



U.S. Department of Justice  
Federal Bureau of Investigation

1 Justice Park Drive  
Houston, TX 77092

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April 13, 2015

Michael Berezin  
Chief of Police  
Missouri City Police Department  
3849 Cartwright Rd.  
Missouri City, Texas 77459

RE: Lieutenant Geneane R. Merritt  
261<sup>st</sup> Session, FBI National Academy  
July 12, 2015 – September 18, 2015

Dear Chief Berezin:

I am pleased to extend an invitation to Lieutenant Geneane R. Merritt to attend the 261<sup>st</sup> session of the FBI National Academy. Her application has been fully processed by this office, and her attendance has been approved by the FBI National Academy Admissions Office.

If you have any questions concerning your officer's attendance at the FBI National Academy, please contact Training and Civic Liaison Specialist Christina Martinez at (713) 936-7257. Thank you again for your interest and support in this program.

Sincerely,

Perrye K. Turner  
Special Agent in Charge

By:   
Kristin Rehler  
A/Assistant Special Agent in Charge

# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Geneane Merritt**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 9th day of June, 2014.



**ATTORNEY GENERAL OF TEXAS**  
**GREG ABBOTT**

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Certificate No.: 14-186360P



Center for Public Safety  
Northwestern University  
1801 Maple Avenue  
Evanston, Illinois 60208

Phone: 491-5476  
Toll Free 800-323-4011  
Fax 847-491-5270  
nucps.northwestern.edu



NORTHWESTERN  
UNIVERSITY

March 26, 2012

Chief Joel F. Fitzgerald  
Missouri City Police Department  
3849 Cartwright Rd.  
Missouri City, TX 77459

Dear Chief Fitzgerald:

I am pleased to advise you that an officer from your agency, Lieutenant Geneane R. Merritt, has been elected to the position of Co-Activities Director of the #329 class of the School of Police Staff and Command. As you know, this class is currently in progress and being hosted by the Missouri City Police Department.

Election to this position is truly an exceptional indication of the high regard that her classmates have for her and we at the Center recognize this achievement.

We believe that the students have selected an excellent group of Class Officers, including Lieutenant Merritt, and we are confident that these Class Officers will provide outstanding leadership throughout the entire 10-week session of the #329 SPSC Class.

Sincerely,

*Tom Wilson*  
Course Director

TW/slm

cc: Lieutenant Geneane R. Merritt

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Certificate No.: 14-186360P

Missouri City Police Department  
Counseling Record

Date: 01/04/11

Employee's Name: Geneane Merritt

Job Title: Patrol Lieutenant

Verbal Warning {x} Written Warning {} Written Reprimand {} Other Discipline {}

Previous Corrective Action: None.

Deficiencies indicating a need for counseling: On 01/01/12, dispatch sent out a command page concerning a sexual assault investigation and you were on watch command which requires the watch commander to provide support to the patrol division. You did not respond to the page until several hours later.

Reasons given by Employee for deficiencies: Lt. Merritt did not hear the page because her telephone was on beep tone.

Supervisor suggestions for employee improvement in meeting requirements: Provide administrative oversight/support to patrol in a timely manner as required by police department policy #40-18 (On call protocol) when serving as watch commander.

Employee's statement of remedial action to be taken to overcome his/her deficiencies: Lt. Merritt has changed her beep tone on her phone to loud to ensure she hears the page when she is asleep.

Consequences: Additional violations will result more severe discipline.

I understand that my signature only indicates that this incident has been reviewed with me and does not indicate agreement or disagreement.

Employee:

Employee Comments:

Date:

01-04-12

Supervisory Signature:

Date:

1-9-12

Missouri City Police Department  
Counseling Record

Date: July 18, 2011

Employee's Name: Geneane Merritt  
Job Title: Captain-Criminal Investigations Division  
Verbal Warning {} Written Warning {} Other Discipline {X}

**Previous Corrective Action:**

N/A

**Deficiencies indicating a need for counseling:**

City Purchasing Department Personnel notified the police department that the city's account with LoneStar Uniforms was placed on hold for failure to pay past due invoices. Upon check of the invoices in question, it was discovered that \$3,324.30 worth of past due invoices for CID Division purchases languishing in a file on Captain Merritt's desk. Captain Williams and Administrative Assistant B. Collins were required to submit appropriate paperwork to rectify the issue before the closing of the FY2011 blanket purchase accounts. Captain Merritt was not available to submit the Account Payment Vouchers to prior to the deadline due to an authorized absence. The past due invoices dated back to April 2011. All employees were notified on June 30, 2011 via email by the Director of Purchasing, C. Oberrender to submit all blanket purchase order field purchase order requests no later than noon, June 30, 2011.

Missouri City Police Department - Policy #10-01

28. Employees shall not conduct themselves in a manner which:

- a. Brings the Department into disrepute;
- b. Reflects unfavorably upon the employee as a member of the Department;
- c. Damages or affects the reputation of any employee of the Department;
- d. Impairs the operation or efficiency of the Department or any employee.

29. An officer shall submit all necessary reports on time and in accordance with existing regulations.

**Reasons given by Employee for deficiencies:**

**Supervisor suggestions for employee improvement in meeting requirements:**

Captain Merritt needs to take full ownership of her position as a Division Commander. As a Division Commander, she needs to develop a routine of taking care of all of her responsibilities in a thorough and timely manner.

**Employee's statement of remedial action to be taken to overcome his/her deficiencies:**

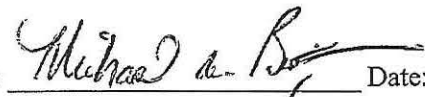
**Consequences:**

No additional consequences for this particular situation, but any later issues like this or similar in nature to this may result in more punitive disciplinary measures as deemed appropriate by the Chief of Police.

I understand that my signature only indicates that this incident has been reviewed with me and does not indicate agreement or disagreement.

Employee:  Date: 7-18-11

Employee Comments:

Supervisory Signature:  Date: 7/18/2011

Representative Sample ("RS") markings

[552.102; 552.117]

TEXAS COMMISSION ON LAW ENFORCEMENT  
6330 E. Highway 290, STE. 200, Austin, Texas 78723-1035  
Phone: (512) 936-7700  
http://www.tcole.texas.gov

SEPARATION OF LICENSEE (F-5)

LICENSEE INFORMATION (Occupations Code 1701.452)

PID Non-refundable \$35 fee for paper form. Money order, agency or cashier's check. (5541)

1. TCOLE PID	2. Last Name. Merritt-Hughes	3. First Name Geneane	4. M.I. R	5. Suffix (Jr., etc.)
6. Date of Birth 102	7. Home or Permanent Mailing Address		8. City	
9. State	10. Zip Code 117/075	11. Phone Number	12. Email	

13. APPOINTMENT

<input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> County / Contract Jailer <input type="checkbox"/> Telecommunicator <input type="checkbox"/> Medical Corporation P.O. <input type="checkbox"/> Public Security Officer <input type="checkbox"/> Reserve Officer (licensed reserve or conditional only)	
14. TCOLE Agency Number 201217	15. Appointing Agency Missouri City Police Department

16. DESIGNATION OF SEPARATION: (Check only one).  
 Report must be submitted not later than the seventh business day after the date the license holder:  
 (1) resigns, retires, or separates from the agency; or  
 (2) exhausts all administrative appeals available to the license holder if the license holder was terminated based on an allegation of misconduct. Occupations Code 1701.452.

17. Date Appointed: 9/27/2009      18. Separation Date: 5/7/2018

**Honorably Discharged**  
 Retired, resigned, or separated from employment with or died while employed by a law enforcement agency while in good standing and not because of pending or final disciplinary actions or a documented performance problem.

**General Discharge**  
 (A) was terminated by, retired or resigned from, or died while employed by a law enforcement agency and the separation was related to a disciplinary investigation of conduct that is not included in the definition of dishonorably discharged; or  
 (B) was terminated by or retired or resigned from a law enforcement agency and the separation was for a documented performance problem and was not because of a reduction in workforce or an at-will-employment decision.

**Dishonorably Discharged**  
 (A) was terminated, by a law enforcement agency or retired or resigned in lieu of termination by the agency in relation to allegations of criminal misconduct; or  
 (B) was terminated, by a law enforcement agency or retired or resigned in lieu of termination by the agency for insubordination or untruthfulness.

ATTENTION LICENSEE:

To appeal this F-5 Report, you must complete and submit to TCOLE a "Petition to Correct" form within 30 days after receipt. If this is your second dishonorable discharge on an F-5 Report, your license will be suspended upon TCOLE's receipt of this document. Failure to timely appeal a second dishonorable discharge with a petition to correct form will result in the revocation of your license.

18. I, chief administrator or designees, attest that this is a true and accurate explanation of the circumstances under which this person resigned or was terminated.

A copy of this F-5 was provided to the person as required by Occupations Code 1701.452, in 7 business days by:

Hand delivery on \_\_\_\_\_ Date       Certified mail on \_\_\_\_\_ Date

Kim Vickars      [Signature]      4-22-19  
 Agency Administrator or Designee (Type or Print)      Signature      Date

**TEXAS COMMISSION ON LAW ENFORCEMENT**  
 6330 E. HIGHWAY 290, STE 200, AUSTIN, Texas 78723  
 Phone: (512) 936-7700  
<http://www.tcole.texas.gov/>

OSSJ

**SEPARATION OF LICENSEE (F-5)**  
 LICENSEE INFORMATION (Occupations Code 1701.452)  
 Non-refundable \$35 fee for paper form. Money order, agency or cashier's check. (5541)

1. TCOLE PID <i>PID</i>	2. Last Name MERRITT-HUGHES	3. First Name GENEANE	4. M. I. R	5. Suffix (Jr., etc.)
6. Date of Birth <i>10/2</i>	7. Home or Permanent Mailing Address		8. City	
9. State	10. Zip Code <i>117/1175</i>	11. Phone Number	12. Email	

**13. APPOINTMENT**

<input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> County/Contract Jailer <input type="checkbox"/> Telecommunicator <input type="checkbox"/> Medical Corporation P.O.  <input type="checkbox"/> Public Security Officer <input type="checkbox"/> Reserve Officer (licensed reserve or conditional only)	
14. TCOLE Agency Number 201217	15. Appointing Agency MISSOURI CITY POLICE DEPT.

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Hand delivery on \_\_\_\_\_ Date

Certified mail on 5/12/2018 Date

*Michael A. Berezin*  
 Agency Administrator or Designee (Type or Print)  
 Submitted by: PENGLISHBEE

*Michael A. Berg*  
 Signature

05/08/2018  
 Date



# Missouri City Police Department



*I, Geneane Merritt, do solemnly affirm that I will faithfully execute the duties of the office of Police Lieutenant for the City of Missouri City, Texas, and on my honor I will never betray my professionalism, my integrity, my character or the public trust.*

*I will always have the courage to hold myself and others accountable for our actions.*

*I will always uphold the constitution, my community and the agency I serve.*



-----  
Affiant

In testimony whereof, I have hereunto signed my name and caused the seal of the Missouri City Police Department to be affixed at the City of Missouri City, this the 26<sup>th</sup> day of July, A.D., 2011.

-----  
Joel F. Fitzgerald, Sr., Chief of Police  
Missouri City Police Department

# Missouri City Police Department



## Captain Oath of Office

*I, Geneane Merritt, do solemnly affirm, that I will faithfully execute the duties of the office of Police Captain for the city of Missouri City, Texas, and on my honor, I will never betray my professionalism, my integrity, my character or the public trust.*

*I will always have the courage to hold myself and others accountable for our actions.*

*I will always uphold the constitution, my community and the agency I serve.*

A handwritten signature in blue ink, appearing to read "Geneane Merritt", written over a horizontal dashed line.

Affiant



*In testimony whereof, I have hereunto signed my name and caused the seal of the Missouri City Police Department to be affixed at the city of Missouri City, this the 28th day of September, A.D., 2009.*

A handwritten signature in blue ink, appearing to read "Chief J. Fitzgerald", written over a horizontal dashed line.

Joel F. Fitzgerald, Sr, Chief of Police  
Missouri City Police Department

In the name and by the authority of

# The State of Texas

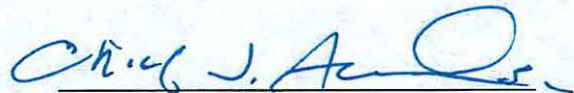
## OATH OF OFFICE

I, Geneane Merritt, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Police Officer of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.



Geneane Merritt

SWORN TO and subscribed before me by affiant on this 28<sup>th</sup> day of September, 2009.



Signature of Person Administering Oath

Joel F. Fitzgerald, Sr,  
Chief of Police  
Missouri City Police Department

0351

**YOU MUST RETURN THIS SIGNED ACKNOWLEDGEMENT TO YOUR SUPERVISOR WITHIN 5 BUSINESS DAYS OF RECEIVING THE POLICY AND MAY BE REQUIRED TO SIGN THIS ACKNOWLEDGMENT ANNUALLY**

**CITY OF MISSOURI CITY**

**ACKNOWLEDGEMENT OF PERSONNEL POLICY**

I understand that this Personnel Policy is not intended to be and is not understood to be an employment contract. I understand that there is no specified length of employment with the City and that either the City or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice. My employment relationship with the City of Missouri City may be governed by a number of sources, including, but not limited to this Personnel Policy, the Missouri City Code, administrative policies and procedures, departmental policies and procedures, and state and federal statutes and regulations. Additionally, I understand that the City reserves the right to modify its employment policies and to use discretion in carrying out such policies. By signing below, I acknowledge receipt of the City of Missouri City Personnel Policy, agree that the City of Missouri City Personnel Policy is not a contract, and agree to abide by the policies and procedures set forth and incorporated therein.



Employee's Signature



Employee's Printed Name



Date



U.S. Department of Justice  
Federal Bureau of Investigation

1 Justice Park Drive  
Houston, TX 77092

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April 13, 2015

Michael Berezin  
Chief of Police  
Missouri City Police Department  
3849 Cartwright Rd.  
Missouri City, Texas 77459

RE: Lieutenant Geneane R. Merritt  
261<sup>st</sup> Session, FBI National Academy  
July 12, 2015 – September 18, 2015

Dear Chief Berezin:

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Sincerely,

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Special Agent in Charge

By:   
Kristin Rehler  
A/Assistant Special Agent in Charge

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**GREG ABBOTT**

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Phone 847-491-5476  
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NORTHWESTERN  
UNIVERSITY

March 26, 2012

Chief Joel F. Fitzgerald  
Missouri City Police Department  
3849 Cartwright Rd.  
Missouri City, TX 77459

Dear Chief Fitzgerald:

I am pleased to advise you that an officer from your agency, Lieutenant Geneane R. Merritt, has been elected to the position of Co-Activities Director of the #329 class of the School of Police Staff and Command. As you know, this class is currently in progress and being hosted by the Missouri City Police Department.

Election to this position is truly an exceptional indication of the high regard that her classmates have for her and we at the Center recognize this achievement.

We believe that the students have selected an excellent group of Class Officers, including Lieutenant Merritt, and we are confident that these Class Officers will provide outstanding leadership throughout the entire 10-week session of the #329 SPSC Class.

Sincerely,

*Tom Wilson*  
Course Director

TW/slm

cc: Lieutenant Geneane R. Merritt

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Police

Joel Fitzgerald  
Chief of Police



OSSI

Employee Reprimand

To: Geneane Merritt, Lieutenant  
From: Brandon Harris, Captain  
cc: Employee Personnel File- Geneane Merritt  
Date: August 14, 2017  
Re: Off Duty Employment No Show – No Response


On August 13, 2017 you voluntarily signed up to work an off duty extra job at the Community Center from 3:00pm – 7:00pm. I too was scheduled to work this same job and arrived at the scheduled time of 3:00pm. At approximately 3:45pm I was approached by an individual who was hosting the event and asked if a second officer was working with me. It was at this time I contacted Sergeant Englishbee to inquire who the second officer was.

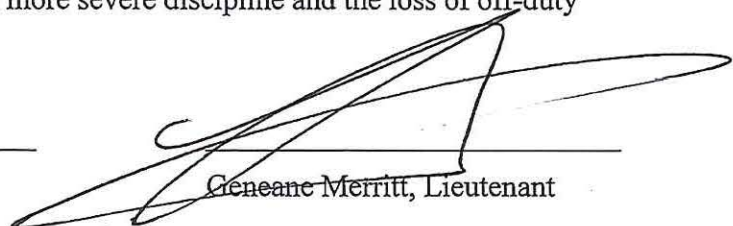
Sergeant Englishbee advised me that the second officer scheduled to work was you. He then advised me that he was going to call and text you about your absence from this extra job. After several attempts Sergeant Englishbee advised me that he was unable to get in contact with you. As of August 14, 2017 at 0800 Sergeant Englishbee has not gotten a response from you regarding the No Show at your scheduled extra job the day prior.

Policy 40-10 "Off Duty Employment" E, 2 states  
No Shows - unexcused absences from a scheduled extra job  
will not be tolerated.

Policy 40-11 Personal Status III, C, states employees must  
respond, as appropriate to all official pages in a timely  
manner.

This letter will serve as a written reprimand for the above violations. Any further incidences of this kind will result in more severe discipline and the loss of off-duty employment privileges.

  
Brandon Harris, Captain

  
Geneane Merritt, Lieutenant

Missouri City Police Department  
Counseling Record

Date: 01/04/11

Employee's Name: Geneane Merritt

Job Title: Patrol Lieutenant

Verbal Warning {x} Written Warning { } Written Reprimand { } Other Discipline { }

Previous Corrective Action: None.

Deficiencies indicating a need for counseling: On 01/01/12, dispatch sent out a command page concerning a sexual assault investigation and you were on watch command which requires the watch commander to provide support to the patrol division. You did not respond to the page until several hours later.

Reasons given by Employee for deficiencies: Lt. Merritt did not hear the page because her telephone was on beep tone.

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Employee's statement of remedial action to be taken to overcome his/her deficiencies: Lt. Merritt has changed her beep tone on her phone to loud to ensure she hears the page when she is asleep.

Consequences: Additional violations will result more severe discipline.

I understand that my signature only indicates that this incident has been reviewed with me and does not indicate agreement or disagreement.

Employee:  Date: 01-04-12  
Employee Comments: \_\_\_\_\_

Supervisory Signature:  Date: 1-9-12

**Missouri City Police Department  
Counseling Record**

Date: July 18, 2011

Employee's Name: Geneane Merritt  
Job Title: Captain-Criminal Investigations Division  
Verbal Warning {} Written Warning {} Other Discipline {X}

**Previous Corrective Action:**

N/A

**Deficiencies indicating a need for counseling:**

City Purchasing Department Personnel notified the police department that the city's account with LoneStar Uniforms was placed on hold for failure to pay past due invoices. Upon check of the invoices in question, it was discovered that \$3,324.30 worth of past due invoices for CID Division purchases languishing in a file on Captain Merritt's desk. Captain Williams and Administrative Assistant B. Collins were required to submit appropriate paperwork to rectify the issue before the closing of the FY2011 blanket purchase accounts. Captain Merritt was not available to submit the Account Payment Vouchers to prior to the deadline due to an authorized absence. The past due invoices dated back to April 2011. All employees were notified on June 30, 2011 via email by the Director of Purchasing, C. Oberrender to submit all blanket purchase order field purchase order requests no later than noon, June 30, 2011.

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Captain Merritt needs to take full ownership of her position as a Division Commander. As a Division Commander, she needs to develop a routine of taking care of all of her responsibilities in a thorough and timely manner.

**Employee's statement of remedial action to be taken to overcome his/her deficiencies:**

**Consequences:**

No additional consequences for this particular situation, but any later issues like this or similar in nature to this may result in more punitive disciplinary measures as deemed appropriate by the Chief of Police.

I understand that my signature only indicates that this incident has been reviewed with me and does not indicate agreement or disagreement.

Employee:  Date: 7-18-11

Employee Comments:

Supervisory Signature:  Date: 7/18/2011

OSSI

City of Missouri City  
**Appraisal**



**Employee Information Summary** ▾

<b>Employee:</b> GENEANE MERRITT	<b>Hire Date:</b> 09-27-2009	<b>Position:</b> POLICE LIEUTENANT
<b>Department:</b> POLICE	<b>Division:</b> PATROL	<b>Location:</b> PSHQ
<b>Review Period:</b> 07-01-2016 - 06-30-2017	<b>Appraiser:</b> POULTON, PAUL 100%	<b>Employee ID:</b> 10032

**Appraisal Overview**

[Route Information](#)

[Collapse all comments](#)

**Competency (50%)**

Service	10%
Professionalism	10%
Integrity & Trust	10%
Respect	10%
Innovation	10%
Teamwork & Cooperation	10%
Decision-Making/Judgment	10%
Employee Management	10%
Safety	10%
Firearms Proficiency	10%

**Goal (50%)**

Grant management	20%
PSI and Background Investigations	20%
Administrative duties	10%
Community Outreach	10%
Coordinate new hire and promotional testing	10%
Performance Evaluations	10%
Policy preparation and reviews	10%
Employee training	5%
Performance Portfolio	5%

**Competencies**

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Service** 10%  
 The degree to which the employee provides the highest benefit to our community and an outstanding customer experience.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt provides good customer service to the citizens of Missouri City. She is polite in dealing with the community and presents herself in a professional manner.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Professionalism** 10%  
 The degree to which the employee demonstrates and conveys a favorable image when representing the company. The level of honesty, integrity, and confidentiality along with proper standards of professional dress.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.5
<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt represents the department as well as the city in a professional manner. I am not aware of any incidents or complaints that reflect negatively on her.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Integrity & Trust**

10%

Is widely trusted; Is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent himself or herself for personal gain.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.5
<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt is assigned to the administrative decision which is responsible for the professional standards of the department. This responsibility requires the utmost confidentiality and trust. I am not aware of any issues in this category.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Respect**

10%

The level of admiration for someone or something elicited by their abilities, qualities, or achievements, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Although Lieutenant Merritt has established herself as a respected member of the administrative staff, she is somewhat of an unknown to a large number of the department. I would like to see Lieutenant Merritt become a more familiar face to the rest of the department.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Innovation**

10%

The ability to adapt to fast-changing environments. Willingness to take risks and to consider new approaches to improve the organization's competitive position.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.5
<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt is able and willing to adapt her schedule to the needs of the division. She has been instrumental this year in handling several grants while handling other duties.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Teamwork & Cooperation**

10%

The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.5
<b>Total</b>			<b>3.50</b>



**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt met the required standard during this evaluations cycle.

Competencies Total Score

3.3

**Goal**

**Goal Information**

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Grant management**

20%

Due Date: 06-30-2017

Assist with seeking out and applying for police department competitive grants. This includes, pre-grant approval request, council presentations, grant writing and follow up grant paperwork. Seek out at least 10 grant opportunities and apply for at least 5 with a target of at least \$100,000.00 in total yearly grant acquisitions.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4
<b>Total</b>			<b>4.00</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt had the responsibility of managing several grants this evaluation cycle. She filed and recorded all required documents as needed in a timely manner.

**PSI and Background Investigations**

20%

Due Date: 06-30-2017

Perform thorough professional standards and background investigations. Ensure backgrounds and PSI's are completed within the time allotted by policy.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4
<b>Total</b>			<b>4.00</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt either participated or was directly responsible for several PSI's during this evaluation cycle. She conducted thorough and complete reports and submitted them in a timely manner. She can be counted on to be discreet with sensitive matters.

**Administrative duties**

10%

Due Date: 06-30-2017

Prepare requisitions for invoice payments. Submit status change requests, first report of injury reports and any applicable paperwork for admin employees. Attend at least two TCOLE quarterly meetings. At least one must be attended in person.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt met the requirements for this goal during this evaluation period.

**Community Outreach** 10%  
**Due Date: 06-30-2017**

Ensure community outreach programs are carried out at specified times. Provide support to our CRO when needed. Make a schedule of community outreach events by month. Develop an action plan on each event and provide calendar invites to team members alerting team member of the upcoming events.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4
<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt met the requirements for this goal by making sure her subordinates were conducting and carrying out required events. I would like to see her take a more active role in the daily operations of the CRO's.

**Coordinate new hire and promotional testing** 10%  
**Due Date: 06-30-2017**

Coordinate new hire and promotional testing processes as needed.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt has been active in the hiring process and conducted several background investigations this evaluation cycle. She met the requirements for this cycle.

**Performance Evaluations** 10%  
**Due Date: 06-30-2017**

Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt completed the required evaluations this evaluation cycle.

**Policy preparation and reviews** 10%  
**Due Date: 06-30-2017**

Prepare and review departmental policies as needed.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt has the responsibility for reviewing and pushing out new policies. She has carried out the responsibilities as needed for this evaluation cycle.

**Employee training** 5%  
**Due Date: 06-30-2017**

Assist with coordinating departmental and external training. This includes annual block training. Work with the Admin Sgt to develop a TCOLE compliance report for all employees twice yearly.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4
<b>Total</b>			<b>4.00</b>



**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt assisted this year with implementing and conducting the new Professional Development Institute (PDI). This year's block training was canceled due to other conflicts.

Performance Portfolio	5%	Summary	Weight	Rating	Score
<b>Due Date: 06-30-2017</b>		Appraiser	100%	3.00	3
		<b>Total</b>			<b>3.00</b>

Prepare a detailed performance portfolio outlining how the competency objectives and future goals in the evaluation instrument were accomplished during the evaluation period. Provide explanations for goal failures as well as strategies for addressing and correcting any deficiencies.

**Comments**

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt completed this task.

**Goal Total Score**

**3.55**

**Future Goals**

- Grant management** 20% **Action Steps**

**Due Date: 06-30-2017**

Assist with seeking out and applying for police department competitive grants. This includes, pre-grant approval request, council presentations, grant writing and follow up grant paperwork. Seek out at least 10 grant opportunities and apply for at least 5 with a target of at least \$100,000.00 in total yearly grant acquisitions.
- PSI and Background Investigations** 20% **Action Steps**

**Due Date: 06-30-2017**

Perform thorough professional standards and background investigations. Ensure backgrounds and PSI's are completed within the time allotted by policy.
- Administrative duties** 10% **Action Steps**

**Due Date: 06-30-2017**

Prepare requisitions for Invoice payments. Submit status change requests, first report of injury reports and any applicable paperwork for admin employees. Attend at least two TCOLE quarterly meetings. At least one must be attended in person.
- Community Outreach** 10% **Action Steps**

**Due Date: 06-30-2017**

Ensure community outreach programs are carried out at specified times. Provide support to our CRO when needed. Make a schedule of community outreach events by month. Develop an action plan on

each event and provide calendar invites to team members alerting team member of the upcoming events.

**Coordinate new hire and promotional testing** 10% Action Steps  
**Due Date: 06-30-2017**

Coordinate new hire and promotional testing processes as needed.

**Performance Evaluations** 10% Action Steps  
**Due Date: 06-30-2017**

Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline.

**Policy preparation and reviews** 10% Action Steps  
**Due Date: 06-30-2017**

Prepare and review departmental policies as needed.

**Employee training** 5% Action Steps  
**Due Date: 06-30-2017**

Assist with coordinating departmental and external training. This includes annual block training. Work with the Admin Sgt to develop a TCOLE compliance report for all employees twice yearly.

**Performance Portfolio** 5% Action Steps  
**Due Date: 06-30-2017**

Prepare a detailed performance portfolio outlining how the competency objectives and future goals in the evaluation instrument were accomplished during the evaluation period. Provide explanations for goal failures as well as strategies for addressing and correcting any deficiencies.

**Summary Comments**

**Summary Comments**

Appraiser: Lieutenant Merritt is a valued and experienced team member. She carries out her duties in a timely manner. She is respectful and professional and represents the city well. Although Lieutenant Merritt has been here since 2009, she is not known to many employees of the department. I would like to see her make herself more available to subordinate officers.

**Final Score Calculation**

	Totals	Weight	Score	Rating
Competencies	3.3	50%	1.65	3.43 Meets Expectations
Goals	3.55	50%	1.77	

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Employee Signature

MERRITT, GENEANE

Date

7/28/17

Appraiser Signature

POBLTON, ANJI

Date

7/28/17

Upline Signature

Signed by: BOTHELL, LANCE

Date

7/28/17

City of Missouri City  
**APPRAISAL**



OSST

**Employee Information Summary** ▾

<b>Employee:</b> GENEANE MERRITT	<b>Hire Date:</b> 09-27-2009	<b>Position:</b> POLICE LIEUTENANT
<b>Department:</b> POLICE	<b>Division:</b> PATROL	<b>Location:</b> PSHQ
<b>Review Period:</b> 07-01-2015 - 06-30-2016	<b>Appraiser:</b> WILLIAMS, DWAYNE 100%	

**Appraisal Overview**

[Route Information](#)

[Collapse all comments](#)

**Competency (50%)**

Decision-Making/Judgment	20%
Employee Management	20%
Ethics	20%
Communication	10%
Job Knowledge	10%
Safety	10%
Firearms Proficiency	5%
Teamwork	5%

**Goal (50%)**

Grant management	20%
PSI and Background Investigations	20%
Administrative duties	10%
Community Outreach	10%
Coordinate new hire and promotional testing	10%
Employee training	10%
Performance Evaluations	10%
Policy preparation and reviews	10%

**Competencies**

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Decision-Making/Judgment**      20%

The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3
<b>Total</b>			<b>3.00</b>

**Comments**

**Appraiser Comments:**

06-16-2016 : Lt. Merritt transferred from the Criminal Investigations Division(CID) to the Administration Division on 2/8/16. I have consulted with CID Captain Harris regarding Lt. Merritt's performance under his command. Lt. Merritt has demonstrated good decision-making skills while performing her duties. She is aware of the operational impact of her decisions and takes time to gather information to ensure her decisions are appropriate.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Employee Management**      20%

The degree to which the supervisor creates a positive management environment. The ability to motivate employees, preserve high morale, and supervise with fairness and consistency.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.5
<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

06-16-2016 : Lt. Merritt managed employees under her command appropriately in both divisions she worked in during this evaluation cycle. She ensured that her team completed their assignments by the established time-frames. Lt. Merritt works well with the Administrative Sergeant and Community Resource Sergeant and provides support when needed.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

<b>Ethics</b> The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	4.00	4
		<b>Total</b>			<b>4.00</b>

**Comments**

**Appraiser Comments:**

06-16-2016 : Lt. Merritt demonstrates good ethical behavior. She maintains confidentiality when dealing with criminal and professional standards investigations. Lt. Merritt keeps me informed of her status during her work day.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

<b>Communication</b> The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	4.00	4
		<b>Total</b>			<b>4.00</b>

**Comments**

**Appraiser Comments:**

06-27-2016 : Lt. Merritt communicated well with her team members in both divisions she was assigned to with a goal of accomplishing the department's mission and vision. Her written communications are well written as evidenced by a successful award of a State body worn camera grant she prepared. She takes time encourage probationary officers that are having challenges in the field training program. Lt. Merritt also communicates well with city staff and community members.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

<b>Job Knowledge</b> The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	3.50	3.5
		<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has gained valuable knowledge from her experiences as a criminal investigations supervisor. She continues to develop her job knowledge through work experience and higher education. Lt. Merritt successfully completed the 10 week FBI National Academy during this evaluation cycle. She continually seeks out training opportunities to enhance her job knowledge. She recently completed a 40 hr police instructor course. Since being assigned to the administration division, she has been learning all aspects of the administration division responsibilities. Explorer greater job knowledge opportunities.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

<b>Safety</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
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grant related paperwork to finance as required by the city grant policy. Lt. Merritt should seek out at least 10 grants and apply for at least five with a target of at least \$100,000 in total yearly grant acquisitions.

<b>PSI and Background Investigations</b>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	3.00	3
Perform thorough professional standards and background investigations within established timeframes.		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt consistently assists with performing background investigations for new hires. She is still learning the professional standards investigation procedures. I expect Lt. Merritt to take on complex PSI investigations and submit comprehensive investigative reports.

<b>Administrative duties</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	3.00	3
Prepare requisitions for invoice payments. Submit status change requests, first report of injury reports and any applicable paperwork for admin employees.		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has learned the city requisition process and has submitted several requisitions for invoice payments. She has not had an opportunity to submit employee paperwork. Attend at least two quarterly TCOLE meetings. At least one meeting needs to be in person.

<b>Community Outreach</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	3.00	3
Ensure community outreach programs are carried out at specified times. Provide support to our CRO when needed.		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has assisted with coordinating several community outreach programs since she has been assigned to the administration division. I encourage her to take on more speaking opportunities at PD sponsored community outreach events.

<b>Coordinate new hire and promotional testing</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	3.00	3
Coordinate new hire and promotional testing processes as needed.		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt assisted with several new hire testing. I would like to see her provide presentations at the new hire testing. I also would like Lt. Merritt to participate in the pd promotional processes.

<b>Employee training</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	3.00	3
Assist with coordinating departmental and external training. This includes annual block training.		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt did not have an opportunity to assist with employee training since she has been assigned to the admin division. She did attend police instructor school during this evaluation cycle. I encourage Lt. Merritt to become more involved in employee training.

<b>Performance Evaluations</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	5.00	5
Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline.		<b>Total</b>			<b>5.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has managed the employees under her command well. She has been in the administration division approximately 5 months and is adjusting appropriately. Lt. Merritt prepared performance evaluations for the Sergeants she is responsible for.

<b>Policy preparation and reviews</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2016</b>		Appraiser	100%	4.00	4
Prepare and review departmental policies as needed.		<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has done well with goal. She prepared the department's body worn camera policy as well as reviewed as revised the department's bait car policy.

**Goal Total Score** **3.5**

**Future Goals**

**Grant management** **20%** Action Steps  
**Due Date: 06-30-2017**  
 Assist with seeking out and applying for police department competitive grants. This includes, pre-grant approval request, council presentations, grant writing and follow up grant paperwork. Seek out at least 10 grant opportunities and apply for at least 5 with a target of at least \$100,000.00 in total yearly grant acquisitions.

**PSI and Background Investigations** **20%** Action Steps  
**Due Date: 06-30-2017**



Perform thorough professional standards and background investigations. Ensure backgrounds and PSI's are completed within the time allotted by policy.

**Administrative duties** 10% Action Steps

**Due Date: 06-30-2017**

Prepare requisitions for invoice payments. Submit status change requests, first report of injury reports and any applicable paperwork for admin employees. Attend at least two TCOLE quarterly meetings. At least one must be attended in person.

**Community Outreach** 10% Action Steps

**Due Date: 06-30-2017**

Ensure community outreach programs are carried out at specified times. Provide support to our CRO when needed. Make a schedule of community outreach events by month. Develop an action plan on each event and provide calendar invites to team members alerting team member of the upcoming events.

**Coordinate new hire and promotional testing** 10% Action Steps

**Due Date: 06-30-2017**

Coordinate new hire and promotional testing processes as needed.

**Performance Evaluations** 10% Action Steps

**Due Date: 06-30-2017.**

Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline.

**Policy preparation and reviews** 10% Action Steps

**Due Date: 06-30-2017**

Prepare and review departmental policies as needed.

**Employee training** 5% Action Steps

**Due Date: 06-30-2017**

Assist with coordinating departmental and external training. This includes annual block training. Work with the Admin Sgt to develop a TCOLE compliance report for all employees twice yearly.

**Performance Portfolio** 5% Action Steps

**Due Date: 06-30-2017**

Prepare a detailed performance portfolio outlining how the competency objectives and future goals in the evaluation instrument were accomplished during the evaluation period. Provide explanations for goal failures as well as strategies for addressing and correcting any deficiencies.

**Summary Comments**

**Summary Comments**

Appraiser: Lt. Merritt was assigned to the Criminal Investigation Division from July 1, 2015 until February 7, 2016 and transferred to the Administration Division for the remainder of the evaluation cycle. Since transferring, Lt. Merritt has been instrumental in preparing and submitting police department grants. She also assisted with the development and reviews of departmental policies. Lt. Merritt is learning the professional standards investigation procedures and I anticipate she will be able to perform professional standards investigations in the next evaluation cycle.

Keep up the good work.

**Final Score Calculation**

	Totals	Weight	Score	Rating
Competencies	3.57	50%	1.78	3.54 Exceeds Expectations
Goals	3.5	50%	1.75	

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Employee Signature

  
MERRITT, GENEANE

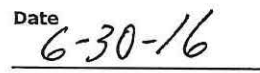
Date

  
6-29-16

Appraiser Signature

  
WILLIAMS, DWAYNE

Date

  
6-30-16



City of Missouri City  
**APPRAISAL**

<b>Employee:</b> GENEANE MERRITT	<b>Hire Date:</b> 09-27-2009	<b>Position:</b> POLICE LIEUTENANT
<b>Department:</b> POLICE	<b>Division:</b> PATROL	<b>Location:</b> PSHQ
<b>Review Period:</b> 07-01-2014 - 06-30-2015	<b>Appraiser:</b> HARRIS, BRANDON	100%

**Competencies**

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Decision-Making/Judgment**

20%

The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4.00
<b>Total</b>			<b>4.00</b>

**Comments**

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt can be counted on to make appropriate decisions when necessary. If needed she will refer difficult or complex issues to the appropriate command level for further guidance.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Employee Management**

20%

The degree to which the supervisor creates a positive management environment. The ability to motivate employees, preserve high morale, and supervise with fairness and consistency.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.50
<b>Total</b>			<b>3.50</b>

**Comments**

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt is consistent in the treatment of employees. She works closely with the two Sergeants assigned to investigations. On several occasions she has taken a "hands on" approach and has conducted interviews of suspects with her detectives.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Ethics**

20%

The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-01-2015 : Lieutenant Merritt is knowledgeable of the organization's ethics and policies. She maintains confidentiality when necessary. Lieutenant Merritt has done a fair job of keeping me informed of her whereabouts during her tour of duty. I will work with Lieutenant Merritt during the next evaluation cycle to establish a more structured schedule.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Communication** 10%

The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

07-01-2015 : Lieutenant Merritt provides her employees with appropriate information to perform their job duties. During this evaluation cycle there was one incident in which Lieutenant Merritt failed to relay information to me and assumed I had already been informed. Lieutenant Merritt ensured me this was an oversight and would not happen again. Lieutenant Merritt is responsible for oversight of the case investigations. I would like for her to keep me better informed of "significant" cases the detectives are working.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Job Knowledge** 10%

The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.50
<b>Total</b>			<b>3.50</b>

Comments

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt possesses sufficient job knowledge to perform her duties as the Criminal Investigations Lieutenant. I have tasked Lieutenant Merritt to have oversight of the investigative side of the division, while I would manage the administrative duties within the division.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Safety** 10%

The degree to which safety standards and procedures are followed and accidents are avoided. The level of demonstrated emphasis on creating and maintaining a safe work environment.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4.00
<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

05-13-2015 : Lieutenant Merritt complies with established safety regulations. She has had no fleet accidents this reporting period.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplary

**Firearms Proficiency** 5%

The degree to which the incumbent demonstrates proficiency in firearms training sessions.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

05-13-2015 : Lieutenant Merritt successfully passed both qualification attempts. Her day time score was 207 and her night time score was 213.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplary

**Teamwork** 5%  
 The ability to promote positive work relationships with area staff, team members, and supervisors. The degree of problem solving, communication, listening, cooperation, and productivity demonstrated while working with others to successfully meet goals.

Summary	Weight	Rating	Score
Appraiser	100%	3.50	3.50
<b>Total</b>			<b>3.50</b>

Comments

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt recognizes the benefits of teamwork, provides support and contributes suggestions. I want her to continue to be readily available to the other CID supervisors during her work day.

<b>Competencies Total Score</b>	<b>3.48</b>
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**Goal**

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplary

**Case report and supplement review** 30%  
**Due Date: 06-30-2015**  
 Ensure that cases presented to the Criminal Investigations Division are thoroughly investigated within a reasonable time. Ensure case reports and supplement's are thoroughly reviewed and submitted in a timely manner.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-16-2015 : Reviewing case supplements via the Detective Supplement Report is extremely important for the CID Lieutenant. Performing this function on a minimum of a weekly basis will ensure cases are being thoroughly investigated and all leads exhausted. During this evaluation cycle I was made aware of only one case, handled by detective Salazar, that was closed without properly exhausting all leads. Lieutenant Merritt has done a good job of staying informed of the major cases within the division. By reviewing the supplement report each week she will ensure that all cases are handled efficiently and effectively.

**Mentoring** 20%  
**Due Date: 06-30-2015**  
 Be actively involved in the skill development of your officers/sergeants.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-16-2015 : Having Lieutenant Merritt's office within close proximity to the CID Sergeant's has enabled them to establish a very good work relationship. Lieutenant Merritt has a vast amount of experience in Investigation's from her years of service with the Philadelphia Police Department. I would like to see her "capitalize" on this and share her experience's and investigative tools with her subordinates.

**Special Operations Unit Management**

15%

Due Date: 06-30-2015

Ensure Burglary and Auto Theft Unit, Special Crimes Unit and Narcotic's Investigators duties are carried out effectively and efficiently.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-16-2015 : The Special Operations Unit's assigned to the Criminal Investigations Division continue to operate efficiently and effectively. During this evaluation cycle Lieutenant Merritt has had a minimal amount of interaction with this unit. During the next evaluation cycle a new Lieutenants position assigned to the Special Operations unit will be in place.

**Crime Trend Awareness**

10%

Due Date: 06-30-2015

Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions.

Summary	Weight	Rating	Score
Appraiser	100%	4.00	4.00
<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

05-19-2015 : Every sworn member of the department has been tasked with staying abreast of current crime trends and patterns. During this evaluation cycle Lieutenant Merritt has done a good job of recognizing when crime trends begin to change. She has come to me on several occasions with suggestions on addressing "upticks" in reported crimes.

**Required Duties and Reports**

10%

Due Date: 06-30-2015

Effectively handle various duties to include, but not limited to time sheet approval, reviewing use of force, first report's of injury and fleet reports prior to forwarding to the CID Captain.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt and those who report to her successfully submitted their time sheets, P-card statements, and all other required reports and forms during this evaluation cycle. There were the occasional instances when a P-card report was a few days late, however with a "gentle" reminder the reports were typically completed in a timely manner.

**Compstat and Regional Meeting participation**

5%

Due Date: 06-30-2015

Ensure CID personnel are prepared to present information of value during the monthly Compstat and Regional meetings.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

05-19-2015 : During this evaluation cycle Lieutenant Merritt has attended each Compstat and monthly Regional Meeting. She continues to work with her Sergeant's with the preparation of the monthly reporting packet.

**Employee Evaluations**

5%

Summary	Weight	Rating	Score
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Due Date: 06-30-2015

Appraiser	100%	2.00	2.00
<b>Total</b>			<b>2.00</b>

Ensure that evaluations for Detective's and Detective Sergeant's are completed by the established deadline.

Comments

**Appraiser Comments:**

07-01-2015 : Lieutenant Merritt failed to provide me with the evaluations she was responsible for by the established due date. I sent her email on May 13, 2015 advising I needed the evaluations completed by June 19, 2015.

**TCOLE & Training**

5%

Due Date: 06-30-2015

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
<b>Total</b>			<b>3.00</b>

Ensure officers assigned to your shift meet TCOLE, shift, and department training requirements.

Comments

**Appraiser Comments:**

06-16-2015 : Lieutenant Merritt completed 151 hours during this training cycle. Furthermore, each member of the Criminal Investigations Division successfully completed at least 40 hours of training during this evaluation cycle.

<b>Goal Total Score</b>	<b>3.05</b>
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**Future Goals**

**Summary Comments**

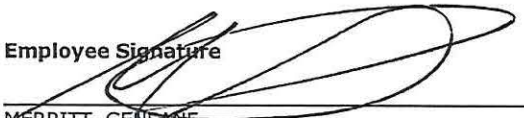
**Summary Comments**


Appraiser: Lieutenant Merritt has been assigned to the Criminal Investigations Division since October 2014. It should be noted that when she first came to CID, she operated the division without the assistance of a Captain, as I was away at the FBI Academy. Lieutenant Merritt has also embraced the change in philosophy regarding the duties of the Captain and Lieutenant in the division; whereas the Lieutenant no longer handles the administrative duties of the division, but rather concentrates on the investigative duties.

**Final Score Calculation**

	Totals	Weight	Score	Rating
Competencies	3.48	50%	1.74	3.26 Meets Expectations
Goals	3.05	50%	1.53	

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Employee Signature  
  
 \_\_\_\_\_  
 MERRITT, GENEANE

Date  
  
 \_\_\_\_\_  
 Date

Appraiser Signature

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HARRIS, BRANDON



**City of Missouri City  
APPRAISAL**



**Employee:** GENEANE MERRITT      **Hire Date:** 09-27-2009      **Position:** POLICE LIEUTENANT  
**Department:** POLICE      **Division:** PATROL      **Location:** PSHQ  
**Review Period:** 07-01-2013 - 06-30-2014      **Appraiser:** BOTHELL, LANCE 100%

**Competencies**

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

<b>Decision-Making/Judgment</b> 20%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
	Appraiser	100%	3.00	3.00
The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.				<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt can be counted on to make decisions when necessary. I would suggest she work more closely with both of her Sergeants and those officers assigned to her shift and ensure everyone is on the same page.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

<b>Employee Management</b> 20%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
	Appraiser	100%	3.00	3.00
The degree to which the supervisor creates a positive management environment. The ability to motivate employees, preserve high morale, and supervise with fairness and consistency.				<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-21-2014 : I would like Lieutenant Merritt to be more involved with her Sergeants and the officers under their command. There have been several times over this evaluation cycle that we have discussed this.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

<b>Ethics</b> 20%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
	Appraiser	100%	3.00	3.00
The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.				<b>3.00</b>

**Comments**

**Appraiser Comments:**

07-07-2014 : Lieutenant Merritt is knowledgeable of the organization's ethics and policies. She maintains confidentiality when necessary.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

**Communication** **10%**

The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt is almost always soft spoken and at times is spoken over in meetings. She is clear and concise most other times. I have had to, on occasion, remind her to check her email on a regular basis and respond as appropriate.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

**Job Knowledge** **10%**

The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt has completed two of the three modules in LEMIT and is slated to attend the third module later this year.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

**Safety** **10%**

The degree to which safety standards and procedures are followed and accidents are avoided. The level of demonstrated emphasis on creating and maintaining a safe work environment.

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt complies with established safety regulations. she has had no fleet accidents this reporting period.

1 = Below Expectations      2 = Needs Improvement      3 = Meets Expectations      4 = Exceeds Expectations      5 = Exemplar

**Firearms Proficiency** **5%**

Summary	Weight	Rating	Score
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Appraiser	100%	3.00	3.00
			<b>3.00</b>

**+** Comments

**Appraiser Comments:**

07-07-2014 : Lieutenant Merritt successfully passed both qualification attempts.

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplar

<b>Teamwork</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
The ability to promote positive work relationships with area staff, team members, and supervisors. The degree of problem solving, communication, listening, cooperation, and productivity demonstrated while working with others to successfully meet goals.		Appraiser	100%	2.50	2.50
					<b>2.50</b>

**+** Comments

**Appraiser Comments:**

07-07-2014 : Lieutenant Merritt has a tendency to not fully inform team members and co-workers, specifically her Sergeants, of information. I have spoken with Lieutenant Merritt several times over this evaluation cycle about sharing plans and schedules with her Sergeants. On two different occasions evening shift began with no supervisor present.

<b>Competencies Total Score</b>	<b>2.98</b>
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**Goal**

1 = Below Expectations    2 = Needs Improvement    3 = Meets Expectations    4 = Exceeds Expectations    5 = Exemplar

<b>Administrative</b>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2014</b>		Appraiser	100%	3.00	3.00
					<b>3.00</b>

Effectively handle all administrative duties for your shift as assigned. Establish unit goals for your shift.

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt ensures all paperwork from her shift is completed and submitted in a timely manner. As stated elsewhere, I would encourage her to take a more hands on approach with those she supervises.

<b>HOA</b>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2014</b>		Appraiser	100%	3.00	3.00
					<b>3.00</b>

Attend your HOA meetings and work with the board on the concerns of the community. Submit monthly HOA report by the 28th of each month. Perform bi-annual crime prevention presentations.

**+** Comments

**Appraiser Comments:**

07-07-2014 : Lieutenant Merritt has several HOA's that she is responsible for. On average she is responsive to their needs. However, I did have to reassign one of her HOA's to another supervisor because they were not happy with her responsiveness and made complaints to the Chief.

**Mentoring**

**20%**

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

**Due Date: 06-30-2014**

Be actively involved in the skill development of your officers/sergeants.

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt has quite a bit of experience and knowledge at her disposal. I would encourage her to participate more fully than has been the norm. Her Sergeants, at times have not known her location or what her schedule will be for any given week.

**Offense Report review and submissions**

**10%**

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

**Due Date: 06-30-2014**

Ensure offense reports are thoroughly reviewed and submitted in a timely manner.

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt ensures reports are reviewed, sent back for corrections when needed and submitted in a timely manner.

**Policy / Equipment**

**10%**

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

**Due Date: 06-30-2014**

Ensure your sergeants and officers complete policy review examinations as directed. Ensure sergeants and officers perform daily inspections of vehicles and equipment. Perform random spot checks of same.

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant

**TCLEOSE & Training**

**10%**

Summary	Weight	Rating	Score
Appraiser	100%	3.00	3.00
			<b>3.00</b>

**Due Date: 06-30-2014**

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt ensures that personnel under her command attend all mandatory training as well as block training. Lieutenant Merritt has attended several classes herself over the last evaluation cycle designed to better prepare her for her role as a mid level supervisor.

<b>Crime Trend Awareness</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2014</b>		Appraiser	100%	3.00	3.00
Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions.					<b>3.00</b>

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt utilizes ATAC raids to appropriately identify crime trends and better prepare herself for her many HOA meetings.

<b>Specialized Units</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<b>Due Date: 06-30-2014</b>		Appraiser	100%	4.00	4.00
Deploy specialized units to address crime trends and patterns. Also deploy specialized units to do pro-active policing.					<b>4.00</b>

**+** Comments

**Appraiser Comments:**

07-21-2014 : Lieutenant Merritt has worked with other specialized units when given the opportunity. Over the last reporting period she was commended by the administrative division for her work on background investigations.

<b>Goal Total Score</b>	<b>3.05</b>
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**Future Goals**

<b>Administrative</b>	<b>20%</b>	Action Steps
<b>Due Date: 06-30-2015</b>		
Effectively handle all administrative duties for your shift as assigned. Establish unit goals for your shift.		

<b>HOA</b>	<b>20%</b>	Action Steps
<b>Due Date: 06-30-2015</b>		
Attend your HOA meetings and work with the board on the concerns of the community. Submit monthly HOA report by the 28th of each month. Perform bi-annual crime prevention presentations.		

**Mentoring** 20% Action Steps

**Due Date: 06-30-2015**

Be actively involved in the skill development of your officers/ sergeants.

**Physical Fitness** 10% Action Steps

**Due Date: 06-30-2015**

Meet the departmental standards in physical fitness.

**Policy / Equipment** 10% Action Steps

**Due Date: 06-30-2015**

Ensure your sergeants and officers complete policy review examinations as directed. Ensure sergeants and officers perform daily inspections of vehicles and equipment. Perform random spot checks of same.

**Crime Trend Awareness** 5% Action Steps

**Due Date: 06-30-2015**

Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions.

**Offense Report review and submissions** 5% Action Steps

**Due Date: 06-30-2015**

Ensure offense reports are thoroughly reviewed and submitted in a timely manner.

**Specialized Units** 5% Action Steps

**Due Date: 06-30-2015**

Deploy specialized units to address crime trends and patterns. Also deploy specialized units to do pro-active policing.

**TCLEOSE & Training** 5% Action Steps

**Due Date: 06-30-2015**

Ensure officers assigned to your shift meet TCLEOSE, shift, and department training requirements.

## Summary Comments

### Summary Comments

Appraiser: As stated elsewhere, Lieutenant Merritt has a wealth of knowledge to bring to the table. I would encourage her to be more heavily involved in the day to day operation of her shift, not simply take an administrative role regarding the operation of the shift.

## Final Score Calculation

	Totals	Weight	Score	Rating
Competencies	2.98	50%	1.49	3.01 Meets Expectations
Goals	3.05	50%	1.53	

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Employee Signature

MERRITT, GENEANE

Appraiser Signature

BOTHELL, LANCE

Date

Date



City of Missouri City  
**PERFORMANCE APPRAISAL**

Employee: GENEANE MERRITT Hire Date: 09-27-2009 Position: POLICE LIEUTENANT  
 Department: POLICE Division: PATROL Location: PSHQ  
 Review Period: 04-01-2011 - 03-31-2012 Appraiser: WILLIAMS, DWAYNE 100%

Appraisal Overview

Competency (70%)		Goal (30%)	
Decision-Making/Judgment	20%	HOA	20%
Employee Management	20%	Administrative	15%
Ethics	20%	Crime Trend Awareness	10%
Communication	10%	Mentoring	10%
Job Knowledge	10%	Offense Report review and submissions	10%
Safety	10%	Officer/Sergeant job knowledge	10%
Firearms Proficiency	5%	TCLEOSE & Training	10%
Teamwork	5%	Overtime reduction	5%
		Specialized Units	5%
		Vehicle and Equipment Inspections	5%

Performance Competencies

Decision-Making/Judgment	20%	Summary	Weight	Rating	Score
		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.

Competency Rating Details

- |   |  |   |
|---|--|---|
| <p><b>1: Below Expectations</b><br/>                 Frequently fails to either make necessary decisions to fulfill job requirements or makes decisions hastily. Does not always exercise sound judgment. Indecisiveness impacts operations negatively.</p> | <p><b>2: Meets Expectations</b><br/>                 Makes decisions appropriate for job level and/or refers difficult or complex issues to proper parties. Occasional indecisiveness may occur, but does not impact the company negatively.</p> | <p><b>3: Exceeds Expectations</b><br/>                 Decision making is systematic and sound, covering related contingencies, consequences and alternatives. Has earned a high level of trust among co-workers.</p> |
|---|--|---|

Comments

**Appraiser Comments:** Lt. Merritt takes responsibility for her decisions. She connects decisions and judgments to the organization's goals and strategic plans. In September 2011, Lt. Merritt made a decision to assist with a tanker fire which occurred around the time she was scheduled to attend a HOA meeting. She took responsibility for her decision and was advised to follow up HOA's in the future if she is unable to make her appointments.

**Employee Comments:**

Employee Management	20%	Summary	Weight	Rating	Score
		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

The degree to which the supervisor creates a positive management environment. The ability to motivate employees, preserve high morale, and supervise with fairness and consistency.

Competency Rating Details

- |                                     |                                     |                                       |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <p><b>1: Below Expectations</b></p> | <p><b>2: Meets Expectations</b></p> | <p><b>3: Exceeds Expectations</b></p> |
|-------------------------------------|-------------------------------------|---------------------------------------|



Marginal staff performance or occasional morale problems indicate that supervisory skills are ineffective. Employees are not well managed or motivated.

Effectively performs as a supervisor/manager and deals with employee issues, performance concerns, and problems appropriately. Helps employees maintain an acceptable work standard.

Superb management skills are constantly reflected in outstanding employee relations and morale. Problems are dealt with quickly and appropriately. Employee motivation, fairness, and consistency are at the highest level.

Comments

**Appraiser Comments:** Lt. Merritt effectively performs as a mid-level manager and deals with employee issues, performance concerns, and problems appropriately. She appropriately placed one of her officers on a performance improvement plan and the employee's performance is back to acceptable standards.

**Employee Comments:**

Ethics	20%	Summary	Weight	Rating	Score
		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.

Competency Rating Details

**1: Below Expectations**  
Although not yet serious, some concerns regarding ethics have occurred and need to be dealt with to prevent further problems. Such incidents may be a result of lack of confidentiality or poor judgment.

**2: Meets Expectations**  
Ethical conduct is good. Supports the organization's established programs, regulations, and professional requirements for ethical behavior. Acts carefully with regard to residents and customers confidentiality and privacy.

**3: Exceeds Expectations**  
The individual is above reproach. Honesty, trust, and ethical behavior are exceptional in all business relationships.

Comments

**Appraiser Comments:** Lt. Merritt consistently abides by the organization's code of ethics. She consistently maintains confidentiality in employee matters. Lt. Merritt always uses her purchasing card appropriately. She submits accurate time sheets.

**Employee Comments:**

Communication	10%	Summary	Weight	Rating	Score
		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].

Competency Rating Details

**1: Below Expectations**  
Communication skills are lacking in some areas. Verbal communication skills of listening and speaking impede job performance. More effective use of communication technologies is needed. Written documents do not convey information clearly.

**2: Meets Expectations**  
Communication and listening skills are good. Effectively uses some available communication technology. Written documents convey information appropriately.

**3: Exceeds Expectations**  
Communication skills are superior. Listening and interpersonal communication skills strengthen others. Effectively uses all available communication technology. Written documents are clear, concise, and well-constructed.

Comments

**Appraiser Comments:** Lt. Merritt ensures that critical information is disbursed to appropriate parties. Her email communications are accurate and error-free. Lt. Merritt does lack in communicating clearly via police radio. Her voice is often low and unintelligible. Dispatch routinely has to ask her to repeat her radio communications. I would encourage Lt. Merritt to speak louder when communicating via radio. Lt. Merritt does speak with a louder tone when addressing officers at role call.

**Employee Comments:**

Job Knowledge	10%	Summary	Weight	Rating	Score
The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.		Appraiser	100%	3.00	3.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>3.00</b>

Competency Rating Details

1: Below Expectations

Lacks sufficient know-how to do assigned tasks. May not have a complete understanding of essential duties and functions of the position. May lack full awareness of how job performance impacts the organization. May have failed to update training, certification, and/or degree requirements.

2: Meets Expectations

Possesses sufficient subject knowledge to perform teaching assignments. Works to develop units that meet subject core objectives, standards, and benchmarks. Uses task analysis to clarify subject material. Works to become familiar with resources, programs, and people to support classroom instruction.

3: Exceeds Expectations

Demonstrates extremely broad and deep job knowledge and exceptional ability in performing the essential duties and functions of the position. Meets or exceeds degree, certification, and/or training requirements. Thoroughly understands the significance of job responsibilities relative to organizational goals and objectives. Has significant understanding of related jobs and functions. Aggressively pursues ongoing training and development related to expanding job knowledge and effectiveness.

Comments

**Appraiser Comments:** Lt. Merritt connects job knowledge and performance to other operations within the organization. She continually seeks out training opportunities to enhance her supervisory skills and job knowledge. Lt. Merritt is currently enrolled in an intensive police command college put on by Northwestern University. During this evaluation period, Lt. Merritt received both her Intermediate and Advanced certifications from TCLEOSE.

**Employee Comments:**

Safety	10%	Summary	Weight	Rating	Score
The degree to which safety standards and procedures are followed and accidents are avoided. The level of demonstrated emphasis on creating and maintaining a safe work environment.		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

Competency Rating Details

1: Below Expectations

Safety is sometimes ignored in job performance. Safety standards and procedures are not followed. Accidents occur more often than the standard. Rarely considers safety improvements. Behavior may contribute to an unsafe environment.

2: Meets Expectations

Safety is a regular part of job performance. Safety procedures are followed and accidents are within the normal range. Occasionally involved in finding ways to improve safety. Is able to maintain a generally safe work environment.

3: Exceeds Expectations

Safety is a demonstrated top priority. Safety procedures are always followed and accidents are avoided. Very active in finding ways to improve safety standards and procedures. Continually works to create a safe work environment.

Comments

**Appraiser Comments:** Lt. Merritt abides by the police department and city safety policies and procedures. She did not have any vehicle accidents during this evaluation cycle. Lt. Merritt did have a job related injury in January 2012 where she injured her knee by bumping into her desk. She was off work for a few days while her knee healed.

**Employee Comments:**

Firearms Proficiency	5%	Summary	Weight	Rating	Score
The degree to which the incumbent demonstrates proficiency in firearms training sessions.		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

Competency Rating Details

1: Below Expectations

2: Meets Expectations

3: Exceeds Expectations

Occasionally scores below an acceptable range of proficiency at scheduled training sessions. Proficiency must improve.

Consistently meets the expectations required for firearms proficiency. Passes the required training level proficiency standards.

Always scores among the top percent in meeting firearms proficiency at scheduled training sessions. No firearms concerns or violations have occurred.

Comments

**Appraiser Comments:** Lt. Merritt met firearms proficiency expectations. Her firearms qualification score average is 200. I encourage Lt. Merritt to attend firearms practice sessions to improve her firearms proficiency. It should be noted that Lt. Merritt recently passed a rigorous patrol rifle school which will allow her to carry her duty issued patrol rifle while on duty.

**Employee Comments:**

Teamwork	5%	Summary	Weight	Rating	Score
The ability to promote positive work relationships with area staff, team members, and supervisors. The degree of problem solving, communication, listening, cooperation, and productivity demonstrated while working with others to successfully meet goals.		Appraiser	100%	3.00	3.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>3.00</b>

Competency Rating Details

1: Below Expectations

Contributions to the team may be lacking. Does not actively participate in team functions without being asked. Effective team outcomes are occasionally blocked because of lack of cooperation, communication, or support.

2: Meets Expectations

Functions as a valuable team member. Provides support, contributes suggestions, cooperates in problem solving activities, and is responsive to others. Team outcomes are mostly positive.

3: Exceeds Expectations

Teamwork skills are exceptional. Promotes extremely positive relations among team members and area staff. Employs highly successful team building strategies, demonstrates effective problem solving and communication, and facilitates positive team outcomes.

Comments

**Appraiser Comments:** Lt. Merritt has demonstrated her ability to promote positive work relationships with her Sergeants and officers. She promotes positive relations among officers and patrol supervisors. Lt. Merritt works with her shift to carry out the goals and objectives of the police department. Lt. Merritt and her Sergeants perform roll call inspections to ensure that every officer under her command is within departmental appearance/grooming standards.

**Employee Comments:**

**Performance Competencies Total Score**

**2.15**

Goal Performance

Goal Rating Details

1: Did Not Meet Goal

Marginal progress towards established goal or incomplete goal

2: Met Goal

Met projected/anticipated outcome

3: Exceeded Goal

Met and went beyond projected/expected outcome.

HOA	20%	Summary	Weight	Rating	Score
<b>Due Date: 03-31-2012</b>  Attend your HOA meetings and work with the board on the concerns of the community. Submit monthly HOA report by the 28th of each month. Perform bi-annual crime prevention presentations.		Appraiser	100	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt normally attends all of her HOA meetings and turns in her HOA reports on time. She missed one HOA meeting while she was out injured. Lt. Merritt was advised to have someone attend her HOA meetings in her place when she is unable to attend.

**Employee Comments:**

Administrative	15%	Summary	Weight	Rating	Score
		Appraiser	100	3.00	3.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>3.00</b>

**Due Date: 03-31-2012**

Effectively handle all administrative duties for your shift as assigned.  
Establish unit goals for your shift.

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt handles her administrative duties effectively. She enters use of force and fleet reports into the AIM program in a timely manner. Lt. Merritt establishes clearly defined shift goals for her respective shift.

**Employee Comments:**

Crime Trend Awareness	10%	Summary	Weight	Rating	Score
		Appraiser	100	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

**Due Date: 03-31-2012**

Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions.  
Submit semi-monthly reports to Patrol Captain showing action steps implemented to address crime trends

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt stays aware of crime trends and patterns. She ensures her shift personnel target areas where crime trends have been identified. She assigns officers to work in plain clothes on Wednesdays where they target problem areas. Lt. Merritt utilizes uses multiple resources to stay abreast of crime trends but I would encourage her to use ATAC raids more often.

**Employee Comments:**

Mentoring	10%	Summary	Weight	Rating	Score
		Appraiser	100	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

**Due Date: 03-31-2012**

Be actively involved in the skill development of your officers/sergeants.

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt is actively involved with the development of her staff. She identifies training needs of her shift personnel and recommends training courses for them. She also responds to calls for service to lead by example; another method she employs to develop her officers.

**Employee Comments:**

Offense Report review and submissions	10%	Summary	Weight	Rating	Score
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<p><b>Due Date: 03-31-2012</b></p> <p>Ensure offense reports are thoroughly reviewed and submitted in a timely manner.</p>	<table border="0"> <tr> <td>Appraiser</td> <td style="text-align: right;">100</td> <td style="text-align: right;">2.00</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>Employee</td> <td style="text-align: right;">--</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td style="text-align: right;"><b>2.00</b></td> </tr> </table>	Appraiser	100	2.00	2.00	Employee	--	0.00	0.00	<b>Total</b>			<b>2.00</b>
Appraiser	100	2.00	2.00										
Employee	--	0.00	0.00										
<b>Total</b>			<b>2.00</b>										

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt's shift met expectations and continues to show improvement in offense report accuracy and timely submission. I encourage Lt. Merritt to continue improving her shifts' ability of having offense reports effectively reviewed and turned in a timely manner.

**Employee Comments:**

<p><b>Officer/Sergeant job knowledge</b> <span style="float: right;"><b>10%</b></span></p> <p><b>Due Date: 03-31-2012</b></p> <p>Ensure your sergeants and officers complete policy review examinations as directed.</p>	<table border="0"> <tr> <td><b>Summary</b></td> <td style="text-align: right;"><b>Weight</b></td> <td style="text-align: right;"><b>Rating</b></td> <td style="text-align: right;"><b>Score</b></td> </tr> <tr> <td>Appraiser</td> <td style="text-align: right;">100</td> <td style="text-align: right;">2.00</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>Employee</td> <td style="text-align: right;">--</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td style="text-align: right;"><b>2.00</b></td> </tr> </table>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>	Appraiser	100	2.00	2.00	Employee	--	0.00	0.00	<b>Total</b>			<b>2.00</b>
<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>														
Appraiser	100	2.00	2.00														
Employee	--	0.00	0.00														
<b>Total</b>			<b>2.00</b>														

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt ensures that her Sergeants and officers complete their monthly policy examinations.

**Employee Comments:**

<p><b>TCLEOSE &amp; Training</b> <span style="float: right;"><b>10%</b></span></p> <p><b>Due Date: 03-31-2012</b></p> <p>Ensure officers assigned to your shift meet TCLEOSE, shift, and department training requirements.</p>	<table border="0"> <tr> <td><b>Summary</b></td> <td style="text-align: right;"><b>Weight</b></td> <td style="text-align: right;"><b>Rating</b></td> <td style="text-align: right;"><b>Score</b></td> </tr> <tr> <td>Appraiser</td> <td style="text-align: right;">100</td> <td style="text-align: right;">3.00</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Employee</td> <td style="text-align: right;">--</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td style="text-align: right;"><b>3.00</b></td> </tr> </table>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>	Appraiser	100	3.00	3.00	Employee	--	0.00	0.00	<b>Total</b>			<b>3.00</b>
<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>														
Appraiser	100	3.00	3.00														
Employee	--	0.00	0.00														
<b>Total</b>			<b>3.00</b>														

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt ensures officers under her command have the required TCLEOSE training hours. Numerous officers under her command have obtained their intermediate certificates from TCLEOSE by completing the required training under Lt. Merritt's command.

**Employee Comments:**

<p><b>Overtime reduction</b> <span style="float: right;"><b>5%</b></span></p> <p><b>Due Date: 03-31-2012</b></p> <p>Strategize ways to decrease the amount of overtime being put in for by officers.</p>	<table border="0"> <tr> <td><b>Summary</b></td> <td style="text-align: right;"><b>Weight</b></td> <td style="text-align: right;"><b>Rating</b></td> <td style="text-align: right;"><b>Score</b></td> </tr> <tr> <td>Appraiser</td> <td style="text-align: right;">100</td> <td style="text-align: right;">2.00</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>Employee</td> <td style="text-align: right;">--</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td style="text-align: right;"><b>2.00</b></td> </tr> </table>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>	Appraiser	100	2.00	2.00	Employee	--	0.00	0.00	<b>Total</b>			<b>2.00</b>
<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>														
Appraiser	100	2.00	2.00														
Employee	--	0.00	0.00														
<b>Total</b>			<b>2.00</b>														

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt helped reduce overtime expenditures by ensuring that officers complete their reports in a timely manner and working shifts for Sergeants who had taken time off.

**Employee Comments:**

Specialized Units	5%	Summary	Weight	Rating	Score
		Appraiser	100	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

**Due Date: 03-31-2012**

Deploy and coordinate with specialized units to address crime trends and patterns. Also deploy specialized units as necessary.

Action Steps

Comments

**Appraiser Comments:** As mentioned earlier, Lt. Merritt routinely assigns officers to work plain clothes assignments to address crime trends. The officers also utilize unmarked police vehicles while working specialized assignments.

**Employee Comments:**

Vehicle and Equipment Inspections	5%	Summary	Weight	Rating	Score
		Appraiser	100	3.00	3.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>3.00</b>

**Due Date: 03-31-2012**

Ensure officer perform daily vehicle and equipment inspections. Perform random spot checks on officer's vehicles and equipment.

Action Steps

Comments

**Appraiser Comments:** Lt. Merritt ensures her shift performs their daily vehicle and equipment inspections.

**Employee Comments:**

**Goal Performance Total Score** **2.30**

**Future Goals**

<b>HOA</b>	<b>20%</b>	Action Steps
<b>Due Date: 03-31-2013</b>		
Attend your HOA meetings and work with the board on the concerns of the community. Submit monthly HOA report by the 28th of each month. Perform bi-annual crime prevention presentations.;		
<b>Administrative</b>	<b>15%</b>	Action Steps
<b>Due Date: 03-31-2013</b>		
Effectively handle all administrative duties for your shift as assigned. Establish unit goals for your shift.;		
<b>Crime Trend Awareness</b>	<b>10%</b>	Action Steps
<b>Due Date: 03-31-2013</b>		

Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions.;

**Mentoring** 10% Action Steps

**Due Date: 03-31-2013**

Be actively involved in the skill development of your officers/sergeants.;

**Offense Report review and submissions** 10% Action Steps

**Due Date: 03-31-2013**

Ensure offense reports are thoroughly reviewed and submitted in a timely manner.;

**Officer/Sergeant job knowledge** 10% Action Steps

**Due Date: 03-31-2013**

Ensure your sergeants and officers complete policy review examinations as directed.;

**TCLEOSE & Training** 10% Action Steps

**Due Date: 03-31-2013**

Ensure officers assigned to your shift meet TCLEOSE, shift, and department training requirements.;

**Overtime reduction** 5% Action Steps

**Due Date: 03-31-2013**

Strategize ways to decrease the amount of overtime being put in for by officers.;

**Specialized Units** 5% Action Steps

**Due Date: 03-31-2013**

Deploy specialized units to address crime trends and patterns. Also deploy specialized units to do pro-active policing.;

**Vehicle and Equipment Inspections** 5% Action Steps

**Due Date: 03-31-2013**

Ensure officer perform daily vehicle and equipment inspections. Perform random spot checks on officer's vehicles and equipment.;

**Summary Comments**

**Summary Comments**

Appraiser: Lt. Merritt has been assigned to Patrol as a Lieutenant for approximately 8 months. She has been tasked with supervising the busiest patrol shift and will continue to grow as a Manager and Leader in the Department. Lt. Merritt continually seeks out command level training courses to enhance her supervisory and leadership skills. She is assigned as the Missouri City Police Department's HOA Coordinator and is very responsive to HOA concerns and matters.

Employee:

Final Score Calculation

	Totals	Weight	Score	Performance Rating
Performance Competencies	2.15	70%	1.51	2.20
Goal Performance	2.30	30%	0.69	Meets Expectations

By signing below, the Employee and Appraiser(s) acknowledge that they have discussed this Performance Appraisal. Likewise, they understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee/employer relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of his or her disagreement.

Employee Signature



MERRITT, GENEANE

Date

4-3-12

Appraiser 1 Signature



WILLIAMS, DWAYNE

Date

4-3-12



City of Missouri City

**PERFORMANCE APPRAISAL**



**Employee:** MERRITT, GENEANE R  
**Appraiser:** WORRELL, PAT M

**Position:** POLICE CAPTAIN  
**Current Review Period:** 4/1/2010 - 3/31/2011

**Performance Competencies**

Competency	Employee	Appraiser	Weight
<b>Ethics</b>	0	3	20%

**Appraiser Comments:**

Captain Merritt consistently abides by the organization's code of ethics. In her time with the department she has become increasingly knowledgeable of the organization's ethics policies. She maintains confidentiality and demonstrates honesty in all internal and external business dealings. She uses company resources appropriately and applies expense account funds to legitimate business activities. As I've gotten to know Captain Merritt better I think the thing I appreciate the most is her loyalty. I feel that I've always got her support even when she may not completely agree with all of my decisions.

<b>Job Knowledge</b>	0	1	20%
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**Appraiser Comments:**

Captain Merritt demonstrates a satisfactory understanding of job requirements and appears to stay apprised of overall changes in policies and procedures. Capt. Merritt's certifications and training meet job requirements at this time, however she must still achieve her Master Peace Officer Certification, and had to be scheduled to stay on track with her 1/2012 deadline to remain consistent with this organization's strategic plan.

<b>Management Effectiveness</b>	0	1	20%
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**Appraiser Comments:**

Captain Merritt does an adequate job prioritizing operations to achieve favorable results. She manages resources prudently, when prompted by superiors. When confronted, she sometimes addresses problems by blaming subordinate supervisors rather than accepting personal responsibility for her own deficiencies. Since Captain Merritt came from outside of the MCPD, she lacked the historical relationships that other command staff members have with personnel, but worked hard during this past year at improving her relationships and trust with division members. She has a long way to go, but I am confident that she has the ability to correct this deficiency.

<b>Budget Development and Control</b>	0	2	10%
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**Appraiser Comments:**

Captain Merritt took part in the preparation for her divisions budget for the first time this past year. She accurately projected budget needs when preparing her annual budget. She monitors spending and is prudent with spending. In the preparation of this years budget her overtime line item was cut severely. This year we have had an unusually high number of homicides and gang related shooting that has forced the assignment of a lot of overtime. Therefore expenditures have been exceeded in the overtime line item. I consider this overage in spending in the overtime line item completely outside of Captain Merritt's control. All of the other line items in Captain Merritt's budget are in line with projected amounts. All of Captain Merritt's budget and related accounting documents are in complete compliance with established practices and regulations.

<b>Communication</b>	0	1	10%
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**Appraiser Comments:**

Captain Merritt listens to others but rarely speaks with the appropriate tone. She is mindful of her audience and when audible, communicates content in a delicate and sensitive manner. She disseminates critical information to the appropriate parties and provides employees with satisfactory levels of information to perform their job duties, but does so with little regard for appropriate grammar, style, and punctuation. Her writing skills are clearly a deficiency requiring immediate correction. At the level of police captain, appropriate grammar, style, tone, etc. is expected.

Her telephone skills are professional and appropriate, yet when tasked with returning calls she had difficulty and needed several reminders. She always treats telephone callers with respect and courtesy, but must challenge herself to speak louder and with more confidence. She marginally improved her volume, but only when speaking to other members of the command staff.

<b>Public Relations</b>	0	2	10%
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**Appraiser Comments:**

Captain Merritt is always tactful and projects a positive image of the department when dealing with the public. She is consistently courteous with all public contacts and she treats public contacts fairly and is friendly when dealing with the public. She follows appropriate processes to clear all information released to the public.

**Firearms Proficiency** 0 2 5%

**Appraiser Comments:**  
 Captain Merritt always uses firearms appropriately. She complies with department firearms policies and regulations. She attends and training as required and handles and stores firearms properly. Captain Merritt has passed the required department firearms qualification.

**Presentation Skills** 0 1 5%

**Appraiser Comments:**  
 Captain Merritt rarely assumes a leadership role during presentations and oftentimes remains mute during critical discussions involving the activities of her divisional personnel. She gave one presentation to the public, and did so exuding the level of confidence expected in a MCPD captain. Her reluctance to present is especially noticeable during regional CID meetings where she has never interjected, or presented any dialogue.

**Goal Performance**

Goal	Employee	Appraiser	Weight
<b>Annual Employee Evaluations</b>	0	2	25%

**Appraiser Comments:**  
 Met the goal of insuring that all of the evaluations for all cid personnel were completed and submitted on time.

<b>Annual Property Room Audit</b>	0	1	25%
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**Appraiser Comments:**  
 A major problem with the property room technology and oversight delayed the completion of the annual inventory. You corrected that problem several months after the annual inventory was due yet never counseled or reprimanded your subordinates for the violation.

<b>Prepare Annual Budget for CID</b>	0	3	25%
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**Appraiser Comments:**  
 The CID budget that we are presently working under was prepared by Captian Merritt and submitted to the Chief. It was Captain Merritt's first effort at budget preparation and she did a good job. SHE also made significant arguments during our budget workshops relating to enhancing CID personnel.

<b>TCLEOSE Mandated Training</b>	0	3	25%
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**Appraiser Comments:**  
 Captain Merritt has insured that all of the personnel in her division have met the mandatory TCLEOSE training. In addition to meeting her own required training Captain Merritt has completed a substantial amount of the training required by TCLEOSE for her to receive a Masters Certification.

**Future Goals**

<b>TCLEOSE MPO Cert.</b>	Obtain TCLEOSE Master Peace Officer Certification by 12/31/2011	<b>Due: 3/31/2012</b>	25%
<b>Fiscal responsibility</b>	Operate the division within allotted budget.	<b>Due: 3/31/2012</b>	15%
<b>CID Clearance rate</b>	Improve CID Clearance rate by 10% in 2011	<b>Due: 3/31/2012</b>	10%
<b>Community Meetings</b>	Attend and present CID-related info to citizens at 12 community meetings.	<b>Due: 3/31/2012</b>	10%
<b>Improve Communication Skills</b>	When we host monthly CID meetings, personally welcome visiting agency's investigators, and command staff. Facilitate at least three COMPSTAT meetings.	<b>Due: 3/31/2012</b>	10%
<b>Improve Management Skills</b>	Employ a management by walking around strategy. Speak with all members of your division daily	<b>Due: 3/31/2012</b>	10%

	regarding their progress on cases. Take personal responsibility for facilitating a weekly CID case update meeting. Infuse the knowledge you glean from those meetings and actively participate in the monthly regional CID meeting.		
<b>Annual Employee Evaluations</b>	Ensure that all CID personnel evaluations are completed to the Chief's office by the deadline date.	<b>Due: 3/31/2012</b>	5%
<b>Annual Property Room Audit</b>	Have a complete property room audit report submitted to the chief's office by March 31, 2011	<b>Due: 3/31/2012</b>	5%
<b>Complete Annual 2013 Budget for CID</b>	--	<b>Due: 3/31/2012</b>	5%
<b>Division TCLEOSE Training</b>	Ensure that all personnel in CID complete their mandatory TCLEOSE training.	<b>Due: 12/31/2012</b>	5%

**Comments**

**Summary Comments**

Appraiser:

Note: This evaluation was encompasses ratings by retired A/C Worrell until December 2010 and was completed by Chief Fitzgerald.

Employee:

**Final Score Calculation**

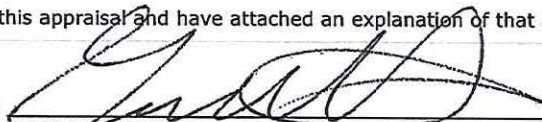
	Totals	Weight	Score	Performance Rating
Performance Competencies	1.65	50%	0.82	<b>1.95</b> <b>Below Expectations</b>
Goal Performance	2.25	50%	1.12	

Appraisal generated: 3/29/2011 8:27:03 AM

By signing below, the Employee and Appraiser(s) acknowledge that this Performance Appraisal has been discussed. They each understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of that disagreement.

I disagree with this appraisal and have attached an explanation of that disagreement.

Employee Signature:

  
GENEANE R MERRITT

Date:

3-29-11

Appraiser Signature:

  
PAT M WORRELL

Date:

3-29-11

City of Missouri City

**PERFORMANCE APPRAISAL**



**Employee:** MERRITT, GENEANE R

**Position:** POLICE CAPTAIN

**Appraiser:** WORRELL, PAT M

**Current Review Period:** 4/1/2009 - 3/31/2010

**Performance Competencies**

Competency	Employee	Appraiser	Weight
<b>Ethics</b>	0	3	20%

**Appraiser Comments:**

Geneane consistently abides by the organization's code of ethics and maintains confidentiality. She demonstrates honesty in all internal and external business dealings. She uses department resources appropriately and applies expense account funds to legitimate business activities. Geneane always follows through on commitments and preserves the department's reputation with continued ethical behavior. She submits true and accurate time records.

<b>Job Knowledge</b>	0	2	20%
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**Appraiser Comments:**

Geneane demonstrates an understanding of job requirements. Even though Geneane is new to Texas and to the department she had adapted quickly to her new environment. She stays apprised of changing policies and procedures. Her performance of essential job duties and functions is excellent. She shares the knowledge and skills that she obtained during her career with the Philadelphia Police Department with her new co-workers. She connects her job knowledge and performance to other operations within the organization. Geneane understands how her job fits into organizational success. She takes pride in understanding all facets of the job and continually seeks to deepen her understanding.

<b>Management Effectiveness</b>	0	2	20%
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**Appraiser Comments:**

Geneane meets or exceeds organizational goals and objectives. Even though she has been here less than a year she still completed the goals commonly given to the cid commander. She prioritizes operations to achieve favorable results. She manages her available resources prudently and meets budget requirements. She promotes a productive environment. Geneane solves problems promptly and makes timely decisions. For several years we have discussed having our detectives do an on the job training period with HPD Homicide but have never actually accomplished the task. Geneane has tackled the project and now has everyone of our detectives scheduled to work a week with HPD Homicide in the next few months.

<b>Budget Development and Control</b>	0	2	10%
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**Appraiser Comments:**

Geneane has done a commendable job with budgeting considering that she has never been responsible for a budget the size of the cid budget. She has accurately projected the budget needs for cid for the 2011 budget that will take affect in July 2010. She successfully completed the cid budget for 2011 and has submitted to the chief. During her tenure here she has monitored spending for cid and has been prudent. She has operated within budgetary guidelines and followed the appropriate process when exceeding budgeted line items by making the necessary line item adjustments. Her budget and related accounting documents are in complete compliance with established practices and regulations. Her budget information is complete, accurate, and well communicated to management. Her budget decisions are based on an accurate understanding of the organization's financial position.

<b>Communication</b>	0	2	10%
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**Appraiser Comments:**

Geneane listens to others and handles delicate and sensitive interactions with appropriate tone and word. She ensures that critical information is disbursed to her detectives and sergeants. She also provides her employees with appropriate information to perform their job duties. She consistently is able to communicate constructive feedback to her employees. When Geneane first came to work here she frequently spoke so softly that she could not be heard. As she has become more comfortable with her new environment that has not been such a problem. As she has settled in her verbal communication skills have improved dramatically.

<b>Public Relations</b>	0	2	10%
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**Appraiser Comments:**

Geneane is tactful and projects a positive and professional image of the police department. She is consistently courteous with public contacts and treats them fairly. She is friendly when dealing with the public. When dealing with a victim she shows the proper amount of empathy and concern.

**Firearms Proficiency** 0 2 5%

**Appraiser Comments:**

Geneane's average range score is 206 which meeting expectations of above 80%.

**Presentation Skills** 0 2 5%

**Appraiser Comments:**

I have only seen Geneane speak publically a couple of times, both times at our monthly criminal intelligence meeting. She was well prepared and her appearance was professional. She was well-versed in the subject matter and spoke clearly and with adequate volume. She used appropriate language.

**Goal Performance**

Goal	Employee	Appraiser	Weight
<b>Annual Property Room Audit</b>	0	2	25%

**Appraiser Comments:**

The annual property room audit was completed and a report submitted. Goal met.

<b>Division Budget</b>	0	2	25%
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**Appraiser Comments:**

The cid budget for 2011 was completed by Capt. Merritt and submitted to the chief. Goal met.

<b>Division evaluations</b>	0	2	25%
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**Appraiser Comments:**

The annual performance evaluations for the criminal investigation division are on going at this time. All of the evaluation will be submitted within the next 2 weeks and the goal will have been met.

<b>TCLEOSE training for cid personnel</b>	0	3	25%
---	---	---	-----

**Appraiser Comments:**

All of the officers assigned to the criminal investigation division have met the TCLEOSE mandated training. In addition to mandated training Capt. Merritt has assigned additional training for the division in specialized areas. She has also arranged to have all of her detectives do a week of on the job training with the Houston police department homicide division. This is a project that has been discussed for years but has not been accomplished.

**Future Goals**

<b>Annual Employee Evaluations</b>	Ensure that the annual evaluations for CID personnel are prepared and submitted in a timely manner.	<b>Due: 3/31/2011</b>	25%
<b>Annual Property Room Audit</b>	Ensure that the annual property room audit is completed and submitted to the Chief's office.	<b>Due: 3/31/2011</b>	25%
<b>Prepare Annual Budget for CID</b>	Prepare the CID annual budget for 2012 and submit it to the Chief.	<b>Due: 3/31/2011</b>	25%
<b>TCLEOSE Mandated Training</b>	Ensure that all personnel assigned to the criminal investigation division meet their mandated TCLEOSE training.	<b>Due: 3/31/2011</b>	25%

**Comments**

**Summary Comments**

Appraiser:

Employee:

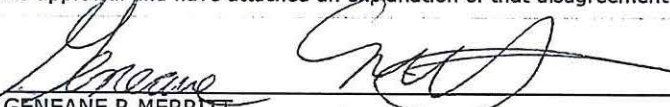
### Final Score Calculation

	Totals	Weight	Score	Performance Rating
Performance Competencies	2.20	50%	1.1	<b>2.23</b> <b>Meets Expectations</b>
Goal Performance	2.25	50%	1.12	

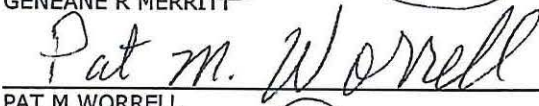
Appraisal generated: 3/22/2010 9:12:23 AM

By signing below, the Employee and Appraiser(s) acknowledge that this Performance Appraisal has been discussed. They each understand that this appraisal is not a contract, but an evaluation of performance and therefore does not affect the employee relationship. If the Employee disagrees with the contents of this appraisal, he/she may check the following box and attach an explanation of that disagreement.

I disagree with this appraisal and have attached an explanation of that disagreement.

Employee Signature:   
GENEANE R MERRITT

Date: 3-22-10

Appraiser Signature:   
PAT M WORRELL

Date: 3-22-10

Approved by:   
Joel Fitzgerald

Date: 3-22-10

OSSI

**SEPARATION OF LICENSEE (F-5)**  
 LICENSEE INFORMATION (Occupations Code 1701.452)

Non-refundable \$35 fee for paper form. Money order, agency or cashier's check. (5541)

1. TCOLE PID <i>210</i>	2. Last Name <b>MERRITT-HUGHES</b>	3. First Name <b>GENEANE</b>	4. M. I. <b>R</b>	5. Suffix (Jr., etc.)
6. Date of Birth	7. Home or Permanent Mailing Address		8. City	
9. State	10. Zip Code <i>117/1175</i>	11. Phone Number	12. Email	

**13. APPOINTMENT**

<input checked="" type="checkbox"/> Peace Officer	<input type="checkbox"/> County/Contract Jailer	<input type="checkbox"/> Telecommunicator	<input type="checkbox"/> Medical Corporation P.O.
<input type="checkbox"/> Public Security Officer	<input type="checkbox"/> Reserve Officer (licensed reserve or conditional only)		

14. TCOLE Agency Number <b>201217</b>	15. Appointing Agency <b>MISSOURI CITY POLICE DEPT.</b>
--	--

**16. DESIGNATION OF SEPARATION: (Check only one).**

Report must be submitted not later than the seventh business day after the date the license holder:

(1) resigns, retires, or separates from the agency; or

(2) exhausts all administrative appeals available to the license holder if the license holder was terminated based on an allegation of misconduct. Occupations Code 1701.452.

17. Date Appointed: 9/27/2009

18. Date of Separation: 5/7/2018

**Honorably Discharged**

Retired, resigned, or separated from employment with or died while employed by a law enforcement agency while in good standing and not because of pending or final disciplinary actions or a documented performance problem.

**General Discharge**

(A) was terminated by, retired or resigned from, or died while employed by a law enforcement agency and the separation was related to a disciplinary investigation of conduct that is not included in the definition of dishonorably discharged; or

(B) was terminated by or retired or resigned from a law enforcement agency and the separation was for a documented performance problem and was not because of a reduction in workforce or an at-will employment decision.

**Dishonorably Discharged**

(A) was terminated by a law enforcement agency or retired or resigned in lieu of termination by the agency in relation to allegations of criminal misconduct; or

(B) was terminated by a law enforcement agency or retired or resigned in lieu of termination by the agency for insubordination or untruthfulness.

**ATTENTION LICENSEE:**

To appeal this F-5 Report, you must complete and submit to TCOLE a "Petition to Correct" form within 30 days after receipt.

If this is your second dishonorable discharge on an F-5 Report, your license will be suspended upon TCOLE's receipt of this document. Failure to timely appeal a second dishonorable discharge with a petition to correct form will result in the revocation of your license.

19. I, chief administrator or designees, attest that this is a true and accurate explanation of the circumstances under which this person resigned or was terminated.

A copy of this F-5 was provided to the person as required by Occupations Code 1701.452, in 7 business days by:

Hand delivery on \_\_\_\_\_ Date

Certified mail on 5/12/2018 Date

*Michael A. Berezin*  
 Agency Administrator or Designee (Type or Print)  
 Submitted by: PENGLISHBEE

*Michael A. Berg*  
 Signature

05/08/2018  
 Date

RS [552.102; 552.117; 552.138]



TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION

6330 E. HIGHWAY 290, SUITE 200  
AUSTIN, Texas 78723-1035  
(512) 936-7700

http://www.tcleose.state.tx.us



L-1 REPORT OF APPOINTMENT / LICENSE APPLICATION

Commission Rule(s) §217.1 & 217.7

Non-refundable fees required for contract jailer or medical facility officer. Money order or cashier's check.

APPLICANT INFORMATION

1. TCLEOSE PID <u>PIP</u>	2. Last Name <u>MERRITT-HUGHES</u>	3. First name <u>GENEANE</u>	4. M. I. <u>R</u>	5. Suffix (Jr., etc.)
6. Social Security # ***-**-**** New Applicants Only	6. Triver's License Number	8. Date of Birth <u>10-3</u>	9. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic	10. Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
11. US Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12. Education <input type="checkbox"/> GED <input checked="" type="checkbox"/> High School <input type="checkbox"/> 12 Semester College Hours (Submit F-7 form)	13. Home Phone Number		
14. Home Mailing Address		15. City	16. State	17. ZIP Code <u>117/1175</u>

APPOINTMENT AND DEPARTMENT INFORMATION

(Applicant must sign page 2)

**New applicant:** The agency must have submitted to Crime Records Division, TX Dept. of Public Safety, one FBI TCLEOSE Applicant fingerprint card stamped "Police Applicant" and have placed the submitting agency ORI number in the employer address block. Agency must retain copy of L-1, original L-2 and L-3 form, (or copy from academy) current criminal history (TCIC and NCIC), all DD214s (if applicable), proof of education, certified documents from the appropriate authority showing the final disposition of each arrest, probation, community supervision, conviction or other criminal history, along with fingerprint card returns from DPS showing record checks through FBI and DPS.

**Already licensed:** The agency must conduct a criminal background check, have written consent to view the applicant's employment record(s), obtain a copy of any service or education reports retained by the Commission, and contact each of the applicant's previous employers. Occupation code (1701.451)(a)(2).

Check one

- License holder with less than a 180-day break in service: Agency retains copy of L-1.
- License holder with more than a 180-day break in service: Agency must retain copy of L-1, new L-2, L-3, current criminal history (TCIC and NCIC), fingerprint card returns submitted to DPS showing record checks through FBI and DPS per §217.7(e), weapons qualifications according to §217.21 within the last 12 months.

18. Date of Appointment <u>9/27/2009</u>	19. Retired State Officer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	20. Dual Commission <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21. Check if appointed as Chief Administrator: <input type="checkbox"/> Sheriff <input type="checkbox"/> Chief of Police <input type="checkbox"/> Constable <input type="checkbox"/> City Marshal		
22. All other appointments <input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> Reserve Officer <input type="checkbox"/> Jailer <input type="checkbox"/> Public Security Officer		
<input type="checkbox"/> \$100 fee required <input type="checkbox"/> Contract Jailer (5120) <input type="checkbox"/> Medical Facility Officer (5125)		
23. TCLEOSE Agency No. <u>201217</u>	24. Appointing Agency <u>MISSOURI CITY POLICE DEPT.</u>	25. Phone Number <u>(281) 403-8701</u>

I certify that I am the chief administrator of the above named agency, or the person designated by the chief administrator to sign this document. I further certify that this agency has on file and readily accessible to the Commission the appropriate documents to show that the above-named individual meets the minimum standards for licensing and/or appointment.

If applicant is required to line out any items on the affidavit, the L-1 must be mailed to the Commission.

Joel Fitzgerald Sr Chief of Police  
Name and Title of Chief Administrator or Designee (Type or Print)

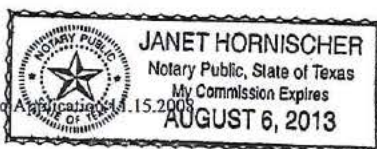
[Signature]  
Signature of Chief Administrator or Designee

Sworn to and subscribed before me, this 29th day of September, 2009

Notary public in and for, State of Texas

My Commission expires 08 / 06 / 2013

Notary Seal or Stamp



Janet Hornischer  
Printed Name of Notary  
[Signature]  
Signature of Notary



## Instructions for completion of L-1 Report of Appointment

Persons who wish to reinstate their law enforcement officer licenses following a Commission-ordered disciplinary action (suspension or probation) are required to complete the "Reinstatement Application." An individual may also be required to complete this application.

You may not be able to truthfully attest to all portions of the affidavit included on the L-1, due to disciplinary action taken by the Commission or previous criminal history. Therefore, you are instructed to line out and initial all portions of the L-1 application that you cannot truthfully complete.

You are further instructed to provide a written explanation on a separate sheet of paper explaining any instance where you have altered the L-1 application. Altered forms must be mailed to the Commission.

All applicants must sign this form, and it must be notarized.

### STATEMENT OF NEW APPLICANT OR APPOINTEE

I, the undersigned, attest that I:

- (1) meet the minimum educational requirements;
  - (A) have passed a general educational development (GED) test indicating high school graduation level;
  - (B) am a high school graduate; or
  - (C) have 12 semester hours credit from an accredited college or university.
- (2) have been fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record;
- (3) am not currently under indictment for any criminal offense;
- (4) have not ever have been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
- (5) have not ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;
- (6) have not ever been convicted of any family violence offense;
- (7) am not prohibited by state or federal law from operating a motor vehicle;
- (8) am not prohibited by state or federal law from possessing firearms or ammunition;
- (9) have been subjected to a background investigation and have been interviewed prior to appointment by representatives of the appointing authority;
- (10) have been examined by a physician, who is licensed by the Texas State Board of Medical Examiners, selected by the appointing or employing agency. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared in writing by that professional within 180 days before the date of appointment by the agency to be:
  - (A) physically sound and free from any defect that may adversely affect the performance of duty appropriate to the type of license sought; and
  - (B) show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test;
- (11) have been examined by a psychologist, who is licensed by the Texas State Board of Examiners of Psychologists, selected by the appointing or employing agency. The psychologist must be familiar with the duties appropriate to the type of license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The appointee must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought within 180 days before the date of appointment by the agency. The examination must be conducted pursuant to professionally recognized standards and methods:
  - (A) the commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; and
  - (B) the examination may be conducted by a qualified psychologist exempt from licensure by the Psychologist Certification and Licensing Act, Section 22, who is recognized under exceptional circumstances;
- (12) have not received a discharge from any military service, if prior military service, under less than honorable conditions including, specifically;
  - (A) under other than honorable conditions;
  - (B) bad conduct;
  - (C) dishonorable; or
  - (D) any other characterization of service indicating bad character
- (13) have not had a commission license denied by final order or revoked;
- (14) am not currently on suspension, and do not have a voluntary surrender of license currently in effect;
- (15) have not had and am not in the process of having a license or certificate from a POST surrendered, suspended, or revoked;
- (16) meets the minimum training standards and have passed the commission licensing examination for each license sought;
- (17) am a U.S. citizen; and
- (18) have successfully demonstrated or provided documentation of current firearms proficiency to the appointing agency.

If any of the above items have been lined out, this form must be mailed to the Commission.

I am fully aware that this application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.

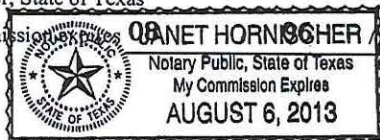
  
Signature of Applicant or License Holder

09 29 09  
Date

Sworn to and subscribed before me, this the 29th day of September, 2009

Notary public in and for, State of Texas


My Commission Expires



Notary Seal or Stamp

Janet Hornischer

Printed Name of Notary

  
Signature of Notary



TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION

Timothy A. Braaten  
Executive Director  
9/28/2009

JOEL F. FITZGERALD, SR.  
MISSOURI CITY POLICE DEPT.  
3849 CARTWRIGHT ROAD  
MISSOURI CITY, TX 77459

REF: GENEANE R. MERRITT-HUGHES - 378536  
Regular Peace Officer - Peace Officer License  
Date of appointment: 9/27/2009

Dear Administrator:

The Commission has received an employment report (L-1) for the licensee referenced above. The Commission's records have been updated to note the licensee's current employment. This acknowledgement must be maintained in your agency's personnel files and must be available to Commission staff upon request.

TIMOTHY A. BRAATEN  
Executive Director



Texas Commission On Law Enforcement  
Officer Standards And Education

6330 E. HIGHWAY 290, SUITE 200, AUSTIN, Texas 78723-1035  
(512) 936-7700

9/28/2009

MISSOURI CITY POLICE DEPT.  
3849 CARTWRIGHT ROAD  
MISSOURI CITY, TX 77459

To Department Administrator:

Based upon the application submitted by the MISSOURI CITY POLICE DEPT., GENEANE R. MERRITT-HUGHES is hereby issued the following:

TYPE

Peace Officer License

P ID ISSUE DATE

GENEANE R. MERRITT-HUGHES

09/28/2009

PID

This acknowledgement is to be maintained in the personnel file of GENEANE R. MERRITT-HUGHES and made available for inspection by Commission personnel upon request.

TIMOTHY A. BRAATEN

Executive Director

Good luck on your law enforcement career in Texas. Please give us a call whenever we may be of assistance.



Texas Commission on Law Enforcement  
Officer Standards and Education

Issues

GENEANE R. MERRITT-HUGHES

Peace Officer License

Issue Date:

09/28/2009

P ID: (

PID

Issue Authority Chap. 1701, Texas Occupations Code.

Card Removal Directions:

1. Turn letter over to remove card.
2. Push left side of card towards you from back.
3. Slowly pull card away with clear film and press film over card to seal.



**TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION**  
6330 U.S. Highway 290 East, Suite 200  
Austin, Texas 78723  
Phone: (512) 936-7700  
<http://www.tcleose.state.tx.us>



10/1701.306  
Occ. Code

**L-2  
DECLARATION OF MEDICAL CONDITION  
Commission Rule §217.1(a)(11)**

**APPLICANT INFORMATION**

1. First Name <b>GEANEANE</b>	2. M. I. <b>R.</b>	3. Last Name <b>HUGHES</b>	4. Suffix (Jr., etc.)	5. TCLEOSE PID or SSN
6. Home Mailing Address		7. City	8. State	9. Zip Code <b>171175</b>

**APPOINTMENT AND DEPARTMENT INFORMATION**

10. <input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> Reserve Officer <input type="checkbox"/> Temp/County Jailer <input type="checkbox"/> Public Security Officer			
11. TCLEOSE Agency Number <b>201217</b>	12. Appointing Agency <b>City of Missouri City Police Department</b>	13. Agency Mailing Address <b>1522 Texas Parkway</b>	
14. City <b>Missouri City</b>	15. County <b>Fort Bend</b>	16. Zip Code <b>77489</b>	17. Phone Number <b>281-403-8700</b>

**Attention Examining Professional:** The above information must be completed by the requesting agency prior to the examining professional completing and signing this form.

I certify that I have completed my examination of the examinee and I have concluded that on this date, the examinee is found:

**NEW APPLICANTS MUST COMPLETE BOTH EXAMS  
180 DAY BREAK IN SERVICE NEEDS DRUG SCREEN ONLY**

Check the appropriate box(s)

- PHYSICAL EXAM** -To be physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought.
- DRUG SCREEN** - To show no trace of drug dependency or illegal drug use after a physical examination, blood test or other medical test.

Physician: Scott Bischoff H6055  
Printed Name State License Number

Mailing Address: 10521 Corporate Dr Stafford TX 77477  
Street City State Zip

Phone Number: (281) 277-7997

8/21/09 [Signature] 8/26/09  
Date of Examination(s) Signature Date

**THIS DECLARATION IS NOT PUBLIC INFORMATION AND IS VALID UNLESS WITHDRAWN OR INVALIDATED, AND IS VALID ONLY IF SIGNED BY A LICENSED PHYSICIAN.**



**TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION**

6330 E. Highway 290, STE 200  
Austin, Texas 78723-1035  
Phone: (512) 936-7700  
<http://www.tcleose.state.tx.us>

10/1701-306



L-3

**DECLARATION OF PSYCHOLOGICAL AND EMOTIONAL HEALTH  
Commission Rule §215.15 (c), 217.1 (a)(12)**

**INDIVIDUAL INFORMATION**

1. TCLEOSE PID or SSN	2. Last Name Hughes	3. First Name Geneane	4. M.I.	5. Suffix (Jr., etc.)
6. Home Mailing Address		7. City	8. State	9. Zip Code 117/1175

Is this exam for a student enrolling in an academy?  Yes  No

If yes, check one  Peace Officer  County Corrections

**Attention Requesting Agency:** State Law and Commission Rule require that this psychological examination be performed by a licensed psychologist or a psychiatrist except in an exceptional circumstance when, upon prior approval by the Commission, it may be performed by a qualified licensed physician. The Chief Administrator of the requesting law enforcement agency must request prior approval in writing and must receive specific written approval before an examination under exceptional circumstances is acceptable.

**APPOINTMENT (Do not check if student)**

10.  Peace Officer  Reserve Officer  County Jailer  Public Security Officer

**ACADEMY / DEPARTMENT INFORMATION**

11. TCLEOSE Number 201217	12. Agency/Academy Name Missouri City Police Department	13. Mailing Address 3849 Cartwright Road		
14. City Missouri City	15. County Fort Bend	16. Zip Code 77459	17. Phone Number 281.403.8700	

**Attention Examining Professional:** State Law and Commission Rule require that this psychological examination be performed by a licensed psychologist or a psychiatrist except in an exceptional circumstance when, upon prior approval by the Commission, it may be performed by a qualified licensed physician. The law enforcement agency must request prior approval in writing and must receive specific written approval before an examination under exceptional circumstances is acceptable.

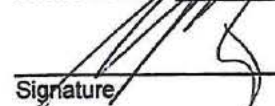
**STATEMENT OF EXAMINER: (Please check the appropriate box and provide the requested information)**

I am a  Licensed Psychologist,  Psychiatrist, and I certify that I have completed a psychological examination of the above named individual pursuant to professionally recognized standards and methods. I have concluded that, on this date, the individual IS in satisfactory psychological and emotional health to perform the duties, accept the responsibilities and meet the qualifications established by the appointing agency.

Examiner: Gregory Riede, Ph. D. 2-1338  
Name (type or print) State License Number

Mailing Address: 13611 Gainesway Drive Cypress TX 77429  
Street City State Zip

Phone Number: 281-376-5259 Date of Examination(s)

Signature:  Date: 8/21/09

THIS DECLARATION IS NOT PUBLIC INFORMATION AND IS VALID UNLESS WITHDRAWN OR INVALIDATED, AND IS VALID ONLY IF SIGNED BY A LICENSED PSYCHOLOGIST OR PHYSICIAN.





# MERRITT, Geneane R

790

## Employee Information

Race: B Sex: F Ethnicity: N Date of Birth: 02  
 Address: 107/175  
 Home Phone: [ ] Home Phone Unlisted  
 Work Phone:  
 Mobile Phone: Pager:  
 Email: gmerritt@missouricitytx.gov  
 State Id: PID



Date of Hire: 09/27/2009 Rank: Lieutenant Supervisor Y/N: N  
 Sworn Date: 09/27/2009 Agency: MCPD PartTime Y/N: N  
 Rank Date: Division: PAT  
 Separation Date: Section: PAT Separation Reason:  
 Supervisor: BOTHELL, Lance Shift: EVE

### Emergency Contact Information

Contact Name:  
 Contact Relation:  
 Contact Address:  
 Home Phone:  
 Work Phone:  
 Pager:

### Medical Information

Doctor Name:  
 Doctor Address:  
 Doctor W Phone:  
 Doctor H Phone:  
 Pager:  
 Hospital:  
 Medical Alert:  
 Blood Type:

## Employee Actions

Date	Division	Description	Promotion From	Promotion To
1) 09/27/2009		HIRED		
2) 08/02/2011		DEMOTED	CAPTIAN	LIEUTENANT
3) 09/27/2011		TWO YEAR PIN		
4) 05/18/2012		NORTHWESTERN SCHOOL OF POL CN		
5) 09/23/2013		TEXAS POLICE CHIEF RECOGNITION		

## Employee Certifications

	Issue Date	Certification	Expiration Date
1)	05/05/2010	BASIC TCLEOSE LICENSE	
2)	05/02/2011	INTERMEDIATE TCLEOSE LICENSE	
3)	05/02/2011	ADVANCED TCLEOSE LICENSE	



## Employee Education

	<u>Date</u>	<u>Institution</u>	<u>Descriptn</u>
1)	08/13/2013	AXIA COLLEGE OF UNIV OF PHOENI	COLLEGE CREDITS

## Employee Skills

	<u>Date</u>		<u>Description</u>
1)	06/18/2010	BIKE PATROL	



## MISSOURI CITY POLICE DEPARTMENT



### AWARDS, COMMENDATIONS, PROMOTIONS, CERTIFICATE LEVEL & EDUCATION

GENEANE MFRRITT-HUGHES  
PID# 90  
EMPLOYEE # 10032 / 790

#### Career Timeline

09/27/2009 Hired (CID Captain)  
07/18/2011 Lieutenant – Patrol (Voluntary Demotion)

#### Certificate Level

05/02/2011 Advanced Peace Officer

#### Instructor Certificates

#### Awards

09/27/2009 Texas Police Chief's Recognition Ribbon  
05/05/2010 Basic Peace Officer  
06/18/2010 Bicycle Certified  
05/02/2011 Intermediate Peace Officer  
05/02/2011 Advanced Peace Officer

#### College Education

Axia -University of Phoenix 42 hours  
Total 42 hours

**Missouri City Police Department  
Personal / Contact Information**

Name: Geneane R. Merritt

D.O.B.

Sex: Female Race: Black Height: 5' 7" Weight: 165 Blood Type: O+

Street Address:

City, State & Zi

Home Telephone

Cell Phone:

117/1175

Spouse / Significant Other:

Spouse / Significant Other Contact #

Children:

Current Photo:



101/CLP (retirement)



# Address or Name Change Form

entered  
2/8/12

TMRS members and retirees (or other persons receiving a TMRS monthly benefit) may use this form to make address or name changes to their TMRS account. After you have completed and signed this form, please fax it to 512.476.5576 or mail to P.O. Box 149153, Austin TX 78714-9153. If you fax the form, please retain the original for your records. If you have any questions regarding this form or any other matter, please call 800.924.8677.

### PLEASE COMPLETE THIS SECTION

Please type or use only black ink and do not highlight. Any corrections must be initialed.

GENEANE RENEE MERRITT

Full Name (first, middle, last)

TMRS Identification Number (not required)

17/1175/147

Social Security Number

02  
Date of Birth (MM/DD/YYYY)

CITY OF MISSOURI CITY

Current or Last Employing City

117/1175

Daytime Phone Number

### COMPLETE THIS SECTION ONLY IF YOU ARE CHANGING YOUR MAILING ADDRESS

117/1175

Daytime Phone Number

Evening Phone Number

GMERRITT@MISSOURICITYTX.GOV

E-mail Address

### COMPLETE THIS SECTION ONLY IF YOU ARE CHANGING YOUR NAME

This section should only be completed if your name has changed and does not match the name currently on record with TMRS.

Old Full Name (first, middle, last)

New Full Name (first, middle, last)

Reason for Change:  marriage  divorce  court order

Note: If you are completing this section, a photocopy of one of the following documents is required with this form: Marriage Certificate, Divorce Decree (Name Change Section), or Court Order.

### REQUIRED

Please sign and date this section:

I hereby affirm that the information on this form is true and correct and authorize the Texas Municipal Retirement System to update my TMRS account with this information.

Your Signature

02/08/2012

Date Signed (MM/DD/YYYY)



**Texas Commission On Law Enforcement Officer Standards And Education**  
**Personal Information**

**Name** GENEANE R. MERRITT-HUGHES  
**TCLEOSE ID (P ID)** 110 **STATUS**

<b>Citizen</b>	<b>Race</b>	<b>Gender</b>	<b>Federal ID</b>	<b>State ID</b>
Yes	Black	Female		

**Education Information**

<b>Institution</b>	<b>Hours</b>	<b>Education</b>
	0	High School
Axia College of University of Phoenix	42	College Credits
<b>Total Hours</b>	<u>42</u>	
<b>Total Education Hours</b>	<u>840</u>	

**Service History**

<b>Appointed As</b>	<b>Department</b>	<b>Award</b>	<b>Service Start Date</b>	<b>Service End Date</b>	<b>Service Time</b>
Peace Officer	MISSOURI CITY POLICE DEPT.	Peace Officer License	9/27/2009		1 years, 11 months
Peace Officer	STATE OF PENNSYLVANIA	Authorized out of state service time	11/16/1999	6/29/2009	9 years, 7 months

**Total Service Time**

<b>Description</b>	<b>Service Time</b>
Peace Officer	11 years, 6 months
Total officer time	11 years, 6 months

**Award Information**

<b>Award</b>	<b>Type</b>	<b>Action</b>	<b>Action Date</b>
Peace Officer License	License	Granted	9/28/2009
Basic Peace Officer	Certificate	Certification Issued	5/5/2010
Advanced Peace Officer	Certificate	Certification Issued	5/2/2011
Intermediate Peace Officer	Certificate	Certification Issued	5/2/2011

## Courses Completed

09/01/2009 - 08/31/2011

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
3006	Develop of Policy & Procedures	7/27/2011	4	Bexar Co. Sheriff's Academy	
3700	Management/Supervision	5/1/2011	20	Classen Buck Seminars, Inc.	
3737	New Supervisor's Course	5/1/2011	20	Classen Buck Seminars, Inc.	Cultural Diversity (Intermediate) Special Investigative Topics (Intermediate)
3800	Technical/Specialized	4/28/2011	30	Bill Blackwood LEMI of Texas	
3270	Human Trafficking	4/21/2011	4	Classen Buck Seminars, Inc.	Human Trafficking
2105	Child Abuse Prevention and Investigation (Interm.)	4/13/2011	24	Classen Buck Seminars, Inc.	Child Abuse Prevention and Investigation (Intermediate)
3256	Racial Profiling	4/13/2011	4	Classen Buck Seminars, Inc.	Racial Profiling (Intermediate)
3277	Identity Theft	4/13/2011	3	Classen Buck Seminars, Inc.	Identity Theft (Intermediate)
2107	Use of Force (Intermediate)	4/12/2011	13	Classen Buck Seminars, Inc.	Use of Force (Intermediate)
2108	Arrest, Search, and Seizure (Intermediate)	4/8/2011	15	Classen Buck Seminars, Inc.	Arrest, Search, and Seizure (Intermediate)
3255	Asset Forfeiture	4/8/2011	2	Classen Buck Seminars, Inc.	Asset Forfeiture (Intermediate)
2106	Crime Scene Investigation (Intermediate)	3/17/2011	32	Baytown Police Academy	Crime Scene Investigation (Intermediate)
3181	81st Legislative Session Legal Update	2/18/2011	4	Gus George LEA	81st Session State and Federal Law Update
3900	Community	12/8/2010	8	Bill Blackwood LEMI of Texas	
3900	Community	12/1/2010	8	Bill Blackwood LEMI of Texas	
3831	Basic Life Support American Heart Association	11/24/2010	8	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3344	Less Lethal Electronic Control Device Training (st	11/23/2010	8	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3358	Police Bicycle	6/18/2010	40	Katy I.S.D Police Department	
3031	Background Investigations - general	5/5/2010	2	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3841	Crisis Intervention Training	4/9/2010	16	Gus George LEA	Crisis Intervention Training Crisis Intervention Training (AdvPOC) For IntPOC issued before 9/1/2005) Peace Officer Intermediate Options Peace Officer Intermediate Options 1987-01 Peace Officer Intermediate Options 2005-01 Peace Officer Intermediate Options 2006-01 Peace Officer Intermediate Options 2009-09

## Courses Completed

09/01/2009 - 08/31/2011

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
2109	Spanish for Law Enforcement (Intermediate)	3/4/2010	24	Katy I.S.D Police Department	Spanish for Law Enforcement (Intermediate) Spanish for Telecommunicators (Intermediate)
66300	FEMA Int. ICS Exp. Incident (Class Rm) (FEMA IS-30	11/5/2009	18	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3807	TCIC/NCIC for Less than Full Access Operators	11/3/2009	8	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3807	TCIC/NCIC for Less than Full Access Operators	11/3/2009	8	Texas Department of Public Safety LEA	
3722	Peace Officer Field Training	10/7/2009	40	MISSOURI CITY POLICE DEPT. (Training Rosters)	Peace Officer Field Training
1999	Personnel Orientation by Dept. Basic Proficiency	10/6/2009	0	MISSOURI CITY POLICE DEPT. (Training Rosters)	Personnel Orientation
<b>Unit Hours</b>			<b>363</b>		

09/01/2007 - 08/31/2009

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1018	Supplemental Peace Officer	6/7/2009	0	Classen Buck Seminars, Inc.	
<b>Unit Hours</b>			<b>0</b>		


09/01/1999 - 08/31/2001

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1000	Basic Peace Officer	11/12/1999	1087	STATE OF PENNSYLVANIA	Cultural Diversity (Mandate) Special Investigative Topic (Mandate)
<b>Unit Hours</b>			<b>1087</b>		
<b>Total Hours</b>			<b>1450</b>		

### Total Hours

<b>Total Education Hours</b>	840
<b>Total Training Hours</b>	1450
<b>Total Hours</b>	<u>2290</u>

# Memo

**To:** Assistant Chief Pat Worrell  
**From:** L. E. Capps, Captain   
**CC:** Applicant file – Geneane Hughes  
**Date:** August 6, 2009  
**Re:** Decision memo on application for employment

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Applicant Hughes passed the entry-level written test, physical ability test, and interview board. I assigned her background investigation to Detective Weathers and he submitted his report to me this date. I reviewed his report and find that Hughes possesses the requisite maturity, dependability, honesty, knowledge, and overall character for probable employment. I recommend we extend a conditional offer of employment to Hughes to facilitate further employment processing.

Approved Pat M. Worrell Date 8-6-09

Disapproved \_\_\_\_\_ Date \_\_\_\_\_



**Missouri City Police Department  
City Manager's Report  
October 5, 2009**

**Police Department Hires New Captain**

September 27, 2009 the department hired a new Police Captain. Captain Geneane Merritt hails from Philadelphia, Pennsylvania, where she obtained her formal education. Geneane served in the U.S. Army and in 1998, joined the Philadelphia Police Department where she gained the majority of her law enforcement experience. She performed a number of different assignments, serving four years as a patrol officer in the 19<sup>th</sup> Police District, one of Philadelphia's most violent areas. She worked in community oriented policing assignments where she worked in victim's assistance and coordinated Juvenile AID panels, and after school programs. She was asked to join the City-Wide Vice Unit where she worked in undercover operations focusing upon illegal gambling operations, massage parlors, speakeasy's, and prostitution, in the most crime-ridden sections of Philadelphia. During each of her assignments, she gained a plethora of valuable investigative experience by conducting hundreds of investigations, preparing and executing search warrants, making mass arrests, and generating body warrants. After a promotion to Corporal, she gained experience in the Records Division, and later returned to the City Wide Vice Unit as a supervisor. While in that role, she worked investigations in cooperation with the Narcotics Task Force, ATF, ICE, Customs, and PA Liquor Control Board. She also has experience as a Sergeant in the Center City area of Philadelphia, the City's most diverse and populous area. Geneane's investigative and patrol experience provides her the background necessary to serve in the new capacity as Division Commander of the Criminal Investigation Division of the Missouri City Police Department (CID). Geneane presently has an Associate's Degree in Business and will soon obtain a Bachelor's Degree in Education. She has

# Missouri City Police Department

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**MERRITT, GENEANE**

**Employee # : 10032**

**CAPTAIN**

**Birth Date:** 102

**Sex:** Female

**Race:** Black

**Height:** 67

**Weight:**

**Blood Type:**

**Date Employed:** 09/27/2009



9/28/2009

RS [552.117; 552.130]

### Personnel Entry Update

Employee # 10032 Start Date: 09-27-09

Name: Last Merritt First GENEANE Middle RENEE

DOB: 10/2 Race: B Sex: F Height: 5'7"

Weight: 165 Hair Color: brown Eye Color: lk brown Blood Type: O+

D.L. #: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Expires: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Pager: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_ Social Security # \_\_\_\_\_

11/7/11  
11/7/11/147

Emergency Contact Name: \_\_\_\_\_ elation: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone \_\_\_\_\_

11/7/11

Relative/Other Name: Bryan McGraw

Address: 905 Vernon Rd Relation: friend

City: Phila. State: PA. Zip Code: 19119

Home Phone #: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: 215-805-4584

Family Members: \_\_\_\_\_

Drug Allergies: \_\_\_\_\_ Other Conditions: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Physican: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Clergy: \_\_\_\_\_ Phone: \_\_\_\_\_ Religion: \_\_\_\_\_

Comments \_\_\_\_\_

Entry Date: 10-5-09

281 322  
0031

# Texas Commission On Law Enforcement Officers Standards And Education

## Personal Information

**Name** GENEANE R. MERRITT-HUGHES **TCLFOSE ID (P ID)**  
717

Citizen	Race	Gender	Federal ID	State ID
Yes	Black	Female		

## Education Information

Institution	Hours	Education
	0	High School
<b>Total Hours</b>	<u>0</u>	
<b>Total Training Hours</b>	<u><u>0</u></u>	

## Service History

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
Regular Peace Officer	STATE OF PENNSYLVANIA	Authorized out of state service time	11/16/1999	6/29/2009	9 years, 7 months

## Total Service Time

Description	Service Time
Regular Peace Officer	9 years, 7 months
Total officer time	9 years, 7 months

## Award Information

Award	Type	Action	Action Date
No records found			

## Courses Completed

09/01/2007 - 08/31/2009

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1018	Supplemental Peace Officer	6/7/2009	0	Classen Buck Seminars, Inc.	
		<b>Unit Hours</b>	<u>0</u>		

09/01/1999 - 08/31/2001

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1000	Basic Peace Officer	11/12/1999	1087	STATE OF PENNSYLVANIA	Cultural Diversity (BPOC) Special Investigative Topic (BPOC)

## Courses Completed

Unit Hours	<u>1087</u>
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Total Hours	<u><u>1087</u></u>
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### Total Hours

Total Education Hours	0
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Total Training Hours	<u>1087</u>
----------------------	-------------

Total Hours	<u><u>1087</u></u>
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**TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION**  
 6330 E. Highway 290 , STE 200  
 Austin, Texas 78723-1035  
 Phone: (512) 936-7700  
<http://www.tcleose.state.tx.us>

**Address / Name Change  
 Commission Rule § (211.27(c) (d))**

**Please Print Legibly**

Please mail to the address above.

CHECK IF: ADDRESS CHANGE  NAME CHANGE

1. Last Name (Name on File) MERRITT-HUGHES	2. First Name (Name on File) GENEANE	3. M.I. R.	4. Suffix (Jr., etc.)
5. TCLEOSE PID <i>IP10</i>		6. Date of Birth <i>1/02</i>	

**New Name:** (attach proof, certified copy of court order, marriage license, etc.)

7. Last Name MERRITT	8. First Name GENEANE	9. M.I. R.	10. Suffix
-------------------------	--------------------------	---------------	------------

**Previous Address:**

11. Address	12. City
13. State	14. Zip Code
15. Phone Number	

*J 117/117R*

**New Address:**

16. Home or Permanent Mailing Address		
17. City	18. State	19. Zip Code
20. Telephone	21. E-mail Address	

*J 117/117R*

I certify that the above information is true and correct, and may be used to update my TCLEOSE personal record.

*[Signature]*  
 Signature of Licensee

*09-29-09*  
 Date



**TEXAS COMMISSION ON LAW ENFORCEMENT  
OFFICER STANDARDS AND EDUCATION**

6330 U.S. Highway 290 East, Suite 200  
Austin, Texas 78723  
Phone: (512) 936-7700

<http://www.tcleose.state.tx.us>



**PREEMPLOYMENT INQUIRY**

Occupations Code 1701.451

Before a law enforcement agency may hire a person licensed under Chapter 1701, Occupations Code, the agency head or the agency head's designee must contact the Texas Commission on Law Enforcement Officer Standards and Education (Commission) to determine whether the Commission has employment history records for the person.

This form does not authorize the Commission to release information concerning the records other than information regarding the existence of the records.

A law enforcement agency may not use information obtained under this section to affect a person's eligibility for employment with the agency.

A summary printout of the licensee's record will be mailed (electronically or post) to the department.

In accordance with Section 1701.453, Occupations Code, the Commission maintains a copy of each report and written statement submitted to the Commission until at least the 10th anniversary of the date on which this form is submitted.

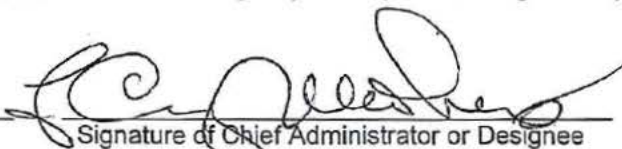
**LICENSEE PERSONAL INFORMATION**

1. First Name <b>GENEANE</b>	2. M.I. <b>M</b>	3. Last Name (If name has changed please attach changes) <b>HUGHES</b>	4. Suffix (Jr. etc.)
5. Social Security No. <b>4412117</b>	6. Drivers License State: Num.:	7. Date of Birth <b>1/27</b>	8. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White
		9. Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	

**DEPARTMENT INFORMATION**

10. Commission Agency Number <b>201217</b>	11. Requesting Law Enforcement Agency <b>Missouri City Police Department</b>	12. Mailing Address <b>3849 Cartwright Rd.</b>	
13. City <b>Missouri City</b>	14. County <b>Fort Bend</b>	15. ZIP Code <b>77459</b>	16. Phone No. <b>281-261-4200</b>
17. Email address <del>lecapps@ci.missouricity.tx.us</del> <b>MissouriCityTX.gov</b>			

I certify that I am the Chief Administrator of the above named agency or the person designated by the chief administrator to sign this document.

Lieutenant L. E. Capps  07/23/09  
Name and Title of Chief Administrator or Designee (Type or Print) Signature of Chief Administrator or Designee Date

# STATEMENT OF ELECTED/APPOINTED OFFICER

*(Pursuant to Tex. Const. art. XVI, §1(b), amended 2001)*

I, Geneane Merritt, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

***UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.***

September 28, 2009

Date



Officer's Signature

Police Officer

Position to Which Elected/Appointed

Missouri City, Fort Bend

City and/or County



## MCRD STATUS CHANGE FORM

Employee's Name Genean Merrit	Employee No. 790	Date 2-15-2016
----------------------------------	---------------------	-------------------

Attach a valid copy of the supporting document to HR/OD, for processing on effective date of approval

					Effective Date
<input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> )	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$30		2-8-2016
<input type="checkbox"/> Intermediate Peace Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$50		
<input type="checkbox"/> Intermediate TCO	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$30		
<input type="checkbox"/> Advanced Peace Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$100		
<input type="checkbox"/> Advanced TCO	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$30		
<input type="checkbox"/> Master Peace Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$150		
<input type="checkbox"/> Master TCO	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$30		
<input type="checkbox"/> Instructor's Certificate	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$50		
<input type="checkbox"/> TCO Training Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$50		
<input type="checkbox"/> Field Training Officer	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$50		
<input type="checkbox"/> S.W.A.T. Certification	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$100		
<input type="checkbox"/> Special Crime Unit	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$150		
<input type="checkbox"/> Clothing Allowance	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$37.50		
<input type="checkbox"/> Voice & Data Allowance	<input type="checkbox"/> Add	<input type="checkbox"/> Subtract	\$		
<input type="checkbox"/> SHIFT CHANGE: From Shift		To Shift			
<input type="checkbox"/> PROMOTION/TRANSFER/TEMP ASSIGNMENT/SUSPENSION/ DEMOTION/SUSPENSION					

Current \$	New \$
From:	To:
With Pay:	Without Pay:

**SEPARATION:**

RESIGNED    RETIRED    TERMINATED    TRANSFER/OTHER DEPT


LEAVE:    Family Medical Leave (FML)    Return from FML    Light Duty


Workers' Comp (WC) Leave    Return from WC Leave    Other

**COMMENTS:** LT. MERRIT will move FROM CID TO ADMIN. FOR PAYROLL she will report to CAPTAIN D. WILLIAMS.

Brandon Harp  
Supervisor's Printed Name

Lance Bethell  
Department Head's Printed Name

  
Supervisor's Signature

  
Department Head's Signature

## STATUS CHANGE REQUEST FORM

Employee's Name <b>Geneane Merritt</b>	Employee ID <b>790</b>	Date <b>9-9-2014</b>
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Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date  
**October 5, 2014**

- Bilingual Pay (*Spanish only*)     Add  Subtract    \$30
- Intermediate Peace Officer     Add  Subtract    \$30
- Intermediate TCO Certificate     Add  Subtract    \$30
- Advanced Peace Officer     Add  Subtract    \$30
- Advanced TCO Certificate     Add  Subtract    \$30
- Instructor's Certificate     Add  Subtract    \$30
- Master Peace Officer     Add  Subtract    \$30
- Master TCO Certificate     Add  Subtract    \$30
- Field Training Officer     Add  Subtract    \$50
- S.W.A.T. Crime Unit     Add  Subtract    \$50
- Special Crime Unit     Add  Subtract    \$150
- Clothing Allowance     Add  Subtract    \$37.50
- Cell Phone Allowance     Add  Subtract    \$45  \$90

**SHIFT CHANGE:** From Shift: **Night Shift Patrol** To Shift: **CID M-F**

**ASSIGNMENT:** Current **Patrol Lieutenant** New **CID Lieutenant**

**PROMOTION/DEMOTION/SUSPENSION:**

Current \$	New \$
From:	To:
With Pay:	Without Pay:

**SEPARATION:**

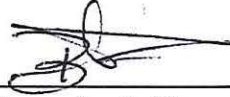
RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

Family Medical Leave (FML)     Return From FML     Light Duty

Workers' Comp (WC) Leave     Return From WC Leave     Other

Brandon Harris  
Supervisor's Printed Name

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

Michael A. Bepezin  
Department Head's Printed Name

Michael A. Bepezin  
Department Head's Signature

# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>10032</b>	Date <b>7/18/2011</b>
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Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date **8/31/2011**

- |  |   |                 |
|--|---|-----------------|
| <input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$30            |
| <input type="checkbox"/> Intermediate Peace Officer            | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$30            |
| <input type="checkbox"/> Advanced Peace Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$30            |
| <input type="checkbox"/> Instructor's Certificate              | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$30            |
| <input type="checkbox"/> Master Peace Officer                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$30            |
| <input type="checkbox"/> Field Training Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$50            |
| <input type="checkbox"/> S.W.A.T. Crime Unit                   | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$50            |
| <input type="checkbox"/> Special Crime Unit                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$150           |
| <input type="checkbox"/> Clothing Allowance                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract            | \$37.50         |
| <input checked="" type="checkbox"/> Cell Phone Allowance       | <input type="checkbox"/> Add <input checked="" type="checkbox"/> Subtract | \$ <b>90.00</b> |



- SHIFT CHANGE:** From Shift **DAY** To Shift **EVENING**
- ASSIGNMENT:** Current **POLICE CAPTAIN (CID)** New **POLICE LIEUTENANT (PATROL)**
- PROMOTION/DEMOTION/SUSPENSION:**  
 Current \$ **81,609** New \$ **78,345**  
 From: **Police Capt.** To: **Police Lieutenant**  
 With Pay: Without Pay:

- SEPARATION:**
- RESIGNED   
  RETIRED   
  TERMINATED   
  TRANSFER/OTHER DEPT
- LEAVE:**
- Family Medical Leave (FML)   
  Return From FML   
  Light Duty  
 Workers' Comp (WC) Leave   
  Return From WC Leave   
  Other

**COMMENTS:**

Michael A. Berezin  
Supervisor's Printed Name

Michael A. Berezin  
Supervisor's Signature

JOEL F. FITZGERALD, SR.  
Department Head's Printed Name

[Signature]  
Department Head's Signature

## STATUS CHANGE REQUEST FORM

Employee's Name <b>Merritt, Geneane</b>	Employee ID <b>10032</b>	Date <b>May 2, 2011</b>
--	-----------------------------	----------------------------

Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

	Add	Subtract		Effective Date
<input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	\$30	
<input checked="" type="checkbox"/> Intermediate Peace Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30	5/02
<input checked="" type="checkbox"/> Advanced Peace Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30	5/02
<input type="checkbox"/> Instructor's Certificate	<input type="checkbox"/>	<input type="checkbox"/>	\$30	
<input type="checkbox"/> Master Peace Officer	<input type="checkbox"/>	<input type="checkbox"/>	\$30	
<input type="checkbox"/> Field Training Officer	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
<input type="checkbox"/> S.W.A.T. Crime Unit	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
<input type="checkbox"/> Special Crime Unit	<input type="checkbox"/>	<input type="checkbox"/>	\$150	
<input type="checkbox"/> Clothing Allowance	<input type="checkbox"/>	<input type="checkbox"/>	\$37.50	
<input type="checkbox"/> Cell Phone Allowance	<input type="checkbox"/>	<input type="checkbox"/>	\$	

**SHIFT CHANGE:** From Shift \_\_\_\_\_ To Shift \_\_\_\_\_

**ASSIGNMENT:** Current \_\_\_\_\_ New \_\_\_\_\_

**PROMOTION:** Current \_\_\_\_\_ New \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ New Salary: \$ \_\_\_\_\_

**DEMOTION:** From \_\_\_\_\_ To \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ New Salary: \$ \_\_\_\_\_

**SEPARATION:**

RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

Family Medical Leave (FML)     Return From FML     Light Duty

Workers' Comp (WC) Leave     Return From WC Leave     Other

**COMMENTS:**

Michael A. Berezin  
Supervisor's Printed Name

Michael A. Berezin  
Supervisor's Signature

Joel Fitzgerald  
Department Head's Printed Name

[Signature]  
Department Head's Signature



DEPARTMENT OF HUMAN RESOURCES &  
ORGANIZATIONAL DEVELOPMENT

Edward G. Williams, Ph.D., Director

1522 Texas Parkway  
Missouri City, TX 77489

(281) 403-8500  
egwilliams@missouricitytx.gov

July 26, 2011

Geneane Merritt



11/7/11

Dear Mrs. Merritt:

It is my pleasure to extend the following offer of employment to you on behalf of the City of Missouri City.

**Title:** Police Lieutenant

**Reports to:** Police Captain

**Job Description:** Attached

**Salary:** Your hourly salary will be \$36.88, which the City will pay according to its 26 pay periods each year. All salaries are subject to deductions according to federal, state, and related policies of the City of Missouri City.

**FLSA:** Non-Exempt

**Performance Evaluation:** Your first annual performance review will be on or around March 31, 2012. As is customary, if the City offers a performance increase you may receive a prorated performance salary adjustment. Of course, you will meet with the Department Director or designee as necessary to discuss your progress towards established goals.

**Benefits:** You are entitled to the City's health, dental, vision, life, and disability insurance coverage, generally supplied per City policy. Additionally, you are entitled to other benefits, including tuition reimbursement, according to the City's Personnel Policy.

**Vacation and Personal Emergency Time Off:** You will accrue vacation and sick leave hours as established in the City's Personnel Policy.

**Effective Date:** July 31, 2011

**Car/Phone/Travel Expenses:** The City will reimburse business related and reasonable expenses according to existing City policy.

Your employment with the City of Missouri City is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. All employees of the City of Missouri City are subject to recall during an emergency, catastrophe, or any situation in which the City Manager determines the need for City staff.

Your signature is your acknowledgement that this job offer letter represents the entire agreement between you and the City of Missouri City. Furthermore, you agree that no verbal or written agreements, promises, or representations not specifically stated in this letter are binding upon the City of Missouri City.

Please sign on the line above your name and check that box that reflects your acceptance or rejection of this offer as stated, date the document, and return the original to the Department of Human Resources and Organizational Development.

**Signatures:**

Accepted

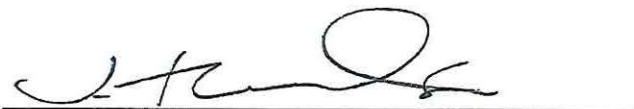
Rejected



Geneane Merritt

7-26-2011

Date



Joel F. Fitzgerald, Sr., MBA, Police Chief

7-26-2011

Date

Cc: Human Resources & Organizational Development



Larry Capps/MOCTYDOM  
08/08/2009 10:05 AM

To Milly Smith/MOCTYDOM  
cc Staff, Gerald Broussard/MOCTYDOM  
bcc  
Subject Job Offer

Milly:

We are ready to make an offer to Geneane Hughes for a police captain position. Can you draft the job offer letter and e-mail it to me? Here's the info:

Geneane Hughes

Start Date: 09-27-2009  
Starting Salary: \$72,204  
Supervisor: Assistant Chief Pat Worrell

Per our discussion on the phone, Hughes will be in town August the 20th and 21st for final processing as follows:

August 20th:

8:00 a.m. - psychological written test at city hall  
1:00 p.m. - polygraph test in Humble

August 21st:

9:00 a.m. - clinical interview / psych test  
1:00 p.m. - medical / drug screen test at clinic

Brew:

No rush, but start putting together basic issue items. We can address uniforms and weapon / WEB gear after she starts.

Larry E. Capps  
Captain - Administrative Services  
Missouri City Police Department  
Office: 281-403-8714  
Fax: 281-403-5479

My e-mail has changed to: [LCapps@missouricitytx.gov](mailto:LCapps@missouricitytx.gov)

# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>790</b>	Date <b>2-14-2012</b>
---	---------------------------	--------------------------

Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date

- |  |  |  |         |
|--|--|--|---------|
| <input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$30    |
| <input type="checkbox"/> Intermediate Peace Officer            | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$30    |
| <input type="checkbox"/> Advanced Peace Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$30    |
| <input type="checkbox"/> Instructor's Certificate              | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$30    |
| <input type="checkbox"/> Master Peace Officer                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$30    |
| <input type="checkbox"/> Field Training Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$50    |
| <input type="checkbox"/> S.W.A.T. Crime Unit                   | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$50    |
| <input type="checkbox"/> Special Crime Unit                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$150   |
| <input type="checkbox"/> Clothing Allowance                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$37.50 |
| <input type="checkbox"/> Cell Phone Allowance                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract |  | \$      |

**SHIFT CHANGE:** From Shift \_\_\_\_\_ To Shift \_\_\_\_\_

**ASSIGNMENT:** Current \_\_\_\_\_ New \_\_\_\_\_

**PROMOTION/DEMOTION/SUSPENSION:**

Current \$ \_\_\_\_\_ New \$ \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

With Pay: \_\_\_\_\_ Without Pay: \_\_\_\_\_

**SEPARATION:**

RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

Family Medical Leave (FML)     Return From FML    Return to Full Duty    2-01-2012

Workers' Comp (WC) Leave     Return From WC Leave     Other

**COMMENTS:**

DWAYNE WILLIAMS

\_\_\_\_\_  
Supervisor's Printed Name

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

MIKE BEREZIN

\_\_\_\_\_  
Department Head's Printed Name

  
\_\_\_\_\_  
Department Head's Signature



[552.101 Common-law privacy ("LP") - withheld marked]

101/CLP (medical) information throughout documents

Employee - You are required to report your injury to your employer within 30 days if your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation and may be entitled to certain medical and income benefits. For further information call your local Division field office or 1(800)-252-7031.



Empleado - Es necesario que su lesión a su empleador dentro de 30 días a partir de la fecha en que se lesionó si es su empleador cuenta con un seguro de compensación para trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte de la División de Compensación para Trabajadores, y también puede tener derecho a ciertos beneficios médicos y monetarios. Para mayor información comuníquese con la oficina local de la División al teléfono 1-800-252-7031.

TEXAS WORKERS' COMPENSATION WORK STATUS REPORT

1265709

<b>PART I: GENERAL INFORMATION</b>		5. Doctor's Name and Degree <u>[redacted]</u> M.D.	(for transmission purposes only)	Date Being Sent 02/01/2012
1. Injured Employee's Name GENEANE MERRITT		6. Clinic/Facility Name <u>[redacted]</u>	9. Employer's Name CITY OF MISSOURI CITY	
2. Date of Injury 01102012	3. Social Security Number (last 4) [redacted]	7. Clinic/Facility/Doctor Phone & Fax <u>[redacted]</u>	10. Employer's Fax # or Email Address (if known) 2814037978	
4. Employee's Description of Injury/Accident RT KNEE		8. Clinic/Facility/Doctor Address (street address) City _____ State _____ Zip _____	11. Insurance Carrier ALLIANCE	
			12. Carrier's Fax # or Email Address (if known) 5124913315	

**PART II: WORK STATUS INFORMATION** (FULLY COMPLETE ONE INCLUDING ESTIMATED DATES AND DESCRIPTION IN 13(c) AS APPLICABLE)

13. The injured employee's medical condition resulting from the workers' compensation injury:

(a) will allow the employee to return to work as of 2/1/12 (date) without restrictions.

(b) will allow the employee to return to work as of \_\_\_\_\_ (date) with the restrictions identified in PART III, which are expected to last through \_\_\_\_\_ (date).

(c) has prevented and still prevents the employee from returning to work as of \_\_\_\_\_ (date) and is expected to continue through \_\_\_\_\_ (date).

The following describes how this injury prevents the employee from returning to work:

**PART III: ACTIVITY RESTRICTIONS\*** (ONLY COMPLETE IF BOX 13(b) IS CHECKED)

<b>14. POSTURE RESTRICTIONS</b> (if any):		<b>17. MOTION RESTRICTIONS</b> (if any):		<b>19. MISC. RESTRICTIONS</b> (if any):	
Max Hours per day: 0 2 4 6 8	Other	Max Hours per day: 0 2 4 6 8	Other	<input type="checkbox"/> Max hours per day of work: _____	
Standing <input type="checkbox"/>	<input type="checkbox"/>	Walking <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sit/Stretch breaks of _____ per _____	
Sitting <input type="checkbox"/>	<input type="checkbox"/>	Climbing stairs/ladders <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Must wear splint/cast at work	
Kneeling/Squatting <input type="checkbox"/>	<input type="checkbox"/>	Grasping/Squeezing <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Must use crutches at all times	
Bending/Stooping <input type="checkbox"/>	<input type="checkbox"/>	Wrist flexion/extension <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No driving/operating heavy equipment	
Pushing/Pulling <input type="checkbox"/>	<input type="checkbox"/>	Reaching <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Can only drive automatic transmission	
Twisting <input type="checkbox"/>	<input type="checkbox"/>	Overhead Reaching <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No work / _____ hours/day work: <input type="checkbox"/> in extreme hot/cold environments <input type="checkbox"/> at heights or on scaffolding	
Other: <input type="checkbox"/>	<input type="checkbox"/>	Keyboarding <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Must keep _____ <input type="checkbox"/> elevated <input type="checkbox"/> clean & dry	
<b>15. RESTRICTIONS SPECIFIC TO</b> (if applicable):		Other:		<input type="checkbox"/> No skin contact with: _____	
<input type="checkbox"/> Left Hand/Wrist	<input type="checkbox"/> Left Leg	<b>18. LIFT/CARRY RESTRICTIONS</b> (if any):		<input type="checkbox"/> Dressing changes necessary at work	
<input type="checkbox"/> Right Hand/Wrist	<input type="checkbox"/> Right Leg	<input type="checkbox"/> May not lift/carry objects more than _____ lbs.		<input type="checkbox"/> No running	
<input type="checkbox"/> Left Arm	<input type="checkbox"/> Back	for more than _____ hours per day		<b>20. MEDICATION RESTRICTIONS</b> (if any):	
<input type="checkbox"/> Right Arm	<input type="checkbox"/> Left Foot/Ankle	<input type="checkbox"/> May not perform any lifting/carrying		<input type="checkbox"/> Must take prescription medication(s)	
<input type="checkbox"/> Neck	<input type="checkbox"/> Right Foot/Ankle	Other:		<input type="checkbox"/> Advised to take over-the-counter meds	
Other:				<input type="checkbox"/> Medication may make drowsy (possible safety/driving issues)	
<b>16. OTHER RESTRICTIONS</b> (if any):					

\* These restrictions are based on the doctor's best understanding of the employee's essential job functions. If a particular restriction does not apply, it should be disregarded. If modified duty that meets these restrictions is not available, the patient should be considered to be off work. Note - these restrictions should be followed outside of work as well as at work.

**PART IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION**

21. Work Injury Diagnosis Information: rt knee		22. Expected Follow-up Services Include:			
		<input type="checkbox"/> Evaluation by the treating doctor on _____ (date) at _____ : _____ am/pm			
		<input type="checkbox"/> Referral to/Consult with _____ on _____ (date) at _____ : _____ am/pm			
		<input type="checkbox"/> Physical medicine _____ X per week for _____ weeks starting on _____ (date) at _____ : _____ am/pm			
		<input type="checkbox"/> Special studies (list): _____ on _____ (date) at _____ : _____ am/pm			
		<input type="checkbox"/> None. This is the last scheduled visit for this problem. At this time, no further medical care is anticipated.			
Date / Time of Visit 2/1/2012 4:00pm	EMPLOYEE'S SIGNATURE <u>[Signature]</u>	DOCTOR'S SIGNATURE <u>[Signature]</u>	Visit Type: <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Follow-up	Role of Doctor: <input type="checkbox"/> Designated doctor <input checked="" type="checkbox"/> Treating doctor <input type="checkbox"/> Referral doctor <input type="checkbox"/> Consulting doctor	<input type="checkbox"/> Carrier-selected RME <input type="checkbox"/> DWC-selected RME <input type="checkbox"/> Other doctor



# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>790</b>	Date <b>1-25-2012</b>
---	---------------------------	--------------------------

Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date

- |  |  |         |
|--|--|---------|
| <input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Intermediate Peace Officer            | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Advanced Peace Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Instructor's Certificate              | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Master Peace Officer                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Field Training Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> S.W.A.T. Crime Unit                   | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> Special Crime Unit                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$150   |
| <input type="checkbox"/> Clothing Allowance                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$37.50 |
| <input type="checkbox"/> Cell Phone Allowance                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$      |

**SHIFT CHANGE:** From Shift \_\_\_\_\_ To Shift \_\_\_\_\_

**ASSIGNMENT:** Current \_\_\_\_\_ New \_\_\_\_\_

**PROMOTION/DEMOTION/SUSPENSION:**

Current \$	New \$
From:	To:
With Pay:	Without Pay:

**SEPARATION:**

RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

<input type="checkbox"/> Family Medical Leave (FML)	<input type="checkbox"/> Return From FML	<input checked="" type="checkbox"/> Light Duty	1-24-2012
<input type="checkbox"/> Workers' Comp (WC) Leave	<input type="checkbox"/> Return From WC Leave	<input type="checkbox"/> Other	

**COMMENTS:**

DWAYNE WILLIAMS

\_\_\_\_\_  
Supervisor's Printed Name

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

MIKE BEREZIN

\_\_\_\_\_  
Department Head's Printed Name

  
\_\_\_\_\_  
Department Head's Signature

101/CLP (medical)

Employee - You are required to report your injury to your employer within 30 days if your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation and may be entitled to certain medical and income benefits. For further information call your local Division field office or 1(800)-252-7031.



Empleado - Es necesario que reporte su lesión a su empleador dentro de 30 días a partir de la fecha en que se lesionó si es que su empleador cuenta con un seguro de compensación para trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte de la División de Compensación para Trabajadores, y también puede tener derecho a ciertos beneficios médicos y monetarios. Para mayor información comuníquese con la oficina local de la División al teléfono 1-800-252-7031.

TEXAS WORKERS' COMPENSATION WORK STATUS REPORT

1253102

PART I: GENERAL INFORMATION. Includes fields for Injured Employee's Name (GENEANE MERRITT), Date of Injury (1/10/2012), Social Security Number (last 4 digits: 707/075/14), Employer's Name (CITY OF MISSOURI CITY), and Carrier (ALLIANCE).

PART II: WORK STATUS INFORMATION. Includes question 13 regarding medical condition and return to work restrictions. Selected option (b) indicates return to work with restrictions from 01/13/2012 through 02/13/2012.

PART III: ACTIVITY RESTRICTIONS. Includes sections for Posture Restrictions, Motion Restrictions, MISC. Restrictions, and Lift/Carry Restrictions. Includes checkboxes for various activities like standing, sitting, walking, and lifting.

\* These restrictions are based on the doctor's best understanding of the employee's essential job functions. If a particular restriction does not apply, it should be disregarded. If modified duty that meets these restrictions is not available, the patient should be considered to be off work. Note - these restrictions should be followed outside of work as well as at work.

PART IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION. Includes Work Injury Diagnosis (RT KNEE), Expected Follow-up Services (Evaluation by treating doctor on 01/27/2012), and fields for Date/Time of Visit, Discharge Time, and Signatures.



[552.101/410]

DATE: 07-10-2009 01:06:28 PM Type: Recv  
SUBJECT: RSDW FROM NCIC - RSDW: HUGHES,GENEANE R  
Message:  
Reference: 02OM000003  
Msg ID : 02OM000003  
Msg Key : RSDW  
Date/Time: 20090710130457  
Ent Agy :  
Requester:  
User :  
ORI : TXNCIC000  
Source : NCIC  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES,GENEANE R

TXT:

NO NCIC WANT NAM/HUGHES,GENEANE R DOB/ RAC/B SEX/F  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE  
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED  
WITHOUT LIMITATIONS.

MRI: 91896812 IN: NCIC 153306 AT 10JUL2009 13:04:55  
OUT: MQCE 3 AT 10JUL2009 13:04:57

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====  
DATE: 07-10-2009 01:06:27 PM Type: Recv  
SUBJECT: RSDW FROM TCIC - RSDW: HUGHES,GENEANE R  
Message:  
Reference: 02OM000003  
Msg ID : 02OM000003  
Msg Key : RSDW  
Date/Time: 20090710130455  
Ent Agy :  
Requester:  
User :  
ORI : TX07901E0  
Source : TCIC  
Dest : MQCE  
Control :

[552.101/411]

10/4/11.088

Summary : RSDW: HUGHES, GENEANE R

TXT: NN01MQCE  
TX07901E0

NO TCIC WANT NAM/HUGHES, GENEANE R DOB, RAC/B SEX/F

\*\*THIS MESSAGE IS FROM THE TCIC 2000 SYSTEM.\*\*

MRI: 91896801 IN: TCIC 136260 AT 10JUL2009 13:04:55  
OUT: MQCE 2 AT 10JUL2009 13:04:55

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====



RS [552.102; 552.117; 552.130]

DATE: 07-10-2009 01:11:24 PM Type: Recv  
SUBJECT: DR FROM NLET - DQ: HUGHES, GENEANE R  
Message:  
Reference: 02OM00000D  
Msg ID : 02OM00000D  
Msg Key : DR  
Date/Time: 20090710130953  
Ent Agy :  
Requester:  
User :  
ORI : PA0223000  
Source : NLET  
Dest : TX07901E0  
Dest : MQCE  
Control :  
Summary : DQ: HUGHES, GENEANE R

.101/411.013

TXT:  
11:09 07/10/2009 68576  
11:09 07/10/2009 80930  
TXT

RESPONSE FROM PENNSYLVANIA BUREAU OF MOTOR VEHICLES

OLN: VALIDATED: EXPIRES:  
NAM: HUGHES, GENEANE RENE

SSN: 210681185. DOB: SEX: F. EYE: BRO. HGT: 5' 6".

RESTRICTIONS: NONE  
SUSPENSION: NO  
OPERATOR CLASS: SINGLE VEH <= 26,000  
OPERATOR TYPE: REG LICENSE  
VALID DUPLICATE LICENSE NUMBER: N/A  
INFORMATION OBTAINED FROM PENNDOT FILES AND SHOULD BE VERIFIED  
MRI: 91903941 IN: NLI1 37207 AT 10JUL2009 13:09:53  
OUT: MQCE 7 AT 10JUL2009 13:09:53

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====

# TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. HIGHWAY 290, SUITE 200  
AUSTIN, Texas 78723  
(512) 936-7700

<http://www.tcole.texas.gov/>

## COLLEGE EDUCATION REQUEST (F-7)

### STUDENT INFORMATION

1. <input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> Student	2. First Name <b>GENEANE</b>	3 M.I. <b>R</b>	4. Last Name <b>MERRITT-HUGHES</b>	5. Suffix (Jr., etc.)
<input type="checkbox"/> Jail <input type="checkbox"/> Other	7. Date of Birth <b>10/2</b>		8. Home Mailing Address	
6. TCLEOSE PID <b>PID</b>	9. City	10. State	11. Zip Code	12. Phone Number <b>214/1175</b>

### DEPARTMENT INFORMATION

13. TCLEOSE Agency Number <b>201217</b>	17. Name of Law Enforcement Agency <b>MISSOURI CITY POLICE DEPT.</b>
--	---

### COLLEGE INFORMATION

15. COLLEGE - List all colleges/universities *	City and State	Degree Awarded**	Hours
University of Phoenix	Phoenix, Arizona	Bachelor	162
**College credit, Assoc., Bachelors, Doctorate, Masters			TOTAL HOURS
			162

Documented hours must either be a passing letter grade or pass. Credit will not be awarded for failing courses.

211.1(a)(3) College or University must be accredited by one of the following;


Southern Association of Colleges and Schools (SACS-CC), Middle States Association of Schools and Colleges (MSA), North Central Association of Colleges and Schools (NCA), Northwest Commission on Colleges and Universities (NWCCU), Western Association of Schools and Colleges (WASC), and New England Association of Schools and Colleges, Inc. (NEASC-CIHE)

, the applicant, attest that these hours are from an accredited regional college or university identified by 211.1(a)(3).

, the applicant, am fully aware that this application is a government document and under penalties of perjury I declare the foregoing information to be true and correct.

      **8-5214**  
SIGNATURE OF LICENSE HOLDER      DATE

chief administrator or designee, attest that these hours meet the requirements of 211.1(a)(3). College hours are not being submitted for training hours earned for basic peace officer class.

**Michael A. Berezin**            **08/11/2014**  
AGENCY ADMINISTRATOR (Type or Print)      ADMINISTRATOR SIGNATURE      DATE



APPLICANT

LAST NAME HUGHES FIRST NAME GENEVAE

*[Handwritten signature]*

HUGHES, GENEVAE M.

LAW ENF STAND & ED  
AUSTIN, TX

DATE OF BIRTH DOB

PLACE OF BIRTH POB

U.S.

SEX	HT	WT	HAIR	EYES	SCARS
F	5'7"	170	BRO	BRO	

*[Handwritten signature]* 321-73

Submitting Agency ORI

POLICE APPLICANT

LEAVE BLANK

\_\_\_\_\_  
 \_\_\_\_\_

RS [572.17]

# SCSCHOOL DISTRICT OF PHILADELPHIA

Academic Record of:  
**GENEANE MERRITT**

Graduated from School  
BARTRAM, JOHN HIGH SCHOOL  
67TH & ELMWOOD AVENUE  
PHILADELPHIA PA 19142

ID 9084829 Sex F DOB

SSN

Status GRADUATED 06/16/91

(215) 400-4780

11/11/75/197

MARKS: A = 90-100; B = 80-89; C = 70-79; D = 65-69; F = Below 65; P = PASSING

Year Ending June 1991			Total Credits Earned	7.00	Grade 11
1990-1991 Attendance: Present Absent Late			SCHOOL: JOHN BARTRAM HIGH SCHOOL		
			130.0	48.0	36
Subject	Mark	Credit*	Subject	Mark	Credit
ENGLISH 4	C	1.00	MOD HIST	C	1.00
TYPING 1	C	1.00	EMP PRIN	A	1.00
PHYS ED G	B	0.50	HEALTH 2	A	0.50
SOC SCI B	B	0.50n			
			CL PRAC 1	B	1.00
			CHOIR	F	0.00
			SOC SCI A	C	0.50
Year Ending June 1990			Total Credits Earned	5.50	Grade 10
1989-1990 Attendance: Present Absent Late			SCHOOL: JOHN BARTRAM HIGH SCHOOL		
			116.0	68.0	15
Subject	Mark	Credit*	Subject	Mark	Credit
ENG 3	B	1.00s	CHEM	C	1.00s
AMER HIST	C	1.00	ALGEBRA 2	C	1.00
SPANISH 2	C	1.00	PHYS ED G	F	0.00
			ENGLISH 3	F	0.00
			CHEMISTRY	F	0.00
			HEALTH 1	C	0.00
Year Ending June 1989			Total Credits Earned	5.00	Grade 10
1988-1989 Attendance: Present Absent Late			SCHOOL: JOHN BARTRAM HIGH SCHOOL		
			96.0	86.0	14
Subject	Mark	Credit*	Subject	Mark	Credit
ENGLISH 2	B	1.00s	GEOMETRY	B	1.00s
WORLD HIS	C	1.00	GEOMETRY	F	0.00
SPANISH 1	C	1.00	PHYS ED	F	0.00
			ENGLISH 2R	F	0.00
			BIOLOGY	C	1.00
			HEALTH 1	F	0.00
Year Ending June 1988			Total Credits Earned	4.00	Grade 09
1987-1988 Attendance: Present Absent Late			SCHOOL: JOHN BARTRAM HIGH SCHOOL		
			0.0	0.0	0
Subject	Mark	Credit*	Subject	Mark	Credit
ENGLISH 1	B	1.00s	P SCI	C	1.00s
WORLD HISR	D	0.00	ALGEBRA 1	C	1.00
SPANISH 1	F	0.00	GEOGRAPHY	C	0.50
			ENGLISH 1R	F	0.00
			PHYS SCI	F	0.00
			PHYS ED	C	0.00

NOTICE: DOCUMENT NOT OFFICIAL WITHOUT SCHOOL DISTRICT SEAL IN BLUE AND RED

STUDENT COPY

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, First, Middle) MERRITT, GENKANE		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SEC. NO.	
4. a. GRADE, RATE, OR RANK PV2		4. b. PAY GRADE E2		5. DATE OF BIRTH (YYYYMMDD) 102	
7. a. PLACE OF ENTRY INTO ACTIVE DUTY PHILADELPHIA, PA				6. RESERVE OBLIG. TERM. DATE Year 0000   Month 00   Day 00	
8. a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND WIDS CO U TR TC				7. b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 317/117	

9. COMMAND TO WHICH TRANSFERRED NA		8. b. STATION WHERE SEPARATED FORT LEE, VA 23801	
10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 200,000.00			

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) NONE//NOTHING FOLLOWS	12. RECORD OF SERVICE		
	a. Date entered AD This Period	Year(s)	Month(s)
	b. Separation Date This Period	1995	03
	c. Net Active Service This Period	0000	07
	d. Total Prior Active Service	0000	04
	e. Total Prior Inactive Service	0000	00
	f. Foreign Service	0000	00
	g. Sea Service	0000	00
	h. Effective Date of Pay Grade	1995	05

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  
NONE//NOTHING FOLLOWS

14. MILITARY EDUCATION (Course title, number of weeks and month and year completed)  
NONE//NOTHING FOLLOWS

15. a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM	Yes	No	15. b. HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes	No	16. DAYS ACCRUED LEAVE PAID
		X		X		11

17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION  Yes  No

18. REMARKS  
DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS//BLOCK 6, PERIOD OF DELAYED ENTRY PROGRAM. 19950209-19950309//MEMBER HAS NOT COMPLETED FIRST FULL TERM OF SERVICE  
//NOTHING FOLLOWS

19. a. MAILING ADDRESS AFTER SEPARATION (include Zip Code)	19. b. NEAREST RELATIVE (Name and address - include Zip Code)

20. MEMBER REQUESTS COPY 4 BE SENT TO DA, DIR OF VET AFFAIRS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) JODY E. PROFFER, CHIEF, TRANSITION CENTER
21. SIGNATURE OF MEMBER BEING SEPARATED D Moore R Merritt	

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)	
23. TYPE OF SEPARATION DISCHARGE	24. CHARACTER OF SERVICE (include upgrades) UNCHARACTERIZED H
25. SEPARATION AUTHORITY AR 635-200, PARA 6-3B(1)	26. SEPARATION CODE 322C
27. REENTRY CODE 3	28. NARRATIVE REASON FOR SEPARATION PARENTHOOD
29. DATES OF TIME LOST DURING THIS PERIOD NONE	30. MEMBER REQUESTS COPY 4 Initials

RS [552.177]

115

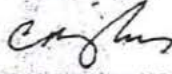
COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF HEALTH  
VITAL RECORDS

## Certification of Birth

DATE OF BIRTH	102	FILE NO.	0099310-1974
		DATE FILED	02-25-1974
COUNTY OF BIRTH	PHILADELPHIA	DATE ISSUED	06-14-2005
NAME	GENEANE RENEE MERRITT		SEX: FEMALE
FATHER'S NAME	[REDACTED]		
MOTHER'S MAIDEN NAME	[REDACTED]		



This is to certify that this is a true copy of the record which is on file in the Pennsylvania Department of Health, in accordance with Act 68, P.L. 304, approved by the General Assembly, June 29, 1953.

  
 Calvin B. Johnson, M.D., M.P.H.  
 Secretary of Health

  
 Charles Hardester  
 State Registrar



WARNING: IT IS ILLEGAL TO DUPLICATE THIS COPY BY PHOTOSTAT OR PHOTOGRAPH.

USE

12825853

Missouri City Police Department

Firearms Qualification Form

Date of Qualification Session 9/25/09

Name of Officer Gammie Hughes Merritt

Date of Birth \_\_\_\_\_ PID / SSN# \_\_\_\_\_

Signature of Officer \_\_\_\_\_

Rangemaster Certification

Handgun

Manufacturer of Handgun Glock

Caliber 40 Model # 23  Semi-Automatic  Revolver

Serial Number \_\_\_\_\_

Course of Fire:  Duty  Off Duty  Retired

Day Course  Night Course  Pass  Fail

1<sup>st</sup> Attempt  2<sup>nd</sup> Attempt  3<sup>rd</sup> Attempt  4<sup>th</sup> Attempt

211


Long Arms

Shotgun Proficient (Remington 870)  Yes  No  N/A

Rifle Proficient (AR15 - 223 Caliber)  Yes  No  N/A

I attest that I have personally inspected the above named officer's weapon and have observed the officer perform the approved departmental qualifications course/s. I further attest that the qualifying officer  has /  has not met or exceeded the minimum qualifying requirements of this department.

Printed Name of Rangemaster Lance Bethell

Signature of Rangemaster 



Police

Joel Fitzgerald, Sr  
Chief of Police



This is to certify that Geneane R. Merrit SSN *117/1175/147*  
has received a program of instruction as required by the Texas Occupations  
Code, Chapter 1701, Section 402 and Commission Rule 221.3 on federal  
and state statutes related to employment issues affecting peace officer and  
county jailers, including:

- X civil service;
- X compensation, including overtime compensation and vacation time;
- X personnel files and other employee records;
- X management-employee relations in law enforcement organizations;
- X work-related injuries;
- X complaints and investigations of employee misconduct; and
- X disciplinary actions and the appeal of disciplinary actions.

*Gerald M. Broussard*  
Sergeant Gerald M. Broussard  
(SIGNATURE OF AGENCY ADMINISTRATOR OR DESIGNEE)

October 7, 2009  
(DATE)

Page 552.101/611.002



DEPARTMENT OF HUMAN RESOURCES &  
ORGANIZATIONAL DEVELOPMENT

Edward G. Williams, Ph.D., Director

1522 Texas Parkway  
Missouri City, TX 77489

(281) 403-8500  
egwilliams@missouricitytx.gov

July 26, 2011

Geneane Merritt



11/7/1175

Dear Mrs. Merritt:

It is my pleasure to extend the following offer of employment to you on behalf of the City of Missouri City.

**Title:** Police Lieutenant

**Reports to:** Police Captain

**Job Description:** Attached

**Salary:** Your hourly salary will be \$36.88, which the City will pay according to its 26 pay periods each year. All salaries are subject to deductions according to federal, state, and related policies of the City of Missouri City.

**FLSA:** Non-Exempt

**Performance Evaluation:** Your first annual performance review will be on or around March 31, 2012. As is customary, if the City offers a performance increase you may receive a prorated performance salary adjustment. Of course, you will meet with the Department Director or designee as necessary to discuss your progress towards established goals.

**Benefits:** You are entitled to the City's health, dental, vision, life, and disability insurance coverage, generally supplied per City policy. Additionally, you are entitled to other benefits, including tuition reimbursement, according to the City's Personnel Policy.

**Vacation and Personal Emergency Time Off:** You will accrue vacation and sick leave hours as established in the City's Personnel Policy.

**Effective Date:** July 31, 2011



**Car/Phone/Travel Expenses:** The City will reimburse business related and reasonable expenses according to existing City policy.

Your employment with the City of Missouri City is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. All employees of the City of Missouri City are subject to recall during an emergency, catastrophe, or any situation in which the City Manager determines the need for City staff.

Your signature is your acknowledgement that this job offer letter represents the entire agreement between you and the City of Missouri City. Furthermore, you agree that no verbal or written agreements, promises, or representations not specifically stated in this letter are binding upon the City of Missouri City.

Please sign on the line above your name and check that box that reflects your acceptance or rejection of this offer as stated, date the document, and return the original to the Department of Human Resources and Organizational Development.

**Signatures:**

Accepted

Rejected



Geneane Merritt

7-26-2011

Date



Joel F. Fitzgerald, Sr., MBA, Police Chief

7-26-2011

Date

Cc: Human Resources & Organizational Development



Larry Capps/MOCTYDOM  
08/08/2009 10:05 AM

To Milly Smith/MOCTYDOM  
cc Staff, Gerald Broussard/MOCTYDOM  
bcc  
Subject Job Offer

Milly:

We are ready to make an offer to Geneane Hughes for a police captain position. Can you draft the job offer letter and e-mail it to me? Here's the info:

Geneane Hughes

Start Date: 09-27-2009  
Starting Salary: \$72,204  
Supervisor: Assistant Chief Pat Worrell

Per our discussion on the phone, Hughes will be in town August the 20th and 21st for final processing as follows:

August 20th:

8:00 a.m. - psychological written test at city hall  
1:00 p.m. - polygraph test in Humble

August 21st:

9:00 a.m. - clinical interview / psych test  
1:00 p.m. - medical / drug screen test at clinic

Brew:

No rush, but start putting together basic issue items. We can address uniforms and weapon / WEB gear after she starts.

Larry E. Capps  
Captain - Administrative Services  
Missouri City Police Department  
Office: 281-403-8714  
Fax: 281-403-5479

My e-mail has changed to: [LCapps@missouricityx.gov](mailto:LCapps@missouricityx.gov)

# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>790</b>	Date <b>2-14-2012</b>
---	---------------------------	--------------------------

Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date

- |  |  |         |
|--|--|---------|
| <input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Intermediate Peace Officer            | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Advanced Peace Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Instructor's Certificate              | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Master Peace Officer                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Field Training Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> S.W.A.T. Crime Unit                   | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> Special Crime Unit                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$150   |
| <input type="checkbox"/> Clothing Allowance                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$37.50 |
| <input type="checkbox"/> Cell Phone Allowance                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$      |

**SHIFT CHANGE:** From Shift \_\_\_\_\_ To Shift \_\_\_\_\_

**ASSIGNMENT:** Current \_\_\_\_\_ New \_\_\_\_\_

**PROMOTION/DEMOTION/SUSPENSION:**  
 Current \$ \_\_\_\_\_ New \$ \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 With Pay: \_\_\_\_\_ Without Pay: \_\_\_\_\_

**SEPARATION:**

RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

Family Medical Leave (FML)     Return From FML    Return to Full Duty    2-01-2012  
 Workers' Comp (WC) Leave     Return From WC Leave     Other

**COMMENTS:**

DWAYNE WILLIAMS

\_\_\_\_\_  
Supervisor's Printed Name

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

MIKE BEREZIN

\_\_\_\_\_  
Department Head's Printed Name

  
\_\_\_\_\_  
Department Head's Signature

Employee - You are required to report your injury to your employer within 30 days if your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation and may be entitled to certain medical and income benefits. For further information call your local Division field office or 1(800)-252-7031.



Empleado - Es necesario que reporte su lesión a su empleador dentro de 30 días a partir de la fecha en que se lesionó si es que su empleador cuenta con un seguro de compensación para trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte de la División de Compensación para Trabajadores, y también puede tener derecho a ciertos beneficios médicos y monetarios. Para mayor información comuníquese con la oficina local de la División al teléfono 1-800-252-7031.

## TEXAS WORKERS' COMPENSATION WORK STATUS REPORT

1265709

<b>PART I: GENERAL INFORMATION</b>			5. Doctor's Name and Degree  (for transmission purposes only)	Date Being Sent <b>02/01/2012</b>
1. Injured Employee's Name <b>GENEANE MERRITT</b>		6. Clinic/Facility Name		9. Employer's Name <b>CITY OF MISSOURI CITY</b>
2. Date of Injury <b>01102012</b>	3. Social Security Number (last 4) <b>11711751</b>	7. Clinic/Facility/Doctor Phone & Fax		10. Employer's Fax # or Email Address (if known) <b>2814037978</b>
4. Employee's Description of Injury/Accident <b>RT KNEE</b>		8. Clinic/Facility/Doctor Address (street address)  City: _____ State: _____ Zip: _____		11. Insurance Carrier <b>ALLIANCE</b>
				12. Carrier's Fax # or Email Address (if known) <b>5124913315</b>
<b>PART II: WORK STATUS INFORMATION (FULLY COMPLETE ONE INCLUDING ESTIMATED DATES AND DESCRIPTION IN 13(c) AS APPLICABLE)</b>				
13. The injured employee's medical condition resulting from the workers' compensation injury:				
<input checked="" type="checkbox"/> (a) will allow the employee to return to work as of <u>2/1/12</u> (date) <u>without restrictions</u> .				
<input type="checkbox"/> (b) will allow the employee to return to work as of _____ (date) <u>with the restrictions</u> identified in PART III, which are expected to last through _____ (date).				
<input type="checkbox"/> (c) has prevented and still prevents the employee from returning to work as of _____ (date) and is expected to continue through _____ (date).				
The following describes how this injury prevents the employee from returning to work:				
<b>PART III: ACTIVITY RESTRICTIONS* (ONLY COMPLETE IF BOX 13(b) IS CHECKED)</b>				
14. POSTURE RESTRICTIONS (if any):		17. MOTION RESTRICTIONS (if any):		19. MISC. RESTRICTIONS (if any):
Max Hours per day: 0 2 4 6 8	Other	Max Hours per day: 0 2 4 6 8	Other	<input type="checkbox"/> Max hours per day of work: _____
Standing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Walking <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> Sit/Stretch breaks of _____ per _____
Sitting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Climbing stairs/ladders <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> Must wear splint/cast at work
Kneeling/Squatting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Grasping/Squeezing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> Must use crutches at all times
Bending/Stooping <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Wrist flexion/extension <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> No driving/operating heavy equipment
Pushing/Pulling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Reaching <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> Can only drive automatic transmission
Twisting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Overhead Reaching <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> No work / _____ hours/day work: <input type="checkbox"/> in extreme hot/cold environments <input type="checkbox"/> at heights or on scaffolding
Other: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Keyboarding <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> Must keep _____ <input type="checkbox"/> elevated <input type="checkbox"/> clean & dry
15. RESTRICTIONS SPECIFIC TO (if applicable):		18. LIFT/CARRY RESTRICTIONS (if any):		<input type="checkbox"/> No skin contact with: _____
<input type="checkbox"/> Left Hand/Wrist	<input type="checkbox"/> Left Leg	Other: _____		<input type="checkbox"/> Dressing changes necessary at work
<input type="checkbox"/> Right Hand/Wrist	<input type="checkbox"/> Right Leg	<input type="checkbox"/> May not lift/carry objects more than _____ lbs.		<input type="checkbox"/> No running
<input type="checkbox"/> Left Arm	<input type="checkbox"/> Back	for more than _____ hours per day		20. MEDICATION RESTRICTIONS (if any):
<input type="checkbox"/> Right Arm	<input type="checkbox"/> Left Foot/Ankle	<input type="checkbox"/> May not perform any lifting/carrying		<input type="checkbox"/> Must take prescription medication(s)
<input type="checkbox"/> Neck	<input type="checkbox"/> Right Foot/Ankle	Other: _____		<input type="checkbox"/> Advised to take over-the-counter meds
16. OTHER RESTRICTIONS (if any):				<input type="checkbox"/> Medication may make drowsy (possible safety/driving issues)
* These restrictions are based on the doctor's best understanding of the employee's essential job functions. If a particular restriction does not apply, it should be disregarded. If modified duty that meets these restrictions is not available, the patient should be considered to be off work. Note - these restrictions should be followed outside of work as well as at work.				
<b>PART IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION</b>				
21. Work Injury Diagnosis Information: <b>rt knee</b>		22. Expected Follow-up Services Include:		
		<input type="checkbox"/> Evaluation by the treating doctor on _____ (date) at _____ : _____ am/pm		
		<input type="checkbox"/> Referral to/Consult with _____ on _____ (date) at _____ : _____ am/pm		
		<input type="checkbox"/> Physical medicine _____ X per week for _____ weeks starting on _____ (date) at _____ : _____ am/pm		
		<input type="checkbox"/> Special studies (list): _____ on _____ (date) at _____ : _____ am/pm		
		<input type="checkbox"/> None. This is the last scheduled visit for this problem. At this time, no further medical care is anticipated.		
Date / Time of Visit <b>2/1/2012</b>	EMPLOYEE'S SIGNATURE 	DOCTOR'S SIGNATURE 	Visit Type: <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Follow-up	Role of Doctor: <input type="checkbox"/> Designated doctor <input checked="" type="checkbox"/> Treating doctor <input type="checkbox"/> Referral doctor <input type="checkbox"/> Consulting doctor
Discharge Time <b>4:00pm</b>				<input type="checkbox"/> Carrier-selected RME <input type="checkbox"/> DWC-selected RME <input type="checkbox"/> Other doctor



# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>790</b>	Date <b>1-25-2012</b>
---	---------------------------	--------------------------

Total certification pay may not exceed \$100.00 combined excluding bilingual, arson investigator, EMT paramedic, Master Peace Officer, Field Training Officer, SWAT, and SCU Officer; attach a valid copy of the corresponding certificate

Effective Date

- |  |  |         |
|--|--|---------|
| <input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Intermediate Peace Officer            | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Advanced Peace Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Instructor's Certificate              | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Master Peace Officer                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    |
| <input type="checkbox"/> Field Training Officer                | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> S.W.A.T. Crime Unit                   | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$50    |
| <input type="checkbox"/> Special Crime Unit                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$150   |
| <input type="checkbox"/> Clothing Allowance                    | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$37.50 |
| <input type="checkbox"/> Cell Phone Allowance                  | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$      |

**SHIFT CHANGE:** From Shift \_\_\_\_\_ To Shift \_\_\_\_\_

**ASSIGNMENT:** Current \_\_\_\_\_ New \_\_\_\_\_

**PROMOTION/DEMOTION/SUSPENSION:**  
 Current \$ \_\_\_\_\_ New \$ \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 With Pay: \_\_\_\_\_ Without Pay: \_\_\_\_\_

**SEPARATION:**

- RESIGNED   
  RETIRED   
  TERMINATED   
  TRANSFER/OTHER DEPT

**X LEAVE:**

- Family Medical Leave (FML)   
  Return From FML   
  Light Duty   
 1-24-2012
- Workers' Comp (WC) Leave   
  Return From WC Leave   
  Other

**COMMENTS:**

DWAYNE WILLIAMS

\_\_\_\_\_  
Supervisor's Printed Name

*Dwayne Williams*  
\_\_\_\_\_  
Supervisor's Signature

MIKE BEREZIN

\_\_\_\_\_  
Department Head's Printed Name

*Michael A. B...*  
\_\_\_\_\_  
Department Head's Signature

101/CAP (insurance)

Employee - You are required to report your injury to your employer within 30 days of your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation and may be entitled to certain medical and income benefits. For further information call your local Division field office or 1(800)252-7031.



Empleado - Es necesario que reporte su lesión a su empleador dentro de 30 días a partir de la fecha en que se lesionó si es que su empleador cuenta con un seguro de compensación por trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte de la División de Compensación para Trabajadores, y también puede tener derecho a ciertos beneficios médicos y monetarios. Para mayor información comuníquese con la oficina local de la División al teléfono 1-800-252-7031.

TEXAS WORKERS' COMPENSATION WORK STATUS REPORT

1253102

PART I: GENERAL INFORMATION
9. Doctor's Name and Degree (for transmission purposes only) Date Being Sent 1/13/2012
1. Injured Employee's Name GENEANE MERRITT
2. Date of Injury 1/10/2012
3. Social Security Number (last 4) 11711701
4. Employee's Description of Injury/Accident RT KNEE
5. Clinic/Facility Name
6. Clinic/Facility/Doctor Phone & Fax
7. Clinic/Facility/Doctor Address (street address)
8. Carrier's Fax # or Email Address (if known) 512-491-3315

PART II: WORK STATUS INFORMATION (FULLY COMPLETE ONE INCLUDING ESTIMATED DATES AND DESCRIPTION IN 13(c) AS APPLICABLE)
13. The injured employee's medical condition resulting from the workers' compensation injury:
(a) will allow the employee to return to work as of (date) without restrictions.
(b) will allow the employee to return to work as of 01/13/2012 (date) with the restrictions identified in PART III, which are expected to last through 02/13/2012 (date).
(c) has prevented and still prevents the employee from returning to work as of (date) and is expected to continue through (date).
The following describes how this injury prevents the employee from returning to work:

PART III: ACTIVITY RESTRICTIONS\* (ONLY COMPLETE IF BOX 13(b) IS CHECKED)
14. POSTURE RESTRICTIONS (if any): Max Hours per day: 0 2 4 6 8 Other
17. MOTION RESTRICTIONS (if any): Max Hours per day: 0 2 4 6 8 Other
19. MISC. RESTRICTIONS (if any): Max hours per day of work; Sit/Stretch breaks of \_\_\_ per \_\_\_; Must wear splint/cast at work; Must use crutches at all times; No driving/operating heavy equipment; Can only drive automatic transmission; No work / \_\_\_ hours/day work; in extreme hot/cold environments; at heights or on scaffolding; Must keep \_\_\_ elevated \_\_\_ clean & dry; No skin contact with: \_\_\_; Dressing changes necessary at work; No running
15. RESTRICTIONS SPECIFIC TO (if applicable): Left Hand/Wrist, Right Hand/Wrist, Left Arm, Right Arm, Neck, Left Leg, Right Leg, Back, Left Foot/Ankle, Right Foot/Ankle
18. LIFT/CARRY RESTRICTIONS (if any): May not lift/carry objects more than 20 lbs. for more than \_\_\_ hours per day; May not perform any lifting/carrying
16. OTHER RESTRICTIONS (if any):

\* These restrictions are based on the doctor's best understanding of the employee's essential job functions. If a particular restriction does not apply, it should be disregarded. If modified duty that meets these restrictions is not available, the patient should be considered to be off work. Note - these restrictions should be followed outside of work as well as at work.

PART IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION
21. Work Injury Diagnosis Information: RT KNEE
22. Expected Follow-up Services Include: Evaluation by the treating doctor on 01/27/2012 (date) at 2:30 PM am/pm; Referral to/Consult with \_\_\_ on \_\_\_ (date) at \_\_\_:\_\_\_ am/pm; Physical medicine \_\_\_ X per week for \_\_\_ weeks starting on \_\_\_ (date) at \_\_\_:\_\_\_ am/pm; Special studies (list): \_\_\_ on \_\_\_ (date) at \_\_\_:\_\_\_ am/pm; None. This is the last scheduled visit for this problem. At this time, no further medical care is anticipated.
Date / Time of Visit 1/13/2012
Discharge Time 3:50 PM
EMPLOYEE'S SIGNATURE SIGNATURE ON FILE
DOCTOR'S SIGNATURE J. J. ...
Visit Type: Initial, Follow-up
Role of Doctor: Designated doctor, Treating doctor, Referral doctor, Consulting doctor
Carrier-selected RME, DWC-selected RME, Other doctor





DEPARTMENT OF HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT  
Edward G. Williams, Ph. D., Director

May 7, 2018

Geneane Merritt

11/7/17

Dear Ms. Merritt:

Pursuant to Section 11.2 (Grounds for Personnel Action) of the City's Personnel Policy, I am hereby notifying you that effective on the date of this letter, your employment with the City of Missouri City, as Police Lieutenant, ends for violation of Section 3.1 (Work Standards).

You are to immediately return all applicable department issued equipment, including keys, purchasing card, City Employee ID, or related items. Additionally, you are to refrain from accessing any/all Missouri City employee vendor portals, websites or similar. Furthermore, you are to discontinue use of passwords or related information that grants access to employee records or any City of Missouri City equipment. Also, you are not to enter any secured or employee only areas of any City of Missouri City property without an escort.

As prescribed in Section 13.3 (City Manager Consideration) of the City's Personnel Policy, I am hereby notifying you that have the right to appeal this decision to the City Manager.

You may also contact the City's Human Resources & Organizational Development Department to secure information on final pay (if applicable), and/or related information.

Sincerely,

Michael A. Berezin, Police Chief

ENCLOSURES: Section 11.2 (Grounds for Personnel Action); Section 3.1 (Work Standards); Section

C: Personnel File (Human Resources)

**RECEIVED**  
MAY 07 2018  
BY: [Signature]

Revised to sum

Jaw  
04/07/2018

### 13.3 City Manager Consideration

If the Department Director's decision is not acceptable to the employee, the employee may present the grievance(s) to the City Manager. This must be done in writing. The City Manager will conduct such additional fact-finding as he considers appropriate and will give a decision in writing. The City Manager shall have the absolute authority to approve, disapprove, modify or rescind any disciplinary action taken or proposed. The City Manager's decision shall be final and binding on all parties concerned.

Notwithstanding any of the foregoing, the City Manager may, at his discretion, consider hearing a written grievance(s) that comes directly to him from an employee, giving due consideration to the sensitivity of the grievance, the employment history of the aggrieved party, the need for a timely decision, and other relevant factors. If the City Manager elects not to hear a grievance that comes directly to him from an employee, the employee shall be allowed to proceed through the chain of command where he left off as specified by this policy.



such participation, provided that the employee participates in accordance with the City's guidelines for participating in such training or program. Notwithstanding any other provision, such employee may be subject to disciplinary action for conduct other than possessing or using alcohol or drugs, including conduct associated with or arising out of his authorized possession or use of alcohol or drugs under this subsection.

## CHAPTER 10: SMOKE-FREE WORKPLACE

### 10.1 Smoking Prohibition

In order to protect the health and welfare of City employees and volunteers, as well as the general public, all City-owned or operated buildings and facilities are declared "Smoke Free," thereby prohibiting the use or smoking of a burning tobacco product or e-cigarette, except as otherwise set forth in this policy. This includes lobbies, waiting rooms, conference rooms, break areas, work rooms and restrooms, but excludes City parks and other open air areas. Smoking is also prohibited within 25 feet outside of entrances, exits, and wheelchair ramps serving any entrance or exit; operable windows; and ventilation systems of enclosed areas where smoking is prohibited. A City employee or volunteer shall not smoke or use a burning tobacco product or e-cigarette when in contact with the general public on official business. The City Manager or his designee will resolve any conflict resulting from this policy, and the determination made by same shall be final.

### 10.2 Designated Smoking Areas and Notification of Policy

Outside smoking areas for employees and volunteers, away from the general view of the public, may be provided by the City Manager or his designee for each building and facility. Signs may be displayed at entrances to City buildings and other key areas stating that smoking is prohibited.

## CHAPTER 11: DISCIPLINARY ACTION

### 11.1 Disclaimer

**EMPLOYEES OF THE CITY SERVE AT THE WILL OF THE CITY MANAGER (OTHER THAN THE CITY SECRETARY AND THE CITY ATTORNEY, WHO SERVE AT THE WILL OF THE CITY COUNCIL) AND HAVE NO PROPERTY RIGHT IN THEIR EMPLOYMENT AND MAY BE DISMISSED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.** This Section describes disciplinary procedures generally, but the City reserves the right to combine or skip steps, or otherwise deviate or depart from these procedures in any manner, on a case-by-case basis.

### 11.2 Grounds for Personnel Action

**The City Manager, or his designee, may take disciplinary action against an employee. Disciplinary action may be taken for conduct including, but not limited to, illegal, unethical,**

abusive or unsafe acts; violation of City rules, regulations, policies or procedures, including this Personnel Policy; insubordination; inefficiency; neglect or abandonment of duties; participation in prohibited political activity or solicitation; abuse of leave or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under the influence of drugs or intoxicating beverages while on duty; waste, damage, or unauthorized use of City property or supplies; unauthorized or improper use of official authority; on-duty or off-duty criminal conduct; and any other conduct which, in the opinion of the City Manager, is detrimental to the City. This is an illustrative list but does not include all reasons for disciplinary action against an employee, as it is impossible to list every possible scenario.

The City Manager, or his designee, may take other disciplinary action against an employee for unsatisfactory performance related to his job or position not directly due to a disciplinary problem. For example, a job may grow to the point that the employee in the job is no longer capable of performing the job in a fully satisfactory manner, or an employee may be promoted into a job beyond the apparent capability of the employee to satisfactorily perform. Or, it may be determined that an employee needs additional training or education before said employee can satisfactorily perform in a job. Or, an employee may cease to satisfactorily perform a job after performing satisfactorily for a time.

### 11.3 Formal Disciplinary Action

Formal disciplinary action shall include, but is not limited to, written reprimand, probation, suspension, reduction in pay, demotion, and dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon circumstances, and may be combined. All formal disciplinary action shall be permanently noted in the employee's official personnel file. An employee may be notified at any time that he may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands.

#### 11.3.1 *Written Reprimand*

An employee may be reprimanded in writing. The written reprimand shall describe the deficiency or infraction involved and may state the likely consequences of further unsatisfactory performance or conduct.

#### 11.3.2 *Suspension*

A Department Director may suspend an employee without pay for up to 30 calendar days in one calendar year. A written notice of suspension shall be given to the employee that describes the deficiency or infraction involved and may state the likely consequences of further unsatisfactory performance or conduct.

When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or trial in a criminal matter, he may be suspended without pay for the duration of the

additional compensation. Temporary promotions shall not be used to circumvent normal selection procedures.

#### 2.7.2 *Transfers*

A transfer is the assignment of an employee from a position within one job title to a position within another job title. A transfer not involving promotion or demotion may be effected upon approval by the appropriate Department Director, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process. Transfers between departments shall become effective following approval by the City Manager.

#### 2.7.3 *Non-disciplinary Demotions*

A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. With the approval of the Department Director, and if qualified to perform the duties of the lower level position, an employee may be administratively demoted at his own request or when the City so desires. Such demotions shall not be considered disciplinary actions, nor shall they disqualify the employee involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

### **CHAPTER 3:EMPLOYEE CONDUCT**

#### **3.1 Work Standards**

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, professionalism, and economy in his work for the City. Department Directors shall organize and direct the work of their departments to achieve these objectives. If the work habits, attitude, production, or personal conduct of an employee fall below appropriate standards, counseling and warning the employee may precede formal disciplinary action, but nothing herein shall prevent immediate formal action.

#### **3.2 Work Emails**

All employees are required to use their City-issued email accounts to conduct City business. Employees are specifically prohibited from using their personal email accounts to conduct City business. If any City-business email gets sent to an employee's personal email account, the employee must immediately forward the email to the employee's City-issued email account and conduct any further City-business using the City-issued email account. Employees should be aware that any email containing City business is subject to the Texas Public Information Act, even if it was sent or received on the employee's personal email account.



## Police

Michael A. Berezin  
Chief of Police



To: Chief Michael Berezin  
From: Assistant Chief Lance Bothell  
Date: April 26, 2018  
Ref: PSI Investigation #18-0004

I have reviewed the entire investigation and concur with Captain Poulton in his findings for all of the following policy violations:

Policy 10-01: Code of Conduct V. D. 5	Fail to be Honest/Untruthfulness <b>(Sustained)</b>
Policy 30-05: City Vehicles III. C. 5	Improper Use of City Vehicle <b>(Sustained)</b>
Policy 10-01 Code of Conduct V. D. 14	Fail to Report for Duty <b>(Sustained)</b>
Policy 40-10 Off-Duty Employment IV. B. 1	Working Unapproved Extra Job <b>(Not Sustained)</b>

This internal investigation focuses on the above listed policy violations committed by Lieutenant Merritt and observed or discovered by Captain Harris.

The most severe of these allegations is "Fail to be Honest / Untruthfulness". A sustained allegation with this charge impacts the effectiveness of the officer and casts a shadow over the department in all matters concerning this officer. Additionally, if a sworn officer is found to have been dishonest, they would in turn be placed on a "Brady List" with the District Attorney's Office and any past or future testimony by this employee may be brought into question possibly impacting the outcome of a trial and the integrity of the organization. It is clear after reading the investigation, and Merritt's own statement, she was dishonest, she admitted to being untruthful when questioned by Captain Harris on two separate occasions about her whereabouts on the morning of March 28, 2018. The first time was over the phone (recorded) and the second was a short time later face to face with Captain Harris. There was a third incident of dishonesty involving Merritt's attendance of a school. When questioned by Captain Harris, Lieutenant Merritt lied by omission when she did not tell him she missed the first day of a class that the city paid for, resulting in not receiving TCOLE credit for the out of town training.

The "Fail to Report for Duty" allegation is regarding her attendance, or more accurately, her non-attendance at an in-service school in Frisco, Texas. It is clear Lieutenant Merritt did not attend the first day of class and then extended her stay by an additional day to attend another class. Merritt thus incurred, on city p-card, an additional hotel night stay. As per city policy, all employees travelling for overnight travel must obtain approval from the Department Head or their designee. Lieutenant Merritt did not obtain approval from her immediate supervisor, Captain Harris. The same policy states that all employees



**Police**

Michael A. Berezin  
Chief of Police



shall submit a post travel form to the accounts payable office upon return. This form was not completed.

The allegations of "Improper Use of a City Vehicle", "Working an Unapproved Extra Job" and an additional (discovered and uncharged) policy violation of "Failing to Notify Dispatch while working an Extra Job"; 40-10 – Off Duty Employment, IV. C. 6, revolve around Lieutenant Merritt working extra jobs. The investigation showed that Lieutenant Merritt did work an extra job at The Bayou City Event Center on March 24, 2018. She improperly used her assigned patrol vehicle and failed to notify dispatch of her status while working the job. Lieutenant Merritt advised Captain Poulton that she has worked the extra job at Saint Agnes, directing traffic, on average two days a week for the past three years (approximately 156 times she worked this extra job). There is only one (1) CAD entry of her notifying dispatch of her status and location while working this job. This means that 155 times she violated this policy by not notifying dispatch of her status and location, thus showing a clear disregard for Department Policy. I also checked Avail Web for Lieutenant Merritt's activity for March 2018. I found an additional three incidents where she used a city vehicle to travel to and from an extra job on Bellaire Blvd (March 1<sup>st</sup>, 22<sup>nd</sup> and 26<sup>th</sup>). It should be noted that Avail Web only became a resource in early March of 2018. When asked about these particular policy violations, Lieutenant Merritt simply nodded, acknowledging the issue.


The charge of "Working an Unapproved Extra Job" was not sustained because it was discovered during the investigation the extra job in question had been had been submitted for approval and approved three years ago.

The significance and importance of being truthful is stressed to all employees from the entry level test and throughout their careers. Captain Poulton stated in his investigation, the policy violations concerning the extra job incident and the in-service school incident are not egregious. I disagree with this statement. The sheer number of times Lieutenant Merritt violated policy are egregious. Lieutenant Merritt's repeated policy violations coupled with the Untruthfulness, brings into question her decision making ability, her willingness to adhere to rules and regulations and her integrity to remain a member of this department.

The importance of being honest in this profession cannot be stressed enough. Lieutenant Merritt had no legitimate reason to lie to Captain Harris and even had the chance to correct things and tell the truth when she and Captain Harris spoke in person in his office and she chose not to, instead repeating the same lie.

Captain Poulton recommends that Lieutenant Merritt be separated from the department. I agree with this recommendation.

  
Lanae Bothell, Assistant Chief of Police

**Approved**  
  
**Date:** 05/04/2018



**Police**

Michael Berezin  
Chief Administrator



## Memorandum

**To:** Chief M. Berezin  
**From:** Captain Paul Poulton  
**CC:** Asst. Chief L. Bothell  
**Date:** April 26, 2018  
**Re:** PSI #18-0004 Investigative Report

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### INTRODUCTION

This Internal Affairs Division investigative report responds to the administrative inquiry initiated by the Chief of Police against Lieutenant Geneane Merritt, Employee #790, of the Missouri City Police Department Patrol Division.

The Chief of Police's allegations against Lieutenant Merritt are:

Policy 10-01 Code of Conduct V.D.5 (Fail to be Honest/Untruthful)  
Policy 30-05 City Vehicles III C. 5 (Improper Use of City Vehicle)  
Policy 10-01 Code of Conduct V.D.14 (Fail to Report for Duty)  
Policy 40-10 Off Duty Employment IV.B1 (Working Unapproved Extra Job)

The alleged policy violations took place on or about February 6-8, 2018 and March 24-28, 2018.

### DISCOVERY

The policy violations were brought forth after Captain Harris was checking Avail web for Patrol Lieutenant's activity. He became aware of abnormal activity and had a conversation with Lieutenant Merritt, which created the additional policy violations.



**Police**

**Michael Berezin**  
Chief Administrator



### **COMPLAINT REQUIREMENTS**

The Chief of Police has adopted this complaint because the following misconduct is alleged, and there is no complainant willing or able to give a notarized statement. The alleged behavior is something other than criminal, discharge of firearm, excessive use of force, or domestic violence, which brings into question the integrity of the subject officer and/or the Missouri City Police Department. The alleged behavior was observed by a supervisor and was determined to be a possible violation of departmental rules. There is no complainant; therefore, because the Chief is accountable for the behavior of the employees in the department and is responsible for the management of the department, the case will be adopted in the Chief's name.

### **WITNESS STATEMENTS**

**Relationship:** N/A

**Investigator's Note:** N/A

### **NOTIFICATION REQUIREMENT**

On April 17, 2018, Captain Poulton issued Lieutenant Merritt a written Letter of Notification, informing her of the nature of the investigation. Specifically, she was informed of the complainant's name and the nature of the allegations filed. The Letter of Notification was delivered in person.

On April 17, 2018 Lieutenant Merritt was also provided with a copy of the following documents:

1. Copy of Policy 10-01 Code of Conduct.
2. Copy of Policy 30-05 City Vehicles
3. Copy of Policy 40-10 Off Duty Employment



Police

Michael Berezin  
Chief Administrator



### SUBJECT STATEMENT

Administrative Statement of Lieutenant Geneane Merritt. Home Address -  
[Undisclosed] Other Telephone- /

Business Address- [3849 Cartwright Road], Missouri City, TX 77459. BUSINESS  
Telephone- (281) [403-8700].

7/11/18

**Relationship:** Missouri City Police Department Lieutenant.

#### Investigator's Note:

The following is Lieutenant Geneane Merritt's administrative statement verbatim. The original is included in the "Statements" section of this investigative package. The grammar, spelling, punctuation, and context were not changed.

**Administrative statement of Lieutenant Merritt dated April 18, 2018.**

#### In response to the charge of (Improper Use of a Vehicle):

On March 24, 2018, I did utilize the police vehicle due to an issue with my vehicle. My vehicle was not operable for a week. I was not scheduled for working the extra job and I was asked at the last minute to assist in someone's absence at the referenced location on the complaint summary.

#### In response to the charge of untruthfulness:

In the stated Summary I was provided, it said I was on duty at the time of the call from Captain Harris, and I was not on duty, but heading to work. I did stay at a friend's house and was brought back in the early morning to go to work. On the way in to work I remembered I had to bring the keys to open the traffic box for a few until the other security worker could continue with traffic. I figured I could swing by there before work and then head to work. I was on my way to work when Captain Harris called and asked me, "Why was you on Bellaire?"

I was frazzled because I figured he would have a problem with me being out of Missouri City with the vehicle. (This incident was two weeks ago so this is not word for word). I believe I told him that I was coming from a friend's house and was heading in to work and had vehicle without specifics. I did not provide in detail any further due to not having a good relationship with Captain Harris.





**Police**

**Michael Berezin**  
Chief Administrator



**In reference to the second statement of untruthfulness (training):**

I left on February 6<sup>th</sup> to Fresco, TX (6 hour drive), .to attend a training class I thought started on the 7<sup>th</sup> of February. I realized on the morning of the 7<sup>th</sup> that the first class was on the 6<sup>th</sup> which was the day I traveled to get there thinking it started the next day. I advised the instructor and he said "no worries", and since I missed yesterday he had a second day of class for me which I attended on the 8<sup>th</sup>. So, I was in class for two days. I have certificates for both classes. I have the paperwork from DOLAN GROUP to support my two days in class. When Captain Harris asked me about the TCOLE credit I called the DOLAN GROUP and left a message about the TCOLE credits. I did not get a response back on the issue.

I called again and spoke with Keenan Dolan who stated the TCOLE credit was not entered because it had to be a full two-days in that specific course. The second day I attended was a follow-up Leadership course, so that's why he wanted me to stay since I was not there the first day which was when I was traveling to the training. So in response to this accusation I was not evasive and had no problem advising I attended a total of two classes. The summary stated in his opinion that I quickly changed the subject. Captain Harris and I do not get along and has shown on numerous occasions a distain taste for me, so I did not want to continue a fake conversation with him knowing he did not care how I felt about the class.

**In reference to the charge of (Working an unapproved extra job):**

I was authorized to work St. Agnes School three years ago, which was approved by Chief Jemison and Sgt. Englishbee was provided a copy of the approval with his signature on a hard copy to be scanned. I also provided Sergeant Englishbee a copy of the traffic card that I had to obtain when I was approved to work this extra job.

Lieutenant Geneane Merritt#790  
Missouri City Police Department

**End of administrative statement-** Lieutenant Geneane Merritt.



## Police

Michael Berezin  
Chief Administrator



### PHYSICAL EVIDENCE

All items of physical evidence, which are included in this section, are attached to this investigative package.

#### CD/ DVD Media

There are two audio CD's reference this incident. One CD contains a recorded phone conversation between Captain Harris and Lieutenant Merritt. The second CD is an audio recording of Lieutenant Merritt's interview with Captain Poulton.

#### Photos

There are no photos.

#### Letters of Notification to Employee

Upon receiving notification of this incident, a Letter of Notification was given to the employee involved in this incident. The letter informed the employee of the nature of the allegations filed and the name of the complainant. The letter(s) are attached to this investigative package.

#### CRIMINAL CHARGES FILED

There are no criminal charges filed related to this investigation.

#### INVESTIGATION FINDINGS

On Friday March 26, 2018, Captain Harris was using Avail web to check the activity history of the Patrol Lieutenants. He observed what he believed to be peculiar activity related to Lieutenant Merritt's patrol vehicle. The city vehicle was outside the city for an approximate three hour period and not during her normal tour of duty. After some research Captain Harris was able to determine the location to be 9401 Knight Road the Bayou City Event Center. He also was able to determine Lieutenant Merritt did indeed work an extra job for Saint Agnes Academy at that location on the date and time in question.

This activity led to Captain Harris to check additional activity to determine if Lieutenant Merritt was utilizing her city assigned vehicle to travel to and from extra jobs. He



## Police

Michael Berezin  
Chief Administrator



observed her city assigned vehicle to be once again on March 28<sup>th</sup> at approximately 0730 at a location outside the city in the 9000 block of Bellaire. Lieutenant Merritt was not signed on duty at this time but signed onto CAD at 08:04. Captain Harris was able to determine this location to be Saint Agnes Academy. This time of morning would typically be during Lieutenant Merritt's normal tour of duty. This led Captain Harris to call Lieutenant Merritt to ask why she had been so far outside the city. This phone call is what led to the allegation of untruthfulness. The phone call in question was recorded by Captain Harris.

Lieutenant Merritt responded to Captain Harris's question by saying she was coming from a friend's house, where she had spent the night. She stated she had the city vehicle with her because she had planned on going straight to work from her friend's house. This information is totally false because data gathered through GPS tracking shows Merritt's assigned vehicle was parked the evening before at her personal residence and did not leave there until approximately 0704, where it proceeded to the 9000 block of Bellaire.

The fail to report for duty allegation is in regards to an out of town class Lieutenant Merritt was scheduled to attend on February 6 and 7 in Frisco, Texas. Captain Harris became aware there might be an issue after he was first called from finance about Lieutenant Merritt's P-card statement being late. Upon review of the statement he observed a hotel charge for an additional night. This led him to question Lieutenant Merritt about the class. When he asked about the class he felt she was being evasive with her answers. This led him to check further and he determined she did not attend class on the 6<sup>th</sup> and did not receive TCOLE credit. Attending the class on the day in question would have been her assigned tour of duty for the day. Lieutenant Merritt asserts she was here at the PD on February 6<sup>th</sup> but upon reviewing CAD activity for February 6<sup>th</sup>, I could not find any activity for Lieutenant Merritt.

On April 25, 2018, I interviewed Lieutenant Merritt in my office regarding all the allegations. The first allegation addressed was the issue of the unapproved extra job. Although Lieutenant Merritt was working at the Bayou City Event Center, she was actually working for and being paid by Saint Agnes Academy. This is an approved extra job, so there is no apparent policy violation regarding this charge. However, during the course of the conversation I asked Lieutenant Merritt how often she works for Saint Agnes. She stated she works a couple of times a week for them directing traffic. Doing a review of extra job activity, Lieutenant Merritt shows to only have worked this job one time in the past three years. I addressed this issue with Lieutenant Merritt at the time and stressed the need to adhere to departmental policy when working extra jobs. I emphasized the importance of putting herself out when working extra jobs.



## Police

Michael Berezin  
Chief Administrator



In regards to the improper use of the city vehicle, all data shows this policy was clearly violated. Lieutenant Merritt admits violating the city vehicle use policy and takes responsibility for her actions. It's noted Lieutenant Merritt states she had personal vehicle issues but made no attempt to possibly get permission to use the city vehicle.

The fail to report for duty violation involves her not being at an out of town school on February 6<sup>th</sup> as she was scheduled to do. Lieutenant Merritt admits she did not attend the first day of class but states it was a mistake on her part when entering it into her calendar. Lieutenant Merritt made no attempt to notify any supervisor she had missed the first day of a two day class. My larger concern with this event is, Lieutenant Merritt took it upon herself to stay a day longer when she was offered the third day of class at no charge. Lieutenant Merritt did receive two certificates of attendance but only received 6.75 hours of credit for the class that was held on the 6<sup>th</sup> and 7<sup>th</sup>. I cannot find any record that there was a charge for the class that was held on the 8<sup>th</sup>. Although the class was apparently free, her time, the extra night of hotel and a day of per diem would not be. She did not seek the proper approval to attend the additional day of class.

The allegation of dishonesty revolves around two different incidents. The first is the response in regards to being asked about why she did not receive TCOLE credit for the two day class she attended. Lieutenant Merritt was not forthcoming about missing the first day of class, she thought she was getting credit because the instructor offered her the third day of class at no charge. She thought this would make up for missing the first day of class. Lieutenant Merritt was not forthcoming with complete information in her conversation with Captain Harris. Dolan Consulting group was contacted via email in reference to Lieutenant Merritt's attendance. The immediately referred us back to Officer Chris Cogan at Frisco Police Department and said they were responsible for the tracking and entry of hours received. Contact was made with Officer Cogan and he stated Lieutenant Merritt received no TCOLE hours for the class on the 6-8 because she did not attend the first day of class. He stated it was too many hours missed and did comply with TCOLE standards to receive credit.

The second occurrence involves the phone conversation between Lieutenant Merritt and Captain Harris about her location and why she was on Bellaire Boulevard. Lieutenant Merritt when asked by Captain Harris why she was on Bellaire replied she had spent the night at a friend's house and was on her way to work. Data from GPS clearly shows this not to be a true statement. Lieutenant Merritt also admits in her statement she did not respond in a truthful manner. My greater concern in this matter is, Captain Harris writes Lieutenant Merritt came to his office approximately 30 minutes later and reiterated the same dishonest statement she had told him on the phone.

After conducting this investigation, reviewing information and interviewing Lieutenant Merritt I have some serious concerns. Besides the outward glaring issue of the



**Police**

Michael Berezin  
Chief Administrator



untruthfulness, I have concerns about Lieutenant Merritt's decision making capabilities. Upon looking at all the information and speaking with Lieutenant Merritt, it appears either she has the propensity to make poor decisions or she does not want to abide by departmental policy. Either of these issues creates a dilemma for the department.

After reviewing all the evidence available and reading Lieutenant Merritt's statement, I am recommending the following as listed below.

Policy 10-01 Code of Conduct V.D.5	(Fail to be Honest/Untruthful) <b>(SUSTAINED)</b>
Policy 30-05 City Vehicles III C. 5	(Improper Use of City Vehicle) <b>(SUSTAINED)</b>
Policy 10-01 Code of Conduct V.D.14	(Fail to Report for Duty) <b>(SUSTAINED)</b>
Policy 40-10 Off Duty Employment IV.B1	(Working Unapproved Extra Job) <b>(NOT SUSTAINED)</b>

Although the improper use of city vehicle and fail to report for duty are not egregious policy violations on their own, coupled with the untruthfulness, it brings into question Lieutenant Merritt's decision making capabilities as a supervisor. It would also call into question her veracity as police officer in any type of court proceedings in the future. It would be my recommendation Lieutenant Merritt's employment be **separated** from the department.

Respectfully Submitted,

Paul E. Poulton  
Captain, Administrative Division

**IA/PSD Case System : Summary (Public)**

On Monday March 26, 2018 I logged into Avail Web to review the activity history of the Lieutenants assigned to the patrol division. While checking Lieutenant Merritt's activity history I observed her marked vehicle (2591), with activity history well outside of the city limits of Missouri City on Saturday March 24, 2018. I utilized the zoom feature in the mapping system and observed her patrol vehicle to be in the area of Holmes Road and Almeda Road and had been idle for approximately 3 hours from approximately 8pm-10:55pm.

I utilized Google maps and was able to determine the location her vehicle had been idle at was 9401 Knight Road Houston, Texas 77045 which is Bayou City Event Center. Based on the name of this location and the time frame I believed Lieutenant Merritt may have been working an off duty extra job while utilizing her patrol vehicle. I contacted TCO Supervisor Brumfield to run CAD activity for Lieutenant Merritt for March 24, 2018 between the hours of 0000-2359 to see if in fact she was signed onto CAD as working an extra job during this time. According to CAD records there was no activity for Lieutenant Merritt during this time.

Unsure of why Lieutenant Merritt's patrol vehicle was at this location during the date and time in question, I decided to visit the location to inquire. Once on location I was unable to verify with anyone why a marked Missouri City patrol unit was on location for almost 3 hours; however I was given a business card for Kristin Massey who is the Vice President for the location to contact. I called and spoke with Kristin Massey who advised me that on Saturday March 24, 2018 during the time in question, Saint Agnes Academy hosted an evening time event. I asked Kristin if she hired a Missouri City officer for this event and she stated she had not. Kristin stated that they utilize Houston Police Department officers solely, however it is not uncommon for organization's hosting events to hire their own police officer's to work security.

I then looked on Saint Agnes Academy's website for a number to call. On their website I saw a number for Maddy Echols who is the director of Admissions. I called Ms. Echols and advised her I was trying to verify if the school hired a Missouri City police officer for their event at the Bayou City Event Center on March 24, 2018. Ms. Echols stated she could not verify this, but would have someone call me who could.

On March 27, 2018 I was contacted by Dale Grasman (832-428-0748) with Saint Agnes Academy. Mr. Grasman confirmed that on March 24, 2018 they hired Lieutenant Merritt to work an off duty job for them at the Bayou City Event Center.

On Wednesday, March 28, 2018 utilizing Avail Web, I checked other dates and times for Lieutenant Merritt's activity history to see if she possibly worked other jobs while utilizing her patrol vehicle. While doing so I noticed on 3-28-2018 at approximately 0730 her patrol vehicle was located in the 9000 block of Bellaire Blvd in Houston Texas. Again utilizing Google maps I was able to determine the location to be Saint Agnes Academy.

Lieutenant Merritt was on duty during this time; therefore I was unsure why she was at this location while on duty in her patrol unit. Later in the day I called Lieutenant Merritt on her cell phone via my cell phone and asked her why her patrol vehicle was in the area of Bellaire Blvd this morning. Lieutenant Merritt's response to me was she spent the night at a friend's house the night before and left straight from there to come to work this morning. Lieutenant Merritt stated she did not want to have to come to her house to get her patrol car before coming to work. About 30 minutes later Lieutenant Merritt came into my officer and reiterated the story that she spent the night at a friend's house with her patrol car and did not want to have to travel from his house to her house and pick up her marked patrol car prior to reporting for duty.

These facts as stated by Lieutenant Merritt are untruthful. When in fact the last recorded GPS history for her patrol vehicle on Tuesday March 27, 2018 is at 4:26pm near her residence. The next recorded GPS activity is Wednesday March 28, 2018 at 7:02am again near her residence. Following the recorded GPS activity for this date beginning at 7:02am Lieutenant Merritt's patrol vehicle travels from her residence, north on the Fort Bend Tollway, north on the Harris County Tollway to Bellaire Blvd where it exits heading east to the 9000 block of Bellaire Blvd. (Saint Agnes Academy). Her patrol vehicle remains at this location for approximately 30 minutes. Her patrol vehicle then travels back to Missouri City and arrives in the city limits at approximately 8:25am.

While talking with Lieutenant Merritt on the phone regarding her being on Bellaire Blvd. I also asked her why she did not receive TCOLE credit for a two day course she attended on February 6-7, 2018 in Frisco Texas. Lieutenant Merritt stated she was not sure why she did not receive credit for this course, but would contact Sgt. Englishbee and inquire. I advised her to find out why and let me know.

It should be noted that March 1, 2018 I received an email from Corrine Hudson advising that Lieutenant Merritt's Pcard was overdue. I noticed on the charges for her Pcard that there were hotel charges (Embassy Suites) for three days in Frisco Texas for March 6, 7 and 8, for the two day class.

On March 6, 2018 I asked Lieutenant Merritt why she had three days of hotel charges for a two day class. Lieutenant Merritt's response was she was offered a free one day class held at the same location as the two day class she took at Frisco Police Department. I asked her how the two day class was and she said, "it was ok, lots of the instructor talking about stories". Lieutenant Merritt's answer to me regarding this class seemed to be evasive. She quickly changed the subject from this class to the one day class she attended.

I had a feeling she possibly did not attend this class; therefore I checked TCLEEDS and noticed that she did not receive TCOLE credit for the two day class, but did receive credit for the one day class that was held the following day. I then contacted the Frisco Police Department's training division and asked about why Lieutenant Merritt did not receive TCOLE credit for the class. I spoke with Officer Chris Cogan who advised me that Lieutenant Merritt did not receive credit because she did not attend the first day of class. Officer Cogan advised Lieutenant Merritt only attended the second day of the two day class. Officer Cogan email me a copy of the class roster which indicates Lieutenant Merritt only attended one day of class.

Lieutenant Merritt again was untruthful when I asked her why she did not receive TCOLE credit for the two day class in Frisco Texas and further was untruthful about attending this class.

It should be noted that when I called Lieutenant Merritt on my cell phone and asked her why her patrol car was on Bellaire Blvd that morning I recorded our conversation on a city recorder and downloaded the conversation on my computer.

[04/02/2018 11:12, BDH342, 1, MCPD]



Police

Michael Berezin  
Chief of Police



## Notification Letter

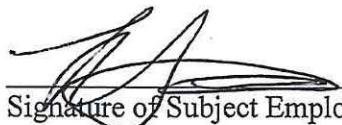
**Subject Employee:** Lieutenant Geneane Merritt  
**Assigned Investigator:** Captain Paul Poulton  
**CC:** Assistant Lance Bothell  
**PSI Number:** 18-0004  
**Date:** April 17, 2018

The purpose of this correspondence is to inform you that I have been assigned to conduct a professional standards investigation and/or an administrative inquiry referencing a complaint made against you adopted by the Office of the Chief of Police. The alleged violations occurred on or about March 6-8, 2018 and March 24-28, 2018. The initial allegation includes the following policy violations:

Policy 10-01 Code of Conduct V.D.5	(Fail to be Honest/Untruthful)
Policy 30-05 City Vehicles III A. 9	(Improper Use of City Vehicle)
Policy 10-01 Code of Conduct V.D.514	(Fail to Report for Duty)
Policy 40-10 Off Duty Employment IV.B1	(Working Unapproved Extra Job)

You are hereby instructed not to speak with anyone concerning this investigation other than myself or Assistant Chief Lance Bothell. You are directed to provide to me in writing your response to the alleged complaint by April 18, 2018 by no later than 4:00 p.m. Please feel free to contact me should you have questions or need clarification.

I will provide you with the official response form sent to your city email address of [gmerritt@missouricitytx.gov](mailto:gmerritt@missouricitytx.gov) directly after providing you with this notification.

  
Signature of Subject Employee

  
Administrative Captain





**Police**

**Michael Berezin**  
Chief Administrator



## Memorandum

**To:** Captain Paul Poulton  
**From:** Lieutenant Geneane Merritt  
**CC:** Assistant Chief Lance Bothell  
**Date:** April 18, 2018  
**Re:** PSI #18-0004 – Officer Response

---

### **In response to the charge of (Improper Use of a Vehicle):**

On March 24, 2018, I did utilize the police vehicle due to an issue with my vehicle. My vehicle was not operable for a week. I was not scheduled for working the extra job and I was asked at the last minute to assist in someone's absence at the referenced location on the complaint summary.

### **In response to the charge of untruthfulness:**

In the stated Summary I was provided, it said I was on duty at the time of the call from Captain Harris, and I was not on duty, but heading to work. I did stay at a friend's house and was brought back in the early morning to go to work. On the way in to work I remembered I had to bring the keys to open the traffic box for a few until the other security worker could continue with traffic. I figured I could swing by there before work and then head to work. I was on my way to work when Captain Harris called and asked me, "Why was you on Bellaire?"

I was frazzled because I figured he would have a problem with me being out of Missouri City with the vehicle. (This incident was two weeks ago so this is not word for word). I believe I told him that I was coming from a friend's house and was heading in to work and had vehicle without specifics. I did not provide in detail any further due to not having a good relationship with Captain Harris.



**Police**

**Michael Berezin**  
Chief Administrator



**In reference to the second statement of untruthfulness (training):**

I left on February 6<sup>th</sup> to Fresco, TX (6 hour drive), to attend a training class I thought started on the 7<sup>th</sup> of February. I realized on the morning of the 7<sup>th</sup> that the first class was on the 6<sup>th</sup> which was the day I traveled to get there thinking it started the next day. I advised the instructor and he said "no worries", and since I missed yesterday he had a second day of class for me which I attended on the 8<sup>th</sup>. So, I was in class for two days. I have certificates for both classes. I have the paperwork from DOLAN GROUP to support my two days in class. When Captain Harris asked me about the TCOLE credit I called the DOLAN GROUP and left a message about the TCOLE credits. I did not get a response back on the issue.

I called again and spoke with Keenan Dolan who stated the TCOLE credit was not entered because it had to be a full two-days in that specific course. The second day I attended was a follow-up Leadership course, so that's why he wanted me to stay since I was not there the first day which was when I was traveling to the training. So in response to this accusation I was not evasive and had no problem advising I attended a total of two classes. The summary stated in his opinion that I quickly changed the subject. Captain Harris and I do not get along and has shown on numerous occasions a distain taste for me, so I did not want to continue a fake conversation with him knowing he did not care how I felt about the class.

**In reference to the charge of (Working an unapproved extra job):**

I was authorized to work St. Agnes School three years ago, which was approved by Chief Jemison and Sgt. Englishbee was provided a copy of the approval with his signature on a hard copy to be scanned. I also provided Sergeant Englishbee a copy of the traffic card that I had to obtain when I was approved to work this extra job.

Lieutenant Geneane Merritt#790  
Missouri City Police Department

## Paul Poulton

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**From:** Rachel Murray  
**Sent:** Thursday, April 19, 2018 11:13 AM  
**To:** Paul Poulton  
**Subject:** FW: Xtra job  
**Attachments:** EJ Spreadsheet.xlsx; EJ Spreadsheet.xlsx

Here is the email that was sent out regarding extra jobs. I am working to update the list. Should be done by tomorrow.

Rachel

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**From:** Phillip Englishbee  
**Sent:** Thursday, November 16, 2017 8:34 AM  
**To:** POLICE DEPARTMENT <POLICEDEPARTMENT@missouricitytx.gov>  
**Subject:** FW: Xtra job

If you work extra jobs, please open the attached spreadsheets, locate your name and confirm whether or not you still work the jobs that are listed. If you do work them, you need not reply. If you no longer work one or multiple ones, then please reply and indicate the job(s) you no longer work.


Please note, this list is current as of November 10, 2017, so if you have submitted to work jobs and have been approved after the 10<sup>th</sup>, then they obviously won't be listed. Please do not reply if that's the case.



**Phillip Englishbee** | Administrative Sergeant

3849 Cartwright Rd. | Missouri City, TX 77459

t. 281.403.5807 | f. 281.261.4226

website | map | email    

- A Safe, Scenic City rated one of America's "Best" Places to Live -

The Mission of the City Government of Missouri City is to provide municipal services in a financially responsible and customer friendly manner, while engaging our residents. How can we better serve you? Take our customer satisfaction survey.

**EXTRA JOB LISTING**  
**Current List as of 11/10/17**

Aven, Aaron	Smart Financial Center St. Theresa Catholic Church Judge Susan Soussan St Laurence Catholic Church Elsian at Sienna Plantation FBISD FB Panthers Lacrosse Bayou Wells Services
Berry, Jessica	Crossbridge Church BVSCU
Brandon, Gregory	Houston's First Baptist
Buchanan, Treveon	Harris County Appraisal District Goodwill East West Bank Chase Bank
Bukowski, Michael	Walmart Reliant/NRG Dilliards US Security
Cadenhead, James	N/A
Castillo, Carlos	N/A
Castorena, Sandra	N/A
Chockin, Janavian	Reliant/NRG Stadium Lake Shore Harbour Premier Pharmacy
Cox, Tracy	Walmart
Davis, Curley	Reliant/NRG Stadium Walmart Braeburn Colony Apartments
Deliphose, Steven	Premier Pharmacy Conns Saks 5th Avenue Reliant/NRG Stadium

AT&T  
Costco  
Lupe Tortilla

Densmore, Alyssa  
Holy Family Catholic Church  
Fort Bend Fit Running Club

Diaz, Hugo  
N/A

Elias, Valery  
N/A

Evans, Jimmy  
Smart Financial Center

Fahey, Patrick  
N/A

Flores, Stevie  
N/A

Ford, Lauren  
Sam's Club  
Home Depot  
University of Houston Football

Garza, Manuel  
Mane Lane

Glave, Steven  
Verizon Wireless  
Bayou Wells Services  
Neighbors Emergency Center  
Whitestone

Griffith, Keith  
Fondren Park Clubhouse

Haley, Dareka  
Jim's Meat Market  
Pyburns Grocery  
Academy  
Smart Financial Center  
Jones Memorial United Methodist  
Sabadimingo Flea Market  
Raising Canes  
Best Friends Total Pet Care  
Episcopal High School  
Reliant/NRG Stadium  
Platinum Parking Garage

Hanks, Christopher  
N/A

Hausler, Troy  
N/A

Hebert, Michael  
N/A

Hill, Melissa

N/A

Hilliard, Kourey

Beth Yeshurun  
Green Tree Place Apartments  
Main Event  
Chick Fil A  
Chase Bank  
Chachos  
Ayva Center  
Pappadeux  
FBISD  
LE Solutions  
Off Duty Security/Allied Metal  
Dixie Warehouse  
Walker County Fair Grounds  
Best Friends Total Pet Care  
Mosque  
House of Dereon Media Center  
Houston's Restaurant  
Chanteau Ball Room  
Target  
Word of Restoration Christian Fellowship

Hopkins, Aaric

N/A

Howard, Blake

N/A

Ibanez, Nickolas

N/A

Jefferson, Lewis

Walmart  
Minority Construction  
Lone Star Title Loan/Title Max  
St Agnus Academy  
IHOP  
Bell Tower  
Crossbridge Church  
Regency Parking Garage  
Smart Financial Center  
Kathy Street  
East West Bank  
BB's Café

Koshy, Benil

John Sanchez

Lampe, Ben

St Anthony Catholic Church  
Reliant/NRG Stadium

Danny Kay Resources  
Gaye Keonning  
Troy Construction  
Zadok's Jewelry  
HEB  
George R Brown Convention Center

Larson, Robert

N/A

Lawson, Robert

Reliant/NRG Stadium

Lewis, Eric

N/A

Limbousis, Gus

M and P Technologies  
Limbousis Motorsports  
Vista Bank  
Palms at Cinco Ranch

Lutze, Travis

N/A

McClellan, Jay

Congregation Beth El  
St Laurence Catholic Church

Mckinnies, Jaron

House of Blues Concert Hall  
Best Friends Total Pet Care  
National Oilwell Varco

Merritt, Geneane

Walmart  
Cheddars  
St Agnus Academy  
Madison on the Meadow Apartments

Mireles, Jessica

Walmart  
Reliant/NRG Stadium

Monroy, Daniel

LE Solutions  
BVSCU  
Driver Pipeline  
Houston Community Bank

Morris, Shane

Veronica Robinson

Moses, Robert

Main Event  
Whataburger

Mosley, Tiffany

Town Green Park  
Walmart

Lycee International De Houston  
Applied Opto Electronics  
Lisa Trump  
Loud Productions/Greg Pennington  
The Village School  
ATM Techs

Motto, Brian                      Oak Bridge Apartments

Nuckols, John                      N/A

Olivo, Daniel                      Fort Bend Fit Running Club  
Top Dog Fireworks Warehouse

Paxton, Lex                      N/A

Perez, Erik                      N/A

Rainey, Reginald                      N/A

Rodriguez, Audrey                      N/A

Romera, Sharon                      N/A

Santos, Adam                      Houston Livestock Rodeo  
Repipe Texas  
Main Lane Industries  
Lakewood Church

Schlosser, Matt                      Classic Chevrolet

Schragel, Christopher                      N/A

Simon, Warren                      Chick Fil A

Sonnier, Andrew                      Allison Lilly  
Best Friends Total Pet Care  
Verizon Wireless  
The Abbey at Enclave Apartments  
Frizell Group

Terry, Russell                      St Johns United Methodist Church  
12 Days of Christmas Charity Gala

Tristan, Larry                      Lisa Trump

Tullos, Kevin                      John Sanchez



Urban, James

Heritage Jewelry and Loan  
Classic Chevrolet  
Crossbridge Church  
BVSCU

Vargas, Christopher

Chick Fil A  
Beth Yeshurun  
PPI Security  
Statewide Traffic Control  
TxDOT  
University of Houston  
Heritage Jewelry and Loan  
Walmart  
Congregation Beth El  
Texas Children's Hospital  
Reliant/NRG Stadium  
Silva/James Construction PSC  
Cavender's Boot City  
Houston's Restaurant  
IW Marks  
St Laurence Catholic Church  
Classic Chevrolet  
Frizell Group  
Best Friends Total Pet Care  
Scurlock Tower  
Lifetime 5k  
AT&T  
Metro National  
Joe V's Smart Shop  
Off Duty Services  
The Hillstone

Vogt, William

Heritage Jewelry and Loan  
FB Panther's Lacrosse  
PPL Motor Homes

White, Tyler

N/A

Wiley, Malcolm

Walmart  
Quail Green Clubhouse  
Cheddar's Restaurant  
St Agnus Prep High School  
Pony Express  
Sweetwater Country Club  
Stafford Shopping Center  
Raising Canes

Hometown Apartments

Williams, Ellis

Cavender's Boot City  
Reliant/NRG Stadium  
Best Friends Total Pet Care  
Off Duty Services  
Shell Corporation

York, Jeff

Wharton Co Junior College

Zimmer, Mike

N/A

# COMMUNICATIONS

## Unit Activity Report

Unit: L790, Date/Time range: 02/01/2018 00:00:00 - 02/28/2018 23:59:59

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
SPEC	02/10/2018	11:42			16:13	4:30	CITY HALL				
SPEC	02/10/2018	18:08			01:11	7:02	1522 TEXAS PKWY				
PUNA	02/11/2018	08:29			18:00	9:31	PD				
TSTOP	02/12/2018	07:34	07:34	07:34	07:45	0:11	9699 SH 6/LAKE SHORE HARBOUR BLVD		2018000015119		CITW
PADM	02/12/2018	08:15			12:07	3:52	PD				
PADM	02/14/2018	06:10			08:05	1:54	MISSOURI CITY PD				
PADM	02/19/2018	06:21			08:19	1:57					
RUNA	02/19/2018	08:29	08:29				3414 OYSTER COVE DR		2018000017684		NRPT
FOLL	02/19/2018	08:29	08:29	08:48	15:51	7:21	1906 APPLETON DR		2018000017660		BKUP
MEAL	02/21/2018	12:08			13:18	1:10	X2				
MEAL	02/26/2018	11:48			12:49	1:01	X2				
SUSA	02/27/2018	08:06	08:06				10310 SH 6		2018000020312		NRPT
SUIP	02/27/2018	08:06	08:06	08:38	08:59	0:53	3326 GOLDEN TEE CT	18000829	2018000020317		BKUP
BURP	02/28/2018	09:30	09:30		09:58	0:28	2311 OAKVIEW DR		2018000020678		BKUP
<b>Total Time</b>						<b>39:56</b>					

## COMMUNICATIONS

### On Duty/Off Duty Report by Employee

Employee: MERRITT, GENEANE R, Date/Time range: 02/01/2018 00:00:00 - 02/28/2018 23:59:59

DeptID	Name	Unit #	On Duty	Off Duty	Total	Notes
L790			02/10/2018 11:42:24	02/10/2018 16:13:27	0004:31:03	
L790			02/10/2018 18:07:19	02/11/2018 01:11:39	0007:04:20	
L790			02/11/2018 08:29:13	02/11/2018 18:00:38	0009:31:25	
L790			02/12/2018 07:30:29	02/12/2018 19:02:54	0011:32:25	
L790			02/14/2018 06:10:17	02/14/2018 08:05:23	0001:55:06	
L790			02/14/2018 09:48:17	02/14/2018 10:45:11	0000:56:54	
L790			02/14/2018 10:45:11	02/14/2018 15:29:39	0004:44:28	
L790			02/19/2018 06:21:36	02/19/2018 08:19:00	0001:57:24	
L790			02/19/2018 08:19:00	02/19/2018 15:51:27	0007:32:27	
L790			02/21/2018 08:28:15	02/21/2018 08:34:59	0000:06:44	
L790			02/21/2018 08:34:59	02/21/2018 16:13:33	0007:38:34	
L790			02/26/2018 06:21:37	02/26/2018 21:09:04	0014:47:27	
L790			02/27/2018 08:06:05	02/27/2018 20:36:12	0012:30:07	
L790			02/28/2018 08:52:27	02/28/2018 09:47:56	0000:55:29	
L790			02/28/2018 09:47:56	02/28/2018 12:22:42	0002:34:46	

Totals for MERRITT, GENEANE R

**0088:18:39**

*Entire Month?*

# COMMUNICATIONS

## Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2018 00:00:00 - 04/19/2018 23:59:59

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	01/01/2018	07:47			09:03	1:15	MISSOURI CITY PD				
SUSA	01/02/2018	09:00	09:00		09:17	0:17	8585-712 SIENNA SPRINGS BLVD		2018000000370		NRPT
WELF	01/02/2018	10:39	10:39	10:39	11:24	0:44	4422 ROUNDTREE LN	18000009	2018000000378		BKUP
WELF	01/02/2018	11:30		11:55			3106 BLUE HILLS DR		2018000000397		NRPT
CIVIL	01/02/2018	12:36	12:36	13:11	13:33	0:56	2403 HAMMERWOOD DR		2018000000410		NRPT
PADM	01/03/2018	05:47			06:47	1:00					
MEAL	01/03/2018	11:19			12:08	0:49	X2				
PADM	01/07/2018	07:35			12:41	5:05	PD				
MEAL	01/07/2018	12:41			13:33	0:51	X2				
PADM	01/08/2018	08:13			16:10	7:56	PD				
MEAL	01/09/2018	11:24			12:30	1:05	PANERA HW6				
PADM	01/09/2018	14:22			17:03	2:40	MISSOURI CITY PD				
MEAL	01/15/2018	12:50			13:39	0:49	X2				
ASLP	01/16/2018	07:02	07:02	07:09	08:55	1:52	3507 POINT CLEAR DR	18000206	2018000005209		BKUP
PADM	01/17/2018	05:44			07:44	1:59	MISSOURI CITY PD				
SUSA	01/17/2018	09:12	09:12	09:12	09:35	0:23	5900 SH 6	18000210	2018000005514		BKUP BKUP
ACCR	01/17/2018	09:45	09:45	09:52	10:40	0:54	8500-BLK SH 6	18000211	2018000005524		BKUP BKUP
PADM	01/17/2018	13:22			23:47	10:24	PD				
SUSV	01/22/2018	05:53		05:53	06:08	0:15	1602 CRESCENT OAK DR	18000269	2018000007251		BKUP
PADM	01/22/2018	06:09			08:00	1:51	PD				
PERS	01/22/2018	08:06			08:33	0:26	X2				
PADM	01/22/2018	08:54			13:22	4:28	PD				
MEAL	01/22/2018	13:23			14:12	0:48	X2				
PADM	01/22/2018	14:36			17:13	2:36	PD				

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	01/23/2018	09:06			19:27	10:21	PD				
PERS	01/24/2018	10:31			10:51	0:19	X2				
MEAL	01/24/2018	13:32			14:27	0:55	X2				
THEF	01/24/2018	15:06	15:06		15:13	0:06	1751 TEXAS PKWY	18000314	2018000008129	BKUP	
SPEC	01/25/2018	19:01			19:53	0:51	LEXINGTON CLUBHOUSE				
PADM	01/28/2018	05:46			11:41	5:55	PD				
DISP	01/28/2018	11:41	11:41		12:08	0:27	1603 CARTWRIGHT RD	18000359	2018000009506	BKUP	
DISP	01/28/2018	12:31	12:31	12:43	13:03	0:32	2119 HILTON HEAD DR		2018000009519	NRPT	
PADM	01/30/2018	06:48			07:05	0:17	PD				
PADM	01/30/2018	07:57			15:18	7:21	PD				
MEAL	01/31/2018	11:23			12:02	0:38	X2				
PADM	01/31/2018	12:20			15:35	3:15	PD				
SPEC	02/10/2018	11:42			16:13	4:30	CITY HALL				
SPEC	02/10/2018	18:08			01:11	7:02	1522 TEXAS PKWY				
PUNA	02/11/2018	08:29			18:00	9:31	PD				
TSTOP	02/12/2018	07:34	07:34	07:34	07:45	0:11	9699 SH 6/LAKE SHORE HARBOUR BLVD		2018000015119	CITW	
PADM	02/12/2018	08:15			12:07	3:52	PD				
PADM	02/14/2018	06:10			08:05	1:54	MISSOURI CITY PD				
PADM	02/19/2018	06:21			08:19	1:57					
RUNA	02/19/2018	08:29	08:29				3414 OYSTER COVE DR		2018000017684	NRPT	
FOLL	02/19/2018	08:29	08:29	08:48	15:51	7:21	1906 APPLETON DR		2018000017660	BKUP	
MEAL	02/21/2018	12:08			13:18	1:10	X2				
MEAL	02/26/2018	11:48			12:49	1:01	X2				
SUSA	02/27/2018	08:06	08:06				10310 SH 6		2018000020312	NRPT	
SUIP	02/27/2018	08:06	08:06	08:38	08:59	0:53	3326 GOLDEN TEE CT	18000829	2018000020317	BKUP	
BURP	02/28/2018	09:30	09:30		09:58	0:28	2311 OAKVIEW DR		2018000020678	BKUP	
ACCM	03/01/2018	13:02	13:02		13:32	0:30	7799 SH 6/KNIGHTS CT	18000873	2018000021244	BKUP	BKUP

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	03/04/2018	06:08			12:13	6:04	PD				
SUSA	03/04/2018	12:13	12:36	12:36	12:38	0:25	3804-BLK LANDMARK DR		2018000022391	NRPT	
ASLP	03/07/2018	11:22	11:22	11:29	11:55	0:33	7299 KNIGHTS CT/SH 6	18000951	2018000023462	BKUP	
TSTOP	03/07/2018	12:13	12:13	12:13			800 BUFFALO RUN	18000952	2018000023472	RPT	
FSRA	03/07/2018	12:25	12:25		12:46	0:21	1349 TEXAS PKWY/BUFFALO RUN		2018000023481	BKUP	
BURP	03/17/2018	09:55	09:55	10:00	10:50	0:54	8787-1234 SIENNA SPRINGS BLVD	18001090	2018000027007	BKUP	
TRAC	03/17/2018	11:59		12:35	12:35	0:35	4102 OAK FOREST DR		2018000027027	NRPT	
PADM	03/20/2018	08:03			12:17	4:14					
ORDI	03/26/2018	09:28	09:28	09:28	10:40	1:11	18873 VICKSBURG BLVD/LAKE OLYMPIA PKWY	18001209	2018000030095	RPT	
FOLL	03/26/2018	11:27	11:27		11:53	0:25	18873 VICKSBURG BLVD/LAKE OLYMPIA PKWY		2018000030154	NRPT	NRPT
TSTOP	03/28/2018	11:19	11:19	11:19			9699 SH 6/LAKE SHORE HARBOUR BLVD		2018000030961	CITW	
TSTOP	03/28/2018	11:25	11:25	11:25	11:29	0:04	9699 SH 6/LAKE SHORE HARBOUR BLVD		2018000030963	CITW	CITW
ACCI	03/28/2018	14:31	14:31	14:37	16:01	1:29	7010 SH 6	18001242	2018000031013	BKUP	
OFFD	03/29/2018	16:42			07:12	14:29	WIDE SCHOOL				
PREM	03/30/2018	13:31	13:31	13:31	13:36	0:04	8829 SH 6		2018000031777	NRPT	NRPT
MEAL	04/03/2018	12:01			13:03	1:01	X2				
OFFD	04/07/2018	21:22			01:07	3:44	QUAIL GREEN CLUB HOUSE				
MEAL	04/10/2018	13:56			15:05	1:09	X2				
BURP	04/11/2018	13:21	13:21	13:27	14:54	1:33	1937 TEXAS PKWY		2018000035710	BKUP	
PERS	04/16/2018	09:23	09:23		10:48	1:24	515 DERBY LN		2018000037370	BKUP	
PUNA	04/18/2018	10:10			12:09	1:59	HR				
OFFD	04/18/2018	17:21			21:52	4:31	SCHOOL				
<b>Total Time</b>						<b>167:23</b>					

# COMMUNICATIONS

## Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2017 00:00:00 - 12/31/2017 23:59:59

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
OFFD	05/20/2017	18:24			23:20	4:56	LAKE OLYMPIA MARINA				
SPEC	07/04/2017	14:14			22:42	8:27	1122 BUFFALO RUN				
OFFD	07/16/2017	17:38			21:43	4:05	MISSOURI CITY COMMUNITY CENTER				
OFFD	09/12/2017	19:26			23:01	3:34	9929 SH 6				
OFFD	09/23/2017	19:19			23:02	3:43	LAKE OLYMPIA MARINA				
OFFD	09/30/2017	19:12			00:18	5:06	MISSOURI CITY COMMUNITY CENTER				
MEAL	10/11/2017	11:35			12:11	0:35	6131 SH 6				
PADM	10/15/2017	04:13			10:52	6:39					
OFFD	10/15/2017	15:19			22:24	7:05	MISSOURI CITY CITY HALL COMMUNITY CIVIC				
MEAL	10/16/2017	12:39			13:35	0:55	LAKESHORE HARBOR				
THEF	10/16/2017	14:12	14:12	14:12	14:21	0:08	5345 SH 6		2017000099432	BKUP	
MEAL	10/18/2017	12:46			13:07	0:21	LAKESHORE HARBOR				
SUIP	10/20/2017	10:01	10:01		10:54	0:53	1410 TWINING OAKS LN	17004617	2017000100858	BKUP	
MEAL	10/23/2017	14:03			14:56	0:53	LHARBOR				
MEAL	10/24/2017	11:44			13:48	2:03	LHARBOR				
PADM	10/24/2017	13:48			15:11	1:23	PD				
MEAL	10/25/2017	12:51			13:56	1:04	LHARBOR				
MEAL	10/29/2017	12:01			12:44	0:42					
WELF	10/29/2017	13:34		13:34	14:00	0:25	5501 SH 6		2017000103804	NRPT	
ALAB	10/30/2017	11:51	11:51	12:09	12:29	0:38	2838 OAK HILL DR		2017000104037	BKUP	BKUP
MEAL	10/30/2017	13:18			14:17	0:58					
MEAL	10/31/2017	12:35			13:32	0:56					
INFO	11/03/2017	09:11	09:11	09:11	11:39	2:28	6411 SH 6	17004833	2017000105516	RPT	
RUNA	11/03/2017	09:33	09:33	09:35	11:27	1:54	3918 REEFTON LN	17004836	2017000105513	BKUP	



Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
SPEC	11/13/2017	12:21			15:11	2:49	1524 TEXAS PKWY				
MEAL	11/14/2017	14:05			15:05	1:00	X2				
PADM	11/15/2017	05:56			07:21	1:24					
PERS	11/15/2017	07:26			07:40	0:14	X2				
PERS	11/20/2017	08:11			08:29	0:18	X2				
PVEH	11/20/2017	09:54			20:43	10:49	IT				
OFFD	11/23/2017	15:30			03:02	11:31	WALMART SIENNA				
PUNA	11/27/2017	08:32			09:52	1:20	IT				
MEAL	11/27/2017	12:54			13:35	0:41	X2				
TSTOP	11/29/2017	09:42		09:54	09:56	0:13	4099 MISSION VALLEY DR/GLENN LAKES LN	17005164	2017000113739	BKUP	BKUP
PUNA	11/29/2017	10:18			15:43	5:24	7007 KNIGHTS CT				UNTIL ABOUT 1PM
MEAL	12/01/2017	13:33			14:20	0:46	CENTERCOURT				
SPEC	12/02/2017	09:05			01:01	15:56	COMMUNITY PARK				
SPEC	12/03/2017	09:04			18:52	9:48	1700 GLENN LAKES LN				
ASLP	12/04/2017	08:35		08:44	09:04	0:29	4618 SUNSHINE LN		2017000115357	BKUP	
TRAC	12/05/2017	07:46	07:46	07:46			999 FM 1092 RD/CALGARY CIR		2017000115608	NRPT	
ACCI	12/05/2017	07:47	07:47	07:47	08:05	0:17	6414 SH 6		2017000115613	BKUP	BKUP
PBRK	12/05/2017	10:11			10:38	0:27	X2				
TRAC	12/05/2017	10:41			10:53	0:11	8299 SH 6/OYSTER CREEK PLACE DR		2017000115647	NRPT	NRPT
MEAL	12/05/2017	13:33			14:33	0:59	X2				
MEAL	12/06/2017	12:23			13:28	1:05	X2				
PADM	12/06/2017	13:29			16:08	2:38	PICTURES				
ASLT	12/09/2017	10:37	10:37	10:56	11:35	0:58	2515 BEDROCK LN	17005326	2017000116989	BKUP	
ALAC	12/09/2017	11:36	11:36		11:41	0:04	9029-100 SH 6		2017000117000	BKUP	
PADM	12/11/2017	07:43			10:02	2:18	PD				
ACCI	12/11/2017	10:36	10:36	10:36	11:05	0:28	4971 SH 6	17005360	2017000117590	BKUP	BKUP
PVEH	12/11/2017	11:49			12:30	0:41					

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	12/11/2017	12:31			16:28	3:57	PD				
PERS	12/11/2017	23:23	23:23	23:23	02:16	2:52	4299 N CREEKMONT DR/DRIFTWOOD BEND DR	17005370	2017000117784	BKUP	BKUP
ASLT	12/12/2017	10:12	10:12	10:12	10:33	0:21	1701 TEXAS PKWY	17005378	2017000117925	BKUP	
MEAL	12/12/2017	13:06			13:56	0:49	X2				
AREA	12/13/2017	08:33	08:33	08:33	08:56	0:22	6299 SH 6/GLENN LAKES LN		2017000118203	BKUP	BKUP
PADM	12/13/2017	11:51			12:12	0:20	PD				
MEAL	12/13/2017	12:23			13:25	1:02	X2				
PADM	12/13/2017	13:56			15:05	1:09					
PERS	12/14/2017	10:34			10:56	0:21	X2				
MEAL	12/14/2017	13:29			14:38	1:08	X2				
PREM	12/14/2017	15:31	15:31	15:31	15:33	0:01	6000 SH 6		2017000118824	NRPT	NRPT
PADM	12/15/2017	08:10			09:53	1:42	MISSOURI CITY PD				
PADM	12/28/2017	07:36			08:47	1:11	MISSOURI CITY PD				
SUSV	12/28/2017	08:52	08:52	09:07	09:07	0:14	2531 HARPERS CREEK CT		2017000123086	BKUP	
ALAB	12/28/2017	10:06	10:06	10:13	10:15	0:08	2123 MOUNTSHIRE DR		2017000123113	BKUP	
PREM	12/28/2017	10:27	10:27	10:27	10:47	0:19	5501 SH 6		2017000123121	NRPT	
PREM	12/28/2017	11:30	11:30	11:30	11:44	0:13	6002 SIENNA RANCH RD		2017000123137	NRPT	
ASST	12/28/2017	12:31	12:31	12:39	14:19	1:48	3849 CARTWRIGHT RD		2017000123149	FOLL	FOLLOW-UP FROM ASSIST CITIZEN AT 1202 PECAN LANE.
TOWS	12/28/2017				14:02	0:06	8787 SIENNA SPRINGS BLVD		2017000123176	PTOW	C
MEAL	12/28/2017	14:20			14:44	0:24	X2				
PREM	12/28/2017	15:48	15:48	15:48	15:57	0:08	9929 SH 6		2017000123227	NRPT	
MEAL	12/29/2017	10:29			11:37	1:08	9220 SH 6				
NARC	12/29/2017	12:05		12:20	12:23	0:18	8318 SH 6		2017000123489	BKUP	BKUP
TOWS	12/29/2017				12:10	0:02	1020 FM 1092 RD		2017000123492	PTOW	96

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	12/31/2017	07:29			08:18	0:49					
PADM	12/31/2017	10:46			21:27	10:40	PD				
<b>Total Time</b>						<b>164:50</b>					

# COMMUNICATIONS

## Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2016 00:00:00 - 12/31/2016 23:59:59

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PADM	01/01/2016	09:53			01:59	16:05					
CPSR	01/04/2016						1855 WOOD ORCHARD DR	16000046	2016000001253	RPT	
APSR	01/06/2016						2350 FM 1092 RD	16000101	2016000001886	RPT	
APSR	01/06/2016						4710 LEXINGTON BLVD	16000102	2016000001887	RPT	
APSR	01/06/2016						2527 VILLAGE SQUARE DR	16000115	2016000001990	RPT	
APSR	01/06/2016						2715 CYPRESS POINT DR	16000116	2016000001991	RPT	
APSR	01/06/2016						2527 VILLAGE SQUARE DR	16000117	2016000001992	RPT	
APSR	01/06/2016						3640 HAMPTON DR	16000118	2016000001993	RPT	
CPSR	01/06/2016						1306 LEXINGTON BLVD	16000119	2016000001995	RPT	
CPSR	01/06/2016						6303 SIENNA RANCH RD	16000120	2016000001996	RPT	
CPSR	01/06/2016						6303-3215 SIENNA RANCH RD	16000121	2016000001997	RPT	
CPSR	01/06/2016						438 WILD PEACH PL	16000123	2016000001999	RPT	
TOWS	01/06/2016				19:38	0:03	8787 SIENNA SPRINGS BLVD		2016000002095	REPO	
CPSR	01/20/2016						511 DERBY LN	16000513	2016000006928	RPT	
CPSR	01/26/2016						3139 CHERRY CREEK DR	16000669	2016000009253	RPT	
CPSR	01/26/2016						1511-309 5TH ST	16000670	2016000009254	RPT	
CPSR	01/26/2016						8585-327 SIENNA SPRINGS BLVD	16000671	2016000009255	RPT	
CPSR	02/03/2016	14:54		14:54	14:54	0:00	2727 QUIET BEND DR	16000865	2016000012508	RPT	
CPSR	02/03/2016						8585-327 SIENNA SPRINGS BLVD	16000866	2016000012510	RPT	
ROBB	02/13/2016	09:19	09:19	10:27	11:49	2:29	5501 SH 6	16001079	2016000015984	BKUP	
SPEC	04/02/2016	06:56			10:09	3:12	SUPERHERO RUN				
OFFD	04/09/2016	21:15			01:03	3:47	QUAIL VALLEY COUNTRY CLUB CITY CENTRE				

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
OFFD	05/14/2016	20:54			20:59	0:05	QUAIL VALLEY COUNTRY CLUB CITY CENTRE				
ASST	06/19/2016				21:01	0:26	7906 PATIO GLEN DR		2016000058970	NRPT	
ASST	06/19/2016				21:33	0:21	7906 PATIO GLEN DR		2016000058979	NRPT	
ASST	06/19/2016				23:50	1:51	7906 PATIO GLEN DR		2016000058985	NRPT	453
PADM	06/19/2016	23:17			00:00	0:42	PD				
ASST	06/20/2016				00:55	0:33	7906 PATIO GLEN DR		2016000059007	NRPT	475
TOWS	06/20/2016				01:22	0:07	3103 LEXINGTON LAKE DR		2016000059013	REPO	
SPEC	07/04/2016	15:20			23:15	7:55	1220 BUFFALO RUN				4TH OF JULY CELEBRATION
OFFD	07/09/2016	20:04			05:55	9:51	MISSOURI CITY COMMUNITY CENTER				
OFFD	07/27/2016	16:02			08:13	16:10	WIDE SCHOOL				
PUNA	10/08/2016	16:53			06:54	14:01	1700 GLENN LAKES LN				
OFFD	10/21/2016	20:16			00:27	4:11	MISSOURI CITY COMMUNITY CENTER				
OFFD	10/22/2016	16:29			20:24	3:55	11711 N MICHAEL CIR				
OFFD	10/28/2016	20:30			00:03	3:33	2010 WEATHERBY LN				
OFFD	12/24/2016	13:10			19:48	6:38	WALMART SIENNA				

**Total Time 96:04**

# COMMUNICATIONS

## Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2015 00:00:00 - 12/31/2015 23:59:59

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
PUNA	01/05/2015	11:14			12:31	1:16	21811 WILDWOOD PARK RD				BACKGROUND CHECK
BAT	01/07/2015	14:31	14:31	14:44	16:07	1:36	12649 STAFFORD RD/FALLA WAY	15000144	2015000002277	BKUP	
PADM	01/19/2015	08:40			01:35	16:55	PD				
OFFD	01/24/2015	21:31			03:19	5:48	MISSOURI CITY CITY HALL COMMUNITY CIVIC				
TRAC	02/01/2015	23:51	23:51	23:57	00:24	0:32	3920 CARTWRIGHT RD	15000618	2015000011174	BKUP	
SUSA	02/02/2015	00:37	00:37	01:00	01:10	0:32	3230 ALDRIDGE DR		2015000011183	NRPT	
TOWS	02/02/2015				01:10	0:15	4710 LAKESIDE MEADOW CT		2015000011185	REPO	955
SPEC	02/18/2015	16:39			00:33	7:54	14540 MEMEORIAL DRIVE				14540 MEMORIAL DRIVE
APSR	02/24/2015						1715 WILLOW MILL DR	15001065	2015000018657	RPT	
ROBB	03/14/2015	19:02	19:12	19:29	22:02	2:59	1234 MOSSRIDGE DR	15001450	2015000025036	BKUP	BKUP
DEATH	03/16/2015	11:09	11:09	11:27	13:20	2:11	3415 POINT CLEAR DR	15001471	2015000025546	BKUP	BKUP
PADM	03/16/2015	13:20			21:08	7:47	MISSOURI CITY PD				
FOUP	03/18/2015	19:12	19:12	19:30	20:21	1:08	2619 LA QUINTA DR/OAK POINTE BLVD	15001540	2015000026497	BKUP	RPT
SPEC	03/19/2015	21:11			21:40	0:28					ROBBERY SUP UNIT 2562
SPEC	03/20/2015	20:13			20:34	0:20	MISSOURI CITY PD				
ACCI	03/20/2015	22:05		22:05	22:49	0:43	3434-300 FM 1092 RD	15001593	2015000027198	BKUP	
SUSA	03/20/2015	23:19			23:37	0:17	1399 MIMOSA RD/HUNTERS PARK DR		2015000027226	BKUP	
OFFD	03/27/2015	18:05			21:27	3:21	COMMUNITY PARK				
PADM	04/03/2015	08:38			20:55	12:16					
PADM	04/08/2015	20:06			20:35	0:29	PD				
KIDN	04/14/2015	18:48		18:48	19:08	0:19	1122 BUFFALO RUN		2015000035095	BKUP	BKUP

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
STAB	05/04/2015	12:19		12:19	15:04	2:45	1969 TEXAS PKWY	15002518	2015000041648	BKUP	
OFFD	05/23/2015	21:46			01:25	3:39	QUAIL VALLEY COUNTRY CLUB CITY CENTRE				
OFFD	06/12/2015	19:21			00:17	4:56	180 ISLAND BLVD				
OFFD	06/13/2015	19:13			22:26	3:13	FONMEADOW CLUB HOUSE PARK POOL COMMUNITY				
OFFD	07/04/2015	15:32			18:19	2:46	SW ELECTRONIC ENERGY CORPORATION				
SPEC	07/04/2015	20:46			20:47	0:00	4TH OF JULY				
OFFD	07/04/2015	20:48			22:29	1:41	4TH OF JULY CELEBRATION				
PUNA	07/07/2015	10:29			04:32	18:02	PCT 5 KATY				
SPEC	10/06/2015	19:45			20:20	0:34	2100 JAMES MADISON DR				
ACCT	10/14/2015	12:53	12:53		17:11	4:18	250 S CRAVENS RD/US 90A	15006291	2015000094859	BKUP	
OFFD	10/17/2015	09:27			18:28	9:01	COMMUNITY PARK				
CPSR	11/02/2015						1827 EASTFIELD DR	15006710	2015000100976	RPT	
CPSR	11/03/2015						2955 LAKE VIEW DR	15006738	2015000101429	RPT	
AOA	11/05/2015	18:32		18:32	22:10	3:38	1302 MUSSELBURGH CT	15006792	2015000102220	BKUP	BKUP
OFFD	11/06/2015	20:23			05:06	8:42	ST AGNES PREPATORY SCHOOL				
SUSA	11/08/2015	02:18	02:18	02:57	08:10	5:52	15334 E ANTONE CIR	15006828	2015000103020	BKUP	
ABUS	11/09/2015						4710 LEXINGTON BLVD	15006852	2015000103475	RPT	
CPSR	11/09/2015						2003 LAZY LN	15006854	2015000103480	RPT	
SUSA	11/14/2015	09:32			09:56	0:24	3299 ASHMONT LN/VALLEYVIEW DR		2015000105289	GOA	
PADM	11/14/2015	09:57			11:57	1:59	3849 CARTWRIGHT RD				HOLD ME OUT AT THE PD
TOWS	11/14/2015				15:53	1:23	11723 N WILLOWDALE CIR		2015000105387	REPO	C
SUSA	12/01/2015	14:55		14:55	15:31	0:35	3226 SPRINGHILL DR	15007290	2015000110286	BKUP	BKUP
OFFD	12/04/2015	19:14			02:41	7:27	4207 ROTH				

Nature	Date	Disp.	Enroute	Arrive	Clear	Total	Location	Report #	Event #	Disp.	Comments
CPSR	12/07/2015						2818 SCOTTSDALE PALMS DR	15007417	2015000112697	RPT	
CPSR	12/07/2015						1907 TOWER BELL LN	15007418	2015000112698	RPT	
CPSR	12/14/2015						1938 FEATHER RIDGE DR	15007603	2015000115328	RPT	
CPSR	12/14/2015						15402 W BARBARA CIR	15007604	2015000115329	RPT	
CPSR	12/14/2015						3915 CALGARY CIR	15007605	2015000115330	RPT	
APSR	12/15/2015						2350 FM 1092 RD	15007620	2015000115549	RPT	
CPSR	12/15/2015						1810 HALSTEAD ST	15007621	2015000115561	RPT	
						<b>Total Time</b>	<b>148:20</b>				





J.P.Morgan

Expense Report

Run Date: 03/13/2018  
Report ID: sd10017

Posting Date: 01/30/2018 - 02/27/2018

GENEANE MERRITT, TAX ID (74-6029035)  
XX  
PURCHASING OFFICE, 1522 TEXAS PARKWAY  
MISSOURI CITY, TX 774892170 USA

*101/ 26 WJC 6103*

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
02/09/2018	02/06/2018	HOMEWOOD SUITES-ALLEN,TX,75013	135.60 USD	135.60 USD	135.60 USD		
Expense Description: Hotel/Training							
Accounting Codes							
Cardholder Name:			Fund / Class / Dept:	101-56003-13-128	Project Number:		
Contract Number:			Account GL Code:				
02/09/2018	02/07/2018	DOLAN CONSULTING GROUP-06162844521,MI,49512	390.00 USD	390.00 USD	390.00 USD		
Expense Description: Training class fees							
Accounting Codes							
Cardholder Name:			Fund / Class / Dept:	101-56003-13-128	Project Number:		
Contract Number:			Account GL Code:				
02/12/2018	02/09/2018	EXXONMOBIL 48094973-THE COLONY,TX,75056-0000	34.45 USD	34.45 USD	34.45 USD		
Expense Description: training/fuel/travel							
Accounting Codes							
Cardholder Name:			Fund / Class / Dept:	101-56003-13-128	Project Number:		
Contract Number:			Account GL Code:				
02/12/2018	02/10/2018	EMBASSY SUITES-FRISCO,TX,75034	525.45 USD	525.45 USD	525.45 USD		
Expense Description: Hotel/Training							
Accounting Codes							
Cardholder Name:			Fund / Class / Dept:	101-56003-13-128	Project Number:		
Contract Number:			Account GL Code:				

Card Subtotal 1,085.50  
Grand Total 1,085.50

*[Signature]*  
Signed

*2-13-18*  
Date

*[Signature]*  
Authorized

*3-14-18*  
Date

*[552.136]-withhold throughout documents*

P-CARD RECONCILIATION FOR FEBRUARY 2018

MISSOURI CITY POLICE DEPARTMENT

GENEANE MERRITT-790

ON 02-06-18, I MADE A RESERVATION FOR WORK RELATED TRAINING AT HOMEWOOD SUTES ON 01-30-18. THE HOTEL CALLED ME BACK AND ADVISED THEY COULD NOT FULLFILL MY WHOLE RESERVATION, SO I CANCELLED THE RESERVATION AND STAYED AT THE EMBASSY SUITES, WHICH ACCOMATED THE TOTAL DAYS NEEDED FOR THE STAY. THE RESERVATION DESK MADE A MISTAKE AND STILL CHARGED FOR THE ONE NIGHT OF \$135.60 IN ERROR. I SPOKE WITH THE MANAGER AND THE ERROR WILL BE TAKEN CARE OF AND REFUNDED BACK TO THE P-CARD IN 3-5 DAYS.

GENEANE MERRITT

02-13-18





EMBASSY SUITES  
HOTELS\*

EMBASSY SUITES DALLAS-FRISCO  
7600 JOHN Q. HAMMONS DRIVE  
FRISCO, TX 75034  
United States of America  
TELEPHONE 972-712-7200 • FAX 972-712-7221  
Reservations  
www.embassysuites.com or 1 800 EMBASSY

HUGHES, GENEANE  
  
1522 TEXAS PARKWAY  
  
MISSOURI CITY TX 77459  
UNITED STATES OF AMERICA

Room No: 908/NQS  
Arrival Date: 2/6/2018 7:15:00 PM  
Departure Date: 2/9/2018 2:07:00 PM  
Adult/Child: 1/0  
Cashier ID: SHANTANA\_V  
Room Rate: 155.00  
AL:  
HH # 779314365 BLUE  
VAT #  
Folio No/Che 740229 A

Confirmation Number: 92680522

EMBASSY SUITES DALLAS-FRISCO 2/9/2018 2:07:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
2/6/2018	3161331	GUEST ROOM	\$155.00
2/6/2018	3161331	STATE TAX	\$9.30
2/6/2018	3161331	CITY TAX	\$10.85
2/7/2018	3162186	GUEST ROOM	\$155.00
2/7/2018	3162186	STATE TAX	\$9.30
2/7/2018	3162186	CITY TAX	\$10.85
2/8/2018	3162832	GUEST ROOM	\$155.00
2/8/2018	3162832	STATE TAX	\$9.30
2/8/2018	3162832	CITY TAX	\$10.85
2/9/2018	3163071	MC *6488	(\$525.45)
**BALANCE**			\$0.00

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CREDIT CARD DETAIL

APPR CODE	035486	MERCHANT ID	41300470010
CARD NUMBER	MC 6488 0136	EXP DATE	10/20
TRANSACTION ID	3163071	TRANS TYPE	Sale

**MISSOURI CITY POLICE DEPARTMENT TRAINING DIVISION  
IN-SERVICE COURSE PRE-REGISTRATION**

\*Name Geneane Merritt Title / Rank Lieutenant

\*TCLEOSE PID # 1 PID \*Date of Birth:                      102

\* Agency Name Missouri City Police Dept \* Agency Phone 281-403-8700

Method of Registration: On-line  On-line  Personal

Location of course: Frisco Police Department St: TX Zip: 75034

Email: gmerritt@missouricitytx.gov Alt Ph:                       Home  Cell

\*\*\*\*\*

* Requested Course(s)	Date(s)	Times
1. Community Policing: Winning Back Your Community	February 6-7, 2018	_____
2. _____	_____	_____
3. _____	_____	_____

• Complete above and turn into Supervisor for approval.

Shift Supervisor: _____	Division Captain: _____
Administration Captain: _____	Assistant Chief: _____
***Once approved please forward to training division Training Division: _____	

**Fields marked with an asterisk (\*) must be completed. All other fields are optional.**  
*No classes will be approved without Supervisor signature.*

ONCE THE COURSE IS APPROVED A CALENDAR INVITATION WILL BE SENT CONFIRMING YOUR APPROVAL AND REGISTRATION IN THE COURSE. PLEASE ACCEPT ALL CALENDAR INVITATIONS

# Dolan Consulting Group

Community Policing: Winning Back Your Community

Frisco, Texas

02/06/2018 - 02/07/2018

Sign-in Roster

**Day 1—02/06/2018**

If your name is not on the roster, please PRINT legibly

First Name	Last Name	Agency	Signature
Stephanie	Benjamin	PLANO POLICE DEPARTMENT	<i>Stephanie Benjamin</i>
Wes	Carta	ODESSA POLICE DEPARTMENT	<i>Wes Carta</i>
Liliana	De La Garza	BROWNSVILLE POLICE	<i>Liliana De La Garza</i>
Bob	Fortenberry	FRISCO POLICE DEPARTMENT	<i>Bob Fortenberry</i>
Lauren	Garcia	PLANO POLICE DEPARTMENT	<i>Lauren Garcia</i>
Jeffrey	Inmon	FRISCO POLICE DEPARTMENT	<i>Jeffrey Inmon</i>
Wardir	Jemil	PLANO POLICE DEPARTMENT	<i>Wardir Jemil</i> 1823
Spenser	Kerr	PLANO POLICE DEPARTMENT	<i>Spenser Kerr</i>
Demetrius	Morse	PLANO POLICE DEPARTMENT	<i>Demetrius Morse</i> 1057
Radd	Rotello	FRISCO POLICE DEPARTMENT	<i>Radd Rotello</i>
Imelda	Valadez	BROWNSVILLE POLICE	<i>Imelda Valadez</i>

# Dolan Consulting Group

Community Policing: Winning Back Your Community

Frisco, Texas

02/06/2018 - 02/07/2018

Sign-in Roster

**Day 2—02/07/2018**

If your name is not on the roster, please PRINT legibly

First Name	Last Name	Agency	Signature
Stephanie	Benjamin	PLANO POLICE DEPARTMENT	<i>[Signature]</i>
Wes	Carta	ODESSA POLICE DEPARTMENT	<i>[Signature]</i>
Liliana	De La Garza	BROWNSVILLE POLICE	<i>Liliana De la Garza</i>
Bob	Fortenberry	FRISCO POLICE DEPARTMENT	<i>Bob Fortenberry</i>
Lauren	Garcia	PLANO POLICE DEPARTMENT	<i>[Signature]</i>
Jeffrey	Inmon	FRISCO POLICE DEPARTMENT	<i>[Signature]</i>
Wardir	Jemil	PLANO POLICE DEPARTMENT	<i>[Signature]</i>
Spenser	Kerr	PLANO POLICE DEPARTMENT	<i>[Signature]</i>
Demetrius	Morse	PLANO POLICE DEPARTMENT	<i>DEMORSE 1657</i>
Radd	Rotello	FRISCO POLICE DEPARTMENT	<i>[Signature]</i>
Imelda	Valadez	BROWNSVILLE POLICE	<i>Imelda Valadez</i>
GENEANE	Mearitt	Missouri City	<i>[Signature]</i>

# Dolan Consulting Group

Taking the Lead: Courageous Leadership for Today's Public Safety

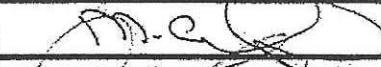
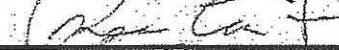
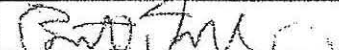
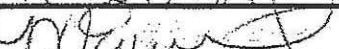

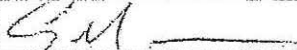




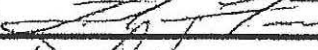
Frisco, Texas

02/08/2018 - 02/08/2018

Sign-in Roster

**Day 1—02/08/2018**

If your name is not on the roster, please PRINT legibly

First Name	Last Name	Agency	Signature
Mike	Crawford	FRISCO POLICE DEPARTMENT	
Ryan	Curtis	ROYSE CITY POLICE	
Bret	Dressel	DFW AIRPORT DPS	
Melissa	Everett	CARROLLTON POLICE	
Randy	Fincher	GRAND PRAIRIE POLICE	
Kevin	Ketchum	FRISCO POLICE DEPARTMENT	
Evan	Mattei	FRISCO POLICE DEPARTMENT	
Sandra	Rodgers-Tomeo	PLANO POLICE DEPARTMENT	
Jason	Stevens	THE COLONY POLICE	
Steven	BRASSIL	Rockwall PD	
Joel	Frentress	Bossier City Police Dept	
Daniel	Haugen	Bossier City PD	





**CERTIFICATE OF ATTENDANCE**  
**GENEANE MERRITT**

MISSOURI CITY POLICE DEPARTMENT

***Taking the Lead: Courageous Leadership for  
Today's Public Safety***

6.75 Hours

Frisco, TX

Thursday, February 8, 2018—Thursday, February 8, 2018

**INSTRUCTOR(S)**

Chief Harry P. Dolan (Ret.)

\_\_\_\_\_  
Harry P. Dolan  
CEO  
Dolan Consulting Group

IN Law Enforcement Training Board Provider #81-1229890

**CERTIFICATE OF ATTENDANCE**  
**GENEANE MERRITT**

MISSOURI CITY POLICE DEPARTMENT

***Community Policing: Winning Back Your  
Community***

6.75 Hours

Frisco, TX

Tuesday, February 6, 2018—Wednesday, February 7, 2018

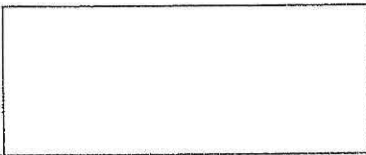
**INSTRUCTOR(S)**

Chief Harry P. Dolan (Ret.)



Harry P. Dolan  
CEO  
Dolan Consulting Group

IN Law Enforcement Training Board Provider #81-1229690



2591 (X17-284-007)



AVAILWEB

03/24/2018 05:00 - 03/25/2018 05:00

2018-03-24	11:25:26	Direction (fresh)
2018-03-24	11:25:29	Connect (fresh)
2018-03-24	11:25:32	Direction (fresh)
2018-03-24	11:25:35	Connect (fresh)
2018-03-24	11:27:32	Distance (fresh)
2018-03-24	11:28:02	Stop (fresh)
2018-03-24	11:28:02	Stop (fresh)
2018-03-24	11:28:09	Stop Duration (fresh)
2018-03-24	11:28:51	Start (fresh)
2018-03-24	11:28:57	Direction (fresh)
2018-03-24	11:29:33	Direction (fresh)
2018-03-24	11:29:53	Sensor (fresh)
2018-03-24	11:30:00	Sensor (fresh)
2018-03-24	11:30:04	Sensor (fresh)
2018-03-24	11:30:09	Stop (fresh)
2018-03-24	11:30:09	Stop (fresh)
2018-03-24	11:33:15	Stop Duration (fresh)
2018-03-24	11:38:10	Sensor (stale / cached)
2018-03-24	11:38:29	Connect (fresh)
2018-03-24	11:38:30	Sensor (fresh)
2018-03-24	11:38:31	Sensor (fresh)
2018-03-24	11:38:35	Connect (fresh)
2018-03-24	11:38:47	Sensor (fresh)
2018-03-24	11:38:50	Stop (fresh - first)
2018-03-24	11:38:57	Stop Duration (fresh)
2018-03-24	11:42:42	Sensor (fresh)
2018-03-24	11:42:46	Sensor (fresh)
2018-03-24	11:43:06	Sensor (fresh)
2018-03-24	11:44:03	Stop Duration (fresh)
2018-03-24	11:44:27	Start (fresh - first)
2018-03-24	11:44:45	Direction (fresh)
2018-03-24	11:44:57	Direction (fresh)
2018-03-24	11:45:15	Direction (fresh)
2018-03-24	11:45:51	Stop (fresh)
2018-03-24	11:45:51	Stop (fresh)
2018-03-24	11:45:57	Start (fresh)
2018-03-24	11:46:09	Direction (fresh)
2018-03-24	11:46:10	Hard Acceleration (fresh)
2018-03-24	11:47:15	Distance (fresh)
2018-03-24	11:48:15	Distance (fresh)
2018-03-24	11:49:09	Distance (fresh)
2018-03-24	11:50:10	Stop (fresh)
2018-03-24	11:50:10	Stop (fresh)
2018-03-24	11:50:16	Start (fresh)
2018-03-24	11:50:16	Stop Duration (fresh)
2018-03-24	11:50:22	Direction (fresh)
2018-03-24	11:52:28	Distance (fresh)
2018-03-24	11:53:52	Distance (fresh)
2018-03-24	11:55:16	Stop (fresh)
2018-03-24	11:55:16	Stop (fresh)
2018-03-24	11:55:22	Stop Duration (fresh)
2018-03-24	11:55:32	Sensor (fresh)
2018-03-24	11:55:35	Sensor (fresh)
2018-03-24	11:55:39	Sensor (fresh)
2018-03-24	12:00:28	Stop Duration (fresh)
2018-03-24	12:22:15	Sensor (stale / cached)
2018-03-24	12:22:29	Disconnect (fresh)
2018-03-24	12:22:35	Connect (fresh)
2018-03-24	12:22:40	Connect (fresh)
2018-03-24	12:23:02	Stop (fresh - first)
2018-03-24	12:23:08	Stop Duration (fresh)
2018-03-24	12:28:14	Stop Duration (fresh)
2018-03-24	12:33:21	Stop Duration (fresh)
2018-03-24	12:38:27	Stop Duration (fresh)
2018-03-24	12:41:57	Start (fresh - first)
2018-03-24	12:42:09	Direction (fresh)
2018-03-24	12:42:27	Direction (fresh)

AVAILWEB

03/24/2018 05:00 - 03/25/2018 05:00

2018-03-24	13:31:16	Direction (stale/cached)
2018-03-24	13:31:28	Direction (fresh)
2018-03-24	13:31:28	Direction (stale/cached)
2018-03-24	13:31:58	Direction (fresh)
2018-03-24	13:31:58	Direction (stale/cached)
2018-03-24	13:32:54	Sensor (fresh)
2018-03-24	13:32:56	Sensor (fresh)
2018-03-24	13:32:58	Stop (fresh)
2018-03-24	13:33:00	Sensor (fresh)
2018-03-24	13:33:04	Stop Duration (fresh)
2018-03-24	13:38:11	Stop Duration (fresh)
2018-03-24	13:46:22	Moving (stale / cache - first)
2018-03-24	13:46:28	Direction (stale/cached)
2018-03-24	13:46:30	Connect (stale / cached)
2018-03-24	13:46:36	Connect (stale / cached)
2018-03-24	13:46:36	Connect (fresh)
2018-03-24	13:46:40	Direction (stale/cached)
2018-03-24	13:46:40	Direction (fresh)
2018-03-24	13:47:52	Distance (stale/cached)
2018-03-24	13:47:52	Distance (fresh)
2018-03-24	13:49:58	Distance (stale/cached)
2018-03-24	13:49:58	Distance (fresh)
2018-03-24	13:51:11	Distance (stale/cached)
2018-03-24	13:51:11	Distance (fresh)
2018-03-24	13:52:17	Distance (stale/cached)
2018-03-24	13:52:17	Distance (fresh)
2018-03-24	13:52:35	Direction (stale/cached)
2018-03-24	13:52:35	Direction (fresh)
2018-03-24	13:54:29	Distance (stale/cached)
2018-03-24	13:54:29	Distance (fresh)
2018-03-24	13:54:41	Direction (stale/cached)
2018-03-24	13:54:41	Direction (fresh)
2018-03-24	13:55:17	Direction (stale/cached)
2018-03-24	13:55:17	Direction (fresh)
2018-03-24	13:55:29	Direction (stale/cached)
2018-03-24	13:55:29	Direction (fresh)
2018-03-24	13:55:55	Sensor (stale / cached)
2018-03-24	13:55:55	Sensor (fresh)
2018-03-24	13:55:56	Sensor (stale / cached)
2018-03-24	13:55:56	Sensor (fresh)
2018-03-24	13:56:17	Stop (stale/cached)
2018-03-24	13:56:17	Stop Duration (stale / cached)
2018-03-24	13:56:17	Stop (fresh)
2018-03-24	13:56:17	Stop (fresh)
2018-03-24	13:56:17	Stop Duration (fresh)
2018-03-24	13:56:26	Sensor (stale / cached)
2018-03-24	13:56:26	Sensor (fresh)
2018-03-24	16:42:11	Sensor (stale / cached)
2018-03-24	16:42:14	Moving (stale / cache - first)
2018-03-24	16:42:29	Connect (fresh)
2018-03-24	16:42:32	Direction (fresh)
2018-03-24	16:42:35	Connect (fresh)
2018-03-24	16:43:21	Direction (fresh)
2018-03-24	16:43:33	Direction (fresh)
2018-03-24	16:44:03	Direction (fresh)
2018-03-24	16:44:39	Direction (fresh)
2018-03-24	16:46:09	Distance (fresh)
2018-03-24	16:47:39	Distance (fresh)
2018-03-24	16:48:27	Stop (fresh)
2018-03-24	16:48:27	Stop (fresh)
2018-03-24	16:48:33	Stop Duration (fresh)
2018-03-24	16:49:15	Start (fresh)
2018-03-24	16:49:27	Direction (fresh)
2018-03-24	16:50:15	Stop (fresh)
2018-03-24	16:50:15	Stop (fresh)
2018-03-24	16:51:21	Start (fresh)
2018-03-24	16:52:45	Distance (fresh)

AVAILWEB

03/24/2018 05:00 - 03/25/2018 05:00

2018-03-24	19:24:40	Distance (fresh)
2018-03-24	19:26:46	Direction (fresh)
2018-03-24	19:26:52	Direction (fresh)
2018-03-24	19:27:34	Stop (fresh)
2018-03-24	19:27:34	Stop (fresh)
2018-03-24	19:27:40	Stop Duration (fresh)
2018-03-24	19:28:58	Start (fresh)
2018-03-24	19:29:10	Direction (fresh)
2018-03-24	19:29:40	Direction (fresh)
2018-03-24	19:29:46	Direction (fresh)
2018-03-24	19:32:04	Direction (fresh)
2018-03-24	19:32:10	Direction (fresh)
2018-03-24	19:33:28	Distance (fresh)
2018-03-24	19:34:52	Stop (fresh)
2018-03-24	19:34:52	Stop (fresh)
2018-03-24	19:34:58	Stop Duration (fresh)
2018-03-24	19:35:04	Start (fresh)
2018-03-24	19:36:35	Distance (fresh)
2018-03-24	19:37:47	Distance (stale/cached)
2018-03-24	19:38:59	Distance (fresh)
2018-03-24	19:39:12	Hard Acceleration (fresh)
2018-03-24	19:40:17	Distance (fresh)
2018-03-24	19:41:29	Distance (fresh)
2018-03-24	19:42:35	Distance (fresh)
2018-03-24	19:43:41	Distance (fresh)
2018-03-24	19:44:04	Hard Acceleration (fresh)
2018-03-24	19:44:07	Hard Braking (fresh)
2018-03-24	19:45:29	Stop (fresh)
2018-03-24	19:45:29	Stop (fresh)
2018-03-24	19:45:35	Stop Duration (fresh)
2018-03-24	19:46:02	Sensor (fresh)
2018-03-24	19:46:08	Sensor (fresh)
2018-03-24	19:46:14	Sensor (fresh)
2018-03-24	19:50:41	Stop Duration (fresh)
2018-03-24	19:51:15	Sensor (fresh)
2018-03-24	19:51:18	Sensor (fresh)
2018-03-24	19:51:22	Sensor (fresh)
2018-03-24	19:51:47	Start (fresh)
2018-03-24	19:53:05	Distance (fresh)
2018-03-24	19:54:53	Distance (fresh)
2018-03-24	19:57:05	Stop (fresh)
2018-03-24	19:57:05	Stop (fresh)
2018-03-24	19:57:11	Start (fresh)
2018-03-24	19:57:11	Stop Duration (fresh)
2018-03-24	19:58:18	Direction (fresh)
2018-03-24	19:58:48	Direction (fresh)
2018-03-24	19:59:12	Direction (fresh)
2018-03-24	19:59:48	Sensor (fresh)
2018-03-24	19:59:54	Stop (fresh)
2018-03-24	19:59:54	Stop (fresh)
2018-03-24	20:00:02	Sensor (fresh)
2018-03-24	20:00:08	Sensor (fresh)
2018-03-24	20:00:10	Sensor (fresh)
2018-03-24	20:00:20	Sensor (fresh)
2018-03-24	20:02:18	Stop Duration (fresh)
2018-03-24	22:53:09	Sensor (stale / cached)
2018-03-24	22:53:28	Disconnect (fresh)
2018-03-24	22:53:32	Moving (fresh - first)
2018-03-24	22:53:35	Connect (fresh)
2018-03-24	22:53:41	Connect (fresh)
2018-03-24	22:53:56	Direction (fresh)
2018-03-24	22:54:38	Stop (fresh)
2018-03-24	22:54:38	Stop (fresh)
2018-03-24	22:54:44	Stop Duration (fresh)
2018-03-24	22:54:44	Start (fresh)
2018-03-24	22:54:56	Direction (fresh)
2018-03-24	22:57:20	Stop (fresh)

4/17/2018

03/24/2018 20:00 - 03/24/2018 23:00

AVAILWEB

03/24/2018 20:00 - 03/24/2018 23:00

2591 (X17-284-007)



4/17/2018

03/24/2018 20:00 - 03/24/2018 23:00

AVAILWEB

03/24/2018 20:00 - 03/24/2018 23:00

Date	Time	Event
2018-03-24	20:00:02	Sensor (fresh)
2018-03-24	20:00:08	Sensor (fresh)
2018-03-24	20:00:10	Sensor (fresh)
2018-03-24	20:00:20	Sensor (fresh)
2018-03-24	20:02:18	Stop Duration (fresh)
2018-03-24	22:53:09	Sensor (stale / cached)
2018-03-24	22:53:28	Disconnect (fresh)
2018-03-24	22:53:32	Moving (fresh - first)
2018-03-24	22:53:35	Connect (fresh)
2018-03-24	22:53:41	Connect (fresh)
2018-03-24	22:53:56	Direction (fresh)
2018-03-24	22:54:38	Stop (fresh)
2018-03-24	22:54:38	Stop (fresh)
2018-03-24	22:54:44	Start (fresh)
2018-03-24	22:54:44	Stop Duration (fresh)
2018-03-24	22:54:56	Direction (fresh)
2018-03-24	22:57:20	Stop (fresh)
2018-03-24	22:57:20	Stop (fresh)
2018-03-24	22:57:32	Start (fresh)
2018-03-24	22:59:08	Distance (fresh)

1 2018-03-24 20:00:02 2018-03-24 20:00:08



4/17/2018

03/28/2018 07:00 - 03/28/2018 09:00

AVAILWEB

03/28/2018 07:00 - 03/28/2018 09:00

2591 (X17-284-007)



AVAILWEB

03/28/2018 07:00 - 03/28/2018 09:00

Date	Time	Event
2018-03-28	07:02:10	Sensor (stale / cached)
2018-03-28	07:02:20	Moving (stale / cache - first)
2018-03-28	07:02:29	Disconnect (stale / cached)
2018-03-28	07:02:35	Connect (fresh)
2018-03-28	07:02:41	Connect (fresh)
2018-03-28	07:03:20	Direction (fresh)
2018-03-28	07:03:26	Direction (fresh)
2018-03-28	07:05:08	Direction (fresh)
2018-03-28	07:07:09	Distance (fresh)
2018-03-28	07:08:45	Distance (fresh)
2018-03-28	07:10:15	Distance (fresh)
2018-03-28	07:11:57	Distance (fresh)
2018-03-28	07:13:39	Stop (fresh)
2018-03-28	07:13:39	Stop (fresh)
2018-03-28	07:13:45	Stop Duration (fresh)
2018-03-28	07:13:57	Start (fresh)
2018-03-28	07:14:21	Direction (fresh)
2018-03-28	07:15:45	Distance (fresh)
2018-03-28	07:16:39	Distance (fresh)
2018-03-28	07:17:33	Distance (fresh)
2018-03-28	07:18:27	Distance (fresh)
2018-03-28	07:20:51	Distance (fresh)
2018-03-28	07:22:52	Stop (fresh)
2018-03-28	07:22:52	Stop (fresh)
2018-03-28	07:22:58	Start (fresh)
2018-03-28	07:22:58	Stop Duration (fresh)
2018-03-28	07:25:46	Distance (fresh)
2018-03-28	07:27:58	Distance (fresh)
2018-03-28	07:28:34	Stop (fresh)
2018-03-28	07:28:34	Stop (fresh)
2018-03-28	07:28:40	Stop Duration (fresh)
2018-03-28	07:29:10	Start (fresh)
2018-03-28	07:29:28	Direction (fresh)
2018-03-28	07:30:52	Direction (fresh)
2018-03-28	07:31:28	Stop (fresh)
2018-03-28	07:31:28	Stop (fresh)
2018-03-28	07:32:47	Sensor (fresh)
2018-03-28	07:32:48	Sensor (fresh)
2018-03-28	07:33:25	Sensor (fresh)
2018-03-28	07:33:46	Stop Duration (fresh)
2018-03-28	08:05:11	Sensor (stale / cached)
2018-03-28	08:05:29	Disconnect (stale / cached)
2018-03-28	08:05:29	Disconnect (fresh)
2018-03-28	08:05:33	Stop (stale / cache - first)
2018-03-28	08:05:33	Stop (fresh - first)
2018-03-28	08:05:35	Connect (stale / cached)
2018-03-28	08:05:35	Connect (fresh)
2018-03-28	08:05:39	Stop Duration (stale / cached)
2018-03-28	08:05:39	Stop Duration (fresh)
2018-03-28	08:05:40	Connect (stale / cached)
2018-03-28	08:05:40	Connect (fresh)
2018-03-28	08:05:51	Start (stale / cache - first)
2018-03-28	08:05:51	Start (fresh - first)
2018-03-28	08:05:57	Direction (stale/cached)
2018-03-28	08:05:57	Direction (fresh)
2018-03-28	08:06:39	Direction (stale/cached)
2018-03-28	08:06:39	Direction (fresh)
2018-03-28	08:09:04	Distance (fresh)
2018-03-28	08:10:28	Stop (fresh)
2018-03-28	08:10:28	Stop (fresh)
2018-03-28	08:10:46	Stop Duration (fresh)
2018-03-28	08:10:58	Start (fresh)
2018-03-28	08:11:04	Direction (fresh)
2018-03-28	08:12:16	Distance (fresh)
2018-03-28	08:12:16	Distance (stale/cached)
2018-03-28	08:13:10	Distance (fresh)

03/28/2018 07:00 - 03/28/2018 09:00

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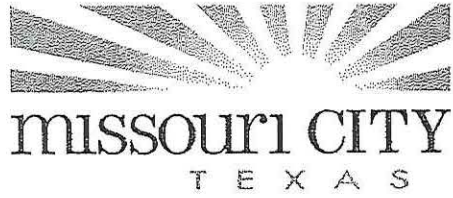
4/17/2018

03/28/2018 07:00 - 03/28/2018 09:00

AVAILWEB

03/28/2018 07:00 - 03/28/2018 09:00

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# **BUSINESS MEALS & TRAVEL**

## **POLICIES AND PROCEDURES**

Revised May 12, 2014

Approved by:

Wes Vela, Finance Director

## I. Purpose

This is a policy covering all business meals, business travel, conferences and training. It is applicable to all full-time and part-time employees, contract employees, City Council, board commissioners and volunteers. The policies herein have been formulated using several resources. These resources include IRS Publications 463 and 1542, policies of other cities in Texas, and the City of Missouri City's historic and current managerial direction.

One purpose of this policy is to establish procedures for the purchase of coffee, soft drinks, bottled water, snacks and meals for City staff and activities. Coffee, drinks, and meals are employee benefits provided by the City, and may be changed each year depending on budget constraints.

The second purpose of this policy is to establish procedures for travel outside of the City. City employees are often required to travel in order to receive training, earn continuing education credits, attend conferences, or represent the City in an official capacity. These procedures have been formulated to provide consistency in submitting and processing travel requests and to establish proper accounting procedures. Reimbursement for travel will comply with these standard procedures. The **Finance Director** is responsible for the administration of this policy. All purchases must be of a reasonable and prudent nature that would pass public scrutiny and keeps in mind the taxpayers' interests.

Employees shall use their best judgment and make expenditure decisions as if they were paying for them personally. Department Heads must make their best decision if the travel need is in the best interests of the city, does not include unnecessary costs, and is in the best option at the time. All travel expenses must be clearly justified and documented as to purpose and how it relates to the employee's job performance and professional development. The documentation must adequately address the questions of "who, what, when, where and why".

Travel at a vendor's expense is prohibited unless it is authorized in a negotiated contract that has previously been approved by the City Manager. Accepting such trips can be misconstrued as a gift or bribe by the public. The employee's Department Head must authorize any travel at vendor expense.

Travel provided by a vendor or professional organization in order for the employee to present a program is acceptable, but must be approved by the Department Head and reported as any other travel even though no City funds will be expended.

## II. Meals and Drinks - Local

### A. Eligible Uses

This policy applies to the meals, refreshments or drinks provided to City personnel working locally in a captive work environment that prevents taking normal breaks or for adjournment for meals. "Local" is defined as at a jobsite within the City of Missouri City or at a City sponsored event outside the City that does not require overnight travel.

### B. Approved meal and drink expenditures:

- Fire scenes.
- EOC activation.
- Police crime scenes or action.
- Extreme weather. Ice, drinking water, and sports drinks (such as Gatorade) are allowable for employees that work under extreme environmental conditions.
- Meals, snacks, and drinks for Council workshops or volunteer committee meetings.
- Coffee, tea, hot chocolate and related condiments for City employees.
- Hosted professional organization meetings. Refreshments are allowable if it is a peer organization that has attendance by non-employees.
- Special Events. Meals and drinks are allowable for employees and volunteers working at City sponsored special events, such as Snowfest, 4<sup>th</sup> of July, firefighter field training events, etc.; if employees are not allowed normal lunchtime or breaks.
- Trainers. Meals are allowed for non-employee trainers performing pro bono training for City employees. The City will pay for the meal of one employee that serves as the host.
- Off-site Events. Meals at professional organization meetings, seminars, or training events and the meals are provided and included in

the cost of attendance or registration. Additionally, if employees attend a professional organization meeting at a restaurant, the meeting breaks for meal but the employees only leave the meeting room to pick up their meal in the same restaurant and return with it to meeting room so that meeting can restart at a certain point and continue, the meal is allowable.

- Department assessments of candidates for promotion/hire. Employees are on the assessment team. Employee team does not take a full regular break for lunch. The City purchases take out meals and bring in to the employees to eat while they continue to work on assessment team.
- Employee Events. Meals and drinks are allowed for employee Christmas parties, United Way Luncheons, Wellness Luncheons, or other officially sanctioned City employee events.

#### C. Ineligible Uses

Expenditures not allowable:

- Lunch meals for trainers, consultants, or vendors under contract with the City and who are being paid for their services.
- Meetings attended only by City employees that are conducted at eating establishments.
- Off-site meetings, seminars, or training not requiring overnight travel and where a lunch break is provided for attendees to leave and purchase lunch on their own.
- Meetings with prospective employees.
- Any other expenditure deemed disallowable by the City Manager.

#### D. Other Information

Staff shall purchase food or catering services using the City's catering contract whenever possible. Exceptions and unusual circumstances must be approved by the Purchasing Manager for approval prior to committing City funds.



### III. Travel, Training And Conference Expenses

When business trips are necessary to conduct City affairs, the trips are separated into three categories:

- 1) Overnight (In State) Travel
- 2) Out of State Travel
- 3) Day Trips

The *Local Mileage, Pre-Travel Authorization Form, and the Post-Travel Reimbursement Form* are attached. They are also available on the W drive in the Public folder within the folder called Purchasing Forms.

#### A. Overnight (In State) Travel

For the purpose of this policy, "overnight travel" is defined as any business trip that meets both of the following criteria:

- 1) Destination is greater than 50 miles from City Hall
- 2) Requires overnight accommodations

#### B. Out of State Travel

Out of State travel must be pre-approved by the Department Head and City Manager using the Pre-Travel Authorization Form, even if they do not require overnight accommodations.

#### B. Day Trips

Trips such as organization meetings, one day seminars, site visits, board meetings, background checks, etc. are not considered overnight travel if they do not meet the test of Sec III. (A). They are then considered day trips. Pre Travel and Post Travel reporting requirements are not applicable to day trips. Employees may use the purchasing card for approved business expenditures.

Employee meal costs incurred during day trips are NOT allowable and may not be paid with City funds, except as specified in Section II.

### IV. Overnight and Out of State Travel

#### A. Authorized Expenses

Acceptable expenditures include transportation, lodging, meals, parking, tolls, fuel for City or rental cars, mileage for personal vehicles, phone calls, registration fees, textbooks or other educational materials, social events that are a part of the conference, and miscellaneous expenses that

are reasonable, justified and properly documented. Receipts must be submitted for all expenditures, with the following exceptions:

Mileage, M & IE Per Diem Expenses, and Tolls

All expense reports with receipts will be maintained in an Accounts Payable file under the employee's name.

Traveling employees are encouraged to use their Purchasing Card for all allowable expenditures not covered by the M&IE per diem. If an employee does not have a Purchasing Card issued, or chooses not to use it, the employee has the option to pay the expenses out-of-pocket and be reimbursed upon return submission of the *Post-Travel Expense Report*.

Expenses incurred for family members or other non-employees are not allowed. If a spouse or other non-employee travels with the employee, that person's expenses cannot be reimbursed unless that person is an employee of the City, and/or has a legitimate business purpose for traveling and representing the City of Missouri City. Such reimbursements are subject to the City Manager's approval.

B. Obtaining Permission for Overnight and Out of State Travel

Travel expenses are budgeted items in each Divisional budget. Determining who shall travel and for what purpose are administrative functions under the control of each Department Head and subject to budget restraints. Overnight (In State) travel requests must be approved by the Department Head, must have budget verification, include the purpose of the trip, and conform to this policy prior to departure.

All out-of-state travel requests must be approved by the City Manager. Requests are made using the *Pre-Travel Authorization Form*. The conference registration form and itinerary is required with Out of State *Pre-Travel Authorization Form* requests.

1. *Out of State Pre-Travel Authorization Form*

Once the employee and his/her supervisor have determined the need for travel, the employee shall complete a *Pre-Travel Authorization Form*. An electronic version is available as a Word document on the network at W:Public/Purchasing Forms. The *Pre-Travel Authorization Form* requests various information about the trip including estimated cost. Estimates should be reasonable but are not expected to be absolutely accurate.

The employee completes and signs the form, attaches the completed registration form/itinerary and submits the package to his Department Head for signature approval and then to the City Manager for final approval.

Out of State travel requests are not officially approved until the requesting employee receives back a copy of the approved *Pre-Travel Authorization from City Manager* if Out of State Travel is required.

2. *Registration and Reservations*

Once the *Pre-Travel Authorization Form* has received all necessary approvals, the employee may then begin the process for payment requests for items such as conference registration. The employee must timely submit these requests to allow for Accounts Payable to process payment. It is preferred that these items be paid by Pcard to avoid lost checks, incorrect payees, late registration fees, etc. Other reservations to consider for advance purchase are hotel, airline, shuttle, and car reservations. These immediate confirmations will allow the employee to travel without being at a disadvantage or pay out of pocket.

C. Definitions:

1. *Travel Days* - If the conference starts before Noon, and travel to the destination cannot be reasonably made that morning, then the preceding day is considered a travel day, and a hotel room is allowable for the night proceeding the conference start day.

If the conference starts at Noon or later, then the conference start day is considered a travel day, and a hotel room is not allowable for the night proceeding the conference start day.

If the conference ends before Noon, then the last day is considered a travel day, and a hotel room is not allowed for that night.

If the conference ends after Noon, and return travel cannot be reasonably made that last day, then a hotel room is allowable for that night. The following day is then considered a travel day.

Meal and Incidental Expense per diems are paid at the rate of 75% on travel days.

2. *Method of Travel* - Employees may make a choice between flying and driving to a conference destination. The employee can drive either a City vehicle or a personal vehicle. When driving, carpooling with other City employees traveling to the same destination is encouraged. If driving to the destination takes more than one day, the City will not pay for expenses beyond the customary travel days. Further, days required for travel beyond the customary travel days are not considered working days and the employee must use vacation or comp time to account for the hours if they fall on the employee's scheduled work day.
3. *Air Travel* - Airline tickets should be coach flight status or least expensive fare available for a non-stop flight. Flight insurance is not reimbursable. Personal airline miles or reward points used to purchase a city business airline ticket will not be reimbursed by the City. Tickets should be purchased online direct from the airline to avoid booking fees by travel organizations or travel websites. Employees are encouraged to include/calculate baggage fees when possible.
4. *Personal Vehicle Mileage* - When using a personal vehicle, mileage to and from the destination as well as pertinent mileage on-site allowable and is reimbursed at the standard IRS rate. Mileage reimbursement covers all expenses related to operating the vehicle, including fuel, oil and insurance. No other vehicle expense is allowed when mileage is paid to the employee. Mileage is calculated based on the distance from the point of departure (home or office) to the travel destination, and back to the final destination (home or office) that concludes the travel event.
5. *City Vehicles* - Employees may use a departmental vehicle or pool vehicle from Fleet Maintenance, if available. However, use of a City vehicle when traveling is not mandatory. All employees that drive their personal vehicle on behalf of the City must carry personal automobile liability insurance in the minimum amounts required by law. When driving a City vehicle, the City's auto liability insurance provides coverage, up to the limits of the policy.
6. *Auto Allowance and Take Home City Vehicles* - Auto allowances are provided to certain employees in lieu of a City vehicle. Certain other employees are issued a take home City vehicle as approved by the City Manager. These employees should choose the method of transportation that is most reasonable for the trip.

7. *Lodging* - Actual cost of reasonable single occupancy accommodations at the destination. Movies, in room snack bars, toiletries, dry cleaning or other personal services offered by the hotelier are not allowable. The City will not pay for hotel rooms or rental cars when the travel destination is within 50 miles of City Hall.
8. *Tolls and Parking* - Tolls to and from the airport or destination, and parking fees at the airport or destination are allowed. Valet parking shall not be used unless there is no other reasonable alternative. Tolls and parking are not required to have receipts for reimbursements.
9. *Registration* - the City will pay conference and training registration fees in full. Networking social event fees are also acceptable, if they meet the criteria under Item 13 below. However, spouse or guest registrations are not, and they are not payable by the City. Employees will make separate personal payment for spousal or guest registrations.
10. *Meals* - The City will pay a M&IE (meals and incidental expenses) per diem similar to those in provided in IRS travel regulations (IRS pub. 1542 and 463). The per diem is \$36 per day. Per diems for travel days are pro-rated at 75%. M&IE per diems are paid to the employee upon return from the travel event and receipt of a completed post travel report in the Purchasing Office.

Per diems will not be paid while attending an event where a comprehensive meal ticket is purchased by the City. (Example: National Fire Academy, FBI Academy). Per diems will be paid only on the travel days associated with these events. Meal tickets may be purchased with a City purchasing card. Meals included in the BASIC registration (no extra cost for tickets shown on the registration form) will not affect the per diem as the regular per diem will be provided.

**IMPORTANT NOTE: Purchasing Cards may not be used to purchase meals when the employee is receiving a per diem.** The employee must use personal funds to pay for all meal costs. Room service meals and hotel restaurant meals shall not be charged to the employee's hotel room if the hotel room is being paid by a City purchasing card. The Finance Director may grant an exception if unusual circumstances warrant. Employees may request advance permission to use the City pcard for meals if a demonstrated hardship arises. Receipts must be kept and submitted with the post travel expense report and the actual pcard expenditures deducted from the per diem on the report.

11. *Car Rental/Ground Transportation* – When traveling by other than automobile, ground transportation (i.e. taxis, buses, shuttles, etc.) is the recommended mode of transportation upon arrival at the event destination. Carpooling with other City employees traveling to the same destination is encouraged. However, the cost of any taxi or shuttle fare for the purpose of traveling to a place to eat is covered under the Meal & Incidental Expenses per diem, and may not be reimbursed separately.

Car rentals should not be used unless is the most reasonable transportation available option available. All car rental requests must be shown on the *Pre-Travel Authorization Form* and are subject to approval in advance. Rental cars should be obtained using the City's discounted rental car rates whenever possible. **Rental cars will not be approved after the fact.** When approved, rentals may be made only when an employee is traveling overnight. Unless more than two employees are traveling together, the car rented shall be a vehicle available at the midsize class rate. When two or more employees are traveling to the same travel event, employees must make every attempt to coordinate travel plans so that they share a rental vehicle. However, no more than four employees are expected to share a rental vehicle. Groups larger than four may rent additional vehicles under the same process described herein. Employees are encouraged to make advance reservation to hold the vehicle for arrival. When renting a car, the optional liability and property damage waivers (LDW) are not to be accepted. The City will not pay for the liability and damage waivers. The City's automobile liability insurance covers liability and property damage claims that may arise up to the limits of the policy.

Employees that are traveling with family or guests shall not rent a car using the City's pcard. These rentals are considered personal and unless the employee is the only City traveler to the event, the cost of the rental car will not be reimbursable. If deemed reimbursable, only the travel days and days of the event may be calculated, at no more than the mid-size rate, in the request for reimbursement.

12. *Telephone* – Employees are allowed to one personal call home of a reasonable length, per day of travel, and all calls may not exceed a total of \$20 in cost, per trip. Additional calls are not subject to reimbursement. Business calls must be documented, but are not limited in quantity. The use of cell phones for both business and the personal call is encouraged when traveling.

13. *Textbooks and Other Educational Materials* – Reference books, supplies (such as pencils, paper, and lab materials) and course materials that are of additional cost are eligible for reimbursement. These items are then considered City property.

14. *Social Events, Shirts, Fun Runs, Golf Tournaments, etc.* – Social events requiring additional registration fees, such as golf tournaments and nightclubs, as well as event shirts, are **not** reimbursable.

Events such as breakfast meetings, luncheons, social events, or banquet meals that are not included in the basic registration, (purchase is optional) and require "ordering" of tickets at an additional charge, are reimbursable by the City at 50% of their cost. Otherwise, the M & IE per diem covers the costs of all meals. If purchased in advance by the City, the employee will deduct the 50% as disallowable when completing the post travel expense report.

15. *Tips* – All tips are included under the M&IE per diem. This includes baggage carriers, meals, bellhops, hotel maids, taxis, etc.

16. *Other Expenses Not Listed* – Reimbursement for any other item not described herein must be justified in writing by the employee and is subject to the discretion of the Finance Director. Although this City travel policy may not allow reimbursement for various expenditures, nothing in this policy prevents the employee from making any legal purchases above and beyond the limits imposed as long as the employee pays for these items personally or reimburses the City upon return from the trip. As always, employees are reminded that they represent the City when traveling, and should conduct their affairs accordingly. Remember that expense reports are subject to the Open Records Act and public scrutiny.

#### V. Day Trips

Acceptable expenditures include airfare, parking, tolls, fuel for City cars, mileage for personal vehicles, phone calls, registration fees, textbooks or other educational materials, social events that are a part of the trip, and miscellaneous expenses that are reasonable, justified and properly documented. Receipts must be submitted for all expenditures. Receipts ARE NOT required for out of pocket cash reimbursements for mileage, parking, and tolls.

If a receipt is lost or otherwise not available to be submitted, the expense will be disallowed. Per the Purchasing Card Policy, all purchasing card

transactions must have a receipt submitted with the monthly purchasing card report.

A. Definitions:

1. *Transportation (out of town day trips)* - airline tickets should be coach flight status or least expensive fare available. The use of taxicabs and shuttles is allowable. Rental cars are not reimbursable unless it is demonstrated to be the most reasonable and cost effective option. Flight insurance is not reimbursable.
2. *Mileage* - When using a personal vehicle, mileage to and from the destination as well as pertinent mileage on-site allowable and is reimbursed at the standard IRS rate. Mileage reimbursement covers all expenses related to operating the vehicle, including fuel, oil and insurance. No other vehicle reimbursement is allowed when mileage is paid to the employee. Mileage is calculated based on the distance from the point of departure (home or office) to the travel destination, and back to the final destination (home or office) that concludes the travel event.

Carpooling with other City employees traveling to the same destination is encouraged.

3. *City Vehicles* - Employees may use a departmental vehicle or pool vehicle from Fleet Maintenance, if available. However, use of a City vehicle when traveling is not mandatory. All employees that drive their personal vehicle on behalf of the City must carry personal automobile liability insurance in the minimum amounts required by law. When driving a City vehicle, the City's auto liability insurance provides coverage, up to the limits of the policy. Carpooling with other City employees traveling to the same destination is encouraged.
4. *Tolls and Parking* - Tolls to and from the airport or destination, and parking fees at the airport or destination are allowed. Airport parking shall be in economy or shuttle lot and terminal parking should be avoided whenever possible. Valet parking shall not be used unless there is no other reasonable alternative. Tolls and parking are not required to have receipts for reimbursements.
5. *Registration* - The City will pay conference and training registration fees in full. However, spouse or guest registrations are not allowable,



and they are not to be prepaid by the City. Employees will make separate personal payment for spousal or guest registrations.

6. *Textbooks and Other Educational Materials* – Reference books, supplies (such as pencils, paper, and lab materials) and course materials that are of additional cost are eligible for reimbursement. These items are then considered City property.
7. *Social Events, Shirts, Fun Runs, Golf Tournaments, etc.* – Social events requiring additional registration fees, such as golf tournaments and nightclubs, as well as event shirts, are not reimbursable.

Events such as breakfast meetings, luncheons, social events, or banquet meals that are not included in the basic registration, (purchase is optional) and require "ordering" of tickets at an additional charge, are reimbursable.

8. *Day Trip Meals* – Day trip meals are not reimbursable and shall not be paid with the City credit card except as noted under Section II –B.
9. *Other expenses not listed* – Reimbursement for any other item not described herein must be justified in writing by the employee and is subject to the discretion of the Finance Director.

#### **VI. Employee Personal Expenditures**

Although this policy may not allow reimbursement for various expenditures, nothing in this policy prevents the employee from making legal purchases above and beyond the limits imposed as long as the employee pays for these items personally. As always, employees are reminded that they represent the City when traveling, and should conduct their affairs accordingly. Remember that expense reports are subject to the Open Records Act and public scrutiny.

#### **VII. Post-Travel Expense Report**

Upon returning, the employee shall submit all documentation including the **Pre-Travel Authorization Form** and the *Post-Travel Reimbursement Expense Report* to the Accounts Payable Office. The expense report shall be filled out completely, and signed by the employee and the Department Head. All non-per diem expenses must be documented with original receipts (copies if using the City Purchasing Card). Only valid receipts will be accepted. A valid receipt must have the date, name of vendor, description of service and amount. This information must be in printed/stamped form. Credit card receipts are valid receipts. Generic receipts (no vendor name stamped on

printed on receipt) are not acceptable. For Out-of-State business trips the signed approved Pre-Travel Form must be attached to the **Post-Travel Reimbursement Expense Report**.

Accounts Payable will review the documentation and verify the amounts. If there is a balance due the City, the employee will be contacted and will have seven calendar days to settle the account. If there is an amount due to the employee (including the M & IE per diem), a reimbursement will be issued.

Prompt submittal of *Post-Travel Expense Reports* is essential to keeping the general ledger current for monitoring the budget. If there is an outstanding travel expense due to the City, the Finance Department may deduct the amount from the employee's next paycheck. If the employee has a purchasing card, he may lose card privileges. In summary, employees will not be issued new travel authorizations until previous travel expense reports have been submitted and any disallowed expenses repaid to the City.

#### **VIII. Appeal**

Employees may appeal in writing any expense disallowed. Appeals must be made in the following order:

- 1) Finance Director
- 2) City Manager

Exceptions to this policy are subject to the City Manager's discretion.

#### **IX. Petty Cash**

Petty cash may be used only for reimbursement of day trip expenses.

#### **X. Changes**

The Finance Department will monitor changes in IRS policy regarding travel allowances that may disallow or change certain portions of this policy. Department Heads and employees will be advised of any such changes.

#### **XI. Forms**

The *Local Mileage, Pre-Travel Authorization Form, and the Post-Travel Reimbursement Form* are attached. They are also available on the W drive in the Public folder within the folder called Purchasing Forms.



**CITY OF MISSOURI CITY  
LOCAL MILEAGE REIMBURSEMENT FORM  
Calendar Year 2014**

Month	Day	Beg Odometer	End Odometer	Miles Driven	Purpose	Location
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
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	27					
	28					
	29					
	30					
	31					

For Illustrative Purposes Only  
Please Use the Mileage Reimbursement Form  
located in W:PurchasingForms

Total Miles	0.0
Rate	0.560
Mileage Reimb.	\$ -
Other	(Tolls, parking, etc)
Total	\$ -

Account# \_\_\_\_\_ (Fund-Dept-Div-Object)

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Dept Head Signature \_\_\_\_\_

Accounts Payable Approval \_\_\_\_\_



**CITY OF MISSOURI CITY**  
**Pre-Travel Authorization Form For**  
**Out of State Travel**

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

Employee Name \_\_\_\_\_

Department: \_\_\_\_\_

Destination (City/St): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Seminar/Event Desc: \_\_\_\_\_

For Illustrative Purposes Only  
Please Use the Pre-Travel  
Authorization Form located in  
W:PurchasingForms

Workday Leave Requested For the Following Days: \_\_\_\_\_

Requested Estimated Expenses

Transportation (Airfare, Taxi, Shuttle)	\$ _____
Mileage: _____ miles @ \$.56 /mile	_____
Registration	_____
Hotel Accommodations	_____
Gasoline (for City Car)	_____
Other: _____	_____
Sub Total Estimated Expenses (not including per diem)	\$ _____
Per Diem (\$27 for travel days +\$36 for non-travel days)	_____
Total Estimated Cost of Travel	\$ _____

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

**IMPORTANT: Include a copy of the event registration, conference agenda, and any other information that describes the event. Missing information may delay approval, or cause this request to be denied. Travel is not authorized until requesting employee receives a copy of this form with City Manager approval.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Dept. Head Approval

\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**This form must be submitted with the Post Travel Expense Report.**

**Post Travel Reimbursement Form**  
**Calendar Year 2014**

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Employee Vendor Number: \_\_\_\_\_  
 Department/Division: \_\_\_\_\_ / \_\_\_\_\_ Acct#:  -  -  -   
(Fund) (Dept) (Div) (Object)

Purpose of Trip: \_\_\_\_\_  
 Actual Name of the Training/Conference: \_\_\_\_\_  
 Trng/Conf. Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Trng/Conf. End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Location (Complete address): \_\_\_\_\_  
 Departure Date and Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Mo/Day/Yr) Time: \_\_\_\_\_ am ( ) pm ( )  
 Return Date and Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Mo/Day/Yr) Time: \_\_\_\_\_ am ( ) pm ( )  
 Odometer: Beginning:  Ending:  Total:  0

	<b>CASH</b> Employee's own cash expenses (Receipts Must Be Attached)	<b>PCARD / PO</b> Expenses (Receipts must be attached)	<b>TOTAL TRAVEL COST</b> (Includes Pcard,PO,Cash)
Airfare	<input type="text"/>	<input type="text"/>	\$0.00
Airport Parking	<input type="text"/>	<input type="text"/>	\$0.00
Tolls (receipt not required)	<input type="text"/>	<input type="text"/>	\$0.00
Personal Car - Mileage @ \$.56 per mile	\$0.00	<input type="text"/>	\$0.00
<b>Hotel:</b>			
Room Charge & Hotel Taxes	<input type="text"/>	<input type="text"/>	\$0.00
Shared Room with: _____			
Phone/Internet/Fax	<input type="text"/>	<input type="text"/>	\$0.00
Parking	<input type="text"/>	<input type="text"/>	\$0.00
Other: _____	<input type="text"/>	<input type="text"/>	\$0.00
Fuel (for city vehicles only)	<input type="text"/>	<input type="text"/>	\$0.00
<b>Per Diem:</b>			
First Day of Travel (\$27)	<input type="text"/>	<input type="text"/>	\$0.00
Days In Between (\$36 per day)	<input type="text"/>	<input type="text"/>	\$0.00
Last Day of Travel (\$27)	<input type="text"/>	<input type="text"/>	\$0.00
Registration Fees:	<input type="text"/>	<input type="text"/>	\$0.00
<b>Other Costs:</b>			
a. _____	<input type="text"/>	<input type="text"/>	\$0.00
b. _____	<input type="text"/>	<input type="text"/>	\$0.00
c. _____	<input type="text"/>	<input type="text"/>	\$0.00
Total Travel Cost (Includes Pcard,PO,Cash)			\$0.00
Pcard or PO Expenses (Receipts must be attached)		\$0.00	
<b>Total Employee Reimbursement</b>	<b>\$0.00</b>		

For Illustrative Purposes Only  
 Please Use the Post Travel Reimbursement Form  
 located in W:PurchasingForms

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Purchasing Manager Review: \_\_\_\_\_ Date: \_\_\_\_\_



Kim Vickers  
Executive Director

# TEXAS COMMISSION ON LAW ENFORCEMENT

## REFERRAL OF PETITION TO CORRECT SEPARATION REPORT OF LICENSEE AND NOTICE OF HEARING

June 15, 2018

Mr. Rommel Corro, Docket Clerk  
State Office of Administrative Hearings  
William P. Clements Building  
300 West 15th Street, Suite #504  
Austin, Texas 78701

*Via electronic mail*

Petitioner  
Geneane Merritt-Hughes

*17/1175*

*via email:*

*137*

Respondent  
Chief Michael Berezin  
C/o Missouri City Police Department  
3849 Cartwright Rd.  
Missouri City, Texas 77459

*via fax: 281-261-4226*

Re: *Geneane Merritt-Hughes v. Missouri City Police Department*, challenge to F-5 Termination Report **CONFIDENTIAL MATERIALS FILED UNDER SEAL** under Tex. Occ. Code § 1701.454 and 1 Tex. Admin. Code § 155.101(c)(1)

Dear All:

By the enclosed "Request to Docket Case" form and documents, the Texas Commission on Law Enforcement (TCOLE) refers this matter to the State Office of Administrative Hearings (SOAH) and respectfully requests that it be placed on SOAH's docket and an Administrative Law Judge (ALJ) be assigned.

TCOLE is not a party to this dispute. Petitioner challenges the designation on the F-5 Report of Separation issued by Respondent. See Tex. Occ. Code § 1701.4525; 37 Tex. Admin. Code § 217.8(e). Also enclosed is a copy of the petition regarding the F-5 Report of Separation.

**The parties will be notified of the date, time, and place of the hearing by an order of an Administrative Law Judge assigned to the case.** Individuals should be prepared to register with security. Please have your state-issued identification and SOAH docket number to expedite this process.



Kim Vickers  
Executive Director

## TEXAS COMMISSION ON LAW ENFORCEMENT

This hearing will be held under authority of Texas Occupations Code § 1701.4525, Texas Government Code Chapters 2001 and 2003, and Texas Commission of Law Enforcement (TCOLE) Rules. TCOLE will not appear at the hearing.

You may appear at the hearing in person or through an attorney of your choosing. This hearing is a civil proceeding and will be conducted in accordance with SOAH's procedural rules and the Texas Rules of Evidence as applicable.

Respondent bears the burden of establishing the alleged misconduct in the F-5 Report by a preponderance of the evidence and the ALJ shall issue a final order. Tex. Occ. Code § 1701.4525(e).

You may obtain a copy of the SOAH Procedural Rules, 1 Texas Administrative Code, Chapter 155, by contacting SOAH at 300 West 15th Street, Suite #504, Austin, Texas 78701; or at P.O. Box 13025, Austin, Texas 78711-3025; telephone: (512)475-4993, facsimile (512) 322-2061; or by accessing the SOAH website at: [www.soah.texas.gov](http://www.soah.texas.gov)

**Parties that are not represented by an attorney may obtain information regarding contested case hearings on the public website of the State Office of Administrative Hearing at [www.soah.texas.gov](http://www.soah.texas.gov), or in printed format upon request to SOAH.**

***Pursuant to SOAH Rule § 155.501, you are advised that if you fail to appear at the hearing, the factual allegations asserted in the Notice may be deemed as true, and the relief sought by the party who appears may be granted by default against the party that fails to appear.***

**All pleadings, correspondence and other communications related to this hearing should be directed to the State Office of Administrative Hearings, Attention: Docket Clerk, at the address listed above. Be sure to include your SOAH docket number for reference.**

The hearing in this matter will be docketed for three hours. If additional time is necessary, please make such request to the State Office of Administrative Hearings, Docket Clerk, with copies directed to the opposing party. Do not file papers regarding this hearing with TCOLE.

Thank you and please let me know if you have any questions,

Ashtyn Cain  
Texas Commission on Law Enforcement  
Legal Assistant  
[Ashtyn.cain@tcole.texas.gov](mailto:Ashtyn.cain@tcole.texas.gov)  
(512)-936-7778  
(512)-936-7766

**Confidential Enclosures:**

SOAH Request to Docket Case Form  
Petition to Correct Report of Separation  
F-5 Report of Separation

