



## MEMORANDUM

**To:** Mr. Billy Peppers, City Manager  
**From:** Mark J. Mitchell, Chief of Police  
**Date:** December 12, 2016  
**Ref:** Council Agenda

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Please accept this memorandum as an official request to place the following on the Council Agenda for Thursday, January 5, 2017.

### **New Employee Recognition**

I would like to have the following new employee recognized during the Council Meeting:

#### ***Ms. Kathleen Gerdes***

She comes to us with approximately two (2) years of Certified Law Enforcement experience with the Floyd County Police Department and is currently assigned to our Field Training Officer Program.

### **Employee Accomplishments**

#### ***Officer Pacer Cordry***

He just completed and obtained his certificate for the Professional Management Program (PMP) for Law Enforcement.

The Professional Management Program (PMP) in association with Columbus State University provides a program of study that goes beyond what is currently available in law enforcement supervision and management development courses, serving as an "advanced school" for public safety personnel, the Law Enforcement Professional Management Program offers a study that is distinctive, flexible, and comprehensive.

The PMP brings together the leading thinkers in corporate and public management to provide public safety officers with intense training in the best available management

theory and practice to render innovative solutions to organizational problems and to address important issues in managing public service organizations effectively.

**Study Includes:**

A four-hundred (400) hour program divided into ten 40-Hour cohort modules, meeting five times a year. Three (3) semester hours of university academic credit and 40 hours of POST training are awarded for each module. The completion of the ten PMP modules provides POST training for the Supervision and Management certifications.

***Officer Tiffanie Smithwick***

She just completed and obtained her certificate to be a Law Enforcement General Instructor.

This eighty (80) hour course is designed for the public safety officer who instructs in performance oriented training and is responsible for lesson plan development. Topics range from instructor liability and lesson plan design, to testing and evaluation of learning. During the course, each student writes an original lesson plan on an approved public safety topic and develops the presentation skills necessary to deliver that lesson to Law Enforcement personnel upon successful completion of the course.

***Cpl. Patrick Duncan***

On Wednesday, December 14, 2016, he was promoted to the rank of Corporal in the Uniform Patrol Division (UPD).

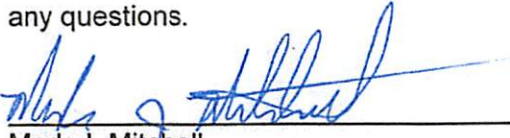
In this new position, Cpl. Duncan will be the Asst. Shift Commander for one (1) of our Patrol Teams and will conduct roll call briefings, training, inspections, assign patrol zones, review reports completed by subordinate personnel, evaluate shift and employee productivity and brief in-coming shift supervisors of recent call activity.

***Lt. Matt Baldwin***

He just competed and will receive the FBI-Law Enforcement Executive Development Association's (LEEDA) Supervisor Leadership Institute, Command Leadership Institute and Executive Leadership Institute Trilogy Award.

To receive the prestigious FBI LEEDA Trilogy Award, Law Enforcement Supervisors engage in topics to include personality diagnostics, leadership case studies, mentoring, developing your people, performance management, risk management and credibility. In addition, leaders receive training in such areas as command discipline and liability, dealing with problem employees, and leading change within an organization. Furthermore, these leaders engaged in other studies such as generational leadership, paradigms and change objectives, power and influence, transactional and transformational leadership, and the future of law enforcement.

Thank you for your time and attention to this request and please contact me if you have any questions.



Mark J. Mitchell  
Chief of Police

cc: Asst. Chief Stephen Merrifield, Police Administration  
Capt. Jeff Tucker, Operations Bureau  
Capt. Wendell Turner, Support Services Bureau

*Detective Jeff Trifilo* just completed and obtained his Georgia Peace Officer Intermediate Law Enforcement Certification which not only continues Detective Trifilo's career development, but also provides a pay incentive for this accomplishment. To receive this important certification, he engaged in topics to include Criminal Procedure, Health and Wellness, Interpersonal Communications, Emergency Medical Responder and Officer Survival. The total training time dedicated to this program is one-hundred and fifty-eight (158) hours.