

**TO:** RECORDS DIVISION, SARASOTA POLICE SERVICES BUREAU

**FROM:** Sam Ketchum, Commander, Internal Service Division

**SUBJECT:** RECORDS CHECK

Please conduct a records check on the following police applicant.

| NAME                   | RACE | SEX | DATE OF BIRTH |
|------------------------|------|-----|---------------|
| Chifford John Cespedes | W    | M   |               |

Please note any arrests, criminal activity, moving citations, motor vehicle accidents or other activity that might reflect his/her background.

  
Sam Ketchum, Commander  
Internal Services Division

| DATE | CASE NUMBER | INCIDENT                      |
|------|-------------|-------------------------------|
|      |             | There is no Criminal Record   |
|      |             | on the individual listed      |
|      |             | below within the Jurisdiction |
|      |             | of the City of Sarasota       |
|      |             | Chifford John Cespedes        |
|      |             | Subject of Name Check         |
|      |             | 4/28/95                       |
|      |             | Date of Name Check            |
|      |             | Geraldine McDaniel            |
|      |             | Released By                   |
|      |             | SARASOTA POLICE DEPARTMENT    |
|      |             |                               |
|      |             |                               |
|      |             |                               |
|      |             |                               |

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CITY OF CHATTANOOGA  
PERFORMANCE APPRAISAL  
FOR: PUBLIC SAFETY EMPLOYEES

DIRECTIONS:

1. On the following pages are the dimensions which are important for the overall successful job performance of public safety employees. Review the dimensions and determine which ones are relevant for the employee being rated.
2. Write N/A (Not Applicable) next to the dimensions that do not relate to the employee's job as described in the job description and document WHY the employee should not be rated on these items. You will NOT rate the employee on these dimensions.
3. For the remaining dimensions, mark the level which most nearly describes the person being rated.
4. Carefully evaluate each of the dimensions separately. Before assigning any ratings, refer to documentation notes which you have written on the employee's job performance throughout this rating period. Be sure that the statement you mark under each dimension is consistent with the notes you have kept on the employee during the rating period.
5. In the Documentation section under each factor, justify your ratings by writing the incidents or activities describing the employee's performance on the dimension THIS SECTION MUST BE COMPLETED.

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GENERAL INFORMATION

Employee's name CLIFFORD CESPEDES #724

Department CHATTANOOGA POLICE DEPARTMENT

Division PATROL

Job Title POLICE OFFICER

Rating Period: From JANUARY 1994 To JANUARY 1995

No. of months during rating period under rater's supervision 12

Purpose of review (check one): Regular X Probationary

Other (explain)

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JOB DESCRIPTION (check one)

X The employee's current job description is accurate.

       The employee's job description has been revised. (Enclose description with revisions included.)

DO NOT COMPLETE PERFORMANCE APPRAISAL UNTIL JOB DESCRIPTION IS CURRENT.



**Quality of Work** - accuracy, neatness, and dependability of work accomplished.

Rating Level 4

Explanation of Levels:

- 1 - Quality often below standard.
- 2 - Completes routine assignments satisfactorily, but more difficult assignments need improvement.
- 3 - Completes all assignments satisfactorily.
- 4 - Accuracy and quality of high standard, good on details.
- 5 - Consistently outstanding in quality.

Documentation: Reports are accurate with good detail

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**Quantity of Work** - amount of work produced on schedule.

Rating Level 4

Explanation of Levels:

- 1 - Requires close supervision to complete acceptable amount of work on schedule.
- 2 - Usually completes acceptable amount of work on time with some supervision.
- 3 - Consistently completes an acceptable amount of work in time with little or no supervision.
- 4 - Frequently produces above average quantity; completes all assignments on time.
- 5 - Consistently top producer; often goes beyond what is expected of individual in this position.

Documentation: Consistently among top performers, in job production with little supervision.

**Effectiveness of Contacts** - using tact, self-control, and judgment in dealing with fellow employees and the public.

Rating Level 4

Explanation of Levels:

- 1 - Often acts with lack of tact or consideration; occasionally the subject of complaints.
- 2 - Handles routine contacts with fair success; may not be overly tactful, but rarely loses self-control.
- 3 - Handles routine personal relations with tact and discretion.
- 4 - Handles personal relations with better than ordinary tact and discretion.
- 5 - Outstanding in contacts with people even in difficult situation. Frequently generates positive opinion of department.

Documentation: Has good temperament dealing with the public as well as other employees

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**Oral Communication Skill** - expressing ideas, information, and/or instructions clearly and concisely; listening carefully to others.

Rating Level 4

Explanation of Levels:

- 1 - Frequently fails to express thoughts clearly; often confuses others. Fails to listen to or express interest in what others are saying.
- 2 - Usually understand, but sometimes rambles; often has to ask people to repeat their statements.
- 3 - Good command of oral expressing; grasps expressions of others.
- 4 - Excellent command of oral expression; consistently able to express ideas clearly. Easily comprehends ideas of others.
- 5 - Outstanding ability to communicate; often utilized to present and explain difficult and complex subjects.

Documentation: Good oral expression and expression of thoughts to communicate his ideas.



**Written Communication Skill** - expressing ideas, information, and/or instructions clearly and concisely in writing.

Rating Level 4

Explanation of Levels:

- 1 - Rarely writes clearly; writing contains numerous errors in spelling or grammar.
- 2 - Has some difficulty in writing clearly; writing often requires revision for clarity or to correct errors.
- 3 - Writing is clear and usually requires no revision.
- 4 - Writing is very clear and effective; rarely contains any spelling or grammatical errors.
- 5 - Writing is extremely clear and effective; never contains spelling or grammatical errors. Recognized as outstanding writer.

Documentation: Reports are clear seldom needing revision for spelling

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**Understanding and Following Instructions**

Rating Level 4

Explanation of Levels:

- 1 - Very slow to grasp instructions; often fails to follow instructions correctly.
- 2 - Only understands instructions when given in detail; has some trouble following instructions.
- 3 - Usually understands instructions and follows them correctly.
- 4 - Understands quickly the main points of instructions; always follows instructions correctly.
- 5 - Grasps instructions quickly, accurately, and completely; especially good at following difficult instruction.

Documentation: Understands instructions and follows them correctly.

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**Job Knowledge** - depth, currency, and breadth of knowledge required to perform job.

Rating Level 3

Explanation of levels:

- 1 - Must be assigned only routine duties and coached or instructed regularly.
- 2 - Demonstrates basic knowledge required for the job, but coaching needed occasionally.
- 3 - Is comfortable dealing with difficult or complex assignments, rarely needs guidance.
- 4 - Has mastered all duties and/or skills and has basic knowledge of related positions.
- 5 - Has mastered all duties and/or skills and actively pursues new ideas and developments and their relation to the overall goals of the division.

Documentation: Has good knowledge of job requirements and related skills to complete any assignment with very little supervision

**Self-Improvement** - effort made by employee to improve knowledge or skills.

Rating Level 3

Explanation of Levels:

- 1 - Shows little desire to take advantage of opportunities.
- 2 - Usually accepts opportunities pointed out if such involves little extra effort.
- 3 - Seeks out opportunity to improve self.
- 4 - Frequently seeks out opportunities and expends extra effort to improve self.
- 5 - Outstanding motivation and energy in seeking out and utilizing opportunities.

Documentation: Seeks any opportunities for improvement of job skills

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**Equipment/Tools Care** - ensuring scheduled maintenance is performed; reporting problems promptly; checking before use.

Rating Level 4

Explanation of Levels:

- 1 - Hardly every cares for equipment/tools.
- 2 - Is a little careless with equipment/tools.
- 3 - Usually cares for equipment/tools.
- 4 - Always cares for equipment/tools.
- 5 - Makes special effort to ensure equipment/tools work properly at all times.

Documentation: Takes very good care of assigned equipment

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**Stress Tolerance** - the ability to maintain a consistent level of performance under the stress of confrontation, tight timeframes or uncertainty.

Rating Level 4

Explanation of Levels:

- 1 - Frequently unable to perform successfully under pressure; has difficulty with self-control in major crisis situations.
- 2 - Occasionally fails to perform successfully under pressure; may become easily irritated in stressful situations.
- 3 - Has acceptable tolerance for stress; work performance is not appreciably affected by stress.
- 4 - Very good tolerance for stress; work performance maintains acceptable level despite crises.
- 5 - Work performance improves despite stress; acts as a calming influence on others.

Documentation: Work performance not greatly effected by stress

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**Decisionmaking** - the ability to make timely and rational decisions using appropriate decisionmaking processes.

Rating Level 3

Explanation of Levels:

- 1 - Often makes decisions too quickly or too slowly; decisions often reflect lack of analysis.
- 2 - Makes sound routine decisions, but fails to take proper action on more controversial or complex decisions.
- 3 - Seeks out relevant and necessary data and properly evaluates data before arriving at effective decision.
- 4 - Frequently makes logical, thoughtful decisions; proficient at foreseeing potential problems; seldom fails to consider all relevant facts.
- 5 - Anticipates potential problems; frequently makes successful decisions on issues where no guidelines or policies exist.

Documentation: Evaluates information received and then decides on method to use

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**Equipment Use Skill** - knowledge of the proper use and function of tools, equipment, vehicle, and/or radio; and the ability to apply this knowledge. Also includes ability to use reference materials and maps.

Rating Level 4

Explanation of Levels:

- 1 - Uses equipment properly and safely only occasionally; needs improvement for skills to be acceptable; requires remedial training.
- 2 - Has minor difficulty using some equipment properly and safely.
- 3 - Uses departmental equipment properly and safely.
- 4 - Understands and uses efficiently all equipment; very knowledgeable about equipment and very proficient in its use; extremely careful when using equipment.
- 5 - Excellent resource person on equipment usage who is often sought out by others; displays exceptional skills; safety precautions could not be better.

Documentation: Good understanding of all functions of assigned equipment and operates them in a safe manner

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**Observation Skill** - recognizing and defining a problem quickly by noting and recalling details.

Rating Level 3

Explanation of Levels:

- 1 - Notices only details which are very obvious; has trouble remembering observances.
- 2 - Has some difficulty noticing details; has some difficulty remembering observances.
- 3 - Make accurate observations; can remember details.
- 4 - Unusually quick to make accurate observations; easily remembers details.
- 5 - Exceptionally keen, alert, and logical when making observations; remembers almost all details.

Documentation: Can make a good observation of the situation and remember details

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**Investigative Skills** - conducting inquiries to obtain and verify information regarding possible violations and analyzing verbal and physical evidence.

Rating Level 3

Explanation of Levels:

- 1 - Investigative techniques lack thoroughness; some loss of prosecution or cases due to errors; some complaints of unprofessional behavior during investigations.
- 2 - Needs some improvement in investigative techniques or in sorting fact from opinion; makes minor errors in gathering information.
- 3 - Demonstrates satisfactory investigative techniques; no inaccurate or incomplete reporting of information.
- 4 - Demonstrates above average investigative skills often obtains information related to a case by thorough investigation of leads.
- 5 - Consistently outstanding in solving crimes; resolves difficult cases or long-standing cases; demonstrates superior investigative skills within boundaries of police procedures and applicable laws.

Documentation: Has satisfactory investigative skills and has no problem with any court cases due to inaccurate information.

## Work Attendance

Number of absences during rating period 2

(An absence is when an employee is away from the job without 24 hr. prior approval unless with an excused, verified emergency\*, and time is charged against accumulated personal leave, if available. See special notes below for further information.)

Rating Level 4

- 1 - Excessive absence during rating period; frequently does not call in until after the start of the work day; does not call in for emergencies.
- 2 - Numerous absences during rating period; may not call in promptly to report absences.
- 3 - Reasonable absences during rating period; complies with the provisions of the personal leave ordinance; has few emergencies.
- 4 - Very few absences during rating period; rarely fails to give more than 24 hours notice.
- 5 - No absences during rating period; gives more than 24 hours notice before using leave; has exceptional attendance record.

Documentation: Always follows department policy when reporting of duty and notifies supervisor. Employee has had 2 IOD's during rating period.

### Special Notes:

Consecutive days away from the job for the **same** illness or cause will be counted as one (1) absence.

Some examples are:

- employee is out with the flu for 3 days in a row = 1 absence
- employee has emergency surgery and is away from work for 3 consecutive weeks = 1 absence
- employee uses 3 days of personal leave to be with hospitalized child = 1 absence

An employee who is on leave of absence will not be rated for the time he/she is gone.

\*Excused, verified emergencies will be defined by the department head.



**Punctuality** - reporting to, returning to, or leaving work on time.

Rating Level 4

Explanation of Levels:

- 1 - Consistently late to work and/or often extremely late without informing supervisor; tardiness had a negative effect on work in division.
- 2 - Often late to work or leaves early; may not notify supervisor promptly of delays.
- 3 - Rarely late to work or leaves early; always notifies supervisor promptly of unavoidable delays.
- 4 - Very rarely late to work; never leaves early; sometimes reports to work early.
- 5 - Always punctual; can be relied upon to be at work at time specified; often reports to work early.

Documentation: Always notifies supervisor when he is in court and will be late

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**CERTIFICATION/REVIEW:** The Certification/Review process consists of five (5) steps:

1. Certification by Rater

I hereby certify that this report constitutes my best judgment of the job performance of this employee and is based on personal knowledge of his/her work.

If the employee has worked under my supervision less than twelve (12) months, I certify that I have discussed the employee's job performance with the previous supervisor and that the employee's performance during the time under this supervisor is reflected in the appraisal.

Signature of Rater David Medley

Date 3 MARCH 1995

Title Lieutenant

Name of previous supervisor providing input into this appraisal (if applicable)

Name \_\_\_\_\_ Title \_\_\_\_\_

2. Review by Employee

I hereby certify that I have received a copy of this performance appraisal and that it has been discussed with me. If I disagree with the appraisal, I will use the comments section below to state my complaints.

Signature of Employee Cliff J. Gule 724 Date 032795

Employee Comments: I BELIEVE MY INVESTIGATIVE SKILLS HAVE SHARPENED SINCE MY LAST EVALUATION AND SHOULD RECEIVE AT LEAST THE SAME SCORE AS MY LAST EVALUATION. I ALWAYS

TRY TO FOLLOW ALL LEADS AND GET AS MUCH INFORMATION AS POSSIBLE AS TO MAKE THE DETECTIVE JOB EASIER, BUT IF I CAN CLOSE A CASE WITHOUT A DETECTIVE I WILL DO SO.

3. Review by Reviewer

I hereby certify that I have carefully reviewed this report and informed the rater of any inconsistencies/errors noted and /or lack of required documentation as given on this form. I understand that if I do not agree with an assigned rating, I can discuss my disagreement with the rater and use the comments section below to state my disagreement.

Capt Jon Cochran 312 TEAM LEADER, CAPT. 03-08-95  
Signature of Reviewer Title Date

Reviewer Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Review by Second Reviewer

I hereby certify that I have carefully reviewed this report and informed the rater of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that if I do not agree with an assigned rating, I can discuss my disagreement with the rater and use the comments section below to state my disagreement.

Signature of Reviewer \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Review by Personnel Department

I hereby certify that I have reviewed this report and noted any inconsistencies/errors.

\_\_\_\_\_ Report accepted

\_\_\_\_\_ Report returned for correction

\_\_\_\_\_ Corrected report accepted

\_\_\_\_\_ Signature of Reviewer

\_\_\_\_\_ Signature of Reviewer

**OVERALL PERFORMANCE RECOMMENDATION**

Employee's Name Officer Clifford Cespedes 724 Date: 8 March 1995

Instruction: List all dimensions used to rate the employee in the spaces below. (Do not list dimensions marked N/A.) Write each dimension rating in the space to the left of the name of the dimension by noting the number corresponding to the statement you have marked for that dimension. Then, total all the dimension ratings and divide by the number of dimensions evaluated to determine the overall rating.

|          |                                       |          |                                 |
|----------|---------------------------------------|----------|---------------------------------|
| <u>4</u> | <u>1. Quality of Work</u>             | <u>4</u> | <u>9. Equipment/Tools Care</u>  |
| <u>4</u> | <u>2. Quantity of Work</u>            | <u>4</u> | <u>10. Stress Tolerance</u>     |
| <u>4</u> | <u>3. Effectiveness of Contacts</u>   | <u>3</u> | <u>11. Decisionmaking</u>       |
| <u>4</u> | <u>4. Oral Communication skill</u>    | <u>4</u> | <u>12. Equipment Use Skill</u>  |
| <u>4</u> | <u>5. Written Communication Skill</u> | <u>3</u> | <u>13. Observation Skill</u>    |
| <u>4</u> | <u>6. Instructions</u>                | <u>3</u> | <u>14. Investigative Skills</u> |
| <u>3</u> | <u>7. Job Knowledge</u>               | <u>4</u> | <u>15. Work Attendance</u>      |
| <u>3</u> | <u>8. Self Improvement</u>            | <u>4</u> | <u>16. Punctuality</u>          |

3.6 OVERALL RATING

- 1 - 1.9 = Needs much improvement; unsatisfactory
- 2.0 - 2.9 = Needs some improvement; marginally acceptable
- 3.0 - 3.7 = Meets requirements; competent
- 3.8 - 4.4 = Highly proficient; commendable
- 4.5 - 5.0 = Outstanding at all times

1. Confidence dealing with public.

## 2. Self control

1. Improve confidence in decision making

## 2. Set Goals

Attend schools that will help attain the goals the employee has

desire to reach