

LOGGED

307500 10/11/04
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ADMINISTRATIVE COMPLAINT CONTROL FORM

Supervisor initiated (NO CONTROL # NEEDED) Citizen complaint of police misconduct (CONTROL # REQUIRED)

Attachments: Yes No Control Number SI-04-0166

Complainant: _____

LAST NAME FIRST NAME M.I. ORIGIN SEX DOB SS NUMBER

Address: _____

NUMBER AND STREET CITY STATE ZIP CODE TELEPHONE NUMBER

Employer: _____

COMPANY AND ADDRESS ZIP CODE TELEPHONE NUMBER WORK HOURS

R & I Checked: No Record See narrative I. A. Checked: No history See narrative

Employee involved: Officer Richard Henry 5961 T-414

NAME SERIAL NUMBER DUTY ASSIGNMENT

Employee involved: _____

NAME SERIAL NUMBER DUTY ASSIGNMENT

Employee involved: _____

NAME SERIAL NUMBER DUTY ASSIGNMENT

Witness: _____

LAST NAME FIRST NAME M.I. ORIGIN SEX DOB SS NUMBER

Address: _____

NUMBER AND STREET CITY STATE ZIP CODE TELEPHONE NUMBER

Employer: _____

COMPANY AND ADDRESS ZIP CODE TELEPHONE NUMBER WORK HOURS

Witness: _____

LAST NAME FIRST NAME M.I. ORIGIN SEX DOB SS NUMBER

Address: _____

NUMBER AND STREET CITY STATE ZIP CODE TELEPHONE NUMBER

Employer: _____

COMPANY AND ADDRESS ZIP CODE TELEPHONE NUMBER WORK HOURS

Complaint received: In person Telephone Letter Fax

Received by: _____

(SUPERVISOR ONLY) TELEPHONE NUMBER DATE TIME ROUTED TO

Verification letter sent to complainant: Yes No If not, why? _____

Investigating Supervisor: Sergeant John Buchanan Duty Assignment: T-41

Findings of Complaint: Sustained

Complainant contacted at conclusion of investigation: Yes No Notice of Findings served: Yes N/A

If not, why? _____

Location of occurrence: 302 E. Union Hills / Northern Command Date: 06/09/04 Time: 1425 hrs.

Complaint/Incident (summary): On Wednesday, June 9, 2004 you went home 1.5 hours before the end of your shift without authorization. On Wednesday, June 9, 2004 you submitted a worksheet containing false information. On Wednesday, June 9, 2004 you made an untruthful verbal report to your supervisor regarding your work status. On Thursday, June 10, 2004 you tampered with evidence in an internal investigation.

Complaint Routing:

Investigator [x] Sgt. John Buchanan **RECEIVED** *John Buchanan*

Investigator's Bur/Pct Commander [x] Commander Glen Gardner **SEP 28 2004** *Glen Gardner*

Professional Standards Bureau

Reviewed by: 39 Date: 1-14-05

ADMINISTRATIVE COMPLAINT CONTROL FORM

THIS SECTION TO BE COMPLETED BY INVESTIGATOR AND SENT TO THE POLICE CHIEF'S OFFICE UPON COMPLETION OF THE INVESTIGATION.

INVESTIGATION NARRATIVE:

INVESTIGATING SUPERVISOR'S
SIGNATURE:

Sgt. John Buchanan

REVIEWED BY: *Lt. R. Hergert 2875* DATE: *9/16/04*

REVIEWED BY: _____ DATE: _____

Attachments:

- 1) Copy of Officer Henry's original worksheet for Wednesday, June 9, 2004.
- 2) Copy of Officer Henry's replacement worksheet for Wednesday, June 9, 2004.
- 3) Copy of calendar for June used by T-41 Squad.

Summary of Investigation:

On Monday, June 7, 2004, while checking through worksheets, I discovered a trend had developed with respect to Officer Henry's activities at the end of his work shift. It appeared as though he may have left work early on a number of occasions but indicated on his worksheet that he was actually conducting 10-31 (paperwork) at the work station.

On Wednesday June 9, 2004 Lieutenant Ronald Hergert saw Officer Henry leaving work at approximately 2:25 PM. His normal shift for this day would have ended at 4:00 PM, so it appeared as though he had left work early without permission. I was so advised and had Sergeant Brian Lee attempt to contact Officer Henry via the radio with negative results. I returned to the station, then called Officer Henry's home and left a message on his answering machine asking that he (Officer Henry) return my call so his whereabouts could be determined. At 3:30 PM, Officer Henry called me on my cell phone and advised me he had taken a motor clean. This would have allowed Officer Henry to be home at this time.

I checked my in-basket and found that prior to leaving the work station at 2:25 PM, Officer Henry had submitted a worksheet for that shift (Wednesday, June 9, 2004) which indicated he worked at the station on 10-31 (paperwork) until 4:00 PM, the normal end of his work shift. I also checked the calendar next to my desk and found no notation from Officer Henry regarding him leaving early on a motor clean. These two facts conflicted with Officer Henry's claim during our phone conversation that he had left early on a motor clean.

On Thursday June 10, 2004 at approximately 5:45 AM, and prior to my arriving for work, Officer Henry removed his original worksheet from my in-basket and threw it away. He replaced it with another, showing his 10-31 (paperwork) as ending at 3:00 PM, and that from 3:00 PM to 4:00 PM he was on a motor clean at his home. Officer Henry at this time also put an indication on the T-41 calendar that he had been on a motor clean at the end of shift on Wednesday, June 9, 2004.

To investigate these issues, I served Officer Richard Henry with a Notice of Investigation on Thursday, June 10, 2004, and interviewed him regarding his conduct. This investigative report addresses the following issues:

- That on Wednesday, June 9, 2004, Officer Henry went home approximately 1.5 hours before the end of his shift without authorization.

- That on Wednesday, June 9, 2004, prior to securing, Officer Henry submitted a worksheet falsely indicating that he was "10-31 at the station" until 4:00 PM and that on Thursday, June 10, 2004 at approximately 5:45 AM he removed that worksheet and replaced it with a new one containing different information.
- That on Wednesday, June 9, 2004, at approximately 3:30 PM Officer Henry made an untruthful verbal report to a supervisor when an inquiry was made regarding his work status.

At the conclusion of this investigation, I concluded these issues all to be sustained.

