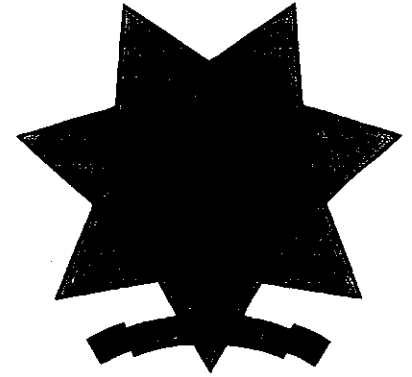


Onondaga County Sheriff's Office

Kevin E. Walsh
Sheriff



Warren R. Darby
Undersheriff

Thomas S. Tubbert, Chief Deputy, Police Department
William J. Peverly, Chief Deputy, Civil Department
Richard Car berry, Chief Deputy, Custody Department

To: The CNY chapter of The American Society of Training and Development
From : Sergeant A.J.Caprilozzi,- SERT Supervisor, B-Watch Custody Division

R/E Kathy Howard

Sheriff 's Office	315-435-3044
Police Department	435-3036
Civil Department	435-3060
Custody Department	435-1717
Criminal Investigations	435-3081
Police Records	435-3010
Custody Records	435-1782
Personnel	435-1767

To Whom It May Concern,

I am writing this letter of recommendation for Kathy Howard , of Onondaga County Personnel in hopes that it will bring the necessary consideration and recognition she strongly deserves for the upcoming award for excellence.

Recently this past October and through November I attended a series of training seminars titled "Supervising for Success, Unbeatable Verbal Communication Skills, and What Every Supervisor Needs to Know". Through these courses taught by Ms Howard I was able to polish my communication skills and observation skills at work to enhance the working environment for my staff and catch a problem starting to form before coming to fruition. Through this training and the Myers Briggs training I now have a better understanding of the various personalities I have working in my facility and especially in my unit under my supervision. This understanding allows for a better communication thus a marked improvement in productivity.

Miss Howard in my opinion was successful in keeping the class engaged in the material, with the forum she used in the class room which consisted of, video's, discussion panels and role playing with various scenario's which allowed for some " out of the box thinking". Kathy Howard consistently displayed a positive, upbeat and professional demeanor that kept the class's attitude positive; lighthearted and basically looking forward for the class. Instructions and communications were clear and concise with plenty of training aids available such as handouts, and writing utensils/pads.

In my situation I had to miss a class due to prior commitments of training for my unit, Miss Howard went , what I considered beyond what she needed to do and saw to it that I had the work available to me so I may complete it off duty and get it back to her so I could keep my eligibility for the Certificate at the completion of the training series. With a schedule such as mine this in of itself is "huge " for a trainer to do and on my part very much appreciated!

Sincerely

Sgt. A.J. Caprilozzi
OCSO -Custody Division
315-435-1772
alexandercaprilozzi@ongov.net