

## PERFORMANCE EVALUATION REPORT

NAME (FIRST, LAST, MI) <b>Carlisle Heilig</b>	ID # [REDACTED]	RANK <b>PO</b>	DIVISION/UNIT <b>Patrol</b>
DUTY ASSIGNMENT (I.E. DESK, STREET PATROL, BOOKING) <b>Street Patrol</b>	PERIOD COVERED <b>Annual</b>	FROM <b>1-1-19</b>	TO <b>12-31-19</b>

**PERFORMANCE LEVEL DEFINITIONS**  
 OUTSTANDING = 5    VERY GOOD = 4    ACCEPTABLE = 3    NEEDS IMPROVEMENT = 2    UNSATISFACTORY = 1  
 In making the evaluation of each category below, supervisors are to evaluate the employee's performance only for the past Twelve month period and compare that performance to guidelines established in section 6.15 C (1 through 18) of General Order # 02-47 Personnel Performance Evaluations.

**1. DUTY PERFORMANCE (ALL EMPLOYEES)**

<b>4</b>	PERSONAL APPEARANCE	<b>3</b>	COMMAND PRESENCE	<b>3</b>	REPORT WRITING ABILITY	<b>3</b>	INTERPERSONAL SKILLS (VERBAL)
<b>3</b>	RESPONSIVENESS TO SUPERVISION	<b>2</b>	ATTENDANCE	<b>3</b>	RELIABILITY	<b>3</b>	PERFORMANCE UNDER STRESS
<b>2</b>	PERFORMANCE	<b>4</b>	PUNCTUALITY	<b>3</b>	INVESTIGATIVE/PROBLEM SOLVING SKILLS		
<b>3</b>	JUDGMENT	<b>3</b>	CARE AND USE OF EQUIPMENT	<b>2</b>	KNOWLEDGE OF LAWS, POLICIES, ETC		

**2. DAYS LOST DURING PERIOD COVERED BY THIS REPORT**  
 SICK: 7    INJURED ON-DUTY: 0    INJURED OFF-DUTY: 0    OTHER: 37    **TOTAL OCCURENCES: 44**

**3. SUPERVISORY PERSONNEL ONLY**

LEADERSHIP QUALITIES	EFFECTIVENESS OF DELEGATION	TRAINING/COACHING OF SUBORDINATES	EVALUATION OF SUBORDINATES
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**4. NARRATIVE SECTION** (This section is to be used to record specific and personal characteristics of this employee which are not adequately covered in the rating sections above. Any factors rated as a 1 or a 5 in the above sections must be articulated in this section.)

Punctuality- During this rating period Officer Heilig has been punctual and on time for her tour of duty.

Attendance- Officer Heilig utilized 44 sick days this rating period. Let it be noted that Heilig was out of work for 37 days due to a medical issue.

Personal Appearance- During this rating period Officer Heilig's boots and duty belt were polished to an acceptable level.

Report Writing Ability-Officer Heilig always completes her reports in a timely fashion and her officer narratives are considered above average.

Performance-Officer Heilig needs to increase her proactivity on the street.

Knowledge of Laws & Policies- Officer Heilig needs to continue to study law and department policy. Heilig's knowledge should only increase as her career continues.

**How can this employee best improve his/her performance? (Include setting Career /Performance Goals).**  
**Officer Heilig needs to continue to study laws and policies to enhance her ability as a police officer. Officer Heilig has a very important job as a Field Training Officer and needs to continue to concentrate on this role. Heilig should use her position as an FTO to practice leadership skills and set a goal to get promoted in the future.**

(Continue on Back)

(Goal settings Continue From Front)

5. OVERALL PERFORMANCE RATING: This overall rating is to be based on the following factors:

- A. The employee's performance in his/her present assignment during the evaluation period; AND
- B. Consideration of the general needs of the Department, comparing the capabilities and characteristics of this employee to all other employees of equal rank and pay grade known to the evaluator.

OUTSTANDING     VERY GOOD     ACCEPTABLE     NEEDS IMPROVEMENT     UNSATISFACTORY

6. REVIEWING COMMANDING OFFICER: (Immediate Supervisor) Name: Lt. James Holt

Signature James Holt / James R. Holt Jr Rank                      Lt.                      Date                      1-21-20  
Print / Signature

7. SUPERVISOR REVIEWING WITH EMPLOYEE: Name: Sgt. Benny Perra

Signature B. Perra Rank                      Sgt.                      Date                      1-21-20  
Print / Signature

8. EMPLOYEE'S COMMENTS: (Optional)

9. EMPLOYEE'S SIGNATURE: This signature does not necessarily indicate agreement with this report. It verifies that this report has been personally reviewed with me and that I have received a copy of this report. If I do not agree with this report, I have indicated this by writing "under protest" next to my signature. I have also indicated whether I "request appeal" or "waive appeal" of this report.

Signature [Signature] Rank P1 PO                      Date 2/6/20  
Print / Signature

## PERFORMANCE EVALUATION REPORT

NAME (FIRST, LAST, MI) <b>Carlie Heilig</b>	ID # [REDACTED]	RANK <b>P.O.</b>	DIVISION/UNIT <b>Logistics</b>
DUTY ASSIGNMENT (I.E. DESK, STREET PATROL, BOOKING) <b>Extended Absence</b>	PERIOD COVERED <b>1 Month</b>	FROM <b>2/26/2019</b>	TO <b>3/27/2019</b>

**PERFORMANCE LEVEL DEFINITIONS**  
 OUTSTANDING = 5    VERY GOOD = 4    ACCEPTABLE = 3    NEEDS IMPROVEMENT = 2    UNSATISFACTORY = 1  
 In making the evaluation of each category below, supervisors are to evaluate the employee's performance only for the past Twelve month period and compare that performance to guidelines established in section 6.15 C (1 through 18) of General Order # 02-47 Personnel Performance Evaluations.

**1. DUTY PERFORMANCE (ALL EMPLOYEES)**

PERSONAL APPEARANCE	COMMAND PRESENCE	REPORT WRITING ABILITY	INTERPERSONAL SKILLS (VERBAL)
RESPONSIVENESS TO SUPERVISION	ATTENDANCE	RELIABILITY	PERFORMANCE UNDER STRESS
PERFORMANCE	PUNCTUALITY	INVESTIGATIVE/PROBLEM SOLVING SKILLS	
JUDGMENT	CARE AND USE OF EQUIPMENT	KNOWLEDGE OF LAWS, POLICIES, ETC	

**2. DAYS LOST DURING PERIOD COVERED BY THIS REPORT**

SICK: 21    INJURED ON-DUTY: 0    INJURED OFF-DUTY: 0    OTHER: 0    TOTAL OCCURENCES: 1

**3. SUPERVISORY PERSONNEL ONLY**

LEADERSHIP QUALITIES	EFFECTIVENESS OF DELEGATION	TRAINING/COACHING OF SUBORDINATES	EVALUATION OF SUBORDINATES
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**4. NARRATIVE SECTION (This section is to be used to record specific and personal characteristics of this employee which are not adequately covered in the rating sections above. Any factors rated as a 1 or a 5 in the above sections must be articulated in this section.)**

Officer Heilig was assigned to LRU from 2/26/19 through 3/27/19, missing 21 work days during this time due to personal sick leave. No performance can be determined during this period of assignment.

How can this employee best improve his/her performance? (Include setting Career /Performance Goals).

(Continue on Back)

(Goal settings Continue From Front)

5. OVERALL PERFORMANCE RATING: This overall rating is to be based on the following factors:

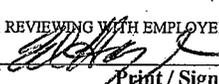
- A. The employee's performance in his/her present assignment during the evaluation period; AND
- B. Consideration of the general needs of the Department, comparing the capabilities and characteristics of this employee to all other employees of equal rank and pay grade known to the evaluator.

OUTSTANDING     VERY GOOD     ACCEPTABLE     NEEDS IMPROVEMENT     UNSATISFACTORY

6. REVIEWING COMMANDING OFFICER: (Immediate Supervisor) Name:

Signature \_\_\_\_\_ Rank \_\_\_\_\_ Date \_\_\_\_\_  
Print / Signature

7. SUPERVISOR REVIEWING WITH EMPLOYEE: Name: ED HAGEN

Signature  Rank SERGEANT Date 1/23/2020  
Print / Signature

8. EMPLOYEE'S COMMENTS: (Optional)

9. EMPLOYEE'S SIGNATURE: This signature does not necessarily indicate agreement with this report. It verifies that this report has been personally reviewed with me and that I have received a copy of this report. If I do not agree with this report, I have indicated this by writing "under protest" next to my signature. I have also indicated whether I "request appeal" or "waive appeal" on this report.

Signature \_\_\_\_\_ Rank \_\_\_\_\_ Date \_\_\_\_\_  
Print / Signature

## PERFORMANCE EVALUATION REPORT

NAME (FIRST, LAST, MI) <b>Carlie Heilig</b>	ID # [REDACTED]	RANK <b>PO</b>	DIVISION/UNIT <b>Patrol/C-3</b>
DUTY ASSIGNMENT (I.E. DESK, STREET PATROL, BOOKING) <b>Street Patrol</b>	PERIOD COVERED <b>Annual</b>	FROM <b>1-1-18</b>	TO <b>12-31-18</b>

**PERFORMANCE LEVEL DEFINITIONS**  
 EXCELLENT = 5      GOOD = 4      ACCEPTABLE = 3      NEEDS IMPROVEMENT = 2      UNSATISFACTORY = 1  
 In making the evaluation of each category below, supervisors are to evaluate the employee's performance only for the past Twelve month period and compare that performance to guidelines established in section 6.15 C (1 through 18) of General Order # 02-47 Personnel Performance Evaluations.

**1. DUTY PERFORMANCE (ALL EMPLOYEES)**

<b>4</b>	GENERAL APPEARANCE	<b>3</b>	ASSIGNMENT TASKS	<b>3</b>	WORK QUALITY	<b>3</b>	KNOWLEDGE OF LAWS, POLICIES, ETC.
<b>3</b>	RESPONSIVENESS TO SUPERVISION	<b>2</b>	ATTENDANCE	<b>3</b>	RELIABILITY	<b>4</b>	REPORT WRITING ABILITY
<b>3</b>	INITIATIVE	<b>4</b>	PUNCTUALITY	<b>3</b>	INVESTIGATIVE/PROBLEM SOLVING SKILLS	<b>3</b>	INTERACTION WITH PUBLIC
<b>3</b>	JUDGMENT	<b>4</b>	CARE AND USE OF EQUIPMENT	<b>2</b>	INTERACTION WITH OTHER MEMBERS OF THE DEPARTMENT		
<b>4</b>	COMMAND PRESENCE	<b>4</b>	PERFORMANCE UNDER STRESS	<b>3</b>	COMMUNICATION SKILLS (VERBAL)		

**2. SUPERVISORY PERSONNEL ONLY**

LEADERSHIP QUALITIES	EFFECTIVENESS OF DELEGATION	TRAINING/COACHING OF SUBORDINATES	EVALUATION OF SUBORDINATES
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**3. NARRATIVE SECTION (This section is to be used to record specific and personal characteristics of this employee which are not adequately covered in the rating sections above. Any factors rated as a 1 or a 5 in the above sections must be articulated in this section.)**

**Punctuality-** During this rating period Officer Heilig has been punctual and on time for her tour of duty.

**Attendance-** Officer Heilig utilized 11 sick days during this rating period.

**Appearance-** During this rating period Officer Heilig's boots and duty belt were polished to an acceptable level.

**Initiative-** Officer Heilig was one of the top leaders in parking tickets for the month of January and February.

**Investigative Skills-** In June, retired Sgt. Matrulli called to praise Officer Heilig regarding a larceny investigation involving his lawnmower. Matrulli stated the hard work of Officer Heilig resulted in the arrest of the suspect and the return of his property.

**Performance Under Stress-** The Mayor's Office received a call commending two Utica Police Officers, the caller stated they acted "heroically". The caller witnessed the officers (One being Officer Heilig) run into a structure fire at 1405 Oneida Street to advise and assist the residents in evacuating the burning building.

**Interaction with Other Members of the Department-** On September 16th, Officer Heilig responded to [REDACTED] Street and had knowledge that a female at that location was suicidal and might be in possession of a knife. Officer Silas Frye later arrived on the scene and handled the incident. However, Officer Heilig failed to relay the information to Frye that the suspect was suicidal and possibly armed. This is a huge officer safety issue and not acceptable.

**Report Writing Ability-** Officer Heilig always completes her reports in a timely fashion and her officer narratives are considered above average.

**Initiative-** Officer Heilig is currently a Field Training Officer, which is considered a very important role in the department. Heilig volunteered for this position and is currently training her second recruit this year.

**Command Presence-** Officer Heilig is not afraid to utilize her command presence to take control of a scene

How can this employee best improve his/her performance? (Include setting Career /Performance Goals).

Officer Heilig needs to continue to study laws and policies to enhance her ability as a police officer. Officer Heilig has a very important job as a Field Training Officer and needs to continue to concentrate on this role. Heilig should use her position as an FTO to practice leadership skills and set a goal to get promoted in the future.

(Continue on Back)

(Goal settings Continue From Front)

4. OVERALL PERFORMANCE RATING: This overall rating is to be based on the following factors:

- A. The employee's performance in his/her present assignment during the evaluation period; AND
- B. Consideration of the general needs of the Department, comparing the capabilities and characteristics of this employee to all other employees of equal rank and pay grade known to the evaluator.

EXCELLENT     GOOD     ACCEPTABLE     NEEDS IMPROVEMENT     UNSATISFACTORY

5. REVIEWING COMMANDING OFFICER: (Immediate Supervisor) Name: James Holt

Signature J.R. HOLT / James R. Holt Jr. Rank Lieutenant Date 1/16/19  
Print / Signature

6. SUPERVISOR REVIEWING WITH EMPLOYEE: Name: Barry Perra

Signature B. Perra / Barry Perra Rank Sergeant Date 1-16-19  
Print / Signature

7. EMPLOYEE'S COMMENTS: (Optional)

8. EMPLOYEE'S SIGNATURE: This signature does not necessarily indicate agreement with this report. It verifies that this report has been personally reviewed with me and that I have received a copy of this report. If I do not agree with this report, I have indicated this by writing "under protest" next to my signature. I have also indicated whether I "request appeal" or "waive appeal" on this report.

Signature Carice Heilig / Carice Heilig Rank Police Officer Date 1/16/19  
Print / Signature

## PERFORMANCE EVALUATION REPORT

NAME (FIRST, LAST, MI) <b>Carlie Heilig</b>	ID # [REDACTED]	RANK <b>P.O.</b>	DIVISION/UNIT <b>C-3</b>
DUTY ASSIGNMENT (I.E. DESK, STREET PATROL, BOOKING) <b>Street Patrol</b>	PERIOD COVERED <b>Annual</b>	FROM <b>1/1/17</b>	TO <b>12/31/17</b>

**PERFORMANCE LEVEL DEFINITIONS**  
 EXCELLENT = 5      GOOD = 4      ACCEPTABLE = 3      NEEDS IMPROVEMENT = 2      UNSATISFACTORY = 1  
 In making the evaluation of each category below, supervisors are to evaluate the employee's performance only for the past Twelve month period and compare that performance to guidelines established in section 6.15 C (1 through 18) of General Order # 02-47 Personnel Performance Evaluations.

**1. DUTY PERFORMANCE (ALL EMPLOYEES)**

<b>4</b>	GENERAL APPEARANCE	<b>3</b>	<b>3</b>	ASSIGNMENT TASKS	<b>3</b>	<b>3</b>	WORK QUALITY	<b>3</b>	<b>3</b>	KNOWLEDGE OF LAWS, POLICIES, ETC.
<b>3</b>	RESPONSIVENESS TO SUPERVISION	<b>3</b>	<b>3</b>	ATTENDANCE	<b>3</b>	<b>3</b>	RELIABILITY	<b>4</b>	<b>4</b>	REPORT WRITING ABILITY
<b>3</b>	INITIATIVE	<b>4</b>	<b>3</b>	PUNCTUALITY	<b>3</b>	<b>3</b>	INVESTIGATIVE/PROBLEM SOLVING SKILLS	<b>3</b>	<b>3</b>	INTERACTION WITH PUBLIC
<b>3</b>	JUDGMENT	<b>3</b>	<b>3</b>	CARE AND USE OF EQUIPMENT	<b>3</b>	<b>3</b>	INTERACTION WITH OTHER MEMBERS OF THE DEPARTMENT	<b>3</b>	<b>3</b>	COMMUNICATION
<b>3</b>	COMMAND PRESENCE	<b>3</b>	<b>3</b>	PERFORMANCE UNDER STRESS	<b>3</b>	<b>3</b>	COMMUNICATION SKILLS (VERBAL)	<b>3</b>	<b>3</b>	

**2. SUPERVISORY PERSONNEL ONLY**

LEADERSHIP QUALITIES	EFFECTIVENESS OF DELEGATION	TRAINING/COACHING OF SUBORDINATES	EVALUATION OF SUBORDINATES
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**3. NARRATIVE SECTION (This section is to be used to record specific and personal characteristics of this employee which are not adequately covered in the rating sections above. Any factors rated as a 1 or a 5 in the above sections must be articulated in this section.)**

- Passed all uniform inspections.
- Used 7 sick days for the year and also reports to roll call on time and prepared.
- A note was in her Electronic File regarding failure to utilize due care when she backed into a light pole in a parking lot. A written counseling memorandum was completed and placed in her E-File. There have not been any further issues since this incident which occurred in April.
- Received several compliments in her E-File. One of which she had located a possible EDP and assisted her in getting back to the Focus Rehab. The female took the time out to call the next day thanking her for saving her life. Another compliment was placed in her E-File where she had assisted a family at the Polar Express in finding the Thruway.
- Shows productivity where she has been listed as one of the top three performers in November for the C-Squad in regards to parking tickets.
- Reports are well written, thorough, and done in a timely manner.
- Responds well to supervision and is willing to take on tasks when asked.
- Shows dedication and interest as she has requested to attend trainings and her desire to become a Field Training Officer. She was approved to attend the Field Training Officer class and successfully completed the class.

**How can this employee best improve his/her performance? (Include setting Career /Performance Goals).**

**PO Heilig should continue to improve her productivity with traffic tickets and arrests. PO Heilig should continue to increase her knowledge by putting in for more trainings which can help her advance her career in the Utica Police Department. PO Heilig should also consider temporary trainings in the Criminal Investigation Unit or Juvenile Aid Unit if they become available. PO Heilig should also continue to strive for increased proactivity.**

(Continue on Back)

(Goal settings Continue From Front)

4. OVERALL PERFORMANCE RATING: This overall rating is to be based on the following factors:

- A. The employee's performance in his/her present assignment during the evaluation period; AND
- B. Consideration of the general needs of the Department, comparing the capabilities and characteristics of this employee to all other employees of equal rank and pay grade known to the evaluator.

EXCELLENT     GOOD     ACCEPTABLE     NEEDS IMPROVEMENT     UNSATISFACTORY

5. REVIEWING COMMANDING OFFICER: (Immediate Supervisor) Name:

Signature Lt. James Holt Jr. James R. Holt Jr. Rank Lieutenant Date 1/25/18  
Print / Signature

6. SUPERVISOR REVIEWING WITH EMPLOYEE: Name:

Signature Sgt. Kerry Carville Sgt. Kerry Carville Rank Sergeant Date 1-25-18  
Print / Signature

7. EMPLOYEE'S COMMENTS: (Optional)

8. EMPLOYEE'S SIGNATURE: This signature does not necessarily indicate agreement with this report. It verifies that this report has been personally reviewed with me and that I have received a copy of this report. If I do not agree with this report, I have indicated this by writing "under protest" next to my signature. I have also indicated whether I "request appeal" or "waive appeal" on this report.

Signature Carlie Holt Carlie Holt Rank Police Officer Date 1-25-18  
Print / Signature

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 04 DAY 29 YEAR 2020

TO: <b>Utica Civil Service Commission</b>		NAME OF EMPLOYEE: <b>Heilig, Carlie C</b>	
FROM: (Check only one) <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village or District		ADDRESS: [REDACTED]	
DEPARTMENT: <b>Police Department</b>		TITLE OF POSITION: <b>Police Officer</b>	SALARY: <b>\$ 69,941</b>
NAME AND TITLE OF LAST EMPLOYEE IN POSITION:		<input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Fireman	
		DATE OF BIRTH:	SOCIAL SECURITY NUMBER: [REDACTED]

	<i>Check Nature of Personnel Change</i>	<i>Date Effective</i>	<i>Action Necessary by Appointing Officer:</i>
A P P O I N T M E N T S	<input type="checkbox"/> Permanent		Return report of Certification
	<input type="checkbox"/> Provisional		Attach application (MSD-330)
	<input type="checkbox"/> Temporary	From: To:	State length of employment
	<input type="checkbox"/> Substitute	From: To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From: To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
	<input type="checkbox"/> Labor Class		Attach application (MSD-330)
	T E R M I O N N A S	<input type="checkbox"/> Resignation	
<input type="checkbox"/> Retirement			Give effective date
<input type="checkbox"/> Deceased			Indicate date
<input type="checkbox"/> Removal			Attach copy of proceedings
<input type="checkbox"/> Layoff (Lack of Work or Funds)			Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From: To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input type="checkbox"/> Change in Salary		Indicate new salary
	<input type="checkbox"/> Change in Name		Give facts under Remarks
	<input checked="" type="checkbox"/> Other	4/29/20	Give facts under Remarks

Remarks: (Continue on back if necessary)

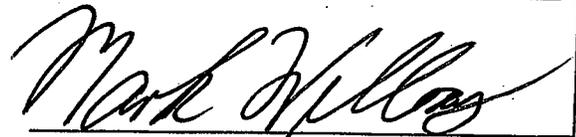
90 days 207-C Status eff. 4/29/20

3.75% contract inc. eff. 4/1/20

New Contract salary changes eff. 4/1/18

pp. 6/8/18

Appointing Officer  
Title  
Address

  
Chief of Police

CERTIFICATE  
valid until

This certifies that the above  
employment is in accordance with  
Law and Rules made in pursuance  
to law. Subject to any limitation or  
condition specified above.

By

Date

(Date)

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 04 DAY 01 YEAR 2020

TO:  
**Utica Civil Service Commission**

NAME OF EMPLOYEE:  
**Heilig, Carlie C**

FROM: (Check only one)  
 City  County  Town  Village or District

ADDRESS:  
[REDACTED]

DEPARTMENT:  
**Police Department**

TITLE OF POSITION:  
**Police Officer** SALARY:  
**\$ 69,941.**

NAME AND TITLE OF LAST EMPLOYEE IN POSITION:

Veteran  Non-Veteran  
 Disabled Veteran  Exempt Volunteer Fireman

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:  
[REDACTED]

	<i>Check Nature of Personnel Change</i>	<i>Date Effective</i>	<i>Action Necessary by Appointing Officer:</i>
A P P O I N T M E N T S	<input type="checkbox"/> Permanent		Return report of Certification
	<input type="checkbox"/> Provisional		Attach application (MSD-330)
	<input type="checkbox"/> Temporary	From: To:	State length of employment
	<input type="checkbox"/> Substitute	From: To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From: To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
	<input type="checkbox"/> Labor Class		Attach application (MSD-330)
T E R M I O N N A S	<input type="checkbox"/> Resignation		Submit signed resignation
	<input type="checkbox"/> Retirement		Give effective date
	<input type="checkbox"/> Deceased		Indicate date
	<input type="checkbox"/> Removal		Attach copy of proceedings
	<input type="checkbox"/> Layoff (Lack of Work or Funds)		Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From: To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input checked="" type="checkbox"/> Change in Salary	4/1/20	Indicate new salary
	<input type="checkbox"/> Change in Name		Give facts under Remarks
<input type="checkbox"/> Other		Give facts under Remarks	

Remarks: (Continue on back if necessary)

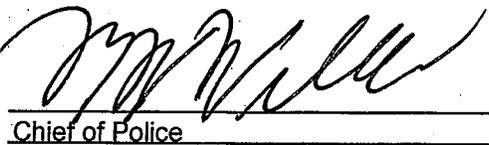
3.75% contract inc. eff. 4/1/2020

3.75% contract inc. eff. 4/1/19

New Contract salary changes eff. 4/1/18

pp. 6/8/18

Appointing Officer  
Title  
Address

  
Chief of Police

CERTIFICATE  
valid until

This certifies that the above  
employment is in accordance with  
Law and Rules made in pursuance  
to law. Subject to any limitation or  
condition specified above.

By

Date

(Date)



Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 04 DAY 01 YEAR 2019

TO: **Utica Civil Service Commission**

NAME OF EMPLOYEE:  
**Heilig, Carlie C**

FROM: (Check only one)  
 City  County  Town  Village or District

ADDRESS:  
[REDACTED]

DEPARTMENT:  
**Police Department**

TITLE OF POSITION:  
**Police Officer**

SALARY:  
**\$ 64,615.**

NAME AND TITLE OF LAST EMPLOYEE IN POSITION:

Veteran  Non-Veteran  
 Disabled Veteran  Exempt Volunteer Fireman

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:  
[REDACTED]

	<i>Check Nature of Personnel Change</i>	<i>Date Effective</i>	<i>Action Necessary by Appointing Officer:</i>
A P P O I N T M E N T S	<input type="checkbox"/> Permanent		Return report of Certification
	<input type="checkbox"/> Provisional		Attach application (MSD-330)
	<input type="checkbox"/> Temporary	From: To:	State length of employment
	<input type="checkbox"/> Substitute	From: To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From: To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
	<input type="checkbox"/> Labor Class		Attach application (MSD-330)
T E R M I O N N A S	<input type="checkbox"/> Resignation		Submit signed resignation
	<input type="checkbox"/> Retirement		Give effective date
	<input type="checkbox"/> Deceased		Indicate date
	<input type="checkbox"/> Removal		Attach copy of proceedings
	<input type="checkbox"/> Layoff (Lack of Work or Funds)		Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From: To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input checked="" type="checkbox"/> Change in Salary	4/1/19	Indicate new salary
	<input type="checkbox"/> Change in Name		Give facts under Remarks
<input type="checkbox"/> Other		Give facts under Remarks	

Remarks: (Continue on back if necessary)

**3.75% contract inc. eff. 4/1/19**

**New Contract salary changes eff. 4/1/18**

**pp. 6/8/18**

**Longevity inc. eff 4/4/18**

Appointing Officer: Mark H. Williams

Title: **Chief of Police**

Address: \_\_\_\_\_

CERTIFICATE valid until \_\_\_\_\_ (Date)

This certifies that the above employment is in accordance with Law and Rules made in pursuance to law. Subject to any limitation or condition specified above.

By \_\_\_\_\_ Date \_\_\_\_\_

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE  
MONTH 06 DAY 08 YEAR 2018

TO: Utica Civil Service Commission

NAME OF EMPLOYEE:  
Heilig, Carlie C

FROM: (Check only one)

City  County  Town  Village or District

ADDRESS:

DEPARTMENT:

Police Department

TITLE OF POSITION:

Police Officer

\$ 59,426.

NAME AND TITLE OF LAST EMPLOYEE IN POSITION:

Veteran  Non-Veteran  
 Disabled Veteran  Exempt Volunteer Fireman

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

Check Nature of Personnel Change

Date Effective

Action Necessary by Appointing Officer:

A P P O I N T M E N T S	<input type="checkbox"/> Permanent		Return report of Certification
		<input type="checkbox"/> Provisional	
	<input type="checkbox"/> Temporary	From: To:	State length of employment
	<input type="checkbox"/> Substitute	From: To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From: To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
	<input type="checkbox"/> Labor Class		Attach application (MSD-330)
T E R M I O N N A S	<input type="checkbox"/> Resignation		Submit signed resignation
	<input type="checkbox"/> Retirement		Give effective date
	<input type="checkbox"/> Deceased		Indicate date
	<input type="checkbox"/> Removal		Attach copy of proceedings
	<input type="checkbox"/> Layoff (Lack of Work or Funds)		Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From: To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input checked="" type="checkbox"/> Change in Salary	4/1/18	Indicate new salary
	<input type="checkbox"/> Change in Name		Give facts under Remarks
	<input type="checkbox"/> Other		Give facts under Remarks

Remarks: (Continue on back if necessary)

New Contract salary changes eff. 4/1/18  
pp. 6/8/18

Appointing Officer

Title

Address

  
Chief of Police

Longevity inc. eff 4/4/18

CERTIFICATE  
valid until

This certifies that the above  
employment is in accordance with  
Law and Rules made in pursuance  
to law. Subject to any limitation or  
condition specified above.

By

Date

(Date)

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 04 DAY 02 YEAR 2018

TO:  
**Utica Civil Service Commission**

NAME OF EMPLOYEE:  
**Heilig, Carlie C**

FROM: (Check only one)

City  County  Town  Village or District

ADDRESS:

DEPARTMENT:  
**Police Department**

TITLE OF POSITION:  
**Police Officer**

SALARY:  
**\$ 54,920**

NAME AND TITLE OF LAST EMPLOYEE IN POSITION:

Veteran  Non-Veteran  
 Disabled Veteran  Exempt Volunteer Fireman

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

*Check Nature of Personnel Change*

*Date Effective*

*Action Necessary by Appointing Officer:*

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Permanent

Return report of Certification

Provisional

Attach application (MSD-330)

Temporary

From: To:

State length of employment

Substitute

From: To:

Give facts under Remarks

For Term of Office

From: To:

Give facts under Remarks

Permanent Promotion

Return report of Certification

Provisional Promotion

Attach nomination

Non-Competitive Class

Attach application (MSD-330)

Exempt Class

Submit this form only

Labor Class

Attach application (MSD-330)

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Resignation

Submit signed resignation

Retirement

Give effective date

Deceased

Indicate date

Removal

Attach copy of proceedings

Layoff (Lack of Work or Funds)

Give facts under Remarks

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Military Leave of Absence

Give facts under Remarks

Other Leave of Absence

From: To:

Give facts under Remarks

Transfer

Give facts under Remarks

Demotion

Give facts under Remarks

Suspension

Give facts under Remarks

Reinstatement

Give facts under Remarks

Change in Classification

Give facts under Remarks

New Position

Submit form MSD-222

Change in Salary

4/4/18

Indicate new salary

Change in Name

Give facts under Remarks

Other

Give facts under Remarks

Remarks: (Continue on back if necessary)

Longevity inc. eff 4/4/18

Appointing Officer

Title

Address

*Mark Williams*

Chief of Police

Longevity inc. eff. 4/4/17.

New employee effective 4/4/16

CERTIFICATE  
valid until

This certifies that the above  
employment is in accordance with  
Law and Rules made in pursuance  
to law. Subject to any limitation or  
condition specified above.

By

Date

(Date)

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 04 DAY 04 YEAR 2017

TO: **Utica Civil Service Commission** NAME OF EMPLOYEE: **Heilig, Carlie C**

FROM: (Check only one)  
 City  County  Town  Village or District ADDRESS: [REDACTED]

DEPARTMENT: **Police Department** TITLE OF POSITION: **Police Officer** SALARY: **\$ 51,258.**

NAME AND TITLE OF LAST EMPLOYEE IN POSITION: [REDACTED]  
 Veteran  Non-Veteran  
 Disabled Veteran  Exempt Volunteer Fireman

DATE OF BIRTH: [REDACTED] SOCIAL SECURITY NUMBER: [REDACTED]

	<i>Check Nature of Personnel Change</i>	<i>Date Effective</i>	<i>Action Necessary by Appointing Officer:</i>
A P P O I N T M E N T S	<input type="checkbox"/> Permanent		Return report of Certification
	<input type="checkbox"/> Provisional		Attach application (MSD-330)
	<input type="checkbox"/> Temporary	From: To:	State length of employment
	<input type="checkbox"/> Substitute	From: To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From: To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
T E R M I O N N A S	<input type="checkbox"/> Resignation		Submit signed resignation
	<input type="checkbox"/> Retirement		Give effective date
	<input type="checkbox"/> Deceased		Indicate date
	<input type="checkbox"/> Removal		Attach copy of proceedings
	<input type="checkbox"/> Layoff (Lack of Work or Funds)		Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From: To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input checked="" type="checkbox"/> Change in Salary	4/4/17	Indicate new salary
<input type="checkbox"/> Change in Name		Give facts under Remarks	
<input type="checkbox"/> Other		Give facts under Remarks	

Remarks: (Continue on back if necessary)  
**Longevity inc. eff. 4/4/17.**  
**New employee effective 4/4/16**

Appointing Officer:   
Title: **Chief of Police**  
Address: \_\_\_\_\_

CERTIFICATE valid until \_\_\_\_\_ (Date)  
This certifies that the above employment is in accordance with Law and Rules made in pursuance to law. Subject to any limitation or condition specified above.  
By \_\_\_\_\_ Date \_\_\_\_\_

Report all personnel changes to this form  
Send ONE COPY prior to payroll affected by this change  
SUPPLEMENTARY PAYROLL CERTIFICATION AND  
REPORT OF PERSONNEL CHANGE

DATE

MONTH 03 DAY 23 YEAR 2016

TO: <b>Utica Civil Service Commission</b>		NAME OF EMPLOYEE: <b>Heilig, Carlie C</b>	
FROM: (Check only one) <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town <input type="checkbox"/> Village or District		ADDRESS: [REDACTED]	
DEPARTMENT: <b>Police Department</b>		TITLE OF POSITION: <b>Police Officer</b>	SALARY: <b>\$ 42,317</b>
NAME AND TITLE OF LAST EMPLOYEE IN POSITION:		<input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Exempt Volunteer Fireman	
DATE OF BIRTH:		SOCIAL SECURITY NUMBER: [REDACTED]	

	<i>Check Nature of Personnel Change</i>	<i>Date Effective</i>	<i>Action Necessary by Appointing Officer:</i>
A P P O I N T M E N T S	<input checked="" type="checkbox"/> Permanent	4/4/2016	Return report of Certification
	<input type="checkbox"/> Provisional		Attach application (MSD-330)
	<input type="checkbox"/> Temporary	From:      To:	State length of employment
	<input type="checkbox"/> Substitute	From:      To:	Give facts under Remarks
	<input type="checkbox"/> For Term of Office	From:      To:	Give facts under Remarks
	<input type="checkbox"/> Permanent Promotion		Return report of Certification
	<input type="checkbox"/> Provisional Promotion		Attach nomination
	<input type="checkbox"/> Non-Competitive Class		Attach application (MSD-330)
	<input type="checkbox"/> Exempt Class		Submit this form only
	<input type="checkbox"/> Labor Class		Attach application (MSD-330)
T E R M I O N N A S	<input type="checkbox"/> Resignation		Submit signed resignation
	<input type="checkbox"/> Retirement		Give effective date
	<input type="checkbox"/> Deceased		Indicate date
	<input type="checkbox"/> Removal		Attach copy of proceedings
	<input type="checkbox"/> Layoff (Lack of Work or Funds)		Give facts under Remarks
O T H E R  C H A N G E S	<input type="checkbox"/> Military Leave of Absence		Give facts under Remarks
	<input type="checkbox"/> Other Leave of Absence	From:      To:	Give facts under Remarks
	<input type="checkbox"/> Transfer		Give facts under Remarks
	<input type="checkbox"/> Demotion		Give facts under Remarks
	<input type="checkbox"/> Suspension		Give facts under Remarks
	<input type="checkbox"/> Reinstatement		Give facts under Remarks
	<input type="checkbox"/> Change in Classification		Give facts under Remarks
	<input type="checkbox"/> New Position		Submit form MSD-222
	<input type="checkbox"/> Change in Salary		Indicate new salary
	<input type="checkbox"/> Change in Name		Give facts under Remarks
<input type="checkbox"/> Other		Give facts under Remarks	

Remarks: (Continue on back if necessary)

New employee effective 4/4/16

Appointing Officer  
Title  
Address

  
Chief of Police

CERTIFICATE  
valid until

This certifies that the above  
employment is in accordance with  
Law and Rules made in pursuance  
to law. Subject to any limitation or  
condition specified above.

By

Date

(Date)

UTICA POLICE DEPARTMENT

**Personnel Order**



<b>Issue date:</b> 12/31/19	<b>Subject: Assignment / Transfer Orders</b>	P.O. 19-53
<b>Issuing Authority</b> Don Cinque	<b>Approved by:</b> Chief M. Williams	

[REDACTED]

Will leave B – Platoon, Squad 1 at the completion of his tour on Wednesday, January 1, 2020. He will report to Capt. Cinque on Thursday, January 2, 2020 at 0745 hours for assignment as an Administrative Sergeant for the Patrol Division.

[REDACTED]

Will leave C – Platoon Squad 2 at the completion of his tour on Thursday January 2, 2020. He will maintain an RDO on January 3, 2020 and will report to Lt. Sean Dougherty on Saturday January 4<sup>th</sup>, 2020 at 0745 hours for assignment in B - Platoon Squad 3.

[REDACTED]

Will leave C- Platoon Squad 3 at the completion of his tour Sunday January 5, 2020. He will maintain an RDO on January 6, 2010 and will report to Lt. Dougherty on January 7, 2020 at 0745 hours for assignment in B – Platoon Squad 1.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Weds. January 1, 2020. He will have an RDO January 2, 2020 and will report to Lt. James Holt on Friday January 3, 2020 at 1545 hours for assignment in C – Platoon Squad 3.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Weds. January 1, 2020. He will have an RDO January 2, 2020 and will report to Lt. Sean Dougherty on Friday January 3, 2020 at 0745 hours for assignment in B – Platoon Squad 3.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Weds. January 1, 2020. He will have an RDO January 2, 2020 and will report to Lt. Sean Dougherty on Friday January 3, 2020 at 0745 hours for assignment in B – Platoon Squad 3.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Tuesday, December 31. He will have an RDO January 1, 2020 and will report to Lt. Sean Dougherty on Thursday, January 2, 2020 at 0745 hours for assignment in B – Platoon Squad 2.

[REDACTED]

Will leave B – Platoon, Squad 1 at the completion of his tour on Saturday, January 4, 2020. He will report to Lt. Howard Brodt on Sunday, January 5, 2020 at 2345 hours for January 6, 2020. He will be assigned to A – Platoon, Squad 2.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Weds. January 1, 2020. He will report to Lt. James Holt on Thursday January 2, 2020 at 1545 hours for assignment in C – Platoon Squad 2.

PO Carlie Heilig

Will leave C – Platoon Squad 3 at the completion of her tour on Sunday, January 5, 2020. She will have an RDO on January 6, 2020 and report to Lt. Dougherty on Tuesday, January 7, 2020 at 0745 hours for assignment in B – Platoon, Squad 2.

[REDACTED]

Will leave C – Platoon Squad 2 at the completion of his tour on Thursday January 2, 2020. He will maintain an RDO on January 3 and 4, 2020 and will report to Lt. Sean Dougherty on Sunday January 5<sup>th</sup>, 2020 at 0745 hours for assignment in B - Platoon Squad 1.

[REDACTED]

Will leave A– Platoon, Squad 2, on Tuesday, January 14, 2020 at the completion of his tour. He will report to Lt. James Holt on Friday January 17, at 1545 hours for assignment in C– Platoon, Squad 1.

[REDACTED]

Will leave C – Platoon, Squad 3, on Saturday January 4, 2020 at the completion of her tour. She will take an RDO on January 5, 2020 and report to Lt. Holt on Monday January 6, 2020 at 1545 hours for assignment in C – Platoon, Squad 1.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Tuesday, December 31. He will have an RDO January 1, 2020 and will report to Lt. James Holt on Thursday, January 2, 2020 at 1545 hours for assignment in C – Platoon Squad 3. Will require final Sgt ride along upon transfer.

[REDACTED]

Will leave the Tactical Unit at the completion of his tour on Tuesday, December 31. He will have an RDO January 1, 2020 and will report to Lt. James Holt on Thursday, January 2, 2020 at 1545 hours for assignment in C – Platoon Squad 2 to continue the FTO program.

[REDACTED]

Will leave B – Platoon, Squad 3 at the completion of his tour on January 7, 2020 ( 5<sup>th</sup> day), have an RDO on January 8, 2020 and report to Lt. James Holt on Thursday January 9, 2020 for assignment in C Platoon, Squad 3.

[REDACTED]

Will leave C – Platoon, Squad 1 at the completion of his tour on Saturday January 4, 2020. He will maintain RDO's on January 5 and 6. He will report to Lt. Howard Brodt on January 6 at 2345 hours for his shift which will commence at 0000 hours on January 7, 2020 in A – Platoon, Squad 1.

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Captain Donald Cinque

UTICA POLICE DEPARTMENT

**Personnel Order**



<b>Issue date:</b> 12/19/16	<b>Subject: Assignment / Transfer Orders</b>	P.O. 16-42
<b>Issuing Authority</b> Captain DE Cinque	<b>Approved by:</b> Chief M. Williams	

[REDACTED]

Will leave the Traffic Unit on Tuesday, January 3rd, 2017 at the completion of his tour at 1600 hrs. He will report to Lieutenant Sean Dougherty on Wednesday January 4, 2017 at 0745 hrs. for assignment in B Platoon Squad 1.

[REDACTED]

Will leave C Platoon Squad 1 on Sunday January 1st, 2017 at the completion of his tour at 0000 hrs. He will report to Lieutenant Sean Dougherty on Wednesday Jan. 4th, 2017 at 0745 hrs. for assignment in B Platoon Squad 1.

[REDACTED]

Will leave the Tactical Unit on Saturday December 31st, 2016 at the completion of his tour at 0300 hrs. He will report to Lieutenant Sean Dougherty on Tuesday, January 3rd, 2017 at 0745 hrs. for assignment in B Platoon Squad 2.

[REDACTED]

Will leave B Platoon Squad 2 on Friday December 30, 2016 at the completion of his tour at 1600 hrs. He will report to Lieutenant Michael D'Ambro on Sunday January 1, 2017 at 2345 hrs. for his shift which will commence at 0000 hrs on Monday Jan 2 for assignment in A Platoon Squad 3.

[REDACTED]

Will leave B Platoon Squad 1 on Sunday January 1st, 2017 at the completion of his tour at 1600 hrs. He will report to Lieutenant Michael D'Ambro on Tuesday January 3rd at 2345 hrs. for his shift which will commence at 0000 hrs. on Wednesday January 4th, 2017 for assignment in A Platoon Squad 1.

[REDACTED]

Will leave B Platoon Squad 1 on Sunday January 1st, 2017 after the completion of her tour at 1600 hrs. She will report to Lieutenant James Holt on Wednesday January 4, 2017 at 1545 hrs. for assignment in C Platoon Squad 1.

S

Will leave the A Platoon Squad 1 on Sunday January 1st, 2017 at the completion of his tour at 0800 hrs. He will report to Lieutenant Brian Bansner on Tuesday January 3rd, 2017 at 1845 hrs. for assignment in the Tactical Unit.

Will leave C Platoon Squad 2 on Friday December 30, 2016 at the completion of his tour at 0000 hrs. He will report to Lieutenant Sean Dougherty on Monday January 2, 2017 at 0745 hrs. for assignment in B Platoon Squad 2.

Will leave the C Platoon Squad 3 on Tuesday January 3rd, 2017 at the completion of his tour at 0000 hrs. He will report to Lieutenant Sean Dougherty on Friday Jan. 06, 2017 at 0745 hrs. for assignment in B Platoon Squad 3.

Will leave A Platoon Squad 1 on Sunday January 1st, 2017 at the completion of his tour at 0800 hrs. He will report to Lieutenant Sean Dougherty on Wednesday January 4<sup>th</sup>, 2017 at 0745 hrs. for assignment in B Platoon Squad 1.

Will leave B Platoon Squad 1 on Sunday January 1<sup>st</sup>, 2017 at the completion of his tour at 1600 hours and will report to Lt. James Holt on Wednesday January 4<sup>th</sup>, 2017 at 1545 hours for assignment in C Platoon Squad 1.

Will leave C Platoon Squad 2 on Friday December 30<sup>th</sup> at the completion of his tour at 1600 hours and will report to Lt. Sean Dougherty on Monday January 2, 2017 at 0745 hours for assignment in B Platoon Squad 2.

Will leave B Platoon Squad 2 on Friday December 30, 2016 at the completion of his tour at 1600 hours and will report to Lt. Sean Dougherty on Monday January 2, 2017 for assignment in B Platoon Squad 1. Note: Jan 2 is an RDO for B1, still report.

Will leave A Platoon Squad 3 on Tuesday January 3<sup>rd</sup>, 2017 at the completion of his tour at 0800 hours and report to Lt. Sean Dougherty at 0745 hours on Friday, January 6, 2016 for assignment in B Platoon Squad 3.

Will leave C Platoon Squad 3 on Tuesday January 3<sup>rd</sup>, 2017 at the completion of his tour at 0000 hours and report to Lt. Michael D' Ambro at 2345 hours on the 5<sup>th</sup> for his tour which commence at 0000 hrs on Friday January 6<sup>th</sup> for assignment in A Platoon Squad 1.

[REDACTED]

Will leave B Platoon Squad 2 on Friday December 30<sup>th</sup>, 2017 at the completion of his tour at 1600 hours and report to Lt. Michael D'Ambro at 2345 hours on Sunday Jan. 1<sup>st</sup> for his shift which will commence at 0000 hours on Monday January 2, 2017 for assignment in A Platoon Squad 2.

[REDACTED]

Will leave B Platoon Squad 3 on Wednesday January 3<sup>rd</sup>, 2017 at the completion of his tour at 1600 hours and report to Lt. James Holt at 1545 hours on Friday January 6, 2017 for assignment in C Platoon Squad 3.

[REDACTED]

Will leave C Platoon Squad 3 on Tuesday January 3<sup>rd</sup>, 2017 at the completion of his tour at 0000 hours and report to Lt. Michael D'Ambro at 2345 hours on Jan 5<sup>th</sup> for his shift which will commence at 0000 hours on January 6<sup>th</sup>, 2017 for assignment in A Platoon Squad 1.

[REDACTED]

Will leave A Platoon Squad 1 on Sunday January 1st, 2017 at the completion of his tour at 0000 hours and report to Lt. James Holt at 1545 hours on Jan 3<sup>th</sup> for assignment in C Platoon Squad 2.

Officer Carlie Heilig

Will leave A Platoon Squad 1 on Sunday January 1<sup>st</sup> 2017 at the completion of his tour at 0800 hours and report to Lt. James Holt at 1545 hours on Thursday January 5<sup>th</sup>, 2017 for assignment in C Platoon Squad 3.

[REDACTED]

Will leave A Platoon Squad 2 on Thursday January 5<sup>th</sup>, 2017 at the completion of his tour at 0800 hours and report to Lt. James Holt at 1545 hours on January 8<sup>th</sup>, 2017 for assignment in C Platoon Squad 2.

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Captain Donald E. Cinque

UTICA POLICE DEPARTMENT

**Personnel Order**



<b>Issue date:</b> 05/22/16	<b>Subject: Assignment / Transfer Orders</b>	P.O. 16-23
<b>Issuing Authority</b> Captain DE Cinque	<b>Approved by:</b> Chief M. Williams	

Officer Carlie C. Heilig

Will leave B Platoon Squad 3 on Tuesday May 24, 2016 at the completion of her tour at 1600 hrs. She will be granted RDO's May 25<sup>th</sup> and 26<sup>th</sup>. She will report to Lieutenant Michael D'Ambro on Thursday May 26, 2016 at 2345 hrs. for her tour on May 27<sup>th</sup> to continue Field Training in A Platoon Squad 1.

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Captain Donald E. Cinque

UTICA POLICE DEPARTMENT

**Personnel Order**



<b>Issue date:</b> 04/25/16	<b>Subject: Assignment / Transfer Orders</b>	P.O. 16-20
<b>Issuing Authority</b> Captain DE Cinque	<b>Approved by:</b> Chief M. Williams	

Officer Carlie C. Heilig

Will leave C Platoon Squad 3 on Tuesday April 26, 2016 at the completion of her tour at 0000 hrs. She will report to Lieutenant Sean Dougherty on Thursday April 29, 2016 at 0745 hrs. to continue Field Training in B Platoon Squad 3.

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Captain Donald E. Cinque

**DEPARTMENT OF PUBLIC SAFETY****BUREAU OF POLICE**

413 Oriskany Street West

Utica, New York 13502

3/12/17

**INTRA-AGENCY MEMORANDUM****SUBJECT:** PO Heilig - Completion of Probationary Period**TO:** Chief of Police: Mark W. Williams

Sir,

PO Heilig has been assigned to C Platoon under my command for a few months. PO Heilig seems to be progressing nicely towards the overall career goal of becoming a well-rounded Police Officer. PO Heilig shows an eagerness to learn, and has a positive approach to her job. PO Heilig is not a sick time abuser and shows no signs of nonfeasance, malfeasance, and/or misfeasance. If PO Heilig continues with her positive approach and development, she will undoubtedly be a valued asset for our agency.

NAME:

James R. Holt Jr.

RANK:

LT. / 4016

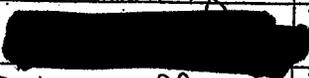
CITY OF UTICA, CIVIL SERVICE COMMISSION

**PROBATIONARY REPORT**

To Appointing Officer:

Please complete this form in triplicate:

- Forward original to the Civil Service Commission.
- Give one copy to the employee.
- Retain one copy for your files.

DATE THIS REPORT DUE:	The Civil Service Commission requires that this report be filed <u>two weeks</u> prior to the end of the probationary term. See date probationary term ends below.	
EMPLOYEE'S NAME: <u>Carlie Heilig</u>	DATE OF APPOINTMENT: <u>4/4/16</u>	
SOCIAL SECURITY NUMBER: 	DEPARTMENT OR AGENCY: <u>Utica Police Dept.</u>	
STATUS/TITLE OF POSITION: <u>Police Officer</u>	JURISDICTIONAL CLASSIFICATION:	
ORIGINAL LENGTH OF THE PROBATIONARY TERM AS SHOWN ON THE GCCS-12(AorB):		<u>1 year</u>
NUMBER OF DAYS ABSENT DURING THE PROBATIONARY TERM:		<u>NOTHING UNUSUAL</u>
NUMBER OF DAYS PROBATIONARY TERM IS TO BE EXTENDED:		<u>N/A</u>
DATE PROBATIONARY TERM ENDS:	<u>4/4/17</u>	
IF SATISFACTORY, DATE PERMANENT STATUS BEGINS:	<u>4/5/17</u>	

CERTIFICATE OF APPOINTING OFFICER:

I hereby certify that the probationer has been observed and it has been found that the conduct, capacity, and fitness of the probationer is:



**SATISFACTORY.** Employee will be retained as a permanent employee. Employee has served (Maximum) (Shortened) probationary period. Minimum probationary period is usually eight weeks, except in the case of trainee positions (12 weeks) and Police Officer (26 weeks).

**UNSATISFACTORY.** Employee will be discharged or returned to prior permanent position.

Copy of letter to employee attached.

Copy of letter to employee to be submitted.

*Mark Williams*

Authorized Signature

MARK WILLIAMS

Print Name

Chief of Police

Title

I have received a copy of this form.

*Carlie Heilig*  
Signature of Employee

3/20/17  
Date

# City of Utica



Utica, New York

To The City Clerk of Utica

*As provided by Section 12 of the Second Class Cities Laws, I hereby certify that*

*Name:* Carlie C. Heilig

*Address:* [REDACTED]

*Telephone:*

*has this day been appointed to the position of* Police Officer

*in the department of* Public Safety- Bureau Of Police

*the term to commence* April 4, 2016

*the term to end*

*filling unexpired term of (if applicable)*

*Signed*

*Mayor*

*Title of Official*

# POLICE OFFICER REGISTRY ENTRY FORM - CERTIFICATION OF INITIAL EMPLOYMENT

(Executive Law § 845)

# COPY

## SECTION I - REGISTRANT INFORMATION (To be completed by the registrant)

Were you previously a police officer in NYS?  <input checked="" type="radio"/> Yes <input type="radio"/> No  Police Officer as defined by NYS Criminal Procedure Law §1.20.	Last Name <b>Heilig</b>	First Name <b>Carlie</b>	MI <b>C</b>	Date of Birth [REDACTED]	Gender [REDACTED]	Social Security Number* [REDACTED]
	Home Residence Mailing Address [REDACTED]		City, State, Zip [REDACTED]		County of Home Residence [REDACTED]	
Home Residence Street Address (if Different) [REDACTED]		City, State, Zip [REDACTED]		City, State, Country of birth (if other than U.S.) [REDACTED]		
I am the person named above. I understand that the information in Section I is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.						
Signature <i>Carlie Heilig</i>						Date <b>4/4/16</b>

\*Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.

## SECTION II - AGENCY INFORMATION (To be completed by the chief law enforcement officer)

Last Name <b>Williams</b>	First Name <b>Mark</b>	MI <b>W</b>	Title of Person Signing Section II <b>Chief of Police</b>
Name of Law Enforcement Agency <b>Utica Police Department</b>		Telephone <b>315-223-3400</b>	
Address <b>413 Oriskany Street W.</b>		City, State, ZIP <b>Utica, NY, 13502</b>	
Type of Appointment Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/>	Background Check Conducted Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Residency Verified Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fingerprints submitted to DCJS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
I am the chief law enforcement officer responsible for appointing the person named in Section I as a police officer of the above named law enforcement agency. I understand that the information in Section II is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief. I understand I am responsible for providing the registrant with the requisite training pursuant to §209-q of the General Municipal Law.			
Signature <i>Mark Williams</i>			Date <b>4/4/16</b>

## SECTION III - CIVIL SERVICE INFORMATION (To be completed by the civil service officer for all registrants Full or Part-time)

Last Name <b>Wrobel</b>	First Name <b>Lori</b>	MI <b>A</b>	Title of Person Signing Section III <b>Executive Secretary</b>
Name of Civil Service or Personnel Agency <b>City of Utica Civil Service</b>		Telephone <b>315-792-0227</b>	
Address <b>1 Kennedy Plaza</b>		City, State, ZIP <b>Utica, New York 13502</b>	
Title and Civil Service Classification of the Registrant <b>Police Officer - Competitive</b>			
I am the civil service officer responsible for certifying the appointment of individuals appearing on the payroll of the law enforcement agency named in Section II. I understand that the information in Section III is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.			
Signature <i>Lori A. Wrobel</i>			Date <b>04-04-2016</b>

## SECTION IV - OATH OF OFFICE (To be completed by the registrar responsible for recording oaths of office)

Last Name <b>Lindsey</b>	First Name <b>Patricia</b>	MI	Title of Person Signing Section IV <b>City Clerk</b>
Name of Recording Office <b>City of Utica City Clerks Office</b>		Telephone <b>315-792-0117</b>	
Address <b>1 Kennedy Plaza</b>		City, State, ZIP <b>Utica, New York 13502</b>	
Oath of Office Date	Oath of Office Title of the Registrant <b>Police Officer</b>		
I am the officer responsible for recording the oaths of office of individuals appointed as police officers of the law enforcement agency named in Section II. The person named in Section I has filed an oath of office as a police officer, pursuant to an appointment received from the person named in Section II. I understand that the information in Section IV is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.			
Signature <i>Patricia A. Lindsey</i>			Date <b>04-04-16</b>



# CITY OF UTICA

Utica Police Department  
413 Oriskany St. W, Utica, NY. 13502  
(315) 735-3301

CHIEF OF POLICE: MARK WILLIAMS

 ORIGINAL

TO: Police Officer, Carlie C. Heilig

RE: **Utica Police Chapter 5 & 8 Receipt**

As a Utica Police Officer you are bound by strict rules and regulations as outlined in the Utica Police Policy and Procedure Manual; which were written as guidelines for conduct and responsibility.

This written notification is to inform you that as a Utica Police Officer you are expected to read understand and adhere to the rules and regulations of the **"Utica Police Policy and Procedure Manual."**

On 4/4/ 2016, you was spoken to by the Office of Professional Standards, at which time you were advised regarding your responsibility in reviewing and knowing what is in the Utica Police Policy and Procedure Manual, specifically the outlined policy and procedure for the following chapters;

Please read;

## **UTICA POLICY AND PROCEDURE CHARTER, 5 & 8 (RULES AND REGULATION)**

- **CHAPTER FIVE, ARTICLE TEN; PROFESSIONAL STANDARDS INVESTIGATIONS**
- **CHAPTER EIGHT, ARTICLE ONE: PROFESSIONAL STANDARDS OF CONDUCT AND ETHICS**

Also discussed were the implications of being a Brady and Giglio Officer;

### **Brady Rule**

The Brady Rule, named for Brady v. Maryland, 373 U.S. 83 (1963), requires prosecutors to disclose materially exculpatory evidence in the government's possession to the defense. "Brady material" or evidence the prosecutor is required to disclose under this rule includes any evidence favorable to the accused-- evidence that goes towards negating a defendant's guilt, that would reduce a defendant's potential sentence, or evidence going to the credibility of a witness.

If the prosecution does not disclose material exculpatory evidence under this rule, and prejudice has ensued, the evidence will be suppressed. The evidence will be suppressed regardless of whether the prosecutor knew the

evidence was in his or her possession, or whether or not the prosecutor intentionally or inadvertently withheld the evidence from the defense. The defendant bears the burden of proving that the undisclosed evidence was material, and the defendant must show that there is a reasonable probability that there would be a difference in the outcome of the trial had the evidence been disclosed by the prosecutor.

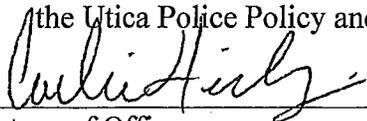
*Police officers who have been dishonest are sometimes referred to as "Brady cops." Because of the Brady ruling, prosecutors are required to notify defendants and their attorneys whenever a law enforcement official involved in their case has a sustained record for knowingly lying in an official capacity*

Testilying

1. Telling lies under oath; standard operating procedure for police officers acting as witnesses in trials
2. police perjury is the act of a police officer giving false testimony

**Giglio v. United States**, 405 U.S. 150 (1972), is a United States Supreme Court case in which the Court held that the prosecution's failure to inform the jury that a witness had been promised not to be prosecuted in exchange for his testimony was a failure to fulfill the duty to present all material evidence to the jury, and constituted a violation of due process, requiring a new trial. This is the case even if the failure to disclose was a matter of negligence and not intent. The case extended the Court's holding in *Brady v. Maryland*, requiring such agreements to be disclosed to defense counsel.<sup>[1]</sup> As a result of this case, the term *Giglio material* is sometimes used to refer to any information pertaining to deals that witnesses in a criminal case may have entered into with the government.<sup>1</sup>

( ) After speaking to personnel from the Office of Professional Standards, I hereby acknowledge that I have been spoken to regarding my responsibilities in reviewing and knowing and adhering to the rules and regulations of the Utica Police Policy and Procedure. I am fully aware that any acts committed by me, violating any portion of the Utica Police Policy and Procedure, can result in disciplinary action taken against me to include termination. I understand that it is my sole responsibility to review and adhere to the Utica Police Policy and Procedure.



Signature of Officer

Date: April Day of 4<sup>th</sup>, 20 16.



Witness: Name, Rank

Copy ISSUED



# CITY OF UTICA

Civil Service

1 Kennedy Plaza, Utica, New York 13502

(315) 792-0227 fax: (315) 792-0226

ROBERT M. PALMIERI  
MAYOR

LORI A. WROBEL  
SECRETARY TO THE CSC

## CITY OF UTICA, NEW YORK POLICE OFFICER NEW HIRE MEMORANDUM OF AGREEMENT

In connection with my appointment as a Police Officer for the City of Utica, New York for the Spring 2016 Academy, I, Charlie Healy  
(print name), do hereby agree to the following:

- I understand and agree that, should I voluntarily terminate my employment with the City of Utica Police Department **for any reason other than health related, within three (3) years of my date of hire** (as listed above), I will be responsible for reimbursing the City of Utica for the cost of any uniforms or equipment issued to me by the City of Utica, as well as for the cost of all pre-employment processing expenses including the medical exam, drug testing, psychological testing, and polygraph testing. The amount of such reimbursement will be determined by the price in effect on the date of my hire. Current prices are listed on the attached sheet.
- In addition to the above, should I voluntarily terminate employment **within five (5) years of my date of hire for the purpose of accepting other employment in law enforcement**, I will be required to reimburse a percentage of my wages earned while at the Mohawk Valley Police Academy, in accordance with the attached schedule.

I also understand and agree that in the event of my voluntary termination, recovery of such monies owed may result in the City of Utica commencing a legal action to collect any money owed to the City of Utica under this Contract. I further agree that, in the event that I voluntarily terminate my employment as a City of Utica Police Officer within either of the two time periods set forth above, the City of Utica shall be permitted to initiate automatic payroll garnishment of any or all accumulated remaining time balances as well as from regular earnings. If that amount is not sufficient to cover the total cost, I agree to fulfill my obligation to pay any remaining unpaid balances.

Signature: \_\_\_\_\_

Charlie Healy

Date: \_\_\_\_\_

2/18/16



## Police Officer New Hire Agreement Attachment (Page 1)

<b><u>Uniforms and Equipment:</u></b>	<b><u>Price:</u></b>
Vests:	\$ 825.00
Short Sleeve Shirt (w/ Flag & Patch):	\$ 130.00
Long Sleeve Shirt (w/ Flag & Patch):	\$ 142.00
Pants	\$ 142.00
Neckties	\$ 4.50
Sweater (w/ Flag & Patch)	\$ 49.50
8 Pt Cap (w/ Stretch Strap/Band)	\$ 32.00
Raincoat w/8 Pt Cap Cover	\$ 97.25
Traffic Vests	\$ 44.50
Tie Bars	\$ 17.50
Hat Badge	\$ 32.50
Breast Badge	\$ 38.50
Name Tags	\$ 5.00
Three Season Coat	\$ 102.50
OC Spray	\$ 12.35
Head Gator	\$ 13.50
Handcuffs	\$ 44.95
Duty Weapon Holster	\$ 110.00
OC Spray Holder	\$ 24.50
Double Mag Holder	\$ 27.50
Belt Keepers	\$ 6.50
Cuff Case	\$ 22.50
Duty Belt	\$ 51.50
<b>Total:</b>	<b>\$ 1976.05</b>

**Police Officer New Hire Agreement Attachment (Page 2)**

**Pre-Employment Processing Expenses:**

Credit Check	\$ 10.35
Pre-Employment Medical Exam	self paid
Psychological	\$ 250.00
Drug Test	self paid
<b>Total:</b>	<b>\$ 260.35</b>

**Training:**

Firearms Training	\$ 540.00
Mohawk Valley Police Academy	\$ 1855.00
<b>Total:</b>	<b>\$ 2395.00</b>

**CITY OF UTICA, NY  
RECAPTURE OBLIGATION SCHEDULE  
City of Utica Police Department  
Training Provided at the Mohawk Valley Police Academy**

<b>6-12 mos ( after graduation)</b>	<b>95%</b>
<b>13 mos - 18mos</b>	<b>90%</b>
<b>19 mos - 24 mos</b>	<b>85%</b>
<b>25 mos - 30 mos</b>	<b>80%</b>
<b>31 mos - 36 mos</b>	<b>75%</b>
<b>37 mos - 42 mos</b>	<b>70%</b>
<b>43 mos - 48 mos</b>	<b>65%</b>
<b>49 mos - 54 mos</b>	<b>60%</b>
<b>55 mos - 60 mos</b>	<b>50%</b>

**Total Investment**

**\$ 4631.40**



**ORISKANY POLICE DEPARTMENT**

**708 UTICA STREET**

**ORISKANY, NY 13424**

**(315) 736-2049**

*Chief Richard A. Zabek*

DATE: 03/08/2016

TO: Chief Mark Williams – Utica Police Department

FROM: Chief Zabek

SUBJECT: Recovery of expenses for Police Training

Hello Chief Williams,

In the event that you hire Carlie Heilig as a Police Officer, the Village of Oriskany will not seek reimbursement from the City of Utica for Police Training (GML 72-c).

TY

Chief Richard A. Zabek  
Oriskany Police Department

**HOLD HARMLESS  
AND INDEMNIFICATION AGREEMENT**

**Parties**

This Agreement is entered into by **Carlie** [REDACTED] <sup>ck</sup> **Heilig**, herein after referred to as **RELEASOR/ INDEMNITOR**, and the City of Utica, herein after referred to as **RELEASEE/INDEMNITEE**. As used in this Agreement, the term "Releasee/Indemnatee " is hereby defined as the City of Utica, its current, former, or retired officers, employees, elected officials, agents, successors, servants and assigns (in their individual, personal, official, representative, and any other capacities). The term "Releasor/Indemnitor" is hereby defined as Carlie [REDACTED] Heilig, as well as her heirs, executors, administrators, and assigns.

**Recitals**

**WHEREAS**, Releasor/Indemnitor is presently employed with a municipal police department within New York State; and

**WHEREAS**, Releasor/Indemnitor now desires to accept employment with the Releasee/Indemnatee; and

**WHEREAS**, Releasor/Indemnitor is willing and desires to indemnify the Releasee/Indemnatee for any legal actions taken against Releasee/Indemnatee arising out of General Municipal Law § 72-c and/or other applicable law; and

**WHEREAS**, Releasee/Indemnatee makes an offer of employment only on a condition that this Agreement is duly executed;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants set forth herein, by and between Releasor/Indemnitor and Releasee/Indemnatee, the parties agree as follows:

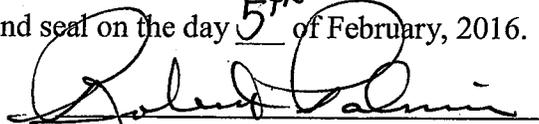
1. For consideration as described above Releasor/Indemnitor agrees to fully indemnify and defend, including reasonable attorney's fees by counsel of Releasee's/Indemnatee's choosing, Releasee/Indemnatee for any and all liabilities, charges, bills, fees, tolls, expenditures, costs, damages, and/or expenses incurred by Releasee/Indemnatee as a result of an action arising out of General Municipal Law § 72-c and/or other applicable law, filed against Releasee/Indemnatee;
2. For consideration as described above Releasor/Indemnitor agrees to waive, release, hold harmless and promises never to assert, any and all claims that she has or might have against any Releasee/Indemnatee or their predecessors, successors, the City's current, former, or retired officers, employees, elected officials, agents, successors and assigns (in their individual, personal, official, representative, and any other capacities), whatsoever, including without limitation those arising from or relating to any of the claims, allegations, or incidents that have or could have been asserted in a lawsuit whether

known or unknown that arose prior to the date of this Agreement or *will arise out of her accepting employment as contemplated by the parties*. Those claims being released include, but are not limited to, ones arising out of *General Municipal Law § 72-c* and other federal, state and local statutory or common law, as well as any other claim that the Releasor/Indemnitor has or may have against any Releasee/Indemnitee.

3. Releasor/Indemnitor waives any rights she might otherwise have had under the New York State Civil Service Law, the New York State Civil Practice Law and Rules, the collective bargaining agreement, or any other provision of law, rule or regulation, with respect to her duty to indemnify, defend and hold harmless the Releasee/Indemnitee.
4. Releasor/Indemnitor hereby acknowledges, agrees, represents, warrants, and guarantees that:
  - a. she has read this Agreement and understands its meaning and effect;
  - b. she has knowingly and voluntarily entered into this Agreement of her own free will;
  - c. Releasee/Indemnitee may plead this Agreement as a complete defense to any claim that Releasor/Indemnitor may assert. If Releasor/Indemnitor violates this Agreement by instituting such a claim or charge or suing any Releasee/Indemnitee, then Releasor/Indemnitor agrees to pay all costs and expenses of defending against the claim, charge or suit incurred by said Releasee/Indemnitee, including reasonable attorney's fees;
  - d. Releasor/Indemnitor has not assigned or transferred to any other person or entity any claims which are released by this Agreement. Releasor/Indemnitor agrees to indemnify, and hold Releasee/Indemnitee harmless from and against any claim, including the payment of attorneys' fees and costs incurred, whether or not litigation is commenced, based on or in connection with or arising out of any such assignment or transfer.
  - e. Releasor/Indemnitor agrees that her contact information is [REDACTED] and if in the event that Releasee/Indemnitee enters into a settlement agreement and/or a judgment is taken against the Releasee/Indemnitee which is covered by this Agreement then Releasee/Indemnitee expressly consents and allows ten percent (10%) of her wages of her employment with Releasor/Indemnitor to be credited toward the amount owed on any said judgment or settlement until it is fully satisfied.
5. The parties understand and agree that this Agreement and the consideration exchanged herein do not constitute and shall not be used or construed in any way as an admission of any sort on the part of any party.

6. The parties acknowledge that this Agreement sets forth the entire understanding of the parties with respect to the subject matter hereof. Further, this Agreement supersedes any and all other agreements, either oral or in writing, between or among the parties hereto with respect to the subject matter hereof. In addition, any modification of, or waiver of rights under, this Agreement shall be effective only if in writing and signed by the parties.
7. In entering into this Agreement, the parties represent that they have relied exclusively on their own (or their respective attorneys) judgment and analysis of the facts, and have not relied on any representations or conditions made by any opposing party.

IN WITNESS WHEREOF, the **RELEASEE/INDEMNITEE** has hereunto set  
**RELEASEE/INDEMNITEE** 'S hand and seal on the day 5<sup>th</sup> of February, 2016.

  
**City of Utica**  
**By: Robert Palmieri**  
**Its: Mayor**

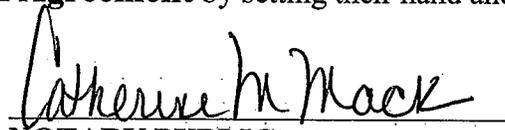
IN PRESENCE OF:

STATE OF NEW YORK )

SS:

COUNTY OF ONEIDA )

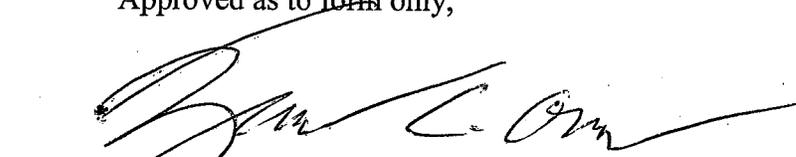
On February 5<sup>th</sup>, 2016 before me personally came **Robert Palmieri** and known and/or proved to me to be the individual described in, and who duly executed the foregoing **Hold Harmless and Indemnification Agreement** by setting their hand and subscribing where indicated above.

  
**NOTARY PUBLIC**  
**Commission Expires:**

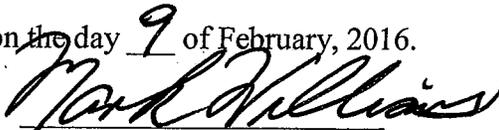
CATHERINE M. MACK  
Notary Public, State of New York  
Reg.# 01MA6061896  
Appointed in Oneida County  
My Commission Expires July 23, 20 17

Approved as to form only,

Dated: February 5, 2016

  
**William M. Borrill, Esq.**  
**Corporation Counsel**  
**By: Zachary C. Oren, Esq.**  
**Assistant Corporation Counsel**

IN WITNESS WHEREOF, the RELEASEE/INDEMNITEE has hereunto set  
RELEASEE'S/INDEMNITEE'S hand and seal on the day 9 of February, 2016.

By:   
Its: Utica Police Chief Mark Williams

IN PRESENCE OF:

STATE OF NEW YORK

ss:

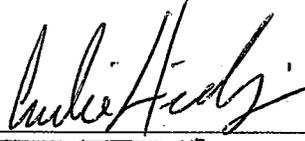
COUNTY OF ONEIDA

On February 9<sup>th</sup>, 2016 before me personally came **Mark Williams** and known and/or proved to me to be the individual described in, and who duly executed the foregoing **Hold Harmless and Indemnification Agreement** by setting their hand and subscribing where indicated above.

  
\_\_\_\_\_  
NOTARY PUBLIC  
Commission Expires

**J. MEGHAN WOLF**  
Notary Public, State of New York  
Qualified in Oneida County  
Registration # 01WO6314763  
My Commission Expires 11/17/18

IN WITNESS WHEREOF, the RELEASOR/ INDEMNITOR has hereunto set  
RELEASOR/ INDEMNITOR'S hand and seal on the day 9<sup>th</sup> of February, 2016.



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_

IN PRESENCE OF:

STATE OF NEW YORK )

ss:

COUNTY OF ONEIDA )

On February 9<sup>th</sup>, 2016 before me personally came Carlie Colette Heilig and known and/or proved to me to be the individual described in, and who duly executed the foregoing **Hold Harmless and Indemnification Agreement** by setting their hand and subscribing where indicated above.



NOTARY PUBLIC  
Commission Expires: 11/7/18

**J. MEGHAN WOLF**  
Notary Public, State of New York  
Qualified in Oneida County  
Registration # 01WO6314763  
My Commission Expires 11/7/18

# Niagara University



The Board of Trustees of Niagara University attests that

**Carlisle Olette Helling**

having completed all statutory requirements  
has been admitted to the Degree of

**Bachelor of Science**  
**Criminology and Criminal Justice**

The truthness thereof is given under the seal of the University  
and the signatures of the President, the Secretary, and the Dean.

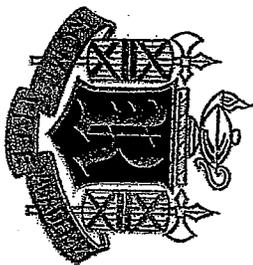
Given this 22nd day of May in the year of our Lord 2011.

Joseph S. Sewage, cm  
President

Joseph D. Mulloot, cm.  
Secretary

Ray S. Nick  
Dean

# Rome Free Academy



This certifies that

**Urtlie D. Helling**

Having completed the Course of Study prescribed by the Board of Education is hereby declared a Graduate of Rome Free Academy and is entitled to this

## Diploma

Given at Rome, New York, this 23rd day of June, 2007.

*Thomas H. Bishop*

Superintendent of Schools

*Wm. E. Somers*

Principal

*William S. Peck*

President of the Board of Directors

*Paul Bayart*

1824



**jmoran**

---

**From:** mwilliams  
**Sent:** Thursday, August 09, 2018 10:01 AM  
**To:** Mayor  
**Cc:** enoonan; dcinque; jholt; cheilig; mflo; jmoran  
**Subject:** FW: Re: Yesterday's Structure Fire at [REDACTED]

Mayor,

On Tuesday my secretary took a phone call from a person that did not identify themselves. This citizen wanted to commend the bravery he witnessed from one of our female police officers. I later learned that Utica Police Officers Carlie Heilig and Michael Flo both went inside the building of a structural fire at [REDACTED], to notify and help evacuate adults and children from the premises. I just wanted to make you aware of their commendable and heroic actions.

Outstanding job Carlie and Mike!

A copy of this email will be placed in each officer's personnel file.

*Chief of Police Mark W. Williams*



**City of Utica Police Department**

**413 Oriskany Street West**

**Utica, New York 13502**

Office Telephone: (315) 223-3400

E-mail address: [mwilliams@uticapd.com](mailto:mwilliams@uticapd.com)

\*\*\*\*\*

**CONFIDENTIALITY NOTICE:** This electronic mail transmission may contain privileged and confidential information intended only for the individual or entity named above. Any dissemination, use, distribution, copying or disclosure of

this communication by any other person or entity is strictly prohibited. Should you receive this transmission in error,  
please notify the sender by telephone or by return e-mail.

\*\*\*\*\*

---

**From:** jholt  
**Sent:** Tuesday, August 07, 2018 6:22 PM  
**To:** mwilliams <mwilliams@uticapd.com>  
**Subject:** RE: Re: Yesterday's Structure Fire at [REDACTED]

Sir,

I spoke to PO Heilig and she advised me that while PO Flo was conducting the Oneida Sq. Detail he observed a structure fire on the front porch of [REDACTED]. PO Flo notified dispatch of same and responded to the scene. PO Heilig responded to assist. Upon arrival, PO Flo and PO Heilig were notified that the residents of the first floor apartment to include children were still inside the burning structure therefore they took immediate action to evacuate same. Sgt. Carville was the supervisor who responded to the scene however I am told that Sgt. Carville arrived after the residents of the burning structure were evacuated. Thus, the caller must have been referring to the actions of PO Heilig. I advised Sgt. Carville to note the commendable actions of PO Heilig and PO Flo in their electronic files.

Thank you sir.

---

**From:** mwilliams  
**Sent:** Tuesday, August 07, 2018 2:34 PM  
**To:** jholt [REDACTED]  
**Subject:** Re: Yesterday's Structure Fire at [REDACTED]

Lieutenant,

Today my secretary took a phone call from an anonymous person. This person wanted to commend the bravery he witnesses yesterday evening from one of our female police officers during the structure fire at [REDACTED]. The caller described seeing a female officer, with no regard for her own safety, attempt to enter the building. According to RMS there were two female officers on the scene (Sgt. Carville & Officer Heilig). Can you found out who this was?

*Chief of Police Mark W. Williams*

<< OLE Object: Picture (Device Independent Bitmap) >>

**City of Utica Police Department**

**jmoran**

---

**From:** mwilliams  
**Sent:** Friday, December 15, 2017 1:32 PM  
**To:** Mayor  
**Cc:** cheilig; enoonan; dcinque; jholt; jmoran  
**Subject:** FW: Citizen Compliment- PO C. Heilig

Mayor,

I want to make you aware of a citizen compliment that we received about Police Officer Carlie Heilig. Officer Heilig was working the Polar Bear Express event on December 14<sup>th</sup> and assisted a [REDACTED], who needed directions back to the thruway (see her email below).

I want to personally thank Officer Heilig for representing our agency proudly. I copy of this email will be placed in Officer Heilig's personnel file for future consideration.

*Chief of Police Mark W. Williams*



**City of Utica Police Department**

**413 Oriskany Street West**

**Utica, New York 13502**

Office Telephone: (315) 223-3400

E-mail address: [mwilliams@uticapd.com](mailto:mwilliams@uticapd.com)

\*\*\*\*\*  
**CONFIDENTIALITY NOTICE:** This electronic mail transmission may contain privileged and confidential information intended only for the individual or entity named above. Any dissemination, use, distribution, copying or disclosure of this communication by any other person or entity is strictly prohibited. Should you receive this transmission in error, please notify the sender by telephone or by return e-mail.  
\*\*\*\*\*

**From:** enoonan  
**Sent:** Friday, December 15, 2017 1:15 PM

To: dcinque [REDACTED]; mwilliams <mwilliams@uticapd.com>  
Cc: cheilig [REDACTED]  
Subject: RE: December 14, 2017

Thank you. Nice job.

*Deputy Chief of Police Edward Noonan*



**City of Utica Police Department**

**413 Oriskany Street West**

**Utica, New York 13502**

Office Telephone: (315) 223-3400

E-mail address: [enoonan@uticapd.com](mailto:enoonan@uticapd.com)

\*\*\*\*\*

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**From:** dcinque  
**Sent:** Friday, December 15, 2017 12:56 PM  
**To:** enoonan [REDACTED]; mwilliams <mwilliams@uticapd.com>  
**Cc:** cheilig [REDACTED]  
**Subject:** FW: December 14, 2017

Chief and Deputy Chief,

I wanted to make you aware of this compliment that I believe is intended for PO Heilig.

Respectfully,

Don Cinque  
Patrol Division  
METRO SWAT



**From:** bcoromato  
**Sent:** Friday, December 15, 2017 12:03 PM  
**To:** [REDACTED]  
**Subject:** FW: December 14, 2017

**From:** [REDACTED]  
**Sent:** Friday, December 15, 2017 7:18 AM  
**To:** bcoromato [REDACTED]  
**Subject:** December 14, 2017

Good morning,

I wanted to take a few minutes to let someone at the Utica police department know about one of your officers who was kind enough to assist us on the evening of December 14<sup>th</sup>. My friend and our two children were part of a group from Arise in Chittenango who attended an event on the Polar Express at the Utica train station. Our bus never showed up so we had to car pool to Utica and back. Not in our plans for the evening! On the way home we became separated from the rest of our group and happened upon your officer. She was kind enough to lead us to the thruway entrance. Our conversation took place through the windows of our vehicles, so I'm afraid I didn't get her name. She would have been on duty in the vicinity of the train station somewhere after 9pm. Please let her know how grateful we were for her assistance. Wishing you all a Merry Christmas and Happy Holidays!

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] 13421  
[REDACTED]

  
**The Arc.**  
Madison Cortland  
New York

***Together We Are Building Futures!***

---

This message is intended for the sole use of the individual and entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose, or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply e-mail and delete the message. Thank you.

**jmoran**

---

**From:** mwilliams  
**Sent:** Monday, September 25, 2017 9:56 AM  
**To:** Mayor  
**Cc:** jmoran; enoonan; dschultz; cheilig; dcinque  
**Subject:** FW: The Thomas Lindsey Foundation - Donate [#17]

Mayor,

Please see the Thomas Lindsey Foundation donation form from a woman by the name of [REDACTED] in which she praises Officers Carlie Heilig and Derek Schultz for their compassion and concern during March's snow storm.

Megan: Please place a copy of this email in both officer's personnel file.

Officers Heilig & Schultz: I'm extremely proud you. Thank you for representing our agency proudly.

*Chief of Police Mark W. Williams*



**City of Utica Police Department**

**413 Oriskany Street West**

**Utica, New York 13502**

Office Telephone: (315) 223-3400

E-mail address: [mwilliams@uticapd.com](mailto:mwilliams@uticapd.com)

\*\*\*\*\*  
**CONFIDENTIALITY NOTICE:** This electronic mail transmission may contain privileged and confidential information intended only for the individual or entity named above. Any dissemination, use, distribution, copying or disclosure of this communication by any other person or entity is strictly prohibited. Should you receive this transmission in error, please notify the sender by telephone or by return e-mail.  
\*\*\*\*\*

**From:** enoonan  
**Sent:** Thursday, September 21, 2017 12:06 PM  
**To:** mwilliams <mwilliams@uticapd.com>  
**Cc:** [REDACTED]  
**Subject:** FW: The Thomas Lindsey Foundation - Donate [#17]

Chief,  
  
FYI  
  
-Ed

*Deputy Chief of Police Edward Noonan*



**City of Utica Police Department**

**413 Oriskany Street West**

**Utica, New York 13502**

Office Telephone: (315) 223-3400

E-mail address: [REDACTED]

\*\*\*\*\*

**CONFIDENTIALITY NOTICE:** This electronic mail transmission may contain privileged and confidential information intended only for the individual or entity named above. Any dissemination, use, distribution, copying or disclosure of this communication by any other person or entity is strictly prohibited. Should you receive this transmission in error, please notify the sender by telephone or by return e-mail.

**From:** Thomas Lindsey Donation Form [<mailto:no-reply@wufoo.com>]  
**Sent:** Thursday, September 21, 2017 11:57 AM  
**To:** [REDACTED]  
**Subject:** The Thomas Lindsey Foundation - Donate [#17]

Name [REDACTED]

Email [REDACTED]

Phone [REDACTED]

Number

Comments

During the sudden and massive snow storm in March 2017, Officers Heilig and Schultz came to our rescue after almost 11 hours of being stranded on the streets of Utica. They treated us with compassion and concern, listening to us and responding to our need. When we said we wanted to thank them with a donation, they first said that it was certainly not necessary. We pressed them to tell us how to thank them. They suggested that we send a contribution to the Police Officer Thomas Lindsey fund. Please accept this small donation in thanks to Heilig and Schultz, and to all the police who protect and serve our community.

**Donation \$40**

**Amount**

\*

Thursday, October 20, 2016

Chief Mark Williams  
Utica Police Department  
413 Oriskany Blvd.  
Utica, NY 13502

From: [REDACTED] - Case #UTIP:201639219 - Incident # 2016000049618

Dear Chief Williams:

The purpose of this letter is to share with you a very positive experience my husband and I had with contacting the Utica Police on Sunday October 9<sup>th</sup> during one of the most frightening experiences we have had since moving back to my home town of Utica 14 years ago.

About 4:30 a.m. Sunday morning October 9<sup>th</sup> my husband was awakened by a strange sounding noise at first he could not tell where the noise was coming from and he thought it might be that an animal had gotten in the house - my husband is a cancer survivor but has heart issues stemming from chemo therapy treatments and is not in the best of health.

He could see that our bathroom door (right off our bedroom) was closed and he knew he did not close it. He could now hear some noise coming from that room he forced open the door open up against a small built man wearing a black hoodie which was hanging very low - he could not see the man's face he grabbed him by the arm. At this point I awakened and go right up and saw my husband holding this man's arm and escorting him out toward our dining room the man broke loose of my husband's grip on his arm and we couldn't see exactly where he went but he was headed toward the kitchen - one of the ways out of the house is through the door to our kitchen which leads to both our cellar and outside side entrance door. I always check all three doors leading to the outside of our house for some reason that night I was extra tired and must have forgotten to lock the side entrance door!

We called 911 and explained the situation they summoned the police for us and stayed on the phone with us until the officers came (which was very quickly) and checked the outside of the house and then came to our front door. There were 2 officers that came initially I wish I could have gotten their names one male and one female they were so nice and calming and reassuring. I told them I was concerned that the man may have gone down into the basement. They called for another officer to come which he did right away and gun in hand he checked our basement. Thank God no one was there.

We found a screw driver in the driveway next to one of the basement windows and noticed the screen was cut. We didn't notice anything missing in our house at that point.

That evening my husband was suffering from terrible leg cramps and I went in the bathroom to get one of his muscle relaxer pills and noticed the bottle was empty, then I checked his nausea pill bottle it was empty, same thing with his anti-anxiety and pain pills. I just couldn't believe it the man must have been after his drugs! I called the police dept. back and told them what happened and they sent Officer Schiavi (not sure if I am spelling this correctly) to take photos of the bottles and he checked for finger prints on the drawer where the pill were stored. He was very polite and understanding of all that happened to us.

Carrie Helig  
Eric Weir  
Sgt Grande

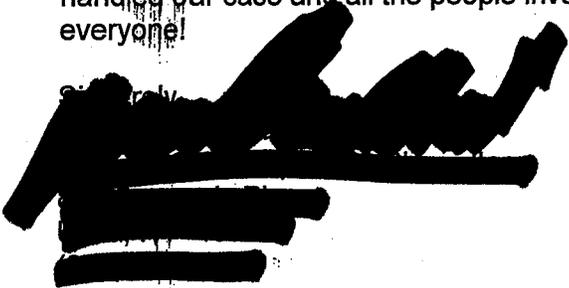
Joshua Harrington  
Matthew Schiavi  
Admir GACANIN

I needed to get a copy of the police report to help me be able to replace my husband's prescriptions and I ended up speaking with Investigator Gary Taurisani from the Burglary unit. He was a tremendous help in reaching the goal of getting this report in my hands. When I arrived at the records department and learned that the report had not yet been completed Investigator Taurisani took it upon himself to make sure it was completed and delivered a copy to me the same day! I was so thrilled that now I could complete the task of getting my husband's prescriptions replaced we were leaving for a trip to visit my elderly Uncle in Poughkeepsie NY in 4 days and I didn't want him to be without his medicine.

I wanted to take the time to congratulate you on the swiftness of action that took place and the compassion and professionalism that we were shown by your team members.

We are very grateful that no one was hurt and that we were able to retrieve his medicine in a timely manner thanks to everyone who worked with us.

I hope you will share this letter with whoever is responsible for the wonderful people who handled our case and all the people involved that came to our aid we are so grateful to everyone!

A large area of the document is redacted with thick black ink, obscuring the signature and name of the sender. The redaction covers approximately the bottom third of the page's content area.

# UTICA POLICE DEPARTMENT

Mayor Robert Palmieri

Chief Mark W. Williams

## LETTER FOR FILE

**Officer Joshua Skibinski, Officer Dzevad Bajrektarevic, Officer  
Carlie Heilig and Officer Michael Balio**

On the morning of December 30<sup>th</sup> 2016, at approximately 5:00 a.m., officers were dispatched to the [REDACTED] regarding a man in possession of a weapon. Upon Officer Sean Flanagan's arrival, he located a thirty year old man standing on his front porch with a handgun, demanding that the police shoot him and take his life (suicide by cop). Sergeant Frank Scarchilli, along with Officers Frederick Bruzzese, Joshua Skibinski, Dzevad Bajrektarevic, Michael Balio and Carlie Heilig arrived on scene and took up tactical positions of concealment and cover, securing a perimeter.

Sergeant Scarchilli and Officer Bruzzese began a dialogue with the man but he continually refused to drop the handgun. Throughout the dialogue, the man made it perfectly clear that his intentions were to die at the hands of the police. To the credit of Sergeant Frank Scarchilli and the officers under his command, they showed enormous patience, concern and restraint with this suicidal person and after 30 minutes of talking with this person, in almost white out, snowy weather conditions, he surrendered peacefully.

The police officers on this call avoided a potentially tragic officer-involved shooting incident while risking their own lives to save this distraught man. Through their training and experience, these officers each did an outstanding job. They are all truly a credit to themselves, our police department and the City of Utica.

Dated: May 25, 2017



Mark W. Williams, Chief of Police

**State of New York**  
Division of Criminal Justice Services  
**Municipal Police Training Council**

Hereby Acknowledges and Declares that

**Carlie C Heilig**

has successfully completed the

**Basic Investigative Photography Course**

which satisfies the minimum  
criteria established by the  
Municipal Police Training Council

Mohawk Valley Police Academy  
Issue Date 07/22/2016



**Ronald G. Spike**  
Chairman  
Municipal Police Training Council



**Michael R. Wood**  
Deputy Commissioner  
Division of Criminal Justice Services



Department  
of Health

Wadsworth  
Center

This Permit Certifies That

**HEILIG, CARLIE C.**

Permit Number [REDACTED]

is a Breath Analysis Operator Certified in

NPAS DATAMASTER DMT from [REDACTED]

Continuously certified in Breath Alcohol Instrumentation  
since 7/13/2016

**State of New York**  
Division of Criminal Justice Services  
**Municipal Police Training Council**

Hereby Acknowledges and Declares that

**Carlie C. Heilig**

has successfully completed the

**Breath Analysis Operator Course**

which satisfies the minimum  
criteria established by the  
Municipal Police Training Council

**Mohawk Valley Police Academy**  
Utica, New York  
July 11 - 13, 2016



**Ronald G. Spike**  
Chairman  
Municipal Police Training Council



**Michael R. Wood**  
Deputy Commissioner  
Division of Criminal Justice Services crjts/nt

United States Department of Justice  
Office of Justice Programs

**Office of Juvenile Justice and Delinquency Prevention**

**Missing and Exploited Children  
Training and Technical Assistance Program**

*Certificate of Training*

This is to certify that

**Carlie Heilig**

has completed 36 hours of training in

**Child Abuse and Exploitation Investigations**

Burlington, VT August 3-7, 2015



*Alexon Tomlinson*  
Dean of Public Safety  
Fox Valley Technical College

*Jeffrey S. Gersh*

Deputy Associate Administrator  
Youth Development, Prevention & Safety Division  
Office of Juvenile Justice and Delinquency Prevention



Office of Juvenile Justice and  
Delinquency Prevention

# CERTIFICATE OF TRAINING

*Awarded to*

Carlie Heilig

*for successfully completing a one-day training on child trafficking entitled:*

**“Responding to CSEC and Child Trafficking in Oneida County”**

PRESENTED BY:



**Office of Children  
and Family Services**



International organization for adolescents



DATE: NOVEMBER 5, 2015

This training was part of the **OCFS Safe Harbour Initiative**, a special project aimed at developing a coordinated response to child trafficking across New York State to address the commercial sexual exploitation of minors and child labor trafficking.

*Certificate of Attendance*  
is presented to

**Carlie Heilig**

in recognition of satisfactory completion of the three-day training  
New York State Children's Justice Task Force  
**FORENSIC INTERVIEWING BEST PRACTICES**  
May 6 - 8, 2015 | Utica, NY

*Christine Schoonmaker*

Christine Schoonmaker  
Senior Director, New York State Child Advocacy Resource and Consultation Center

*Support for the Forensic Interviewing Best Practices project is provided by the New York State Office of Children and Family Services*



Office of Children  
and Family Services

***Certificate of Completion***

**Mohawk Valley Community College**  
hereby recognizes

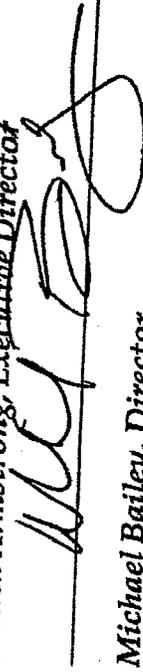
***Carlie Heilig***

*for successful completion of the course*

***Pre-Employment Police Basic Training Program***

***March 16, 2013    55.2 CEUS***

  
Franca Armstrong, Executive Director

  
Michael Bailey, Director

State of New York  
Division of Criminal Justice Services  
Municipal Police Training Council

Hereby Acknowledges and Declares that

**Carlie C. Heilig**

has successfully completed a course equivalent to the

**Basic Course for Police Officers Course**

which satisfies the minimum  
criteria established by the  
Municipal Police Training Council

Little Falls Police Academy  
Little Falls, New York  
June 11 - September 24, 2013



Ronald G. Spike  
Chairman  
Municipal Police Training Council



Tony Perez  
Deputy Commissioner  
Division of Criminal Justice Services





# TASER TRAINING ACADEMY

## TASER® CEW User Certification Form (rev. 4/13) PRINT LEGIBLY AND CLEARLY PLEASE!

Which device were you certified in (Check all that apply):  M26  X26/P  X2

Rank: Patrol/officer Name: Carlie Heilig

Agency: Oriskany P.D. Email: [REDACTED]

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address/State/Zip: \_\_\_\_\_

Number of test answers correct: 100 out of 50 (X26) (80% minimum = 40) or out of 45 (M26) (80% minimum = 36)

Instructor to initial that student has successfully completed the following practical application tests:

- AZ Demonstration of proper finger positions for aiming and firing.
- AZ Control TASER CEW adequately when commanded "Arm - Spark - Safe" at random.
- AZ Demonstrate the ability to load and unload the TASER CEW under stress.
- AZ Remove and reinstall batteries in TASER CEWs correctly.
- AZ Hit targets from various distances and place both probes in the preferred target zones
- AZ Utilize the ARC switch to re-energize deployed probes and to give a warning arc (X2 only)

I hereby certify that the above named applicant has passed the appropriate TASER Certification Test with a minimum score of 80% and has met the above criteria for sufficient knowledge and skills in the use of the TASER CEW system checked above and is hereby certified as a user of this system.

Attested by Certifying Instructor: Andrea Zabek [Signature]  
Mark W. Sutton [Signature]  
(Print Name) (Signature)

Date: 1/18/14 Location: ORD

**Keep this Form for Department Training Records**



New York State  
Preparedness Training Center

# Certificate of Attendance

Awarded to

## Carlie Heilig

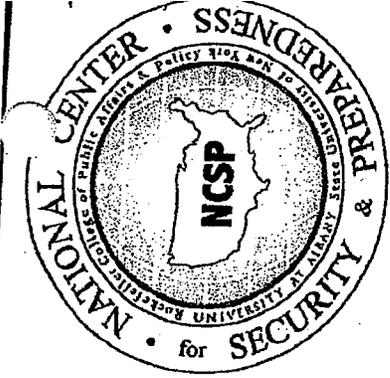
For attending:

**M4/AR-15 LE Operator Familiarization Course**  
**January 17, 2014**  
**8 hours**

Delivered at: State Preparedness Training Center  
Oriskany, New York

Jerome M. Hauer  
Commissioner,  
NYS Division of Homeland Security  
And Emergency Services

Rick C. Mathews  
Director,  
National Center for  
Security & Preparedness



**ORISKANY POLICE DEPARTMENT  
TRAINING WORK SHEET**

Officer: Heilig Shield: [REDACTED]  
Date: 1/17/14 Course Title: M4 Funterization (AR)  
Course Location: Homeland Security  
Time: 9:00am Course Total: 8 Hrs.      Min.

✓ Any boxes if applicable, and attach hereto:

COURSE ANNOUNCEMENT

COURSE CERTIFICATE

IN-SERVICE TRAINING

Carli Hutz 1/17/14  
Attending Officer's Signature Date

Ch Raj 5917 01/18/2014  
Supervisor's Signature Date



New York State  
Preparedness Training Center  
**Certificate of Attendance**



Awarded to

**Carlie Heilig**

For Attending & Completing:  
**Initial Response to Active Shooters**  
**February 25-26, 2014**  
**16 Hours**

Delivered at: State Preparedness Training Center  
Oriskany, NY 13424

Jerome M. Hauer  
*Commissioner,*  
NYS Division of Homeland Security  
And Emergency Services

Rick C. Mathews  
*Director,*  
National Center for  
Security & Preparedness

**ORISKANY POLICE DEPARTMENT  
TRAINING WORK SHEET**

Officer: Heilig Shield: [REDACTED]

Date: 25, 26 (February) (2014) Course Title: Initial Response to Active Shooters

Course Location: State preparedness Center

Time: 8:00am - 4pm Course Total: 16 Hrs.      Min.

✓ Any boxes if applicable, and attach hereto:

COURSE ANNOUNCEMENT

COURSE CERTIFICATE

IN-SERVICE TRAINING

*Paul Heilig* 3/13/14  
Attending Officer's Signature Date

*DA Rago* 03/13/2014  
Supervisor's Signature Date



New York State  
Preparedness Training Center

# Certificate of Attendance

Awarded to

**Carlie C Heilig**

For attending and completing :

**Tactical Emergency Casualty Care for Law Enforcement**  
**February 25, 2014**  
**2 Hours**

Delivered at: State Preparedness Training Center  
5900 Airport Road  
Oriskany, New York 13424

Jerome M. Hauer  
Commissioner,  
NYS Division of Homeland Security  
And Emergency Services

Rick C. Mathews  
Director,  
National Center for  
Security & Preparedness



**ORISKANY POLICE DEPARTMENT  
TRAINING WORK SHEET**

Officer: Heilig Shield: [REDACTED]

Date: February 25, 2014 Course Title: Tactical Emergency Casualty Care for LE.

Course Location: State preparedness Center

Time: 4pm - 6pm Course Total: 2 Hrs.      Min.

✓ Any boxes if applicable, and attach hereto:

COURSE ANNOUNCEMENT

COURSE CERTIFICATE

IN-SERVICE TRAINING

*Kevin Heilig*  
Attending Officer's Signature 3/13/14  
Date

*Dei Ruz*  
Supervisor's Signature 03/13/2014  
Date



# TASER TRAINING ACADEMY

## TASER Conducted Electrical Weapon USER CERTIFICATE

**Carlie Heilig**  
**Oriskany Police Department**

*This certifies that the above named individual ("the Student") has completed the training required and has passed a written examination in the use of the TASER X26 Conducted Electrical Weapon. By accepting this User Certificate, the Student accepts the terms of the Training Materials License Agreement, incorporated herein by reference, and agrees to be bound by its terms as a Licensee of TASER International, Inc. This certification must be renewed annually.*

Instructor:  Date: 6/8/13  
Andrea Zabek OPD



# TASER TRAINING ACADEMY

## TASER® ECD User Certification Form PRINT LEGIBLY AND CLEARLY PLEASE!

Which device were you certified in (Check all that apply):  M26  X26

Rank: Police Officer Name: Curtie Heilig

Agency: ~~Whitestown~~ Oriskany Email: \_\_\_\_\_

Phone: [REDACTED] Fax: \_\_\_\_\_

Address/State/Zip: [REDACTED]

Number of test answers correct: p1:100 p2:100 out of 50 (X26) (80% minimum = 40) or out of 45 (M26) (80% minimum = 36)

Instructor to initial that student has successfully completed the following practical application tests:

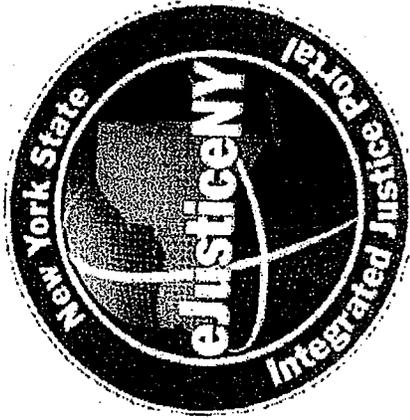
- AZ Demonstration of proper finger positions for aiming and firing.
- AZ Control TASER ECD adequately when commanded "Arm - Spark - Safe" at random.
- AZ Demonstrate the ability to load and unload the TASER ECD under stress.
- AZ Remove and reinstall batteries in TASER ECDs correctly.
- AZ Hit targets from various distances and place both probes in the preferred target zones

I hereby certify that the above named applicant has passed the appropriate TASER Certification Test with a minimum score of 80% and has met the above criteria for sufficient knowledge and skills in the use of the TASER ECD system checked above and is hereby certified as a user of this system.

Attested by Certifying Instructor: Andrea Zabelk [Signature]  
(Print Name) (Signature)  
Frank Mcally [Signature]

Date: 6/8/13 Location: Whitestown PD

**Keep this Form for Department Training Records**



*Certificate Awarded to*

**carlie heilig**

*As evidence of the successful completion of*

**Criminal Justice Access Testing**

*This certificate expires:*

**December 6, 2015**

Anne Roest  
Deputy Commissioner  
Chief Information Officer  
NYS Division of Criminal Justice Services

Steven Cumoletti  
Deputy Superintendent  
CJIS Systems Officer  
NYS Division of State Police

New York State Integrated Justice Advisory Board

**ORISKANY POLICE DEPARTMENT  
TRAINING WORK SHEET**

Officer: Carlisle Heilig Shield: [REDACTED]  
Date: 12/6/13 Course Title: E-Justice Access Testing  
Course Location: Oriskany PD- Online  
Time: 7:30<sup>pm</sup>-8:00<sup>pm</sup> Course Total: 0 Hrs. 30 Min.

√ Any boxes if applicable, and attach hereto:

COURSE ANNOUNCEMENT

COURSE CERTIFICATE

IN-SERVICE TRAINING

\_\_\_\_\_  
*Attending Officer's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

**Utica Police Department**

Professional Standards

Officer Disciplinary History

Police Officer Carlie C Heilig [REDACTED] 2016000000002]

---

Part I - Personal Information

---

Name: Police Officer Carlie C Heilig  
: 2016000000002 Badge No [REDACTED] Hire Dt: 03/22/2016

Department: Patrol Division  
Bureau: Uniformed Patrol  
Division: Uniformed Patrol

---

Part II - Discipline History

---

**UOF2020-0014 Case #: RMS 20-3158 Use of force**

Ancillary 04/24/2020 [UPD Policy] - 26.13 Carrying Procedure Apr 24, 2020

Printed: Oct 01, 2020 09:08 By: Investigator Adam Howe

Seq #	Local Time [DD:MM:YYYY hh:mm:ss]	Event [Event Type]	Duration [Seconds]	Temp [Degrees Celsius]	Batt Remaining [%]
1112	04 Oct 2019 09:09:29	Sync	04 Oct 2019 09:14:40 to 04 Oct 2019 09:09:29		
1113	04 Oct 2019 09:11:33	Trigger	2	27	57
1114	05 Oct 2019 04:21:22	Trigger	5	27	57
1115	08 Oct 2019 23:53:55	Trigger	5	24	57
1116	09 Oct 2019 23:52:42	Trigger	5	24	56
1117	11 Oct 2019 07:52:53	Trigger	5	24	56
1118	11 Oct 2019 23:33:53	Trigger	5	27	56
1119	12 Oct 2019 19:25:12	Trigger	5	25	55
1120	13 Oct 2019 07:53:10	Trigger	5	25	55
1121	18 Oct 2019 18:37:07	Trigger	5	21	54
1122	19 Oct 2019 07:54:01	Trigger	5	23	54
1123	21 Oct 2019 15:58:44	Trigger	5	27	53
1124	24 Oct 2019 16:02:58	Trigger	5	24	53
1125	08 Nov 2019 18:53:05	Trigger	5	22	53
1126	18 Nov 2019 07:56:35	Trigger	2	21	0
1127	18 Nov 2019 08:02:05	Trigger	5	21	99
1128	18 Nov 2019 16:02:04	Trigger	5	22	99
1129	20 Nov 2019 00:22:44	Trigger	5	21	99
1130	21 Nov 2019 16:10:36	Trigger	5	21	98
1131	25 Nov 2019 15:58:20	Trigger	5	26	98
1132	30 Nov 2019 15:56:48	Trigger	5	19	97
1133	03 Dec 2019 07:58:08	Trigger	5	20	97
1134	05 Dec 2019 08:03:48	Trigger	5	22	96
1135	08 Dec 2019 01:02:01	Trigger	4	18	96
1136	07 Jan 2020 16:22:24	Trigger	5	24	95
1137	02 Jan 2000 14:28:29	Trigger	2	28	95
1138	03 Jan 2000 14:22:42	Trigger	5	22	95
1139	06 Jan 2000 14:27:52	Trigger	1	18	94
1140	09 Jan 2000 14:06:05	Trigger	1	22	94
1141	13 Jan 2000 06:28:02	Trigger	5	20	94
1142	24 Jan 2020 08:05:24	Sync	13 Jan 2000 06:30:47 to 24 Jan 2020 08:05:24		
1143	24 Jan 2020 23:56:17	Trigger	5	22	93
1144	28 Jan 2020 17:51:24	Trigger	5	23	93
1145	29 Jan 2020 23:58:04	Trigger	5	21	92
1146	04 Feb 2020 13:02:16	Trigger	5	25	92
1147	04 Feb 2020 13:03:20	Sync	04 Feb 2020 13:03:42 to 04 Feb 2020 13:03:20		
1148	10 Feb 2020 16:09:41	Trigger	1	24	91
1149	31 Dec 1999 19:00:14	Trigger	3	25	91
1150	31 Dec 1999 19:23:13	Trigger	5	23	91
1151	31 Dec 1999 19:24:05	Trigger	5	25	91
1152	01 Jan 2000 19:12:50	Trigger	5	25	90
1153	03 Jan 2000 12:10:25	Trigger	5	24	90
1154	05 Jan 2000 18:52:06	Trigger	1	24	89
1155	16 Feb 2020 15:47:16	Sync	05 Jan 2000 19:03:20 to 16 Feb 2020 15:47:16		
1156	16 Feb 2020 15:48:18	Trigger	5	28	89

# DEPARTMENT OF PUBLIC SAFETY

## BUREAU OF POLICE

413 ORISKANY STREET WEST

UTICA, NEW YORK 13502

Date: 4/12/20

**Subject:** Investigation Re: Response to Resistance with a Weapon (Taser Un-Holster and Laser Paint), Hard Hand Strikes, Takedown, & Empty Hand Control, involving PO J. Dodge & PO C. Heilig (RMS #20-3158)

**To:** Chief of Police: Mark Williams

**Summary:**

On Wednesday January 29<sup>th</sup>, 2020 I, Sgt. Starr Rae Wooden, reported to the Utica Police Department in full uniform attire and was assigned as a Street Supervisor for the 0745-1600 hours tour of duty, utilizing Car 50 / BWC 8978.

While covering the Squad Commander's Office, at approximately 1446 hours, I heard Communications dispatch Car 52 (PO Jessica Dodge) and Car 51 (PO Heilig) to 1 Noyes Street for a dispute in progress. Upon arrival PO Dodge encountered Vincent Groszek [REDACTED] on scene outside the residence and began interviewing him regarding the incident. When the caller/victim [REDACTED], advised PO Dodge that he wanted Groszek arrested for threatening him with a shovel and damaging his property that is when she attempted to detain Groszek by grabbing for his left hand. PO Heilig, who was now on scene, attempted to grab Groszek's right hand at the same time when he immediately started actively resisting the officers by pulling his hands away from their grasps preventing them from placing him in handcuffs. PO Dodge and PO Heilig gave Groszek multiple verbal commands to stop resisting, and that he was under arrest, but Groszek continued to actively resist by pulling away from the officers and attempt to flee. PO Dodge and PO Heilig were able to grab Groszek again, and it was at this time when Groszek escalated and began aggressively resisting the officers. Groszek attempted to bite PO Dodge, and then he, with a closed fist, began swinging at PO Dodge and PO Heilig punching them several times in their heads/bodies. As a response to the aggressive resistance, PO Dodge and PO Heilig delivered multiple hard hand strikes to Groszek's abdomen/torso area and then they executed a take down to the sidewalk in order to gain a position of advantage. Once on the sidewalk, face down, Groszek continued to actively resist by trying to pull away from the officers and flail his arms. PO Dodge and PO Heilig continued to give multiple verbal commands for Groszek to stop resisting, but he continued to disobey the commands and resist. PO Dodge then placed her knee onto Groszek's back to control his movement, and PO Heilig un-holstered her Taser and laser painted Groszek's body. At that point PO Castilla arrived on scene and Groszek was placed into handcuffs without further incident.

The following response to resistance investigation was initiated.

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**Investigative Facts:**

On Wednesday January 29<sup>th</sup>, 2020 I was covering the Squad Commander's Office when I was advised regarding a Use of Force Investigation involving PO Jessica Dodge and PO Carlie Heilig. The following fact finding investigation was completed:

- On 1/29/20, at approximately 1447 hours, I heard Communications dispatch Car 52 (PO Jessica Dodge) and Car 51 (PO Heilig) to [REDACTED] a dispute in progress. I heard the cars call out on scene and moments later I heard the cars call for more cars to respond. Several units responded, along with Car 50, until everything was Code 4. Shortly after the additional units responded to the scene, at approximately 1500 hours, PO Jordan Dodge and PO Castilla responded to Headquarters with a highly irate male prisoner, who I now know to be Vincent Groszek [REDACTED]. While in the booking area Groszek was screaming/yelling obscenities, verbally threatening police personnel, and spitting. PO Jordan Dodge advised me that while transporting Groszek he was hitting his head on the interior of his patrol vehicle and yelling threatening remarks. As the officers were attempting to secure Groszek in the "Cage" his behavior became more tumultuous and potentially harmful towards other officers and himself, thus it was determined that he was going to be placed in the chair. PO Dodge and PO Castilla then placed Groszek in the chair without incident further.

Once everything was in order at the scene on [REDACTED] Car 50 (Sgt. Cimpi) responded to Headquarters and briefed me regarding the incident and the Use of Force that PO Jessica Dodge and PO Heilig utilized as a response to Groszek's resistance. Sgt. Cimpi advised me that the scene was photographed and PO Morinitti was securing a supporting deposition from a witness that was on scene.

[REDACTED] took over the investigation.

- I then spoke with PO Jessica Dodge and PO Heilig and they advised me that PO Dodge responded to the scene first and encountered Groszek, who was standing on the sidewalk in front of the residence. PO Dodge stated that another male (later identified as [REDACTED]) came out of [REDACTED] and stated that Groszek kicked open his locked door, threatened with a large shovel that was on his porch. PO Dodge stated that she asked [REDACTED] if he wanted Groszek arrested, and he stated that he did. PO Dodge stated that she advised Groszek that he was going to be detained while the incident was further investigated, and that was when she attempted to take his left hand and guide it to his back. PO Dodge stated that Groszek immediately pulled away and began to actively resist being placed in cuffs. PO Dodge stated this is when PO Heilig arrived on scene and both officers began giving multiple verbal commands to stop resisting, and that he was under arrest. PO Dodge and PO Heilig stated that Groszek's resistance continued to escalate from active resistance to aggressive resistance. PO Dodge stated that during the struggle Groszek attempted to bite her left arm, but he was unsuccessful. PO Dodge and PO Heilig stated that Groszek then began swinging at their heads and body's with a closed fist, and he was able to punch PO Dodge in the head on at least two different occasions and PO Heilig reported that Groszek struck her in the head and body. PO Dodge stated that she delivered multiple (3) hard hand strikes to the left side of Groszek's abdomen while she and PO



**Investigative Findings:**

After reviewing the incident and all of the pertinent information pertaining to such, I find that due to the totality of circumstances; the fact that Groszek immediately began actively resisting PO Dodge by pulling away from her grasps while she was attempting to detain him regarding a Criminal Mischief investigation. Coupled with the fact that Groszek escalated to aggressively resisting both PO Dodge and PO Heilig by punching them in the head and body area, and further by continuing to actively resist PO Dodge and PO Heilig from placing him in handcuffs once he was on the ground by flailing around; PO Dodge and PO Heilig utilized the appropriate level of force (empty hand strikes, take down, Taser Announcement, and Taser Laser Paint to take Groszek into custody. I find that the level of force utilized by these officers was within the parameters of Article 35 of the NYS Penal Law, as well as within the parameters of the departmental policy and procedure governing response to resistance.

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**Recommendations:**

N/A

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**Ancillary Issues:**

Upon reviewing the Taser download data from PO Heilig's duty issued Taser I noticed that there was no functionality spark test completed on 1/29/20 prior or during her tour of duty. This is in violation of the Utica Police Department's Policy and Procedure pertaining to Tasers.

**Chapter 4:**

**Article 26: Electronic Control Devices (TASERS)**

**26.13 CARRYING PROCEDURES:**

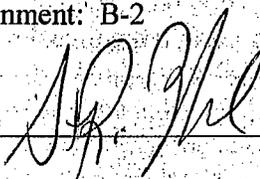
B. The ECD is to be safely, and according to training, spark tested at the start of each tour after the operator has signed the device out.

Respectively Submitted,

Sgt. Starr Rae Wooden #8978

Assignment: B-2

Name

 #8978

Rank

Sergeant

RMS #20-3158

UTICA POLICE DEPARTMENT

# Response To Resistance Report

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Officer J. Dodge & Officer C. Heilig

Sergeant Starr Rae Wooden

4/13/20

Supervisor's Response To Resistance Review.

Subject: PO Ddodge & PO Heilig

RMS 20-3158

# Department of Public Safety

BUREAU OF POLICE

413 Oriskany Street West, Utica New York 13502

Date: April 22<sup>nd</sup> 2020

**Subject:** Response to resistance re: Vincent Groszek

**To:** Chief of Police  
Mark W. Williams

**Summary:**

On April 17<sup>th</sup> 2020, I reviewed a response to resistance investigation completed by Sgt. Starr Wooden in relation to the arrest of Vincent Groszek.

**Investigation:**

On January 29<sup>th</sup> 2020 at approximately 1446hrs, PO Carlie Heilig (car 51) and PO Jessica Dodge (car 52) were dispatched to [REDACTED]. Upon arrival, they encountered Vincent Groszek and [REDACTED] accused Groszek of damaging his door and threatening him with a shovel. Dodge asked [REDACTED] he wanted Groszek arrested and he said that he did. Groszek was already being argumentative when Dodge and Heilig tried to take him into custody. Groszek tried to resist by pulling away and throwing punches at the officers. At one point, Groszek even attempted to bite Dodge. As a response to Groszek's resistance, Dodge and Heilig retaliated with hard hand strikes of their own. They subsequently took Groszek down to the ground and held him there until back up units arrived. When back up arrived, Heilig un-holstered her Taser, laser painted Groszek and threatened to Tase him if he didn't put his hands behind his back. Groszek then complied and was handcuffed, with assistance from PO Alexander Castilla (car 8).

As a result of Groszek's resistance, Heilig suffered [REDACTED]

Both officers completed injury exposure reports and at the time declined medical attention. The injury exposure reports were forwarded to the Logistics Unit. Groszek did not report any injuries or make any complaints. Photographs of the scene, the officers and Groszek were secured and saved to the crime scene folder. The BWC footage from the incident was reviewed and tagged.

On January 30<sup>th</sup> 2020, Heilig reported [REDACTED]

**Findings:**

Based upon my review of the incident, I concur with Wooden's findings that Heilig and Dodge acted in accordance with our procedural manual while taking Groszek into custody. I consider this matter closed.

**Ancillary Issue:**

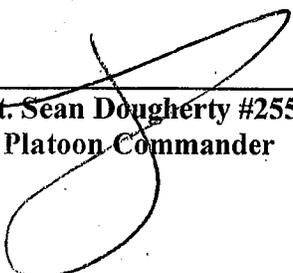
Upon reviewing Heilig's Taser download data, Wooden found that she didn't conduct a spark test at the beginning of her shift on January 29<sup>th</sup> 2020. This is in violation of the following section(s) of our procedural manual:

Chapter Four, Article Twenty Six, Electronic Control Device Policy

**26.13 CARRYING PROCEDURES:**

*B. The ECD is to be safely, and according to training, spark tested at the start of each tour after the operator has signed the device out.*

\*Based upon Heilig's lack of disciplinary history, in this respect, I recommend that she receives a verbal counseling for her indiscretion.

  
Lt. Sean Dougherty #2553  
B Platoon Commander

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2016000000031	2016 Active Shooter in Service	In Service	0.00	8.00			

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Course Location
		04/05/2016 08:00	04/05/2016 16:00		
		04/07/2016 08:00	04/07/2016 16:00		
		04/11/2016 08:00	04/11/2016 16:00		
		04/13/2016 08:00	04/13/2016 16:00		
		04/15/2016 08:00	04/15/2016 16:00		
		04/21/2016 08:00	04/21/2016 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Prerequisites	Credits	Hours	Course 1	Course 2	Comments
201700000004	2016 December Inservice	In Service		0.00	8.00			Active Shooter Training

Course Schedule

Class ID	Start Date/Time	End Date/Time	Company	Course Location
	12/05/2016 08:00	12/05/2016 16:00		
	12/05/2016 08:00	12/05/2016 16:00		
	12/07/2016 08:00	12/07/2016 16:00		
	12/07/2016 08:00	12/07/2016 16:00		
	12/09/2016 08:00	12/09/2016 16:00		
	12/15/2016 08:00	12/15/2016 16:00		
	12/19/2016 08:00	12/19/2016 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2017000000005	2016 October Inservice	In Service	0.00	0.00			Use of Force / Legal Updates / Infectious Disease / Performance Evaluation Training for Supervisors

Course Schedule

Class ID	Start Date/Time	End Date/Time	Company	Course Location
	10/04/2016 08:00	10/04/2016 16:00		
	10/14/2016 08:00	10/14/2016 16:00		
	10/18/2016 08:00	10/18/2016 16:00		
	10/20/2016 08:00	10/20/2016 16:00		
	10/24/2016 08:00	10/24/2016 16:00		
	10/28/2016 08:00	10/28/2016 16:00		

Instructor

Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u> 2017000000003	<u>Title</u> 2016 September Inservice-DefTac	<u>Type</u> In Service	<u>Credits</u> 0.00	<u>Hours</u> 8.00	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u> Verbal Judo, DT, Leads On-Line, Proper Collection City Marhall Supervisor training
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Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
---	09/06/2016 08:00	09/06/2016 16:00	---	---
---	09/08/2016 08:00	09/08/2016 16:00	---	---
---	09/12/2016 08:00	09/12/2016 16:00	---	---
---	09/14/2016 08:00	09/14/2016 16:00	---	---
---	09/16/2016 08:00	09/16/2016 16:00	---	---
---	09/22/2016 08:00	09/22/2016 16:00	---	---

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>
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# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Prerequisites</u>		<u>Comments</u>
2017000000032	2017 April In-Service	In Service	<u>Credits</u>	<u>Hours</u>	Fair and Impartial Policing/DV Form review
			0.00	8.00	
			<u>Course 1</u>	<u>Course 2</u>	

Course Schedule

<u>Schedule</u>	<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
		04/10/2017 08:00	04/10/2017 16:00		
		04/18/2017 08:00	04/18/2017 16:00		
		04/20/2017 08:00	04/20/2017 16:00		
		04/24/2017 08:00	04/24/2017 16:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
201800000002	2017 December Inservice/Active Shooter	In Service	0.00	8.00			Training conducted at DHS by Inv Joe Amerosa

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Course Location
		12/04/2017 08:00	12/04/2017 16:00		
		12/06/2017 08:00	12/06/2017 16:00		
		12/08/2017 08:00	12/08/2017 16:00		
		12/12/2017 08:00	12/12/2017 16:00		
		12/14/2017 08:00	12/14/2017 16:00		
		12/22/2017 08:00	12/22/2017 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
2017000000043	2017 in-service Taser/Defensive Tactics	In Service	0.00	8.00			In-Service instructors Sgt. S Berger, Inv Paladino, Inv Amerosa, Sgt. Wooden, Sgt. Laurey

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	05/02/2017 08:00	05/02/2017 16:00		
	05/08/2017 08:00	05/08/2017 16:00		
	05/10/2017 08:00	05/10/2017 16:00		
	05/16/2017 08:00	05/16/2017 16:00		
	05/18/2017 08:00	05/18/2017 16:00		
	05/22/2017 08:00	05/22/2017 16:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2017000000006	2017 January Inservice	In Service	0.00	8.00			Arrest Diversion/ DV/ NARCO/ Workplace Violence/Sexual Harassment/City Court Procedures

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Course Location
		01/04/2017 08:00	01/04/2017 16:00		
		01/06/2017 08:00	01/06/2017 16:00		
		01/10/2017 08:00	01/10/2017 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
2017000000087	2017 September in-service Fall Firearms	In Service	0.00	8.00			in-service Night fire and tactical course.

Course Schedule

<u>Schedule</u>	<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
		09/07/2017 14:00	09/07/2017 22:00		
		09/11/2017 14:00	09/11/2017 22:00		
		09/13/2017 14:00	09/13/2017 22:00		
		09/15/2017 14:00	09/15/2017 22:00		
		09/21/2017 14:00	09/21/2017 16:00		
		09/29/2017 14:00	09/29/2017 22:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	In Service	Credits	Hours	Course 1	Course 2	Comments
2019000000005	2018 December Inservice	In Service		0.00	8.00			Active Shooter/ Inv Amerosa

Course Schedule

Class ID	Start Date/Time	End Date/Time	Company	Course Location
	12/03/2018 08:00	12/03/2018 16:00		
	12/07/2018 08:00	12/07/2018 16:00		
	12/11/2018 08:00	12/11/2018 16:00		
	12/17/2018 08:00	12/17/2018 16:00		
	12/19/2018 08:00	12/19/2018 16:00		
	12/21/2018 08:00	12/21/2018 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
2018000000001	2018 January Inservice UOF/Person With Diss.	In Service	0.00	8.00			Use of Force and Person with disabilities.

Course Schedule

<u>Schedule</u>	<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
		01/03/2018 08:00	01/03/2018 16:00		
		01/05/2018 08:00	01/05/2018 16:00		
		01/09/2018 08:00	01/09/2018 16:00		
		01/11/2018 08:00	01/11/2018 16:00		
		01/19/2018 08:00	01/19/2018 16:00		
		01/25/2018 08:00	01/25/2018 16:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Prerequisites	Credits	Hours	Course 1	Course 2	Comments
2019000000004	2018 September Inservice	In Service		0.00	0.00			Firearms/ Inv Amerosa

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Course Location
		09/10/2018 08:00	09/10/2018 16:00		
		09/14/2018 08:00	09/14/2018 16:00		
		09/18/2018 08:00	09/18/2018 16:00		
		09/20/2018 08:00	09/20/2018 16:00		
		09/24/2018 08:00	09/24/2018 16:00		
		09/28/2018 08:00	09/28/2018 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2019000000003	2019 January Inservice	In Service	0.00	8.00			Infectious Disease (Phil Taurisano UFD)/Use of Force (LT Holt)/ DV/Work place violence/Sexual Harassment (PO Jess Dodge)

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Course Location
		01/08/2019 08:00	01/08/2019 16:00		
		01/10/2019 08:00	01/10/2019 16:00		
		01/14/2019 08:00	01/14/2019 16:00		
		01/16/2019 08:00	01/16/2019 16:00		
		01/18/2019 08:00	01/18/2019 16:00		
		01/24/2019 08:00	01/24/2019 16:00		

Instructor

Instructor	Reserve Date	Course Category	Serial ID	Notes



# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
2019000000050	2019 November inservice defensive Tac	In Service	0.00	8.00			Defensive tactics/ CIT/Sexual Harassment / Critical Incident and continuity / Supervisor performance Eval training

Course Schedule

Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	11/04/2019 08:00	11/04/2019 16:00		
	11/08/2019 08:00	11/08/2019 16:00		
	11/12/2019 08:00	11/12/2019 16:00		
	11/14/2019 08:00	11/14/2019 16:00		
	11/18/2019 08:00	11/18/2019 16:00		
	11/22/2019 08:00	11/22/2019 16:00		

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2020000000001	2020 January inservice	In Service	0.00	8.00			Discovery/Bail reform/UOF

Course Schedule

Schedule	Class ID	Start Date/Time	End Date/Time	Company	Reserve Date	Serial ID	Course Category	Notes
		01/07/2020 08:00	01/07/2020 16:00					
		01/13/2020 08:00	01/13/2020 16:00					
		01/15/2020 08:00	01/15/2020 16:00					
		01/21/2020 08:00	01/21/2020 16:00					
		01/23/2020 08:00	01/23/2020 16:00					
		01/29/2020 08:00	01/29/2020 16:00					

Instructor

Instructor	Reserve Date	Serial ID	Course Category	Notes

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	In Service	Credits	Hours	Course 1	Course 2	Comments
2019000000030	April 2019 Inservice	In Service		0.00	0.00			Cultural Awareness training Refugee center/ DWI SFST refresher

Course Schedule

Class ID	Start Date/Time	End Date/Time	Company	Reserve Date	Course Category	Serial ID	Notes
	04/02/2019 08:00	04/02/2019 16:00					
	04/04/2019 08:00	04/04/2019 16:00					
	04/08/2019 08:00	04/08/2019 16:00					
	04/12/2019 08:00	04/12/2019 16:00					
	04/18/2019 08:00	04/18/2019 16:00					
	04/22/2019 08:00	04/22/2019 16:00					

Instructor



# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u> 2017000000021	<u>Title</u> Feb 2017 Inservice Blue Courage	<u>Type</u> In Service	<u>Credits</u> 0.00	<u>Hours</u> 8.00	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u> Blue Courage/Officer Wellness Instructors: Capt Cinque and Sgt. Laurey
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Course Schedule

<u>Schedule</u>	<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
		02/07/2017 08:00	03/07/2017 16:00		
		02/13/2017 08:00	02/13/2017 16:00		
		02/17/2017 08:00	02/17/2017 16:00		
		02/17/2017 08:00	02/17/2017 16:00		
		02/21/2017 08:00	02/21/2017 16:00		
		02/23/2017 08:00	02/23/2017 16:00		

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
201600000053	Firearms 2016 in-service	In Service	0.00	8.00			

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
Firearms	06/06/2016 08:00	06/06/2016 16:00		
Firearms	06/08/2016 08:00	06/08/2016 16:00		
Firearms	06/10/2016 08:00	06/10/2016 16:00		
Firearms	06/14/2016 08:00	06/14/2016 16:00		
Firearms	06/16/2016 08:00	06/16/2016 16:00		
Firearms	06/24/2016 08:00	06/24/2016 16:00		

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
201700000086	FTO	State Sponsored Certifications	0.00	32.00			

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	11/07/2017 08:00	11/10/2017 16:00		

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u> 2017000000060	<u>Title</u> June 2017 Firearms w/ Use of Force Review	<u>Type</u> In Service	<u>Credits</u> 0.00	<u>Hours</u> 8.00	<u>Prerequisites</u> <u>Course 1</u> <u>Course 2</u>	<u>Comments</u> Inv Amerosa Lead Instructor- Oneida County Range
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Course Schedule

Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
-----	06/05/2017 08:00	06/05/2017 16:00	-----	-----
-----	06/07/2017 08:00	06/07/2017 16:00	-----	-----
-----	06/09/2017 08:00	06/09/2017 16:00	-----	-----
-----	06/15/2017 08:00	06/15/2017 16:00	-----	-----
-----	06/19/2017 08:00	06/19/2017 16:00	-----	-----
-----	06/23/2017 08:00	06/23/2017 16:00	-----	-----

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>
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# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	In Service	Type	In Service	Credits	Hours	Course 1	Course 2	Prerequisites	Comments
2018000000045	JUne 2018 Inservice		In Service		0.00	8.00				Infectious Disease, Barricaded Subject, Legal Updates, Raise the age

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	06/04/2018 08:00	06/04/2018 16:00		
	06/12/2018 08:00	06/12/2018 16:00		
	06/14/2018 08:00	06/14/2018 16:00		
	06/18/2018 08:00	06/18/2018 16:00		
	06/22/2018 08:00	06/22/2018 16:00		

Instructor

<u>Instructor</u>	<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
201900000029	June Inservice 2019	In Service	0.00	8.00			Narcan Refresher training/ Leads On-Line training/ Taserrecert

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	06/07/2019 08:00	06/07/2019 16:00		
	06/11/2019 08:00	06/11/2019 16:00		
	06/13/2019 08:00	06/13/2019 16:00		
	06/17/2019 08:00	06/17/2019 16:00		
	06/21/2019 08:00	06/21/2019 16:00		
	06/27/2019 08:00	06/27/2019 16:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

Course Information

<u>Course NO</u>	<u>Title</u>	<u>Type</u>	<u>Credits</u>	<u>Hours</u>	<u>Course 1</u>	<u>Course 2</u>	<u>Comments</u>
201700000080	NYWLE	Other Outside agency sponsored	0.00	24.00			

Course Schedule

<u>Class ID</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Company</u>	<u>Course Location</u>
	10/25/2017 08:00	10/27/2017 16:00		

Instructor

<u>Reserve Date</u>	<u>Course Category</u>	<u>Serial ID</u>	<u>Notes</u>

# Training Course Summary

Print Date: October 01, 2020

Course Information

Course NO	Title	Type	Credits	Hours	Course 1	Course 2	Comments
2016000000051	Riot Control & Civil Disturbance	In Service	0.00	0.00			

Course Schedule

Class ID	Start Date/Time	End Date/Time	Company	Course Location
Riot Control	05/03/2016 08:00	05/03/2016 16:00		
Riot Control	05/09/2016 08:00	05/09/2016 16:00		
Riot Control	05/11/2016 08:00	05/11/2016 16:00		
Riot Control	05/19/2016 08:00	05/19/2016 16:00		
Riot Control	05/27/2016 08:00	05/27/2016 16:00		

Instructor

Reserve Date	Course Category	Serial ID	Notes