

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. Highway 290, STE. 200
Austln, Texas 78723-1035
Phone: (512) 936-7700
http://www.tcole.texas.gov

RECEIVED
JUN 11 2018
TCOLE

PETITION TO CORRECT SEPARATION OF LICENSEE REPORT
LICENSEE INFORMATION (Occupations Code 1701.4525)

You Will Receive All Future Filings, Notices, and Correspondence in This Matter According to the Contact Information You Provide Below.

Form with fields: 1. First Name (Geneane), 2. M.I. (R), 3. Last Name (Merritt-Hughes), 4. Suffix (Jr., etc.), 5. TCOLE PID (102), 6. Date of Birth, 7. Home or Permanent Mailing Address, 8. City, 9. State, 10. Zip Code, 11. Phone Number, 12. Email (37)

11/7/15

AGENCY REPORTING SEPARATION

Form with fields: 13. TCOLE Agency No., 14. Agency Name (Missouri City Police Department), 15. Agency Address (3849 Cartwright Rd. Misso)

Petition must be filed within 30 days of receipt of your copy of the Separation of Licensee Report. You must attach a copy of the F-5 Report of Separation to this petition. Do not attach any other documents. You will have an opportunity to present additional documents or evidence at your hearing.

Form with fields: 16. Discharge designation (from separation report) (05-07-18 09-27-09), 17. Date of Separation (from separation report) (05-07-18) Date you received your copy: (6-8-18), 18. Was a copy of the "Separation of Licensee" report sent to you within 7 business days of separation date? (Yes No), 19. Please indicate the type of discharge you are seeking for correction on the separation report in the space below. (HONORABLE DISCHARGE)

I, the licensee identified above, attest that a copy of this petition, and any attached evidence was provided to agency administrator or designee within the time frame as required by Occupation Code §1701.4525(a) by the following method:

Michael H. Borzini
(Agency administrator or designee name)

Form with fields: Hand delivered on Date, Certified mail on Date (06-07-18), Licensee Name (type or print) (Geneane Merritt-Hughes), Signature, Date (06-07-18)

TEXAS COMMISSION ON LAW ENFORCEMENT  
 6300 E. HIGHWAY 290, STE 200, AUSTIN, Texas 78723  
 Phone: (612) 936-7700  
<http://www.tcole.texas.gov/>

RECEIVED  
 JUN 11 2018

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

TCOLE

Non-refundable \$35 fee for paper form. Money order, agency or cashier's check. (6541)

1. TCOLE PID <i>PIP</i>	2. Last Name <i>MERRITT HUGHES</i>	3. First Name <i>GENEANE</i>	4. M. I. <i>R</i>	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>77117</i>	11. Phone Number	12. Email	

13. APPOINTMENT

Peace Officer     County/Contract Jailer     Telecommunicator     Medical Corporation P.O.  
 Public Security Officer     Reserve Officer (Licensed reserve or conditional only)

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

18. 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: 9/27/2008      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 designee, 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 1701.462, in 7 business days by:

Hand delivery on \_\_\_\_\_ Date \_\_\_\_\_       Certified mail on 5/12/2018 Date \_\_\_\_\_

*Michael A. BEREGIN*  
 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.*



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.*



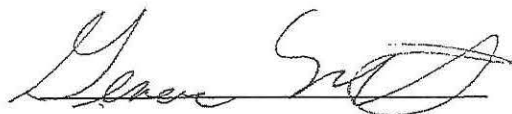
Joel F. Fitzgerald, Sr, Chief of Police  
Missouri City Police Department

In the name and by the authority of

# The State of Texas

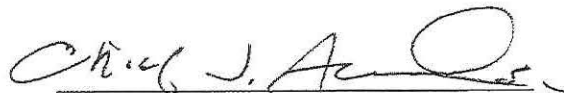
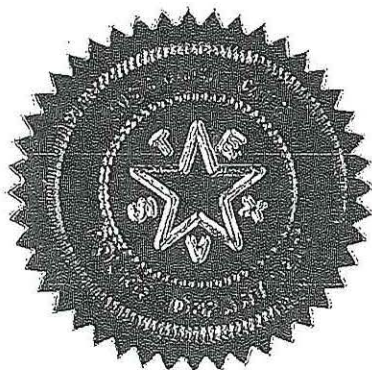
## OATH OF OFFICE

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

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>

sensitivity, team building, support, and respect. The degree of synergy promoted.

Comments

**Appraiser Comments:**

07-28-2017 : As stated earlier, Lieutenant Merritt has established herself in the administrative division and works well in a collaborative manner with members of that division. I would like to see her step outside her comfort zone and make herself available to the entire department.

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

**Decision-Making/Judgment**

10%

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

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 an experienced officer and makes sound decisions the majority of the time. She can be counted on to make the appropriate decisions. If it is outside the realm of her normal duties she recognizes this and is willing to look for guidance.

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

**Employee Management**

10%

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%	3.00	3
<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt makes a consistent effort to manage those individuals she is responsible for. I would like to see her take a more active role in managing the day to day activities of those she is responsible for.

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%	3.50	3.5
<b>Total</b>			<b>3.50</b>

Comments

**Appraiser Comments:**

07-28-2017 : Lieutenant Merritt operates city issued equipment in a safe and competent manner. I am not aware of any accident or issue during evaluation cycle.

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

**Firearms Proficiency**

10%

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

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 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.

<b>Performance Portfolio</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
<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

POULTON, PAUL

Date

7/28/17

Upline Signature

Signed by: BOTHELL, LANCE

Date

7/28/17

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> 07-01-2015 - 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>

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%	4.00	4
<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt follows department and city safety regulations. She did not have any vehicle or personal accidents during this evaluation period.

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

<b>Firearms Proficiency</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
The degree to which the incumbent demonstrates proficiency in firearms training sessions.		Appraiser	100%	3.00	3
		<b>Total</b>			<b>3.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt met this competency by qualifying with her duty weapon during both firearms qualification periods during this evaluation period.

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

<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%	3.50	3.5
		<b>Total</b>			<b>3.50</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt worked well with CID and administration division team members. She ensured that presentations and activities under the administration division responsibility are carried out. I would encourage Lt. Merritt to become more involved in the administration programs by speaking at new hire testing events and community outreach programs.

**Competencies Total Score**

**3.57**

**Goal**

**Goal Information**

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

<b>Grant management</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%	4.00	4
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.		<b>Total</b>			<b>4.00</b>

Comments

**Appraiser Comments:**

06-27-2016 : Lt. Merritt has exceeded expectations on this goal. She wrote the body worn camera grant which was awarded to the city. Lt. Merritt also wrote a HGAC license plate recognition system grant which obtained a high score. She has submitted all



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>  Due Date: 06-30-2016  Perform thorough professional standards and background investigations within established timeframes.	20%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	3.00	3
		<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>  Due Date: 06-30-2016  Prepare requisitions for invoice payments. Submit status change requests, first report of injury reports and any applicable paperwork for admin employees.	10%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	3.00	3
		<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>  Due Date: 06-30-2016  Ensure community outreach programs are carried out at specified times. Provide support to our CRO when needed.	10%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	3.00	3
		<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>  Due Date: 06-30-2016  Coordinate new hire and promotional testing processes as needed.	10%	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		Appraiser	100%	3.00	3
		<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**

Notes on markings for ID# 805478, the city of Missouri City

**552.117:** We have marked representative samples of the information subject to this exception. This section includes the following types of information pertaining to the former employee: current and former home addresses; current and former home telephone numbers; cellular telephone number if the service is not paid for by a governmental body; emergency contact information regardless of whether the contact is a family member; social security number; and family member information, including information that reveals whether he does or does not have family members.

**552.130:** We have marked representative samples of the information subject to this exception. Withhold the following types of information: (1) the number, expiration date, restrictions, and class of all driver's licenses; (2) photocopies of driver's licenses; (3) the license plate numbers and license expiration dates. Note: A state identification number is not motor vehicle record information. This includes information regarding driver's licenses issued by another state.

Tx 0790000

5 pages clipped:  
Duplicates

# TEXAS DEPARTMENT OF PUBLIC SAFETY

## CRIMINAL HISTORY



The information contained in this record reflects only information contained in the Computerized Criminal History database maintained by the Texas Department of Public Safety. Contact the contributing agency for specific or additional information regarding charges or dispositions. The contents of this record are confidential and intended for dissemination only to criminal agencies or other individuals or agencies authorized by law to receive criminal history record information. UNAUTHORIZED USE OR DISCLOSURE OF THE INFORMATION CONTAINED IN THIS RECORD MAY RESULT IN SEVERE CRIMINAL PENALTIES. SEE SECTION 411.085 OF THE TEXAS GOVERNMENT CODE.

CRIME RECORDS SERVICE  
P.O. BOX 4143  
AUSTIN, TEXAS 78765-4143  
PHONE 512-424-2079

**THE FOLLOWING PERSON HAS NO CRIMINAL HISTORY RECORD AT THE TEXAS DPS AS OF 08-20-2009**

NAME (S)  
HUGHES,GENEAVE

FBI NUMBER

DPS NUMBER  
130

SOCIAL SECURITY  
117/1175/147

DRIVERS LICENSE

ID NUMBER

MISCELLANEOUS NUMBERS  
TEXAS LAW ENFORCEMENT OFFICERS

LE-1185

SEX  
F

RACE  
B

SKIN TONE  
XXX

HEIGHT  
507

WEIGHT  
170

DATE OF BIRTH  
102

HAIR COLOR  
BRO

EYE COLOR  
BRO

FINGERPRINT PATTERN

AFIS FINGERPRINTS  
101/560 043

RIDGE COUNT

PRIMARY CLASS

PLACE OF BIRTH  
PA

CITIZEN  
US

III CODE

SCARS, MARKS AND TATTOOS

ALIAS DOB

DNA

DATE OF REPORT  
08-20-2009

ORIGINATION DATE  
08-17-2009

DATE OF LAST UPDATE  
08-17-2009

END OF REPORT  
UNAUTHORIZED USE OR DISCLOSURE OF THE INFORMATION CONTAINED IN THIS RECORD MAY RESULT IN SEVERE CRIMINAL PENALTIES. SEE TEXAS GOVERNMENT CODE SECTION 411.085.

43046977576..2.txt

ELECTRONIC RAP SHEET  
FBI TCN = E2009230000000007534  
TOT = SRE  
NAME = HUGHES, GENEAVE  
FBI =  
TRN = X301481389  
TCN = 43046977576  
SID =  
ORI = WVIAFIS0Z  
CRI = TX227011Y  
DAT = 20090818  
Search Result Findings = N  
MSG =

*101/411.083*

CIVIL APPLICANT RESPONSE  
ICN E2009230000000007534 CIDN - OCA X301481389  
HUGHES, GENEAVE B 507 - '02  
MNU SOC SEX F  
FPC  
HENRY CLASS API  
TX227011Y LAW ENF STAND-ED DATE FP  
AUSTIN TX 2009/08/17  
A SEARCH OF THE FINGERPRINTS ON THE ABOVE  
INDIVIDUAL HAS REVEALED NO PRIOR ARREST  
DATA. CJIS DIVISION  
2009/08/18 FEDERAL BUREAU OF INVESTIGATION  
TX227011Y  
DIRECTOR  
LAW ENF STDRDS AND ED  
6330 US 290 EAST 200  
AUSTIN, TX 78723

Fields from Database:  
NAME = HUGHES, GENEAVE  
SOC = *117/075/197*  
SID = 00000000  
TCN = 43046977576

DATE: 07-10-2009 01:06:29 PM Type: Recv

SUBJECT: AM FROM USER - RSDW: HUGHES, GENEANE R  
Message:  
Reference: 020M000003  
Msg ID : 020M000003  
Msg Key : AM  
Date/Time: 20090710130458  
Ent Agcy :  
Requester:  
User :  
ORI : TX1010000  
Source : USER  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

101/411083

TXT: 1N01MQCE 6784

TX07901E0  
SETCIC RESPONSE ON NAM/HUGHES, GENEANE R RAC/B SEX/F DOB,  
\*\* NO HITS \*\*  
0  
MRI: 91896826 IN: SET 2999 AT 10JUL2009 13:04:55  
OUT: MQCE 4 AT 10JUL2009 13:04:58

102

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====

DATE: 07-10-2009 01:06:28 PM Type: Recv

SUBJECT: RSDW FROM NCIC - RSDW: HUGHES, GENEANE R  
Message:  
Reference: 020M000003  
Msg ID : 020M000003  
Msg Key : RSDW  
Date/Time: 20090710130457  
Ent Agcy :  
Requester:  
User :  
ORI : TXNCIC000  
Source : NCIC  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

TXT: 1L01MQCE

TX07901E0  
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.

107

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: 020M000003  
Msg ID : 020M000003  
Msg Key : RSDW  
Date/Time: 20090710130455  
Ent Agcy :  
Requester:  
User :  
ORI : TX07901E0  
Source : TCIC  
Dest : MQCE  
Control :

101/411.083

Summary : RSDW: HUGHES, GENEANE R

TXT: NNO1MQCE  
TX07901EO

102

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.

=====

DATE: 07-10-2009 01:06:26 PM Type: Recv

SUBJECT: KR FROM NDLS - RSDW: HUGHES, GENEANE R  
Message:  
Reference: 02OM000003  
Msg ID : 02OM000003  
Msg Key : KR  
Date/Time: 20090710130454  
Ent Agy :  
Requester:  
User :  
ORI : TXOLN0000  
Source : NDLS  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

TXT: SEARCH ON HUGHES, GENEANE R, 19740114

NAM/HUGHES, GENEANE DOB/ NO RECORDS FOUND  
MRI: 91896792 IN: NDLS 54542 AT 10JUL2009 13:04:54  
OUT: MQCE 1 AT 10JUL2009 13:04:54

102

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====

.101/411.083

DATE: 07-10-2009 01:10:06 PM Type: Recv

SUBJECT: QH FROM NCIC - QH: HUGHES, GENEANE R, 1  
Message:  
Reference: 020M000009  
Msg ID : 020M000009  
Msg Key : QH  
Date/Time: 20090710130835  
Ent Agy :  
Requester:  
User :  
ORI : TXNCIC000  
Source : NCIC  
Dest : MQCE  
Control :  
Summary : QH: HUGHES, GENEANE R, 102

1102

TXT: NL01MQCE  
TX0790100  
NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX  
(III) FOR NAM/HUGHES, GENEANE R. SEX/F. RAC/B. DOB } PUR/J.  
END

102

MRI: 91902073 IN: NCIC 154341 AT 10JUL2009 13:08:34  
OUT: MQCE 6 AT 10JUL2009 13:08:35

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

DATE: 07-10-2009 01:10:05 PM Type: Recv

SUBJECT: QH FROM CCH - QH: HUGHES, GENEANE R, 102  
Message:  
Reference: 020M000009  
Msg ID : 020M000009  
Msg Key : QH  
Date/Time: 20090710130834  
Ent Agy :  
Requester:  
User :  
ORI : TX0790100  
Source : CCH  
Dest : MQCE  
Control :  
Summary : QH: HUGHES, GENEANE R, 102

102

TXT: NL01MQCE.QH.TX0790100  
NAM/HUGHES, GENEANE R. SEX/F. RAC/B. DOB } PUR/J. REQ/DETECTIVE CRAIG  
WILLIAMS. OPR/RECORDS JANICE POPPENHUS...  
NO RECORD ON FILE

102  
112

CRIME RECORDS SERVICE DPS AUSTIN TX 07/10/2009  
MRI: 91902064 IN: CCH 21162 AT 10JUL2009 13:08:34  
OUT: MQCE 5 AT 10JUL2009 13:08:34

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.



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 Agcy :  
Requester:  
User :  
ORI : PA0223000  
Source : NLET  
Dest : TX07901E0  
Dest : MQCE  
Control :  
Summary : DQ: HUGHES, GENEANE R

*101/411-083*

TXT: DR.PA0223000  
11:09 07/10/2009 68576  
11:09 07/10/2009 80930 TX07901E0  
TXT

RESPONSE FROM PENNSYLVANIA BUREAU OF MOTOR VEHICLES

OLN: VALIDATED: EXPIRES: |  
NAM: HUGHES, GENEANE RENEE

*130*

*117/1175*

SSN: *117/1175/147* DOB: *107* SEX: F. EYE: BRO. HGT: 5' 6".

RESTRICTIONS: NONE  
SUSPENSION: NO  
OPERATOR CLASS: *130* 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.

=====

Perform thorough professional standards and background investigations. Ensure backgrounds and PST'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

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

<b>Employee Management</b>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</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.		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

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

<b>Teamwork</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.	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		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>
---------------------------------	-------------

**Goal**

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

<b>Case report and supplement review</b> <b>Due Date: 06-30-2015</b> 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.	<b>30%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		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.

<b>Mentoring</b> <b>Due Date: 06-30-2015</b> Be actively involved in the skill development of your officers/sergeants.	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		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
---------	--------	--------	-------

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

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

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 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>
-------------------------	-------------

**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

Appraiser Signature

Date

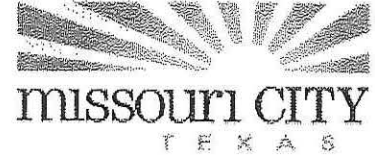
Date



---

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>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact.		Appraiser	100%	3.00	3.00
					<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>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</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.		Appraiser	100%	3.00	3.00
					<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>	<b>20%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.		Appraiser	100%	3.00	3.00
					<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
---------	--------	--------	-------

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>
---------------------------------	-------------

**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.

**Crime Trend Awareness**

5%

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

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

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

**+** 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.

**Specialized Units**

5%

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

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

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

**+** 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.

**Goal Total Score**

**3.05**

**Future Goals**

**Administrative**

20%

Action Steps

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

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

**HOA**

20%

Action Steps

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

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

<b>Decision-Making/Judgment</b> 20%	<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>

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

Competency Rating Details

- |  |   |  |
|--|---|--|
| <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. | <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. | <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. |
|--|---|--|

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:**

<b>Employee Management</b> 20%	<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>

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

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

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
The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers.		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

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
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.].		Appraiser	100%	2.00	2.00
		Employee	--	0.00	0.00
		<b>Total</b>			<b>2.00</b>

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

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

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

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

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

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

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

	Appraiser	100	2.00	2.00
<b>Due Date: 03-31-2012</b>	Employee	--	0.00	0.00
Ensure offense reports are thoroughly reviewed and submitted in a timely manner.	<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:**

<b>Officer/Sergeant job knowledge</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		<hr/>			
		Appraiser	100	2.00	2.00
<b>Due Date: 03-31-2012</b>		Employee	--	0.00	0.00
Ensure your sergeants and officers complete policy review examinations as directed.		<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:**

<b>TCLEOSE &amp; Training</b>	<b>10%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		<hr/>			
		Appraiser	100	3.00	3.00
<b>Due Date: 03-31-2012</b>		Employee	--	0.00	0.00
Ensure officers assigned to your shift meet TCLEOSE, shift, and department training requirements.		<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:**

<b>Overtime reduction</b>	<b>5%</b>	<b>Summary</b>	<b>Weight</b>	<b>Rating</b>	<b>Score</b>
		<hr/>			
		Appraiser	100	2.00	2.00
<b>Due Date: 03-31-2012</b>		Employee	--	0.00	0.00
Strategize ways to decrease the amount of overtime being put in for by officers.		<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%

**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:**

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

**Vehicle and Equipment Inspections** 5%

**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:**

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

**Goal Performance Total Score**

**2.30**

**Future Goals**

**HOA** 20%

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

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.;

Action Steps

**Administrative** 15%

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

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

Action Steps

**Crime Trend Awareness** 10%

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

Action Steps

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

**Position:** POLICE CAPTAIN

**Appraiser:** WORRELL, PAT M

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

**Performance Competencies**

Competency	Employee	Appraiser	Weight
<b>Ethics</b>	0	3	20%
<p><b>Appraiser Comments:</b>                      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.</p>			
<b>Job Knowledge</b>	0	1	20%
<p><b>Appraiser Comments:</b>                      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.</p>			
<b>Management Effectiveness</b>	0	1	20%
<p><b>Appraiser Comments:</b>                      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.</p>			
<b>Budget Development and Control</b>	0	2	10%
<p><b>Appraiser Comments:</b>                      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.</p>			
<b>Communication</b>	0	1	10%
<p><b>Appraiser Comments:</b>                      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.</p> <p>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.</p>			
<b>Public Relations</b>	0	2	10%
<p><b>Appraiser Comments:</b></p>			

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.

<b>Firearms Proficiency</b>	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.

<b>Presentation Skills</b>	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%
-----------------------------------	---	---	-----

**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%
--------------------------------------	---	---	-----

**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%
----------------------------------	---	---	-----

**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 substancial 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**

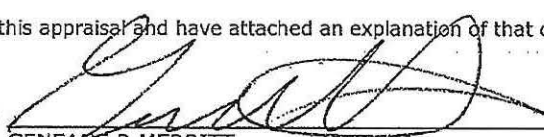
	Totals	Weight	Score	Performance Rating
<b>Performance Competencies</b>	1.65	50%	0.82	<b>1.95</b> <b>Below Expectations</b>
<b>Goal Performance</b>	2.25	50%	1.12	

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:

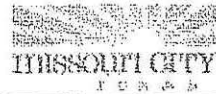
  
PAT M WORRELL

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%
<p><b>Appraiser Comments:</b> 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.</p>			
<b>Job Knowledge</b>	0	2	20%
<p><b>Appraiser Comments:</b> 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.</p>			
<b>Management Effectiveness</b>	0	2	20%
<p><b>Appraiser Comments:</b> 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.</p>			
<b>Budget Development and Control</b>	0	2	10%
<p><b>Appraiser Comments:</b> 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</p>			
<b>Communication</b>	0	2	10%
<p><b>Appraiser Comments:</b> 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.</p>			
<b>Public Relations</b>	0	2	10%
<p><b>Appraiser Comments:</b> 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.</p>			

**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%
------------------------	---	---	-----

**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%
-----------------------------	---	---	-----

**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:

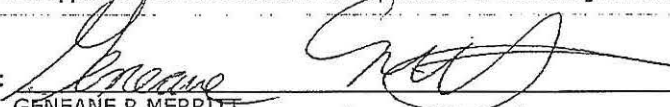
### Final Score Calculation

	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

Employee Information

Race: B Sex: F Ethnicity: N Date of Birth: 102

Address:

117/1175

Home Phone: [ ] Home Phone Unlisted

Work Phone:

Mobile Phone: 117/1175 Pager:

Email: gmerritt@missouricitytx.gov

State Id:



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 CM		
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 MERRITT-HUGHES
PID# PID
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

[552.104/CLP]

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

Name: Geneane R. Merritt

D.O.B. {

}102

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

Street Address:

City, State & Z

7/175

Home Telephone #

Cell Phone #

177/173

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)

Social Security Number

02  
Date of Birth(MM/DD/YYYY)

CITY OF MISSOURI CITY

Current or Last Employing City

117/1175/147

117/1175

Daytime Phone Number

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

117/1175

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)** **STATUS**  
 ID

Citizen	Race	Gender	Federal ID	State ID
Yes	Black	Female		

**Education Information**

Institution	Hours	Education
	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**

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
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**

Description	Service Time
Peace Officer	11 years, 6 months
Total officer time	11 years, 6 months

**Award Information**

Award	Type	Action	Action Date
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>	<b>840</b>
<b>Total Training Hours</b>	<b>1450</b>
<b>Total Hours</b>	<b>2290</b>

# 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

---

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

117/RJT

# Missouri City Police Department

---

**MERRITT, GENEANE**

**Employee # : 10032**

**CAPTAIN**

Birth Date:

102

Sex: Female

Race: Black

Height: 67

Weight:

Blood Type:

Date Employeed : 09/27/2009



9/28/2009

Personnel Entry Update

Employee # 10032 Start Date: 09-27-09

Name: Last Merritt First GENEANE Middle RENEE

DOB: 102 Race: B Sex: F Height: 5'7"

Weight: 165 Hair Color: brown Eye Color: A brown Blood Type: OT

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

Home Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Pager: 117/1175

Cell Number: \_\_\_\_\_ Social Security #: 117/1175 117/1175/147

117/1175

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: 1 117/1175

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

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

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

Entry Date: 10-5-09

281322  
0031

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

Name  
GENEANE R. MERRITT-HUGHES

TCLEOSE ID (P ID)  
PIP

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>0</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>
------------	-------------

Total Hours	<u><u>1087</u></u>
-------------	--------------------

---

### Total Hours

Total Education Hours	0
-----------------------	---

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

Total Hours	<u><u>1087</u></u>
-------------	--------------------

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 PID	6. Date of Birth 10/2		

**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
-------------------------	--------------------------	---------------	------------

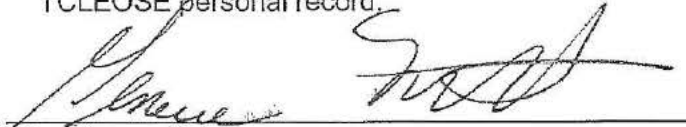
**Previous Address:**

11. Address	12. City 7 117/1175
-------------	---------------------------

**New Address:**

16. Home or Permanent Mailing Address	117/1175
---------------------------------------	----------

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

  
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>CEANE</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>11/12/17</b>	6. Drivers License State: Num.:	7. Date of Birth	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 201217	11. Requesting Law Enforcement Agency Missouri City Police Department	12. Mailing Address 3849 Cartwright Rd.	
13. City Missouri City	14. County Fort Bend	15. ZIP Code 77459	16. Phone No. 281-261-4200
17. Email address <del>lecapps@cityofmissouricity.tx.us</del> <b>missouricity.tx.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**  
Name and Title of Chief Administrator  
or Designee (Type or Print)

**07/23/09**  
Date

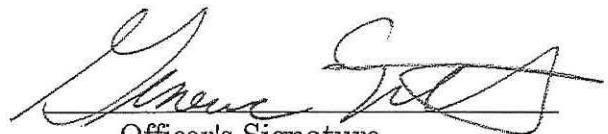
# STATEMENT OF ELECTED/APPOINTED OFFICER

*(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





Police

Joel Fitzgerald  
Chief of Police



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

---

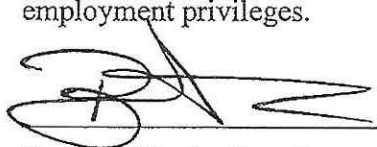
On August 13, 2017 you voluntarily signed up to work an off duty extra job at the Community Center from 3:00pm – 7:00pm. I too was scheduled to work this same job and arrived at the scheduled time of 3:00pm. At approximately 3:45pm I was approached by an individual who was hosting the event and asked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

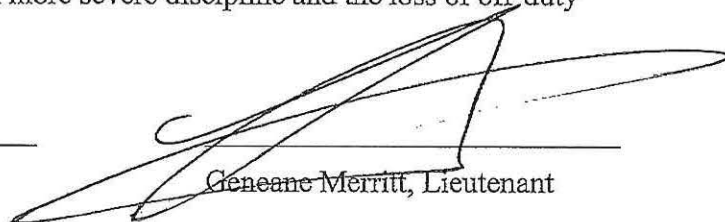
Sergeant Englishbee advised me that the second officer scheduled to work was you. He then advised me that he was going to call and text you about your absence from this extra job. After several attempts Sergeant Englishbee advised me that he was unable to get in contact with you. As of August 14, 2017 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



STATE OFFICE OF ADMINISTRATIVE HEARINGS

HOUSTON OFFICE  
2020 North Loop (610) West Suite 111  
Houston, Texas 77018  
Phone: (713) 957-0010  
Fax: (512) 322-0474

DATE: 08/17/2018  
NUMBER OF PAGES INCLUDING THIS COVER SHEET: 3  
REGARDING: ORDER NO. 1 - REQUIRING HEARING DATES  
DOCKET NUMBER: 407-18-4395.F5

JUDGE CARRIE MCLARTY

FAX TO:

FAX TO:

G.M.

VIA REGULAR MAIL

MIKE BEREZIN

(281) 261-4226

Ashtyn Cain (Texas Commission on Law Enforcement)

(512) 936-7766

xc: Docket Clerk, State Office of Administrative Hearings  
Ashtyn Cain, TCOLE, Fax No. 512-936-7766

NOTE: IF ALL PAGES ARE NOT RECEIVED, PLEASE CONTACT MELISSA RILEY(mri) (713) 957-0010

The information contained in this facsimile message is privileged and confidential information intended only for the use of the above-named recipient(s) or the individual or agent responsible to deliver it to the intended recipient. You are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone, and return the original message to us at the address via the U.S. Postal Service. Thank you.

SOAH DOCKET NO. 407-18-4395.F5


GENEANE MERRITT-HUGHES, Petitioner	§ § § § § § § §	BEFORE THE STATE OFFICE   OF   ADMINISTRATIVE HEARINGS
V.		
MISSOURI CITY POLICE DEPT., Respondent		

ORDER NO. 1  
REQUIRING HEARING DATES

This case has been assigned to Administrative Law Judge (ALJ) Carrie L. McLarty. The parties are **ORDERED** to confer with each other and agree on three possible dates for hearing. The dates should be in the period November – December, (Monday-Thursday) 2018.

The proposed hearing dates should be submitted on or before **September 7, 2018**. If the parties do not respond to this order, the ALJ will set the hearing without any input from the parties.

SIGNED August 17, 2018


---

 CARRIE L. MCLARTY  
 ADMINISTRATIVE LAW JUDGE  
 STATE OFFICE OF ADMINISTRATIVE HEARINGS

STATE OFFICE OF ADMINISTRATIVE HEARINGS

HOUSTON OFFICE  
2020 North Loop (610) West Suite 111  
Houston, Texas 77018  
Phone: (713) 957-0010  
Fax: (512) 322-0474

SERVICE LIST

AGENCY: Law Enforcement, Texas Commission on (TCOLE)  
STYLE/CASE: GENEANE MERRITT-HUGHES v. MISSOURI CITY P.D.  
SOAH DOCKET NUMBER: 407-18-4395.F5  
REFERRING AGENCY CASE:

STATE OFFICE OF ADMINISTRATIVE  
HEARINGS

ADMINISTRATIVE LAW JUDGE  
ALJ CARRIE MCLARTY

REPRESENTATIVE / ADDRESS

PARTIES

MIKE BEREZIN  
CHIEF OF POLICE  
MISSOURI CITY POLICE DEPARTMENT  
3849 CARTWRIGHT ROAD  
MISSOURI CITY, TX 77489  
(281) 403-8701 (PH)  
(281) 261-4226 (FAX)  
MBEREZIN@MISSOURICITYTX.GOV

MISSOURI CITY POLICE DEPARTMENT

GENRANR MERRITT-HUGHES

*7/11/15*

*137*

G.M.

xc: Docket Clerk, State Office of Administrative Hearings  
Ashtyn Cain, TCOLE, Fax No. 512-936-7766



Kim Vickers  
Executive Director

# TEXAS COMMISSION ON LAW ENFORCEMENT

---

May 14, 2019

Chief Michael Berezin  
C/o Missouri City Police Department  
3849 Cartwright Road  
Missouri City, Texas 77459

via CM/RRR: 7017 0190 0001 1061 6857

Re: *In the Matter of Geneane Merritt-Hughes v. Missouri City Police Department, State Office of Administrative Hearing Docket No. 407-18-4395.F5.*

Dear Chief Berezin,

Enclosed is the confidential F-5 Report of Separation and dispositive order of the State Office of Administrative Hearings in this matter that has been officially closed as of this date. By law, your agency is required to replace the original F-5 report with the enclosed version. See Tex. Occ. Code § 1701.4525(e).

Thanks again and please let me know if you have questions.

Sincerely,

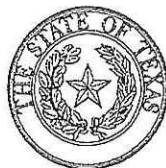
A handwritten signature in blue ink that reads "Ashtyn Cain".

Ashtyn Cain  
Legal Assistant  
Texas Commission on Law Enforcement  
Ashtyn.cain@tcole.texas.gov  
Phone: (512)-936-7778  
Fax: (512)-936-7766

cc: Petitioner  
enc: Order  
F-5 Report of Separation

via CM/RRR: 7017 0190 0001 1061 6864

# State Office of Administrative Hearings



Lesli G. Ginn  
Chief Administrative Law Judge

March 27, 2019

Kim Vickers  
Executive Director  
Texas Commission on Law Enforcement  
6330 U.S. Highway 290 East, Ste. 200  
Austin, Texas 78723

VIA REGULAR MAIL

**RE: Docket No. 407-18-4395.F5; Geneane Merritt-Hughes v. Missouri City  
Police Department**

Dear Mr. Vickers:

Please find enclosed a Decision and Order in this case. Motions for rehearing may be filed with the State Office of Administrative Hearings in accordance with TEXAS GOV'T CODE § 2001.146.

Respectfully,

A handwritten signature in cursive script that reads "Whitney L. Stuebner".

Whitney L. Stuebner  
Administrative Law Judge

WS/mr

xc: Ashtyn Cain, Legal Assistant, TCOLE, 6330 U.S. Highway 290 East, Ste. 200, Austin, TX 78723 – VIA REGULAR MAIL  
Ramon G. Viada III, Viada & Strayer, 17 Swallow Tail Court, The Woodlands, TX 77381 – VIA REGULAR MAIL  
Ehimwenma Iyamu, City Attorney-Missouri City, 1552 Texas Parkway, Missouri City, TX 77489 – VIA REGULAR MAIL  
Trang Q. Tran, Attorney at Law, 2537 S. Gessner Road, Suite 104, Houston, TX 77063 – VIA REGULAR MAIL

2020 North Loop West, Suite 111, Houston, Texas 77018  
346-272-5343 (Main) 512-322-0474 (Fax)  
www.soah.state.tx.us

101/1701.454  
Occ. Code

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

SOAH DOCKET NO. 407-18-4395.F5

<p><b>GENEANE MERRITT-HUGHES,</b> Petitioner</p> <p>v.</p> <p><b>MISSOURI CITY POLICE DEPARTMENT,</b> Respondent</p>	<p>§</p> <p>§</p> <p>§</p> <p>§</p> <p>§</p> <p>§</p> <p>§</p>	<p><b>BEFORE THE STATE OFFICE</b></p> <p><b>OF</b></p> <p><b>ADMINISTRATIVE HEARINGS</b></p>
--	--	--

**DECISION AND ORDER**

Geneane Merritt-Hughes separated from employment as a peace officer with the Missouri City Police Department (the Department) on May 7, 2018. The Department filed an F-5 Report of Separation of Licensee (F-5 Report) with the Texas Commission on Law Enforcement (TCOLE), indicating that Ms. Merritt-Hughes was dishonorably discharged. Ms. Merritt-Hughes contests that designation, contending that it should be changed to reflect that she was honorably discharged. The Department failed to appear at the hearing. Accordingly, no evidence has been presented to justify the Department’s designation. Under the applicable law, therefore, the Administrative Law Judge (ALJ) finds that Ms. Merritt-Hughes’ F-5 Report should be changed to reflect that she was honorably discharged.

**I. JURISDICTION, NOTICE, AND PROCEDURAL HISTORY**

The hearing convened on March 25, 2019, before ALJ Whitney L. Stoebner at the State Office of Administrative Hearings (SOAH), 2020 North Loop (610) West, Suite 111, Houston, Texas. Ms. Merritt-Hughes was represented by attorney Trang Q. Tran. The Department did not appear.<sup>1</sup> The hearing concluded and the record closed that day. There are no

<sup>1</sup> On March 22, 2019, the parties filed an Advisory stating that the Department was not contesting this matter and further stating that Respondent would not appear at the hearing. The Advisory was signed by Mr. Tran and by the Department’s attorneys, Ramon G. Viada, III and Ehimwenma Iyamu.

101/1701454

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

contested issues of notice or jurisdiction in this case. Therefore, these matters are addressed in the findings of fact and conclusions of law without further discussion here.

## II. DISCUSSION

### A. Applicable Law

The head of a law enforcement agency is required to file an F-5 Report with TCOLE when a licensee ends employment. The F-5 Report must contain the circumstances under which the licensee separated from the agency and state whether the licensee was honorably discharged, generally discharged, or dishonorably discharged.<sup>2</sup> The terms “honorably discharged,” “generally discharged,” and “dishonorably discharged” are defined as follows:

- (1) “Honorably discharged” means a license holder who, while in good standing and not because of pending or final disciplinary actions or a documented performance problem, retired, resigned, or separated from employment with or died employed by a law enforcement agency.
- (2) “Generally discharged” means a license holder who:
  - (A) was terminated by, retired, or resigned from, or died while in the employ of 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, 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.
- (3) “Dishonorably discharged” means a license holder who:
  - (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

---

<sup>2</sup> Tex. Occ. Code § 1701.452.



101/1701454

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

SOAH DOCKET NO. 407-18-4395.F5

DECISION AND ORDER

PAGE 3

- (B) was terminated by a law enforcement agency or retired or resigned in lieu of termination by the agency for insubordination or untruthfulness.<sup>3</sup>

A licensee may contest the information contained in an F-5 Report by submitting a written petition for correction of the report to both TCOLE and the law enforcement agency. Upon receipt of the petition, TCOLE is required to refer the matter directly to SOAH for a contested case hearing under the Administrative Procedure Act.<sup>4</sup> At the hearing, the chief administrative officer of the law enforcement agency has the burden of proof, by a preponderance of the evidence, to show that the alleged misconduct occurred.<sup>5</sup> If the alleged misconduct is not supported by a preponderance of the evidence, the ALJ is required to order the F-5 Report to be changed.<sup>6</sup> Following the hearing, the ALJ issues a final order on the petition.<sup>7</sup>

#### **B. The F-5 Report**

Ms. Merritt-Hughes began employment with the Department on September 27, 2009, and separated from employment on May 7, 2018, under a “dishonorable discharge.”<sup>8</sup>

#### **C. Evidence and Analysis**

The Department did not appear at the hearing. The statute places the burden of proof on the Department. Further, the statute provides, “If the alleged misconduct is not supported by a preponderance of the evidence, the administrative law judge *shall* order the commission to

<sup>3</sup> Tex. Occ. Code § 1701.452(b).

<sup>4</sup> Tex. Occ. Code § 1701.4525(a) and (d).

<sup>5</sup> Tex. Occ. Code § 1701.4525(e); 37 Tex. Admin. Code § 217.8(d) and (e).

<sup>6</sup> Tex. Occ. Code § 1701.4525(e).

<sup>7</sup> Tex. Occ. Code § 1701.4525(e); 37 Tex. Admin. Code § 217.8(d).

<sup>8</sup> A copy of the F-5 Report was submitted by TCOLE as part of the administrative record, of which official notice has been taken. Additionally, the ALJ admitted the administrative record as TCOLE Ex. 1.

101/1701.454

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

change the report.”<sup>9</sup> Because no evidence has been presented regarding any alleged misconduct by Ms. Merritt-Hughes, the ALJ finds that the F-5 Report must be changed to reflect that Ms. Merritt-Hughes was honorably discharged. In support of this decision, the ALJ makes the following findings of fact and conclusions of law.

### III. FINDINGS OF FACT

1. Geneane Merritt-Hughes began employment with the Missouri City Police Department (the Department) on September 27, 2009, and separated from employment on May 7, 2018.
2. On May 12, 2018, the Department filed an F-5 Report of Separation of Licensee (F-5 Report) with the Texas Commission on Law Enforcement (TCOLE) indicating that Ms. Merritt-Hughes received a dishonorable discharge.
3. On June 7, 2018, Ms. Merritt-Hughes requested that the F-5 Report be changed.
4. On June 15, 2018, TCOLE staff issued a notice of hearing advising Ms. Merritt-Hughes and the Department that the matter would be the subject of a hearing before a State Office of Administrative Hearings (SOAH) Administrative Law Judge (ALJ).
5. The notice of hearing advised the parties of the legal authority and jurisdiction under which the hearing was to be held; a reference to the particular sections of the statutes and rules involved; and a short, plain statement of the factual matters asserted. It further advised the parties that the time and place of the hearing would be provided later by SOAH.
6. On January 17, 2019, ALJ Whitney L. Stuebner issued Order No. 5 in this case, advising Ms. Merritt-Hughes and the Department that the hearing would convene on March 25, 2019, at SOAH’s facilities in Houston, Texas. A copy of this order was faxed to the Department.
7. On March 22, 2019, the parties filed an Advisory in this matter stating that the Department was not contesting Ms. Merritt-Hughes’ petition and further advising that the Department would not appear at the March 25, 2019, hearing on the merits.
8. On March 25, 2019, ALJ Whitney L. Stuebner convened the hearing at SOAH’s facilities, 2020 North Loop (610) West, Suite 111, Houston, Texas.

<sup>9</sup> Tex. Occ. Code § 1701.4525(e); 37 Tex. Admin. Code § 217.8(d) and (e) (emphasis added).

101/1701454

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

Ms. Merritt-Hughes appeared and was represented by attorney Trang Q. Tran. Despite having received proper notice of the hearing, the Department did not appear. The hearing concluded and the record closed that day.

9. No evidence was offered to show any misconduct by Ms. Merritt-Hughes related to her separation of employment from the Department.

#### IV. CONCLUSIONS OF LAW

1. TCOLE has jurisdiction over this matter. Tex. Occ. Code ch. 1701.
2. SOAH has jurisdiction over all matters relating to the hearing in this matter, including the authority to issue a final order. Tex. Gov't Code ch. 2003; Tex. Occ. Code ch. 1701.
3. Proper and timely notice of the hearing was provided. Tex. Gov't Code ch. 2001.
4. A person subject to an F-5 Report may contest information contained in it by submitting a petition for correction of the F-5 Report to the law enforcement agency and TCOLE. Tex. Occ. Code § 1701.4525(a).
5. Upon receipt of a petition, TCOLE is required to refer the matter to SOAH for a hearing. Tex. Occ. Code § 1701.4525; 37 Tex. Admin. Code § 217.8(c).
6. The chief administrative officer of the law enforcement agency has the burden of proof by a preponderance of the evidence to show that the alleged misconduct occurred. Tex. Occ. Code § 1701.4525(e); 37 Tex. Admin. Code § 217.8(d).
7. Following the hearing, the ALJ issues a final order. 37 Tex. Admin. Code § 217.8(d).
8. The Department has not met its burden of proof to establish by a preponderance of the evidence that Ms. Merritt-Hughes engaged in any misconduct.
9. The preponderance of the evidence does not prove Ms. Merritt-Hughes' separation was a general or a dishonorable discharge under Texas Occupations Code § 1701.452(b).
10. Ms. Merritt-Hughes' F-5 Report should be changed to reflect an honorable discharge.

101/1701454

CONFIDENTIAL  
Pursuant to Tex. Occ.  
Code § 1701.454

SOAH DOCKET NO. 407-18-4395.F5

DECISION AND ORDER

PAGE 6

**ORDER**

The F-5 Report of Separation of Licensee submitted to TCOLE by the Missouri City Police Department for Geneane Merritt-Hughes shall be changed to reflect that she was "Honorably Discharged."

**SIGNED March 27, 2019.**



WHITNEY L. STOEBNER  
ADMINISTRATIVE LAW JUDGE  
STATE OFFICE OF ADMINISTRATIVE HEARINGS



## MCPD STATUS CHANGE FORM

Employee's Name <b>Genean Merrit</b>	Employee No. <b>790</b>	Date <b>2-15-2016</b>
---	----------------------------	--------------------------

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			

OS/1

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 Harris  
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>
---	---------------------------	-------------------------

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**

- |  |  |   |
|--|--|---|
| <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"/> Intermediate TCO Certificate          | <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"/> Advanced TCO Certificate              | <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"/> Master TCO Certificate                | <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 | \$45 <input type="checkbox"/> \$90 <input type="checkbox"/> |

**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. Bertram  
Department Head's Printed Name

Michael A. Bertram  
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>
---	-----------------------------	--------------------------

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> |

COPY

- SHIFT CHANGE:** From Shift **DAY** To Shift **EVENING**
- ASSIGNMENT:** Current **POLICE CAPTAIN** New **POLICE LIEUTENANT** **CID** **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. BEREIN  
Supervisor's Printed Name

Michael A. B...  
Supervisor's Signature

JOEL F. FITZGERALD SR  
Department Head's Printed Name

J. A...  
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

	Effective Date
<input type="checkbox"/> Bilingual Pay ( <i>Spanish only</i> ) <input type="checkbox"/> Add <input type="checkbox"/> Subtract    \$30	
<input checked="" type="checkbox"/> Intermediate Peace Officer <input checked="" type="checkbox"/> Add <input type="checkbox"/> Subtract    \$30	5/02
<input checked="" type="checkbox"/> Advanced Peace Officer <input checked="" type="checkbox"/> Add <input type="checkbox"/> Subtract    \$30	5/02
<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    \$	

<input type="checkbox"/> <b>SHIFT CHANGE:</b>	From Shift	To Shift
<input type="checkbox"/> <b>ASSIGNMENT:</b>	Current	New
<input type="checkbox"/> <b>PROMOTION:</b>	Current	New
	Salary: \$	New Salary: \$
<input type="checkbox"/> <b>DEMOTION:</b>	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

## MCPD 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		

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 Harris  
Supervisor's Printed Name

Lance Bethell  
Department Head's Printed Name

  
Supervisor's Signature

  
Department Head's Signature



**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 <b>PID</b>	2. Last Name <b>MERRITT-HUGHES</b>	3. First name <b>GENEANE</b>	4. M. I. <b>R</b>	5. Suffix (Jr., etc.)
6. Social Security # ***-**-**** New Applicants Only	6. Driver's License Number <b>130</b>	8. Date of Birth <b>10/2</b>	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	12. Semester College Hours (Submit F-7 form)	13. Home Phone Number <b>117/1175</b>	
14. Home Mailing Address		15. City	16. State	17. ZIP Code <b>117/1175</b>

**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 <b>9/27/2009</b>	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. <b>201217</b>	24. Appointing Agency <b>MISSOURI CITY POLICE DEPT.</b>	25. Phone Number <b>(281) 403-8701</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. 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)

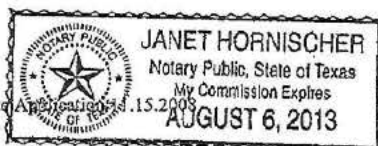
*[Signature]*  
Signature of Chief Administrator or Designee

Sworn to and subscribed before me, this the 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.

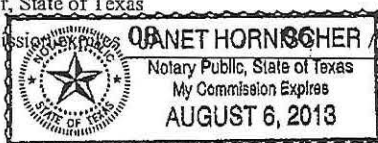
Signature of Applicant or License Holder

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 2013



Janet Hornischer

Printed Name of Notary

Signature of Notary



Timothy A. Braaten  
Executive Director  
9/28/2009

## TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION

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>

101/1701.306



**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>7117/1175</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(es)

- 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] 8/24/09  
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:  8/21/09  
Date

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.





APPLICANT

APPLICANT NAME (LAST, FIRST, MIDDLE) (PRINT) SEX (M/F) RACE (PRINT) HAIR (PRINT) EYES (PRINT)

HUGHES GENEVE

*[Handwritten signature]*

11/7/1975

HUGHES, GENEVE M.

TX227011Y  
LAW ENF STAND  
AUSTIN, TX

DATE OF BIRTH DOB

102

321-73

U.S.

SEX	RACE	HT	WT	HAIR	EYES
F	B	5'7"	170	BRN	BRN

STATE OF BIRTH POB

LEAVE BLANK

Submitting Agency ORI

POLICE APPLICANT

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

9/27/09

**Law Enforcement Agency Audit Checklist**

All Licenses - Peace Officer, Jailer, Telecommunicator

Employee Name: <u>Geneane Merritt-Hughes</u>		PID Number: <u>1P1D</u>
<input type="checkbox"/> <b>Appointed to agency prior to 4.15.1996.</b> Prior to this date TCOLE kept all required documentation for appointment on file in Austin; current firearms qualification is the only document required for individuals hired prior to that date.		
New License §217.1	180 Days or Less Break in Service §217.7	More Than 180 Day Break in Service §217.7
<input checked="" type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input checked="" type="checkbox"/> L-2 (drug screen/ medical exam) (telecommunicators drug screen only) <input checked="" type="checkbox"/> L-3 (psych exam) <input checked="" type="checkbox"/> CCH (TCIC-NCIC) <input checked="" type="checkbox"/> DPS/FBI Fingerprint Return** <input checked="" type="checkbox"/> Proof of Citizenship (Effective 3.01.03) <input checked="" type="checkbox"/> Proof of Education - HS Diploma (accredited) or GED <input checked="" type="checkbox"/> Military Discharge (if applicable) <input checked="" type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.01.12) <input checked="" type="checkbox"/> Certified Copy of Court Disposition *** <input checked="" type="checkbox"/> Proof of firearms qualification within 12 months <u>prior to</u> appointment for out of state or federal officers 217.7 appointed after 6.01.04. Does NOT apply to 1 <sup>st</sup> appointment of BPOC graduates. --- AND --- Current record of firearms qualification (once every calendar year) <u>for peace officers only.</u>	<input type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.1.12) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Firearms qualification within 12- months <u>prior to</u> appointment 217.7 (Effective 6.1.04) --- AND --- <input type="checkbox"/> Current record of firearms qualification once every calendar year (PEACE OFFICERS ONLY)	<input type="checkbox"/> L-1 / L1-T (sign & notarize your copy) <input type="checkbox"/> L-2 (drug screen ) <input type="checkbox"/> L-3 (psych exam) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> DPS/FBI Fingerprint Return** <input type="checkbox"/> Background Investigation / Personal History Statement (Effective 1.01.12) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Proof of firearms qualification within 12 months <u>prior to</u> appointment for all peace officers appointed AFTER 6.01.04 217.7 --- AND --- Current record of firearms qualification (once every calendar year) <u>for peace officers only.</u>

All documentation must be in place prior to submitting the L1 appointment form. Failure to complete and document the pre-licensing requirements above is a violation of state law and may result in penalties ranging from fines (up to \$1,000 per day, per incident) to criminal charges (State Jail felony for appointment of a person with a criminal record). Texas Occupations Code 1701.507 and 1701.553.

\*\*The use of AFIS or Live Scan machines at agencies for applicant fingerprint returns is prohibited. Fingerprints must be processed using the FAST electronic fingerprint service or a 10-print card must be mailed to DPS. To set up a FAST account, please contact DPS at 512-424-2365, choose option 6.

\*\*\*For all charges class B and above or class C involving family violence or official duties.

**IMPORTANT: REQUIRED DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY-ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES AND OTHER CONFIDENTIAL MATERIAL.**

# Personnel Entry Update

Employee # 10032 Start Date: 09-27-09

Name: Last Merritt First GENEANE Middle RENEE

DOB: 102 Race: B Sex: F Height: 5'7"

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

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

Home Address: \_\_\_\_\_ Apt: 7/117/1175

City: L

Telephone Number: \_\_\_\_\_ Pager: 117/1175

Cell Number: \_\_\_\_\_ Social Security #: 117/1175/147

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: 1

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

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

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

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

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

Comments: \_\_\_\_\_

\_\_\_\_\_

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

215-475-0969  
0569

### Personal & Immediate Family Information

Applicant Last Name: Hughes F/Name: GENEANE M/Name: Renée  
Alias(Maiden, Adopted etc) Merrett

7/11/75

E-Mail \_\_\_\_\_ Other Contact # 137  
Age 35 DOB \_\_\_\_\_ SS# 1117/1175/147  
DL# \_\_\_\_\_ State \_\_\_\_\_ Race B Sex F  
Height 5'7" Weight 170 lbs Hair Brown Eyes Brown  
Place of Birth Philadelphia, Pennsylvania U.S. Citizen:  Yes / No  
Scars \_\_\_\_\_  
Tattoos 101/CLP  
Name By Which You Prefer To Be Addressed GENEANE  
Day Time Phone # 7/1175

.....  
Spouse L/Name \_\_\_\_\_ F/Name \_\_\_\_\_ M/Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
H/Phone \_\_\_\_\_ B/Phone \_\_\_\_\_  
DOB \_\_\_\_\_ SS# \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
.....

**Reserved For Expansion**

[Release]

RS 552.17

Personal History Statement  
POLICE OFFICER/CADET

11/7/1175  
11/7/1175

Marital History

Current Marital Status:

How many times: Married 1 Separated 1 Divorced 1

**IF ENGAGED:**

Name of fiancée \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home# \_\_\_\_\_ Work# \_\_\_\_\_ Other# \_\_\_\_\_

**IF MARRIED:**

Spouse's maiden name (if applicable) \_\_\_\_\_

Date of marriage \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**IF YOU ARE SEPARATED:**

Spouse's current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Residence phone # \_\_\_\_\_ Work# \_\_\_\_\_ Other# \_\_\_\_\_

Date of separation \_\_\_\_\_ Filed for divorce \_\_\_\_\_ If yes, date file \_\_\_\_\_

County of divorce filing \_\_\_\_\_ Cause # \_\_\_\_\_

**IF YOU ARE DIVORCED:**

Former spouse's current name Alonzo Hughes Jr. Date of birth 10/1/47

Address 1017 Rosalie St BRACKLEMAN

City Philadelphia State PA Zip 19149

Residence phone # 215-485-2678 Work# unk Other# \_\_\_\_\_

Date divorce decree issued April 11, 2007 Cause# 3301 (d)

Court of jurisdiction common pleas of Potter County PA

City Philadelphia County Philadelphia State PA

If you have more than one divorce, list pertinent information on separate sheet(s) and attach

*Husband. Cheated  
had another child  
while married to  
her.*

*Separated  
about 5 yrs  
before divorce  
decree issued*

RS -552.17-entire page



**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	2. Last Name <b>MERRITT-HUGHES</b>	3. First name <b>GENEANE</b>	4. M. I. <b>R</b>	5. Suffix (Jr., etc.)
6. Social Security # ***-**-****	7. Driver's License Number <b>130</b>	8. Date of Birth <b>102</b>	9. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural	
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)		10. Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
14. Home Mailing Address		15. City	16. State	17. ZIP Code <b>117/117</b>

**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 <b>9/27/2009</b>	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		
<b>\$100 fee required</b> <input type="checkbox"/> Contract Jailer (5120) <input type="checkbox"/> Medical Facility Officer (5125)		
23. TCLEOSE Agency No. <b>201217</b>	24. Appointing Agency <b>MISSOURI CITY POLICE DEPT.</b>	25. Phone Number <b>(281) 403-8701</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. 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)

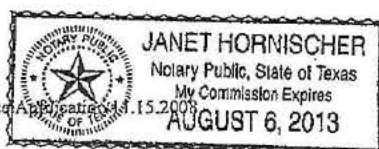
*[Signature]*  
Signature of Chief Administrator or Designee

Sworn to and subscribed before me, this the **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.

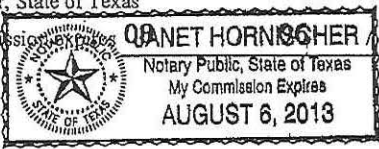
Signature of Applicant or License Holder

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 JANET HORNISCHER 2013



Janet Hornischer Printed Name of Notary

Signature of Notary

101/1701.306



**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>



**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>7107/1175</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

0/21/09 [Signature] 0/26/09  
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>

106/1706.306



**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] 8/21/09  
Signature Date

**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.**

9 pages: Duplicates  
see original for markings

OF  
GREGORY RIEDE, Ph.D.  
Police Psychologist

August 21, 2009

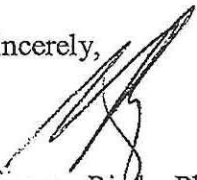
.101/CLP  
(medical)

Captain John Bailey  
City of Missouri City Police Department  
1522 Texas Parkway  
Missouri City, Texas 77489

Dear Capt. Bailey:

A psychological evaluation was performed on Geneane Hughes on August 21, 2009. At the time of the evaluation, there were no significant indications that Ms. Hughes could not perform the duties of peace officer.

Sincerely,



Gregory Riede, Ph. D.  
Police Psychologist

Tx 079970

101/411-083

# TEXAS DEPARTMENT OF PUBLIC SAFETY

## CRIMINAL HISTORY



The information contained in this record reflects only information contained in the Computerized Criminal History database maintained by the Texas Department of Public Safety. Contact the contributing agency for specific or additional information regarding charges or dispositions. The contents of this record are confidential and intended for dissemination only to criminal agencies or other individuals or agencies authorized by law to receive criminal history record information. UNAUTHORIZED USE OR DISCLOSURE OF THE INFORMATION CONTAINED IN THIS RECORD MAY RESULT IN SEVERE CRIMINAL PENALTIES. SEE SECTION 411.085 OF THE TEXAS GOVERNMENT CODE.

CRIME RECORDS SERVICE  
P.O. BOX 4143  
AUSTIN, TEXAS 78765-4143  
PHONE 512-424-2079

THE FOLLOWING PERSON HAS NO CRIMINAL HISTORY RECORD AT THE TEXAS DPS AS OF 08-20-2009

NAME (S)  
HUGHES, GENEAVE

FBI NUMBER

DPS NUMBER

SOCIAL SECURITY

*117/1175/197*

DRIVERS LICENSE

ID NUMBER

MISCELLANEOUS NUMBERS

TEXAS LAW ENFORCEMENT OFFICERS LE-1185

SEX  
F

RACE  
B

SKIN TONE  
XXX

HEIGHT  
507

WEIGHT  
170

DATE OF BIRTH  
*02*

HAIR COLOR  
BRO

EYE COLOR  
BRO

FINGERPRINT PATTERN

AFIS FINGERPRINTS

*101/566.003*

RIDGE COUNT

PRIMARY CLASS

PLACE OF BIRTH  
PA

CITIZEN  
US

III CODE

SCARS, MARKS AND TATTOOS

ALIAS DOB

DNA

DATE OF REPORT  
08-20-2009

ORIGINATION DATE  
08-17-2009

DATE OF LAST UPDATE  
08-17-2009

END OF REPORT

UNAUTHORIZED USE OR DISCLOSURE OF THE INFORMATION CONTAINED IN THIS RECORD MAY RESULT IN SEVERE CRIMINAL PENALTIES. SEE TEXAS GOVERNMENT CODE SECTION 411.085.

43046977576..2.txt

ELECTRONIC RAP SHEET  
FBI TCN = E200923000000007534  
TOT = SRE  
NAME = HUGHES, GENEAVE  
FBI =  
TRN = X301481389  
TCN = 43046977576  
SID =  
ORI = WVIAFIS0Z  
CRI = TX227011Y  
DAT = 20090818  
Search Result Findings = N  
MSG =

*101/411.083*

CIVIL APPLICANT RESPONSE  
ICN E200923000000007534 CIDN OCA X301481389  
HUGHES, GENEAVE B 507 SEX F -102  
MNU SOC  
FPC  
HENRY CLASS API  
TX227011Y LAW ENF STAND-ED DATE FP  
AUSTIN TX 2009/08/17

A SEARCH OF THE FINGERPRINTS ON THE ABOVE  
INDIVIDUAL HAS REVEALED NO PRIOR ARREST  
DATA. CJIS DIVISION  
2009/08/18 FEDERAL BUREAU OF INVESTIGATION  
TX227011Y  
DIRECTOR  
LAW ENF STRDRS AND ED  
6330 US 290 EAST 200  
AUSTIN, TX 78723

Fields from Database:  
NAME = HUGHES, GENEAVE  
SOC = *7/12/75/147*  
SID = 00000000  
TCN = 43046977576

DATE: 07-10-2009 01:06:29 PM Type: Recv

SUBJECT: AM FROM USER - RSDW: HUGHES, GENEANE R  
Message:  
Reference: 020M000003  
Msg ID : 020M000003  
Msg Key : AM  
Date/Time: 20090710130458  
Ent Agcy :  
Requester:  
User :  
ORI : TX1010000  
Source : USER  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

101/411-083

TXT: 1N01MQCE 6784

TX07901E0  
SETCIC RESPONSE ON NAM/HUGHES, GENEANE R RAC/B SEX/F DOB/  
\*\* NO HITS \*\*

102

0  
MRI: 91896826 IN: SET 2999 AT 10JUL2009 13:04:55  
OUT: MQCE 4 AT 10JUL2009 13:04:58

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

=====

DATE: 07-10-2009 01:06:28 PM Type: Recv

SUBJECT: RSDW FROM NCIC - RSDW: HUGHES, GENEANE R  
Message:  
Reference: 020M000003  
Msg ID : 020M000003  
Msg Key : RSDW  
Date/Time: 20090710130457  
Ent Agcy :  
Requester:  
User :  
ORI : TXNCIC000  
Source : NCIC  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

TXT: 1L01MQCE

TX07901E0  
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.

102

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: 020M000003  
Msg ID : 020M000003  
Msg Key : RSDW  
Date/Time: 20090710130455  
Ent Agcy :  
Requester:  
User :  
ORI : TX07901E0  
Source : TCIC  
Dest : MQCE  
Control :

101/411 083

Summary : RSDW: HUGHES, GENEANE R

TX: NNQ1MQCE  
TX07901EO

102 -

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.

DATE: 07-10-2009 01:06:26 PM Type: Recv

SUBJECT: KR FROM NDLS - RSDW: HUGHES, GENEANE R

Message:  
Reference: 02OM000003  
Msg ID : 02OM000003  
Msg Key : KR  
Date/Time: 20090710130454  
Ent Agy :  
Requester:  
User :  
ORI : TXOLN0000  
Source : NDLS  
Dest : MQCE  
Control :  
Summary : RSDW: HUGHES, GENEANE R

102

TX: SEARCH ON HUGHES, GENEANE R,

NAM/HUGHES, GENEANE DOB/ NO RECORDS FOUND  
MRI: 91896792 IN: NDLS 54542 AT 10JUL2009 13:04:54  
OUT: MQCE 1 AT 10JUL2009 13:04:54

102

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.



101/41103

DATE: 07-10-2009 01:10:06 PM Type: Recv

SUBJECT: QH FROM NCIC - QH: HUGHES, GENEANE R,  
Message:  
Reference: 02OM000009  
Msg ID : 02OM000009  
Msg Key : QH  
Date/Time: 20090710130835  
Ent Agy :  
Requester:  
User :  
ORI : TXNCIC000  
Source : NCIC  
Dest : MQCE  
Control :  
Summary : QH: HUGHES, GENEANE R,

102

102

TXT: NL01MQCE  
TX0790100  
NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX  
(III) FOR NAM/HUGHES, GENEANE R. SEX/F. RAC/B. DOB, PUR/J.  
END

MRI: 91902073 IN: NCIC 154341 AT 10JUL2009 13:08:34  
OUT: MQCE 6 AT 10JUL2009 13:08:35

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

DATE: 07-10-2009 01:10:05 PM Type: Recv

SUBJECT: QH FROM CCH - QH: HUGHES, GENEANE R,  
Message:  
Reference: 02OM000009  
Msg ID : 02OM000009  
Msg Key : QH  
Date/Time: 20090710130834  
Ent Agy :  
Requester:  
User :  
ORI : TX0790100  
Source : CCH  
Dest : MQCE  
Control :  
Summary : QH: HUGHES, GENEANE R,

102

102

TXT: NL01MQCE, QH, TX0790100  
NAM/HUGHES, GENEANE R. SEX/F. RAC/B. DOB/  
WILLIAMS. OPR/RECORDS JANICE POPPENHUSEN PUR/J. REQ/DETECTIVE CRAIG  
NO RECORD ON FILE

CRIME RECORDS SERVICE DPS AUSTIN TX 07/10/2009  
MRI: 91902064 IN: CCH 21162 AT 10JUL2009 13:08:34  
OUT: MQCE 5 AT 10JUL2009 13:08:34

DISSEMINATED ON TLETS FOR CRIMINAL JUSTICE PURPOSES ONLY.

DATE: 07-10-2009 01:11:24 PM Type: Recv

SUBJECT: DR FROM NLET - DQ: HUGHES, GENEANE R

Message:

Reference: 020M00000D

Msg ID : 020M00000D

Msg Key : DR

Date/Time: 20090710130953

Ent Agy :

Requester:

User :

ORI : PA0223000

Source : NLET

Dest : TX07901E0

Dest : MQCE

Control :

Summary : DQ: HUGHES, GENEANE R

101/411.083

TXT: DR.PA0223000

11:09 07/10/2009 68576

11:09 07/10/2009 80930 TX07901E0

TXT

130 RESPONSE FROM PENNSYLVANIA BUREAU OF MOTOR VEHICLES

OLN: VALIDATED: 2007-02-20. EXPIRES: 2011-01-15.

NAM: HUGHES, GENEANE RENE

101

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

RESTRICTIONS: NONE

SUSPENSION: NO

OPERATOR CLASS: C = 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.

=====

115

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH  
VITAL RECORDS

# Certification of Birth

DATE OF BIRTH

12

FILE NO.

0099310-1974

DATE FILED

02-25-1974

COUNTY OF BIRTH

PHILADELPHIA

DATE ISSUED

06-14-2005

NAME

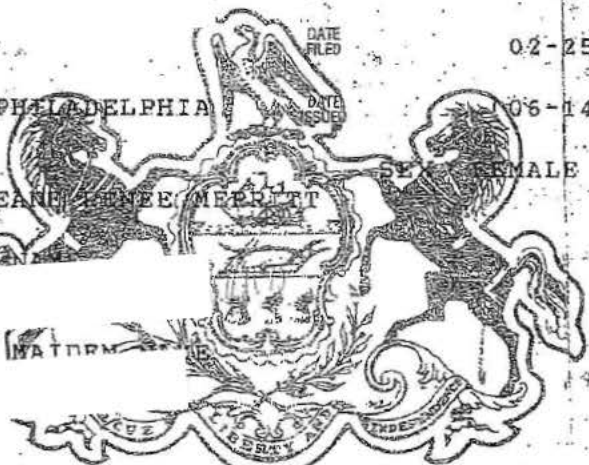
SEX FEMALE

GENEANE LYNNE MERRITT

FATHER'S NAME

MOTHER'S MATRNM

117  
1195



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 66, P.L. 304, approved by the General Assembly, June 29, 1933.

*Calvin E. Johnson*

Calvin E. Johnson, M.D., M.P.H.  
Secretary of Health

*Charles Hardestar*

Charles Hardestar  
State Registrar

H195.105 Rev. 02/04



WARNING: IT IS ILLEGAL TO DUPLICATE THIS COPY BY PHOTOSTAT OR PHOTOGRAPH.

DSE

12825853

# SCHOOL DISTRICT OF PHILADELPHIA

10/1/EEPA

**Academic Record of:**

GENEANE MERRITT  
2043 S REEFIELD ST  
PHILADELPHIA PA 19143

#10 file

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

11/7/11/11  
141

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 130.0 Absent 48.0 Late 36						SCHOOL: JOHN BARTRAM HIGH SCHOOL		
Subject	Mark	Credit*	Subject	Mark	Credit	Subject	Mark	Cr
ENGLISH 4	C	1.00	MOD HIST	C	1.00	CL PRAC 1	B	1.
TYPING 1	C	1.00	EMP PRIN	A	1.00	CHOIR	F	0.
PHYS ED G	B	0.50	HEALTH 2	A	0.50	SOC SCI A	C	0.
SOC SCI B	B	0.50n						
Year Ending June 1990			Total Credits Earned 5.50			Grade 10		
1989-1990 Attendance: Present 116.0 Absent 68.0 Late 15						SCHOOL: JOHN BARTRAM HIGH SCHOOL		
Subject	Mark	Credit*	Subject	Mark	Credit	Subject	Mark	Cr
ENG 3	B	1.00s	CHEM	C	1.00s	ENGLISH 3	F	0.
AMER HIST	C	1.00	ALGEBRA 2	C	1.00	CHEMISTRY	F	0.
SPANISH 2	C	1.00	PHYS ED G	F	0.00	HEALTH 1	C	0.
Year Ending June 1989			Total Credits Earned 5.00			Grade 10		
1988-1989 Attendance: Present 96.0 Absent 86.0 Late 14						SCHOOL: JOHN BARTRAM HIGH SCHOOL		
Subject	Mark	Credit*	Subject	Mark	Credit	Subject	Mark	Cr
ENGLISH 2	B	1.00s	GEOMETRY	B	1.00s	ENGLISH 2R	F	0.
WORLD HIS	C	1.00	GEOMETRY	F	0.00	BIOLOGY	C	1.
SPANISH 1	C	1.00	PHYS ED	F	0.00	HEALTH 1	F	0.
Year Ending June 1988			Total Credits Earned 4.00			Grade 09		
1987-1988 Attendance: Present 0.0 Absent 0.0 Late 0						SCHOOL: JOHN BARTRAM HIGH SCHOOL		
Subject	Mark	Credit*	Subject	Mark	Credit	Subject	Mark	Cr
ENGLISH 1	B	1.00s	P SCI	C	1.00s	ENGLISH 1R	F	0.
WORLD HISR	D	0.00	ALGEBRA 1	C	1.00	PHYS SCI	F	0.
SPANISH 1	F	0.00	GEOGRAPHY	C	0.50	PHYS ED	C	0.

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. SECURE IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

# CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

140

1. NAME (Last, First, Middle) MURPHY, GENRANE		2. DEPARTMENT, COMPONENT AND BRANCH ARMY / RA		3. SOCIAL SEC. YAN	
4. GRADE, RATE OR RANK E2		4. PAY GRADE E2		5. DATE OF BIRTH (YYYYMMDD) 10/2	
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 IC		7.b HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 117/1175			
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	1995	03	10
		b. Separation Date This Period	1995	07	14
		c. Net Active Service This Period	0000	04	05
		d. Total Prior Active Service	0000	00	00
		e. Total Prior Inactive Service	0000	00	00
		f. Foreign Service	0000	00	00
		g. Sea Service	0000	00	00
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) NONE//NOTHING FOLLOWS		h. Effective Date of Pay Grade 1995 05 10			
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	
			X	Yes	No
				X	
16. DAYS ACCRUED LEAVE PAID 11				17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION	
				Yes	X 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//SICK 6. PERIOD OF DELAYED ENTRY PROGRAM. 19950209-19950309//MEMBER HAS NOT COMPLETED FIRST FULL TERM OF SERVICE//NOTHING FOLLOWS					
19. MAILING ADDRESS AFTER SEPARATION (Include Zip Code)			19.b NEAREST RELATIVE (Name and address - include Zip Code)		
20. MEMBER REQUESTS COPY BE SENT TO: EA <input type="checkbox"/> DA <input type="checkbox"/> DIB <input type="checkbox"/> VET AFFAIRS <input checked="" type="checkbox"/> <input type="checkbox"/>		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) JUDY A. GEORGE, CHIEF, TRANSITION CENTER			
21. SIGNATURE OF MEMBER BEING SEPARATED Doranne R. Murphy					
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 5-1B(1)		26. SEPARATION CODE KEG		27. HEENTRY CODE 2	
28. NARRATIVE REASON FOR SEPARATION PARENTHOOD					
29. DATES OF TIME LOST DURING THIS PERIOD NONE				30. MEMBER REQUESTS COPY 4 Initials	

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 Larry Zuehl

Signature of Rangemaster 

## Missouri City Police Department

2008-  
2009

I.D.	Title	Name	Firearms Scores	Quals	Night time Quals	Average
125	Assistant Chief	Pat Worroll	238		205	222
117	Captain	Larry Capps	227		214	221
127	Captain	John Bailey	meets 200		209	205
121	Captain	Sal Salinas	209		206	208
261	Captain	Lance Bothell	239		236	238
157	Lieutenant	Mike Berezin	233			
275	Lieutenant	Paul Poulton	238		245	242
333	Lieutenant	Kevin Burlson	228		242	235
116	Sgt/Training Officer	Gerald Broussard	234		217	226
129	Com Rel Officer	Dan Flagg	217		216	217
342	Sergeant	Brandon Harris	238		235	237
266	Sergeant	Daryl Smith	200		meets 200	200
336	Sergeant	Phillip Englishbee	225		214	220
487	Sergeant	Saul Luera	211		236	224
530	Sergeant	Kurt Maxheimer	249		250	250
481	Sergeant	Russell D'Oench	230		232	231
338	Sgt/CID	Pete Paske	239		247	243
404	Sgt/CID	Dwayne Williams	201		meets 200	201
310	Detective	James Joseph	226		218	222
291	Detective	Greg Nelson	228		201	215
295	Detective	David Avera	248		249	249
480	Detective	Sonny McClamrock	232		245	239
330	Detective	Marcus Montemayor	232		231	232
500	Detective	Russell Terry	204		214	209
551	Detective	Steven Glavé	225		230	228
320	Detective	Lisa Yates	214		221	218
148	Detective	Craig Weathers	meets 200		219	210
321	Detective	Brad Tippit	221		232	227
539	Criminalist	Manuel Trevino, Jr	211		207	209
710	Criminalist	Steven Baldwin	233		222	228
159	Officer	Brenda Tippit	221		203	212
325	Officer	Keith Boyett	221		233	227
236	Officer/Special Crime	Alex Salazar	239		247	243
415	Officer	Osbaldo(Jr.)Flores	224		230	227
424	Officer	Michael Medina	238		235	237
425	Officer	Derrick Spencer	231		233	232
482	Officer	Michael Zimmer	230		242	236
496	Officer	Roger (Gene)Beeler	246		243	245
511	Officer	Brian "Keith" Griffith	213		200	207
919	Officer	Michael Hebert	232		218	225
531	Officer	Evet Johnson	220		203	212
533	Officer/Bailiff	Adam Santos, Jr	222		216	219
534	Officer	Ben Lampe	234		241	238
548	Officer	Michael Pait	242		237	240
564	Officer	Kevin Tullis	230		232	231
566	Officer	Larry Brown	228		221	225
572	Officer	William Vogt	206		228	217
592	Officer	Donna Quackenbush	205		210	208
594	Officer	Caleb Rule	209		217	213
598	Officer	Marquita Horn	meets 200		203	202
605	Officer	Ellis Williams, III	219		208	214
610	Officer	Matthew Yount	235		235	235
614	Officer	Paul Mendoza	218		211	215
619	Officer	K "Gus" Limbousis	218		meets 200	209
627	Officer	Jeffrey York	249		250	250
634	Officer	Amber Nelson	meets 200		211	206
644	Officer	Frank Hernandez	215		meets 200	208
651	Officer	Hugo Diaz	222		208	215
632	Officer	Benjamin Pahl	244		237	241
659	Officer	Daniel Dewey	240		meets 200	220
595	Officer	Melissa Hill	230		228	229
667	Officer	Christopher Vargas	215		227	221

## Missouri City Police Department

I. D.	Title	Name	Firearms Scores		
683	Officer	Christopher Hanks	217	234	226
697	Officer	Jay McClellan	235	214	226
687	Officer	Eric Stahl	244	205	225
707	Officer	Terry Patrick	224	230	227
714	Officer	Tracy Cox	234	223	229
715	Officer	Malcolm Wiley	meets 200	227	214
728	Officer	Pete Alvarado	209	206	208
410	Officer	Andrew Robb	208	218	213
618	Officer	Woody Reed	236	223	230
736	Officer	Matthew Schlosser	220	219	220
737	Officer	Timothy Thompson	meets 200	meets 200	200
754	Officer	Robert Canales	meets 200	223	212
767	Officer	Paula Parker	meets 200	206	203
186	RSM	Robert Girndt	221	228	225



## Missouri City Police Department

2009-  
2010

I.D.	Title	Name	Firearms Scores	Quals	Night time Quals	Average
10003	Chief	Joel Fitzgerald Sr	221		meets 200	211
125	Assistant Chief	Pat Worrell	213		meets 200	207
117	Assistant Chief	Larry Capps	235			224
127	Captain	John Bailey	meets 200		201	201
261	Captain	Lance Bothell	244		242	243
157	Captain	Mike Berezin	237		227	232
10032	Captain	Gencane Merritt	211		meets 200	206
275	Lieutenant	Paul Poulton	247		247	247
333	Lieutenant	Kevin Burleson	244		237	241
404	Lieutenant	Dwayne Williams	221		224	223
116	Sgt/Training Officer	Gerald Broussard	208		211	210
129	Com Rel Officer	Dan Flagg	215		meets 200	208
342	Sgt/CID	Brandon Harris	200		meets 200	200
266	Sergeant	Daryl Smith	223		meets 200	212
336	Sergeant	Phillip Englishbee	229		203	216
487	Sergeant	Saul Luera	229		meets 200	215
530	Sergeant	Kurt Maxheimer	248		250	249
481	Sergeant	Russell D'Oench	230		241	236
338	Sgt/CID	Pete Paske	239		233	236
627	Sergeant	Jeffrey York	250		250	250
310	Detective	James Joseph	200		225	213
291	Detective	Greg Nelson	219		234	227
295	Detective	David Avera	249		250	250
480	Detective	Sonny McClamrock	229			229
330	Detective	Marcus Montemayor	225		207	216
500	Detective	Russell Terry	205		meets 200	203
551	Detective	Steven Glavé	218		223	221
320	Detective	Lisa Yates	meets 200		217	209
148	Detective	Craig Weathers	meets 200		221	211
321	Detective	Brad Tippit	221		227	224
539	Criminalist	Manuel Trevino, Jr	217		meets 200	209
710	Criminalist	Steven Baldwin	222		218	220
325	Officer	Keith Boyett	212		224	218
236	Officer/Special Crime	Alex Salazar	242		234	238
415	Officer	Osbaldo(Jr.)Flores	233		229	231
424	Officer	Michael Medina	221		203	212
425	Officer	Derrick Spencer	221		215	212
482	Officer	Michael Zimmer	233		231	232
496	Officer	Roger (Gene)Beeler	248		241	245
511	Officer	Brian "Keith" Griffith	meets 200		200	200
919	Officer	Michael Hebert	241		228	235
531	Officer	Evelt Johnson	meets 200			200
533	Officer/Bailiff	Adam Santos, Jr	218		225	222
534	Officer	Ben Lampe	223		246	235
548	Officer	Michael Pait	241		244	243
564	Officer	Kevin Tullis	221		210	216
566	Officer	Larry Brown	217		meets 200	209
572	Officer	William Vogt	223		219	221
592	Officer	Donna Quackenbush	215		214	215
594	Officer	Caleb Rule	meets 200		222	211
598	Officer	Marquita Horn	meets 200		meets 200	200
605	Officer	Ellis Williams, III	234		216	225
610	Officer	Matthew Yount	239		242	241
614	Officer	Paul Mendoza	222		meets 200	211
619	Officer	K "Gus" Limbousis	meets 200		meets 200	200
634	Officer	Amber Nelson	210		210	210
644	Officer	Frank Hernandez	245		203	224
651	Officer	Hugo Diaz	204		225	215
632	Officer	Benjamin Pahl	222		214	218
595	Officer	Melissa Hill	218		232	225
667	Officer	Christopher Vargas	221		227	224

2010-2011

<u>Name</u>	<u>ID #</u>	<u>Daytime Score</u>	<u>Night time score</u>	<u>Average</u>
J Fitzgerald	10003	200	208	204
M. Berezin	157	237	233	235
J Bailey	127	215	212	214
L. Bothell	261	241	243	242
G. Merritt	10032	meets 200	meets 200	200
D. Williams	404	210	200	205
P. Poulton	275	250	249	250
K. Burleson	333	238	250	244
B. Harris	342	241	220	231
G. Broussard	116	meets 200	209	205
D. Flagg	129	228	235	232
D. Smith	266	219	231	225
P. Paske	338	240	247	244
P. Englishbee	336	222	216	219
S. Luera	487	meets 200	204	202
R. Doench	481	233	222	228
J. York	627	250	250	250
K. Maxheimer	530	245	246	246
T. Cox	714	238	233	236
B. Tippit	321	207	223	215
J. Joseph	310	226	meets 200	213
G. Nelson	291	207	210	209
M. Montemayor	330	215	220	218
R. Terry	500	220	219	220
S. Glave	551	meets 200	213	207
L. Yates	320	meets 200	meets 200	200
D. Quackenbush	592	208	209	209
C. Rule	594	217	228	223
B. Moats	624	231	220	226
M. Trevino	539	200	meets 200	200
S. Baldwin	710	205	229	217
D. Avera	295	245	237	241
K. Boyett	325	218	223	221
A. Salazar	236	233	239	236
O. Flores	415	212	224	218
M. Medina	424	223	227	225
D. Spencer	425	213	meets 200	207
S. McClamrock	480	245	247	246
M. Zimmer	482	204	229	217
R. Beeler	496	250	248	249
B. Keith Griffith	511	meets 200	222	211
M. Hebert	919	221	230	226
E. Kelly	531	218	meets 200	209
A. Santos	533	222	228	225
B. Lampe	534	240	223	232
M. Pait	548	247	249	248
K. Tullos	564	205	218	212
W. Vogt	572	223	226	225
M. Horn	598	meets 200	225	213
E. Williams	605	234	meets 200	217
M. Yount	610	240		

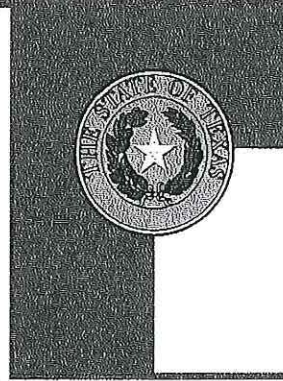
2011-2012

<u>Name</u>	<u>ID #</u>	<u>Daytime Score</u>	<u>Night time score</u>	<u>Average</u>
J Fitzgerald	781	213		
M. Berezin	157	237	237	237
K. Jemison	800	226	241	234
J Bailey	127	208	204	206
L. Bothell	261	243	248	246
G. Merritt	790	meets 200	meets 200	200
D. Williams	404	meets 200	227	214
P. Poulton	275	243	250	247
K. Burleson	333	241	231	236
B. Harris	342	238	231	235
G. Broussard	116	meets 200	meets 200	200
D. Flagg	129	230	214	222
D. Smith	266	220	203	212
P. Englishbee	336	206	meets 200	203
S. Luera	487	235	231	233
R. Doench	481	226	236	231
J. York	627	238	242	240
K. Maxheimer	530	249	247	248
T. Cox	714	239	246	243
B. Tippit	321	meets 200	210	205
J. Joseph	310	209	meets 200	205
G. Nelson	291	225	227	226
M. Montemayor	330	217	220	219
R. Terry	500	214	213	214
S. Glave	551	220	222	221
L. Yates	320	meets 200	208	204
D. Quackenbush	592	204		
C. Rule	594	231	227	229
B. Moats	624	meets 200	203	202
M. Trevino	539	217	224	221
S. Baldwin	710	243	227	235
D. Avera	295	242	250	246
K. Boyett	325	237	223	230
A. Salazar	236	242	230	236
O. Flores	415	213	201	207
M. Medina	424	215	202	209
D. Spencer	425	201	meets 200	201
S. McClamrock	480	218	243	231
M. Zimmer	482	227	241	234
R. Beeler	496	246	240	243
B. Keith Griffith	511	meets 200	230	215
M. Hebert	919	224	222	223
E. Kelly	531	206	meets 200	203
A. Santos	533	229	204	217
B. Lampe	534	238	246	242
M. Pait	548	236	244	240
K. Tullos	564	211	213	212
W. Vogt	572	220	meets 200	210
M. Horn	598	226	meets 200	213
E. Williams	605	220	201	211
M. Yount	610	243	245	244

## Weapon Qualifications - MERRITT, GENEANE R

	<u>Date</u>	<u>Type</u>	<u>Weapon Type</u>	<u>Rounds</u>	<u>Score</u>	<u>Pass/Fail</u>
1)	09/30/2012	Day Qualification	Automatic Pistol	50	200	P
2)	02/28/2013	Night Qualification	Automatic Pistol	0	200	P
3)	03/20/2014	Night Qualification	Pistol	50	219	P
4)	03/20/2014	Night Qualification	Shotgun	5		P
5)	03/20/2014	Night Qualification	Rifle	50	199	F
6)	09/05/2014	Day Qualification	Pistol	50	207	P

RICK PERRY  
GOVERNOR



DAVID DEWHURST  
LIEUTENANT GOVERNOR

Texas Commission  
on  
Law Enforcement Officer  
Standards and Education

*Hereby Awards The Certification*

*of*

**Advanced Peace Officer**

*to*

***GENEANE R. MERRITT-HUGHES***

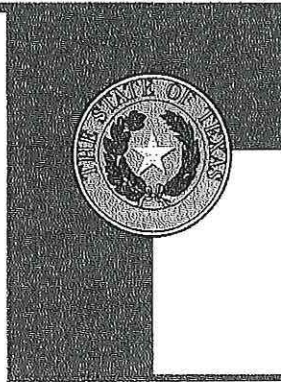
*as provided for in the laws of the State of Texas and the rules of the Commission*

CHARLES HALL  
PRESIDING OFFICER

May 2, 2011

TIMOTHY A. BRAATEN  
EXECUTIVE DIRECTOR

RICK PERRY  
GOVERNOR



DAVID DEWHURST  
LIEUTENANT GOVERNOR

Texas Commission  
on  
Law Enforcement Officer  
Standards and Education

*Hereby Awards The Certification*

*of*

Intermediate Peace Officer

*to*

**GENEANE R. MERRITT-HUGHES**

*as provided for in the laws of the State of Texas and the rules of the Commission*

CHARLES HALL  
PRESIDING OFFICER

May 2, 2011

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



<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	2. Last Name <b>MERRITT-HUGHES</b>	3. First name <b>GENEANE</b>	4. M. I. <b>R</b>	5. Suffix (Jr., etc.)
6. Social Security # ***_**_	6. Driver's License Number <b>176</b>	8. Date of Birth <b>10/2</b>	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

**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 <b>9/27/2009</b>	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 checked="" type="checkbox"/> \$100 fee required <input type="checkbox"/> Contract Jailer (5120) <input type="checkbox"/> Medical Facility Officer: (5125)		
23. TCLEOSE Agency No. <b>201217</b>	24. Appointing Agency <b>MISSOURI CITY POLICE DEPT.</b>	25. Phone Number <b>(281) 403-8701</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. 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)

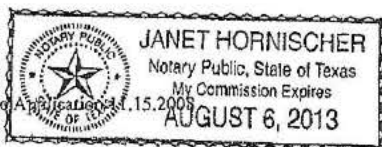
*[Signature]*  
Signature of Chief Administrator or Designee

Sworn to and subscribed before me, this the 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.

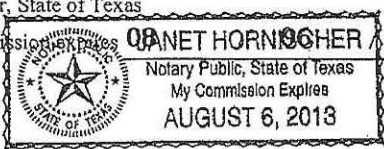
[Signature]  
Signature of Applicant or License Holder

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 JANET HORNISCHER 2013



Janet Hornischer  
Printed Name of Notary

[Signature]  
Signature of Notary



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 PID	6. Date of Birth 11/02		

**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
-------------------------	--------------------------	---------------	------------

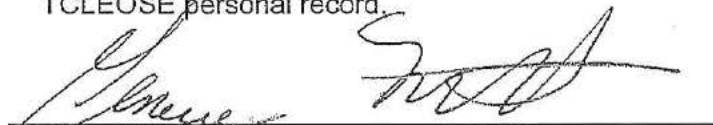
Previous Address:

11. Address	12. City
	11/7/07

New Address:

16. Home or Permanent Mailing Address
11/7/07

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

  
Signature of Licensee

09-29-09  
Date

\*  
Lies No  
longer accepted  
1999  
web  
entry



Police

Joel Fitzgerald, Sr  
Chief of Police



This is to certify that Geneane R. Merritt SSN 210-68-1185 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:

- civil service;
  - compensation, including overtime compensation and vacation time;
  - personnel files and other employee records;
  - management-employee relations in law enforcement organizations;
  - work-related injuries;
  - complaints and investigations of employee misconduct; and
  - disciplinary actions and the appeal of disciplinary actions.
- successful completion of Field Training Course

*Gerald M. Broussard*  
Sergeant Gerald M. Broussard  
(SIGNATURE OF AGENCY ADMINISTRATOR OR DESIGNEE)

10/6/2009  
(DATE)



# 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>



## COLLEGE EDUCATION REQUEST (F-7)

### STUDENT INFORMATION

1. <input checked="" type="checkbox"/> Peace Officer <input type="checkbox"/> Jail <input type="checkbox"/> Student <input type="checkbox"/> Other	2. First Name GENEANE	3 M.I. R	4. Last Name MERRITT-HUGHES	5. Suffix (Jr., etc.)
6. TCLEOSE ID PHD	7. Date of Birth 1/67	8. Home Mailing Address		
9. City	10. State	11. Zip Code	12. Phone Number	

### DEPARTMENT INFORMATION

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

### COLLEGE INFORMATION

15. COLLEGE - List all colleges/universities *	City and State	Degree Awarded**	Hours
Axia College of University of Phoenix	Philadelphia, PA	College Credits	42
		**College credit, Assoc., Bachelors, Doctorate, Masters	TOTAL HOURS
			42

\*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 Association of Schools and Colleges (NASC), Western Association of Schools and Colleges (WASC), and New England Association of Schools and Colleges, Inc. (NEASC-CIHE)

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

I, 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.

\_\_\_\_\_  
SIGNATURE OF LICENSE HOLDER

\_\_\_\_\_  
DATE

I, 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.

\_\_\_\_\_  
AGENCY ADMINISTRATOR (Type or Print)

\_\_\_\_\_  
ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

Date Issued: 06/15/2009  
 Record of: GENEANE R. HUGHES  
 Student Number: - 7/11/25/147  
 Birthdate: - 2L

101/EERPA

SENT TO:  
 BRYAN  
 25 E. UPSAL ST  
 PHILADELPHIA, PA 19119  
 US

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
AXIA COLLEGE OF UNIVERSITY OF PHOENIX							
10/2006	COM/120	EFFECTIVE PERSUASIVE WRITING (AXIA)	A-	3.00	3.00	10.98	
10/2006	IT/105	SKILLS FOR LEARNING IN AN INFORMATION AGE (AXIA)	C	3.00	3.00	6.00	
07/2007	COM/125	UTILIZING INFORMATION IN COLLEGE WRITING (AXIA)	C-	3.00	3.00	5.01	
07/2007	CRT/205	CRITICAL THINKING (AXIA)	C-	3.00	3.00	5.01	
10/2007	COM/215	WRITTEN COMMUNICATION (AXIA)	C+	3.00	3.00	6.99	
10/2007	ETH/125	CULTURAL DIVERSITY (AXIA)	A	3.00	3.00	12.00	
01/2008	HUM/130	RELIGIONS OF THE WORLD (AXIA)	B-	3.00	3.00	8.01	
01/2008	SCI/275	ENVIRONMENTAL SCIENCE (AXIA)	C	3.00	3.00	6.00	
03/2008	HRM/240	HUMAN RESOURCE MANAGEMENT (AXIA)	F	3.00	0.00	0.00	
03/2008	IT/205	MANAGEMENT OF INFORMATION SYSTEMS (AXIA)	D	3.00	3.00	3.00	
06/2008	MAT/115	BASIC MATHEMATICS (AXIA)	B+	3.00	3.00	9.99	
06/2008	SCI/230	INTRODUCTION TO LIFE SCIENCE (AXIA)	W	0.00	0.00	0.00	
08/2008	ECO/205	ECONOMIC THEORY (AXIA)	C-	3.00	3.00	5.01	
11/2008	ADJ/215	CRIMINOLOGY (AXIA)	W	0.00	0.00	0.00	
11/2008	HIS/135	THE AMERICAN EXPERIENCE SINCE 1945 (AXIA)	C-	3.00	3.00	5.01	
02/2009	ADJ/215	CRIMINOLOGY (AXIA)	C	3.00	3.00	6.00	
02/2009	SCI/230	INTRODUCTION TO LIFE SCIENCE (AXIA)	C-	3.00	3.00	5.01	

GPA Credits Attempted Credits Earned Quality Points

Total Cumulative Credits: 42.00  
 UOPX Cumulative: 2.09 45.00 42.00 94.02  
 AAB Program GPA : 2.09

\*\*\*\*\*End of Transcript\*\*\*\*\*

Sent from University of Phoenix to none Bryan bub735il@cs.com on 06/15/2009 11:08 AM

Sent from University of Phoenix to none Bryan bub735il@cs.com on 06/15/2009 11:08 AM

**F7 - Report Of College Education**

Report Of College Education submitted successfully.

Name:	GENEANE R MERRITT-HUGHES
Total Hours	
Axia College of University of Phoenix - Philadelphia, PA 42 Hours	

✪ New F7 ✪ Return

---

TCLEDDS





# UNIVERSITY OF PHOENIX

Registrar's Office / Phone: 1-800-866-3919 / Fax: 480-643-1041

## Transcript Key

### General Information

The University of Phoenix is a private University founded in 1976. The University offers degrees, certificates and other programs for working adults. Courses are taken at various campus locations throughout the world.

Axia College of University of Phoenix began operations April 2006 and was an associate degree granting College of University of Phoenix through November 2011. Accordingly, some courses were previously identified as belonging to Axia College in the course title.

All grades and University transcripts are issued by the Registrar's Office in Phoenix, Arizona.

### Accreditation

University of Phoenix is accredited by The Higher Learning Commission and is a member of the North Central Association. University of Phoenix was placed on Notice by The Higher Learning Commission, effective June 27, 2013. For additional information, contact The Higher Learning Commission, [ncahlc.org](http://ncahlc.org). The Associate of Arts in Business, Associate of Arts in Accounting, Associate of Arts in Accounting Foundations, Bachelor of Science in Accounting, Master of Science in Accounting, Bachelor of Science in Business, Master of Business Administration, Executive Master of Business Administration, Master of Management, Doctor of Management, and Doctor of Business Administration programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Bachelor of Science in Nursing and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The Master of Science in Counseling/Community Counseling and Master of Science in Counseling/Clinical Mental Health Counseling programs offered in Phoenix and Tucson, Arizona, and the Master of Science in Counseling/Mental Health Counseling program offered in Utah are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Master of Arts in Education program with options in Elementary Teacher Education and Secondary Teacher Education is preaccredited by the Teacher Education Accreditation Council (TEAC).

The Higher Learning Commission of The North Central Association.  
30 North LaSalle St., Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Association of Collegiate Business Schools and Programs  
7007 College Blvd Suite 420  
Overland Park, KS 66211  
(913) 339-9356  
[www.acbsp.org](http://www.acbsp.org)

Commission on Collegiate Nursing Education  
One Dupont Circle, NW  
Washington, DC 20036-1120  
(202) 887-6794  
[www.aacn.nche.edu](http://www.aacn.nche.edu)

Council for Accreditation of Counseling and Related Educational Programs  
5999 Stevenson Ave  
Alexandria, VA 22304  
(703) 823-9800 Ext. 301  
<http://www.cacrep.org/>

Teacher Education Accreditation Council  
One Dupont Circle, Suite 320  
Washington, DC 20036-0110  
[www.teac.org/](http://www.teac.org/)

### Transcript Policies

Transcripts are issued only with authorization from the student unless requested by a judicial order or legally issued subpoena.

### Credit and Calendar

All credits awarded are semester credits. The University of Phoenix offers concentrated courses on a continuous year-round basis.

### Certification of Official Transcripts

All official transcripts carry the Registrar's signature in white with a blue background and include the college name printed across the face of the document. A raised seal is not required.

### Course Numbering System

100-299 Freshman and Sophomore level  
300-499 Junior and Senior level  
500-599 Graduate level  
600-699 Professional Courses, applicable to undergraduate or graduate degree programs.  
700-799 Doctorate level

Courses identified by numbers 299 and 399 indicate Prior Learning Assessment credit as represented by specific national accrediting bodies' transcripts, diplomas, certificates, standardized credit recommended by National College Credit Recommendation Service, and evaluation of professional training courses and experiential learning essays.

Spanish MBA students must be proficient in Spanish in order to participate in class and complete required assignments.

### Grading System

#### September 1, 2007-Present:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	.00

#### Prior to September 1, 2007:

A	4.00	C-	1.66
A-	3.66	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	.66
B-	2.66	F	.00
C+	2.33	I	.00
C	2.00	I/F	.00

Grade point average is calculated by dividing the number of quality points by the number of units attempted.

### Grades Not Calculated in GPA

I - Incomplete: Student granted extension to complete assignments.

IP-In Progress: Student is in the process of completing a course. (Limited use.)

IX - In Progress: Student granted extension. (Limited use)

NC-No Credit: Student withdrew from the course; no grade was issued. Grades issued prior to May 1991.

P-Passing: Student satisfactorily completed the course.

W-Withdrawal: Student withdrew from the course.

WC-Waived with Credit: University of Phoenix required course waived with credit.

WF-Withdrawal/Failing: Student withdrew from the course and was failing the course at the time of the withdrawal.

QC-No grade was issued. No credits awarded.

AU-Audit: Student audited the course. Audit grades do not apply toward degree requirements.

Certain courses require minimum grades to earn academic credit. Grades not meeting this standard are reflected as 0 credits earned on transcript.

### Academic Standing

AD-Academic Disqualification: Student failed to achieve minimum grade point average.

SD-Scholastic Disqualification: Student did not meet minimum grade requirement for a course in their program.

SS-Scholastic Suspension: Student is suspended for a period of time.

EX-Expulsion: Student is expelled and not allowed to return to the University.

### Repeats (R)

The course was repeated or an equivalent course has been completed. (Only the repeated course is calculated in the GPA.)

### Release of Information

This record has been released according to provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Release of this record or disclosure of its contents to any third party without the consent of the student is prohibited by federal law. Possession of this record requires compliance with FERPA.

13000013

From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

**TO TEST FOR AUTHENTICITY:** This transcript was delivered through the eSCRIP-SAFE Global Transcript Delivery Network. The original transcript is in electronic PDF form. The authenticity of the PDF document may be validated at [escrip-safe.com](http://escrip-safe.com) by selecting the Document Validation link. A printed copy cannot be validated.

This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

101/FERPA

6/7/075

Date Issued: 07/23/2014  
Record of: GENEANE R. HUGHES  
Student Number:  
Birthdate:  
Enrollment Status: Withdrawn

SENT TO:  
ASST. CHIEF KEITH JEMISON  
3849 CARTWRIGHT RD.  
MISSOURI CITY POLICE DEPARTMENT  
MISSOURI CITY, TX 77459  
US

Prior Schools Attended	Credits	Degrees
AARTS - MILITARY CREDITS	4.00	
NORTHWESTERN UNIVERSITY	28.00	
STRAYER UNIVERSITY	27.00	

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
<b>UNIVERSITY OF PHOENIX</b>							
	ETH/316	ETHICS AND SOCIAL RESPONSIBILITY	WC	0.00	0.00	0.00	
10/2006	COM/120	EFFECTIVE PERSUASIVE WRITING	A-	3.00	3.00	10.98	
10/2006	IT/105	SKILLS FOR LEARNING IN AN INFORMATION AGE	C	3.00	3.00	6.00	
07/2007	COM/125	UTILIZING INFORMATION IN COLLEGE WRITING	C-	3.00	3.00	5.01	
07/2007	CRT/205	CRITICAL THINKING	C-	3.00	3.00	5.01	
10/2007	COM/215	WRITTEN COMMUNICATION	C+	3.00	3.00	6.99	
10/2007	ETH/125	CULTURAL DIVERSITY	A	3.00	3.00	12.00	
01/2008	HUM/130	RELIGIONS OF THE WORLD	B-	3.00	3.00	8.01	
01/2008	SCI/275	ENVIRONMENTAL SCIENCE	C	3.00	3.00	6.00	
03/2008	HRM/240	HUMAN RESOURCE MANAGEMENT	F	3.00	0.00	0.00	
03/2008	IT/205	MANAGEMENT OF INFORMATION SYSTEMS	D	3.00	3.00	3.00	
06/2008	MAT/115	BASIC MATHEMATICS	B+	3.00	3.00	9.99	
06/2008	SCI/230	INTRODUCTION TO LIFE SCIENCE	W	0.00	0.00	0.00	
08/2008	ECO/205	ECONOMIC THEORY	C-	3.00	3.00	5.01	
11/2008	ADJ/215	CRIMINOLOGY	W	0.00	0.00	0.00	
11/2008	HIS/135	THE AMERICAN EXPERIENCE SINCE 1945	C-	3.00	3.00	5.01	
02/2009	ADJ/215	CRIMINOLOGY	C	3.00	3.00	6.00	
02/2009	SCI/230	INTRODUCTION TO LIFE SCIENCE	C-	3.00	3.00	5.01	
05/2009	BEH/225	INTRODUCTION TO BEHAVIORAL SCIENCE	F	3.00	0.00	0.00	
05/2009	INB/205	INTERNATIONAL BUSINESS	C-	3.00	3.00	5.01	
07/2009	MAT/116	ALGEBRA 1A	F	3.00	0.00	0.00	R
07/2009	PSY/210	INTRODUCTION TO PSYCHOLOGY: WHY WE DO WHAT WE DO	D+	3.00	3.00	3.99	
01/2013	BCOM/275	BUSINESS COMMUNICATIONS AND CRITICAL THINKING	A-	3.00	3.00	11.01	
02/2013	MGT/230	MANAGEMENT THEORY AND PRACTICE	B+	3.00	3.00	9.99	
03/2013	AD	ACADEMIC DISQUALIFICATION	--	0.00	0.00	0.00	
04/2013	PSY/322	CONSUMER PSYCHOLOGY AND RESEARCH	B+	3.00	3.00	9.99	

From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

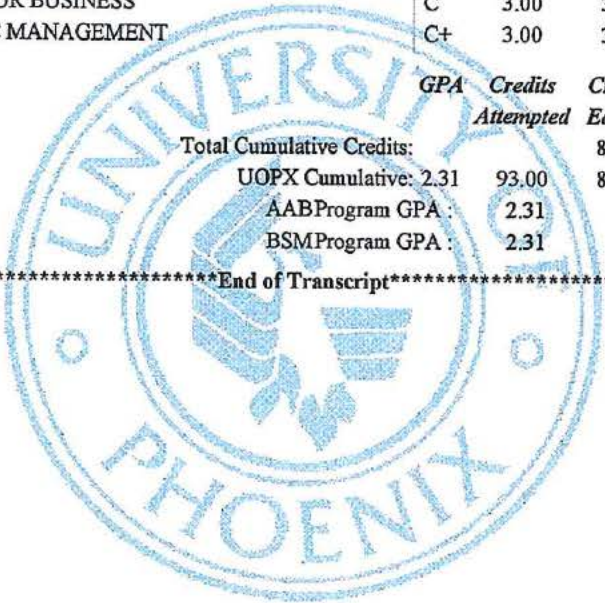


From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

Date Issued: 07/23/2014  
Record of: GENEANE R. HUGHES - 117/117/147  
Student Number:  
Birthdate:  
Enrollment Status: Withdrawn

101/ECRPA

Mo/Year	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
04/2013	R-AD	ACADEMIC DISQUALIFICATION REMOVED	---	0.00	0.00	0.00	
05/2013	LAW/421	CONTEMPORARY BUSINESS LAW	B-	3.00	3.00	8.01	
07/2013	MTH/208	COLLEGE MATHEMATICS I	A	3.00	3.00	12.00	
08/2013	PHL/458	CREATIVE MINDS AND CRITICAL THINKING	A	3.00	3.00	12.00	
10/2013	MTH/209	COLLEGE MATHEMATICS II	C+	3.00	3.00	6.99	
10/2013	RES/351	BUSINESS RESEARCH	D+	3.00	3.00	3.99	
11/2013	ECO/365	PRINCIPLES OF MICROECONOMICS	B	3.00	3.00	9.00	
12/2013	ACC/300	PRINCIPLES OF ACCOUNTING	B	3.00	3.00	9.00	
04/2014	FIN/370	FINANCE FOR BUSINESS	C	3.00	3.00	6.00	
05/2014	MGT/498	STRATEGIC MANAGEMENT	C+	3.00	3.00	6.99	



GPA	Credits Attempted	Credits Earned	Quality Points
Total Cumulative Credits:			
		84.00	
UOPX Cumulative: 2.31	93.00	84.00	207.99
AABProgram GPA :	2.31		
BSMProgram GPA :	2.31		

\*\*\*\*\*End of Transcript\*\*\*\*\*

From University of Phoenix to Asst. Chief Keith Jemison kjemison@missouricitytx.gov on 07/24/2014 01:27 AM TRAN000006108448

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

**Name** GENEANE R. MERRITT-HUGHES      **TCLEOSE ID (P ID)** P1D      **STATUS**

Citizen	Race	Gender	Federal ID	State ID
Yes	Black	Female		

**Education Information**

Institution	Hours	Education
	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><u>840</u></u>	

**Service History**

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
Peace Officer	MISSOURI CITY POLICE DEPT.	Peace Officer License	9/27/2009		3 years, 2 months
Peace Officer	STATE OF PENNSYLVANIA	Authorized service time	11/16/1999	6/29/2009	9 years, 7 months

**Total Service Time**

Description	Service Time
Peace Officer	12 years, 9 months
Total officer time	12 years, 9 months

**Award Information**

Award	Type	Action	Action Date
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

09/01/2011 - 08/31/2013

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
3705	GMI Module 2	10/26/2012	122	Bill Blackwood LEMI of Texas	
3939	Cultural Diversity	10/26/2012	8	Bill Blackwood LEMI of Texas	Cultural Diversity (Intermediate)
2054	Radar	8/10/2012	8	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3910	Sexual Harassment Recognition	8/10/2012	4	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3150	Law Update	8/10/2012	4	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3010	Leadership Styles	8/2/2012	3	Austin Police Academy	
3200	Investigations	7/27/2012	16	Texas Police Chief's Association	
3800	Technical/Specialized	7/13/2012	8	Bill Blackwood LEMI of Texas	
3704	GMI Module 1	6/29/2012	130	Bill Blackwood LEMI of Texas	
3791	Police Command Staff Training	5/18/2012	400	Missouri City Police Department	
3703	GMI Management Skills Seminar (Overview)	4/20/2012	16	Bill Blackwood LEMI of Texas	
66201	FEMA ICS Single Res/Initial Incident (FEMA IS-200b)	4/3/2012	3	MISSOURI CITY POLICE DEPT. (Training Rosters)	
3322	Patrol Rifle	2/18/2012	24	Missouri City Police Department	
3800	Technical/Specialized	10/21/2011	40	Bill Blackwood LEMI of Texas	
<b>Unit Hours</b>			<b>786</b>		

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
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)
2105	Child Abuse Prevention and Investigation (Interm.)	4/13/2011	24	Classen Buck Seminars, Inc.	Child Abuse Prevention and Investigation (Intermediate)
2107	Use of Force (Intermediate)	4/12/2011	13	Classen Buck Seminars, Inc.	Use of Force (Intermediate)

## Courses Completed

09/01/2009 - 08/31/2011

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
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	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
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	Texas Department of Public Safety LEA	
3807	TCIC/NCIC for Less than Full Access Operators	11/3/2009	8	MISSOURI CITY POLICE DEPT. (Training Rosters)	
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>		

## 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.	
			Unit Hours	0	

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)
			Unit Hours	1087	
			Total Hours	2236	

---

### Total Hours

Total Education Hours	840
Total Training Hours	2236
Total Hours	3076



# *Certificate Of Completion*



*This Certifies That*  
*GENEANE MERRITT*

*has successfully passed the following test and should be afforded the  
rights and responsibilities pertaining thereto*  
*TCIC Less Than Full Access*

*(CCH access)*

*April 05, 2018*

*On This Day Of*





# *Certificate Of Completion*



*This Certifies That*  
*GENEANE MERRITT*

*has successfully passed the following test, and should be afforded the  
rights and responsibilities pertaining thereto*

*Interpol*

*April 05, 2018*

*On This Day Of*





# *Certificate Of Completion*



*This Certifies That*  
*GENEANE MERRITT*

*has successfully passed the following test and should be afforded the  
rights and responsibilities pertaining thereto*  
*TLETS Mobile Certification*

*(DL and REG only)*

*April 05, 2018*

*On This Day Of*





# Capella University

By its authority and upon recommendation of the faculty,  
the Board of Directors hereby confers upon

GENEANE HUGHES

*the degree of*

Master of Public Administration

with all rights, honors, privileges and responsibilities thereunto appertaining.

Given this thirty-first day of December, two thousand sixteen.



MARCIA BALLINGER, PhD  
*Chair of the Board*



RICHARD SENESE, PhD  
*President, Capella University*

Minneapolis, Minnesota

# Criminal Justice Information System Security & Awareness Training



This is to certify that

**Geneane Merritt**

has successfully completed the

**Level 3 CJIS Security Training**

*This certification expires two  
years from the date of issuance.*

**October 17, 2016**

Certification Date

**October 17, 2018**

Expiration Date

# **Missouri City Police Department**

**Law Enforcement Training Division**

**Geneane Merritt**

***has successfully completed***

**Mental Health Peace Officer Certification 4001**

**May 25-29, 2015**

***Date***

**Ivory Lartigue**

***Instructor***



**40**

***Hours***



# CERTIFICATE of ACHIEVEMENT

This is to certify that

**Geneane Merritt**

has completed the course

**State and Federal Law Update #3183**

June 17, 2015

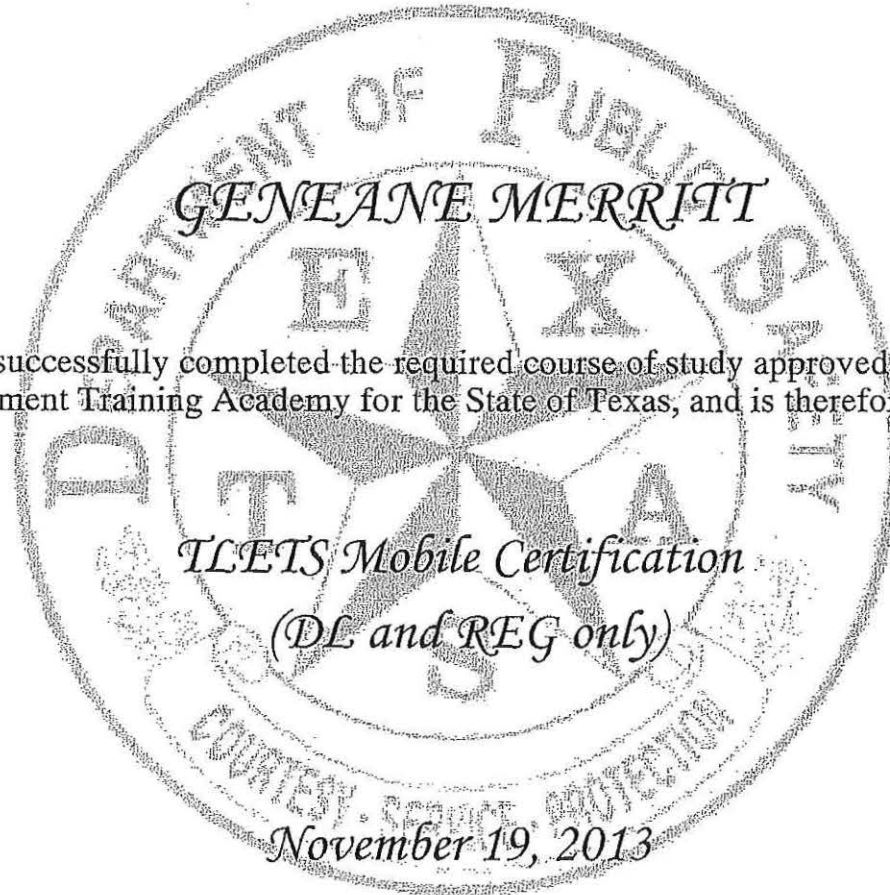


Credit Hours: 3

*Denny Hartland*  
Instructor

This course is recognized by the Texas Commission on Law Enforcement

# TEXAS DEPARTMENT OF PUBLIC SAFETY



*GENEANE MERRITT*

has successfully completed the required course of study approved by the Law Enforcement Training Academy for the State of Texas, and is therefore awarded this

*TLETS Mobile Certification  
(DL and REG only)*

*November 19, 2013*

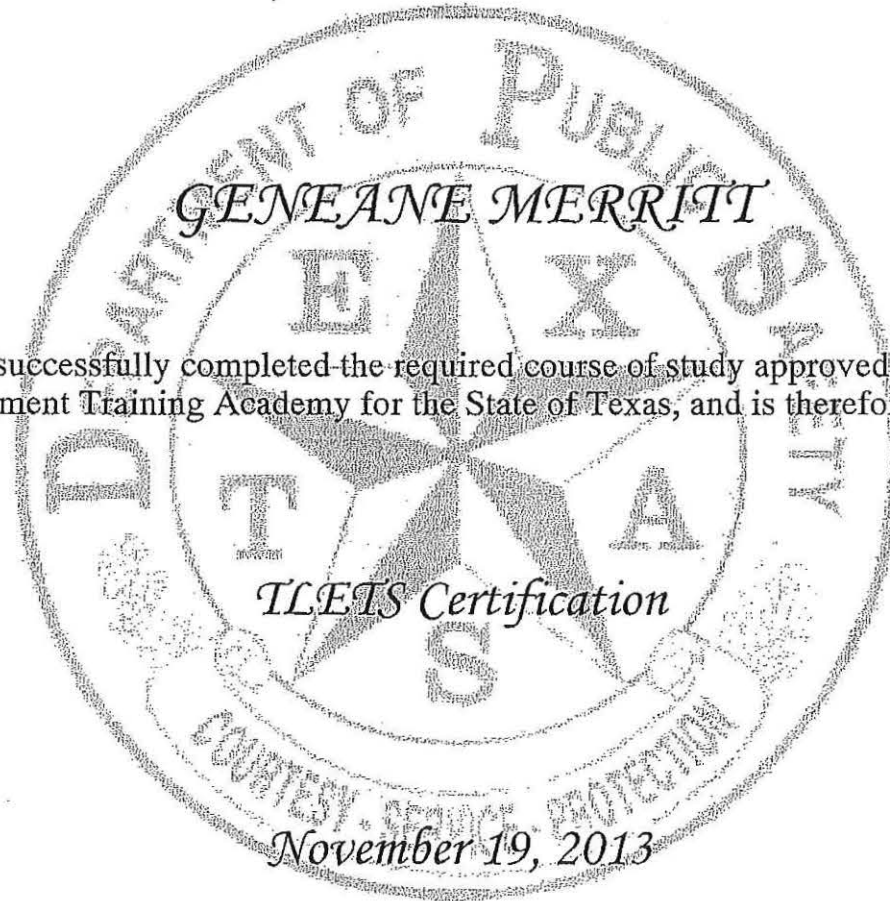
Frank Woodall

Deputy Assistant Director, Education, Training & Research Bureau

Steven C. McClure

Director, Texas Department of Public Safety

# TEXAS DEPARTMENT OF PUBLIC SAFETY



*GENEANE MERRITT*

has successfully completed the required course of study approved by the Law Enforcement Training Academy for the State of Texas, and is therefore awarded this

*TLETS Certification*

*November 19, 2013*

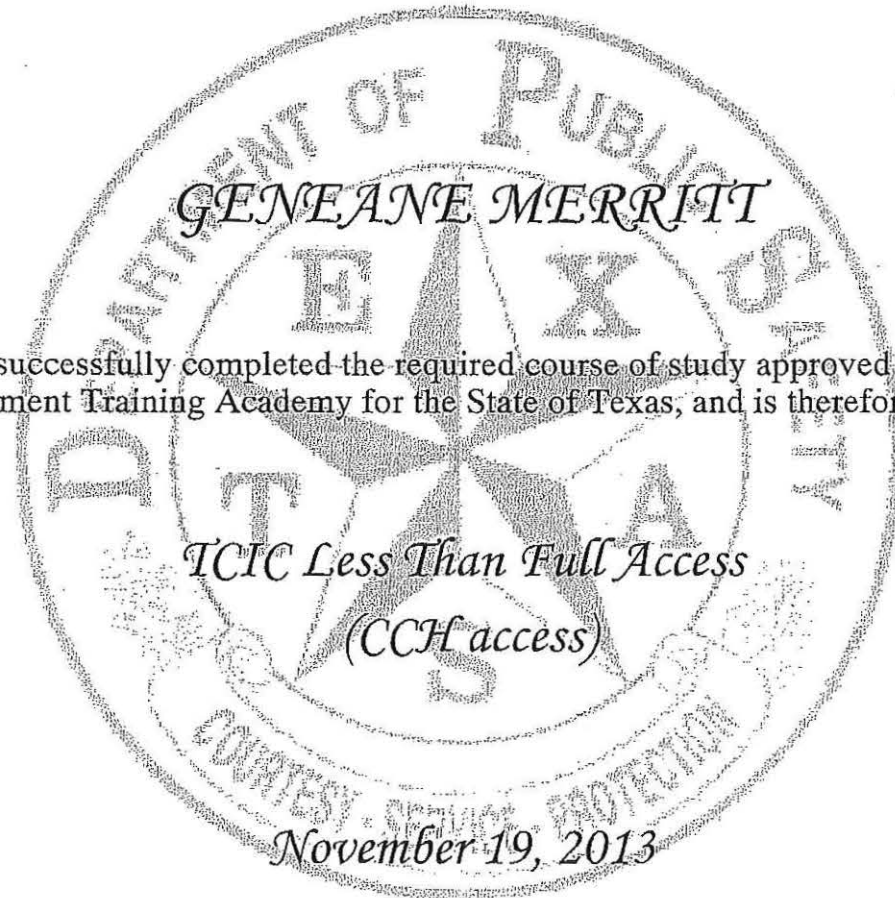
Frank Weichelt

Deputy Assistant Director, Education, Training & Research Bureau

Steven C. McClaw

Director, Texas Department of Public Safety

# TEXAS DEPARTMENT OF PUBLIC SAFETY



*GENEANE MERRITT*

has successfully completed the required course of study approved by the Law Enforcement Training Academy for the State of Texas, and is therefore awarded this

*ICIC Less Than Full Access  
(CCH access)*

*November 19, 2013*

Frank Woodall

Deputy Assistant Director, Education, Training & Research Bureau

Steven C. McLaw

Director, Texas Department of Public Safety

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**GENEANE R MERRITT**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100.b**


**Introduction to Incident Command System**

**ICS-100**

*Issued this 10th Day of July, 2012*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**GENEANE R MERRITT**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.b**

**National Response Framework, An Introduction**

*Issued this 5th Day of June, 2012*



0.3 IACET CEU

A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**GENEANE R MERRITT**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.a**

**National Incident Management System (NIMS)**

**An Introduction**

*Issued this 5th Day of June, 2012*



0.3 IACET CEU

A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**GENEANE R MERRITT**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

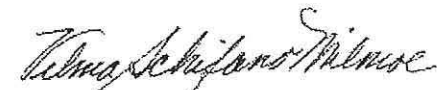
**IS-00200.b**

**ICS for Single Resources and  
Initial Action Incident, ICS-200**

*Issued this 3rd Day of April, 2012*



0.3 IACET CEU

  
Vilma Schifano Milmo  
Superintendent (Acting)  
Emergency Management Institute

# Gus George Law Enforcement Academy

HEREBY ATTEST THAT

**GENEANE MERRITT**

Has Successfully Completed The

**STATE & FEDERAL LAW UPDATE #3181**

Consisting of **4** hours of instruction.

Dated this **18** day of **FEBRUARY, 2011**



Academy Director



Course Director

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Asset Forfeiture #3255**

**2 HOURS CREDIT**



03/24/11-04/08/11

DATE

Donny Harland

INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

10032

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES  
*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Human Trafficking #3270**  
**4 HOURS CREDIT**

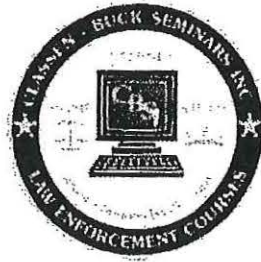


03/24/11-04/21/11  
DATE

Donny Harland  
INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Identity Theft #3277**

**3 HOURS CREDIT**



03/24/11-04/13/11

DATE

Donny Harland

INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Racial Profiling**  
**4 HOURS CREDIT**



03/24/11-04/13/11  
DATE

Donny Harland  
INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

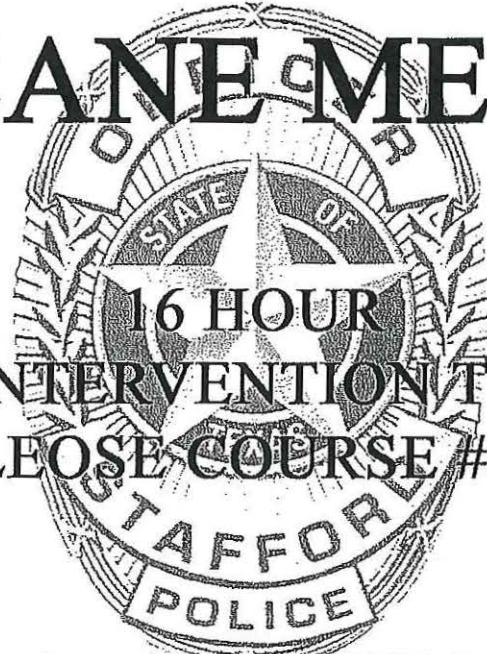


CERTIFICATE OF COMPLETION  
PRESENTED TO

**GENEANE MERRITT**

16 HOUR  
CRISIS INTERVENTION TRAINING  
TCLEOSE COURSE #3841

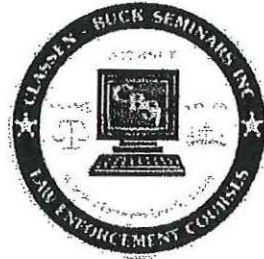
APRIL 8-9, 2010



  
D. S. CLABORN - INSTRUCTOR  
STAFFORD POLICE DEPARTMENT

B. KRAHN - CHIEF  
STAFFORD POLICE DEPARTMENT

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Child Abuse Prevention & Investigation #2105**  
**24 HOURS CREDIT**

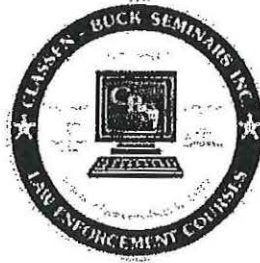


03/24/11-04/13/11  
DATE

Donny Harland  
INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Use of Force #2107**  
**13 HOURS CREDIT**

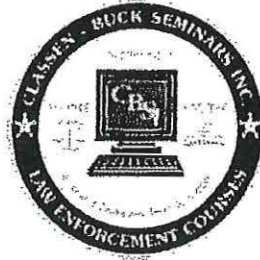


03/24/11-04/12/11  
DATE

Donny Harland  
INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

# CLASSEN-BUCK SEMINARS, INC.



CERTIFIES

*Geneane Merritt*

HAS SUCCESSFULLY COMPLETED THE INDEPENDENT HOME STUDY COURSE:

**Arrest Search Seizure #2108**

**15 HOURS CREDIT**



03/24/11-04/08/11

DATE

Donny Harland  
INSTRUCTOR

This course is recognized by the Texas Commission on Law Enforcement

**Katy ISD Police Department  
Training Division**

Hereby attest that

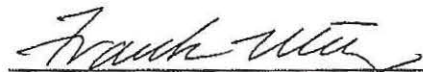
***Geneane Merritt***

Has Successfully Completed  
**Spanish For Law Enforcement I.C.C.  
Course #2109**  
Consisting of **24** hours of instruction

*This the 4th day of March, 2010*

Integrity First - Service Before Self - Excellence In All

  
\_\_\_\_\_  
Training Coordinator  
R. Keith Meier

  
\_\_\_\_\_  
Training Instructor  
Frank Muniz

**Katy ISD Police Department**  
**Training Division**

Hereby attest that

*Geneane R. Merritt*

Has Successfully Completed  
**Police Bicycle**  
**Course #3358**  
Consisting of **40** hours of instruction

*This the 18th day of June, 2010*

Integrity First - Service Before Self - Excellence In All



---

**Training Coordinator**  
R. Keith Meier



---

**Instructor**  
Ryan Martinelli

# KARBON ARMS

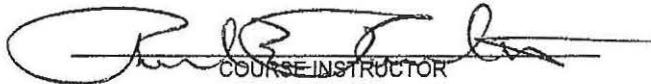
the Definition of Strength

*THIS CERTIFIES THAT*

GENEANE MERRITT

*has successfully completed the 8-Hour factory approved course in the application and maintenance of the hand-held distance firing electronic immobilization device (EID). Privileges of operation are granted the above named individual as a certified user of the EID, according to guidelines as set forth and mandated by Karbon Arms, Inc., Training Division.*

*Awarded this* 23rd *day of* NOVEMBER *in the year* 2010

  
COURSE INSTRUCTOR

  
DENNIS KAUFMAN, TRAINING DIRECTOR

95217-S

CERTIFICATE NO.

10032  
378536

# KARBON ARMS

the Definition of Strength

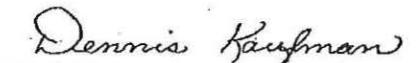
*THIS CERTIFIES THAT*

GENEANE MERRITT

*has successfully completed the 8-Hour factory approved course in the application and maintenance of the hand-held distance firing electronic immobilization device (EID). Privileges of operation are granted the above named individual as a certified user of the EID, according to guidelines as set forth and mandated by Karbon Arms, Inc., Training Division.*

Awarded this 23rd day of NOVEMBER in the year 2010

  
COURSE INSTRUCTOR

  
DENNIS KAUFMAN, TRAINING DIRECTOR

95217-S  
CERTIFICATE NO.



# TEXAS DEPARTMENT OF PUBLIC SAFETY

10032

THIS CERTIFIES THAT

**Geneane Merritt**

has successfully completed the required course of study approved by the Law Enforcement Training Academy for the State of Texas, and is therefore awarded this

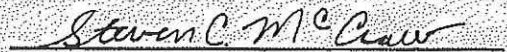
CERTIFICATE OF TRAINING FOR 8 HOURS IN  
**NCIC/TCIC POLICY AND PROCEDURES TRAINING  
LESS THAN FULL ACCESS OPERATOR**

ON THIS DAY OF **November 3, 2009**



Frank Woodall

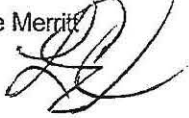
Deputy Assistant Director, Education, Training & Research Bureau



Steven C. McCraw

Director, Texas Department of Public Safety

# Memo

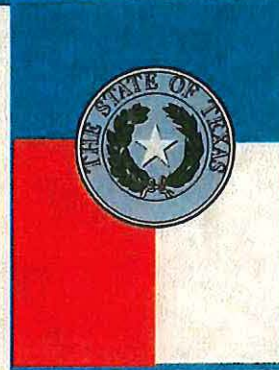
**To:** Training File – Captain Geneane Merritt  
**From:** Larry E. Capps, Assistant Chief   
**CC:** Captain Geneane Merritt  
**Date:** October 26, 2009  
**Re:** Field Training Documentation per TCLEOSE rule 221.3(a)(2)

---

On weekdays between October 1 – 7, 2009 Captain Merritt received 40 hours of field training as required by TCLEOSE rule 221.3(a)(2). The topics / areas covered were:

- Meet and greet division officers
- Command Staff orientation
- Budget overview
- Evaluation training / system overview
- City hall orientation / training
- Case management system training
- Major case status report

GREG ABBOTT  
GOVERNOR



DAN PATRICK  
LIEUTENANT GOVERNOR

# Texas Commission on Law Enforcement

*Hereby Awards The Certification*

*of*

**Master Peace Officer**

*to*

***GENEANE R. MERRITT-HUGHES***

*as provided for in the laws of the State of Texas and the rules of the Commission*



JOEL W. RICHARDSON  
PRESIDING OFFICER

August 7, 2014

CHIEF KIM VICKERS  
EXECUTIVE DIRECTOR

## COMPENSATION STATUS CHANGES

## CHANGE IN ELECTION

Print Employee Name: <i>GENEANE MERRITT</i>	
Employee ID # : <i>10032 / 790</i>	
Department: <i>POLICE</i>	


**Check your change in election option below**

**Regular & Police Personnel**

1. Comp Time \_\_\_\_\_  
2. Overtime  \_\_\_\_\_

**Fire Personnel (53 hour work week)**

3. Overtime \_\_\_\_\_  
4. Comp Time \_\_\_\_\_

  
\_\_\_\_\_  
Employee Signature

*7-5-17*  
\_\_\_\_\_  
Date

In accordance with the Fair Labor Standards Act, the City of Missouri City has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or other permissible work schedules for law enforcement, fire fighting, emergency management, seasonal and other employees. A copy of the Personnel Policy has been provided to me. I understand that the compensatory time will be accrued and granted at time and one-half for all hours worked in excess of 40 hours per week or other permissible work schedules (i.e., firefighter 53 hours, police 80 hours per pay period). I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

As any other time off requests, requested use of comp time off shall be permitted within a reasonable period if such use does not unduly disrupt the operation of the department and cash payments subject to budget constraints except when an employee terminates his employment with the City.

RECEIVED  
7-5-17

## MCPD 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			

PROMOTION/TRANSFER/TEMP ASSIGNMENT/SUSPENSION/ DEMOTION/SUSPENSION

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

SEPARATION:

RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

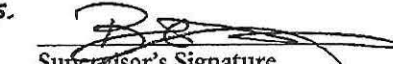
LEAVE:     Family Medical Leave (FML)     Return from FML     Light Duty

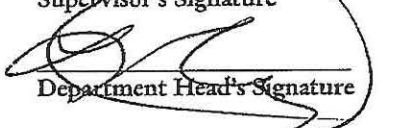
Workers' Comp (WC) Leave     Return from WC Leave     Other

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

Brandon Harper  
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>
---	---------------------------	-------------------------

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**

- |                          |                                       |  |   |
|--------------------------|---------------------------------------|--|---|
| <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"/> | Intermediate TCO Certificate          | <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"/> | Advanced TCO Certificate              | <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"/> | Master TCO Certificate                | <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 | \$45 <input type="checkbox"/> \$90 <input type="checkbox"/> |

**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:**

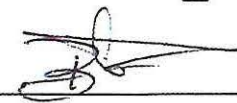
RESIGNED     RETIRED     TERMINATED     TRANSFER/OTHER DEPT

**LEAVE:**

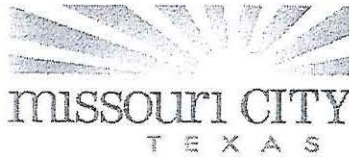
Family Medical Leave (FML)     Return From FML     Light Duty  
 Workers' Comp (WC) Leave     Return From WC Leave     Other

Brandon Harris  
Supervisor's Printed Name

Michael A. Berezin  
Department Head's Printed Name

  
Supervisor's Signature

Michael A. Berezin  
Department Head's Signature



**Department of Human Resources & Organizational Development**

**EMPLOYEE STATUS CHANGE PROPOSAL**

**NAME:** GENEANE MERRITT

**DEPARTMENT:** Police

**CURRENT SALARY:** \$79,424

**SALARY INCREASE:** \$2,184

**NEW ANNUAL SALARY:** \$81,609

**COMMENTS:** 2011 Performance based Salary Adjustment up to 2.75%; effective July 3, 2011 – paid on July 22, 2011 paycheck.

**AUTHORIZED SIGNATURES**

---

FINANCE DEPARTMENT

*Edward G. Williams, Ph.D.*

---

HR/OD DEPARTMENT



OK



Prepared 11/30/11  
14:12:00

Employee Status Change Proposal

CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 25 531 PUBLIC SAFETY -/PATROL/PU  
Employee . . . . . : 790 MERRITT, GENEANE  
Address . . . . . :

-----Current-----Proposed-----  
Position - Authorized . . . : 57  
Position - Actual . . . . . : 57  
Dp/Dv/Act - Authorized . . . : 3025531  
Dp/Dv/Act - Actual . . . . . : 3025531  
Grade/Step . . . . . : P5 1  
Elm/Obj . . . . . :  
Hourly rate . . . . . : 36.8808  
Annual rate . . . . . : 76,712.00  
Pay frequency . . . . . : BW  
Schedule hours code . . . . : T2  
Employee status . . . . . : FT  
Hourly/Salaried . . . . . : H  
Full time/part/temp . . . . : F  
Exempt from overtime . . . . : N

Reason for status change . . . : INCENTIVE PAY INCREASE  
Effective date . . . . . : 7/31/11

Comments . . . . . : Due to voluntary demotion, EE no longer to  
receive \$37.50/mo clothing allowance,  
effective 7/31/2011.

Authorized signatures . . . . :

  
\_\_\_\_\_  
Department  
Human Resources





**Edward G. Williams**

---

**From:** Cynthia Conley  
**Sent:** Tuesday, November 15, 2011 4:44 PM  
**To:** Edward G. Williams  
**Cc:** Kathy Hutton  
**Subject:** Clothing Allowance Problem

Please see Dwayne Williams e-mail below. Upon investigation of this problem I discovered a couple of things...

Russell Terry who was promoted to Patrol Sgt effective 07/03/2011 is still getting a clothing allowance – owes back \$155.79 as of last paycheck.

Geneane Merritt who was demoted to a Patrol Lieutenant effective 07/31/2011 is still getting a clothing allowance – owes \$121.17 as of last paycheck.

We need to get them turned off before another paycheck is issued and let Miranda know how to deduct from their paychecks (lump sum or payment plan).

Also discovered:

Mike Berezin – Asst Chief is not getting a clothing allowance – should have been receiving it since he was made Captain on 07/20/2009 – or at least Asst Chief since 02/01/2011.

Andrew Robb – Detective is not getting a clothing allowance – should have been receiving it since 07/03/2011 when he was promoted.

Brad Tippit – Detective is not getting a clothing allowance – should have been receiving it since 12/06/2009 when correction was made to his title to Detective.

Clothing allowances should be as follows: 1 Chief, 2 Asst Chiefs, 4 Captains, 2 Sergeants (in CID), and 12 Detectives (includes the two new BAT detectives).

Can you please process the appropriate paperwork to correct these items?

Cynthia A Conley  
Budget/Financial Reporting Manager  
cconley@missouricitytx.gov  
281-403-8617

---

**From:** Dwayne Williams  
**Sent:** Tuesday, November 15, 2011 2:58 PM  
**To:** Cynthia Conley  
**Subject:** RE: Over budget

Can you check patrol's clothing allowances debits?

It shows to be over budget already. I see debits for 51.93 and I believe I'm the only one in patrol receiving clothing allowance.

It should be around \$34.00 a month.

Let me know. Thanks.

I haven't forgotten about the other transfer I need to do.

Captain Williams,

Prepared 8/09/11  
15:44:30

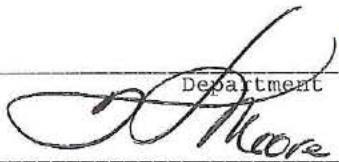

Employee Status Change Proposal  
CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 25 531 PUBLIC SAFETY -/PATROL/PU  
Employee . . . . . : 790 MERRITT, GENEANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	57	
Position - Actual . . . . :	57	
Dp/Dv/Act - Authorized . . . :	3025531	
Dp/Dv/Act - Actual . . . . :	3025531	
Grade/Step . . . . . :	P5 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	36.8808	
Annual rate . . . . . :	76,712.00	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	T2	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : CELL PHONE ALLOWANCE  
Effective date . . . . . : 7/31/11

Comments . . . . . : Per Purchasing Mgr's email dated 8/5/11, EE  
no longer to receive \$45/mo cell phone  
allowance, effective 7/31/2011.

Authorized signatures . . . . :  
  
Department  
  
Human Resources

*Handwritten initials in red ink*

# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>10032</b>	Date <b>7/18/2011</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

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 | \$ 90.00 |

- 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 SA  
Department Head's Printed Name

J. Fitzgerald  
Department Head's Signature

**Edward G. Williams**

**From:** Charles Oberrender  
**Sent:** Friday, August 05, 2011 3:02 PM  
**To:** Edward G. Williams  
**Cc:** Dwayne Williams; Brandon Harris; Mike Berezin  
**Subject:** cell phone allowances

Please begin paying Dwayne Williams a \$45 per month cell phone allowance retroactive to his start date as Patrol captain.

Please begin paying Brandon Harris a \$45 per month cell phone allowance retroactive to his start date as Support Services captain.

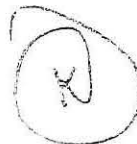
Please discontinue Geneane Merritt's cell phone allowance retroactive to her date of reassignment from CID captain.

John Bailey will continue to receive a \$45 per month allowance as CID captain.

Regards,

Charlie

Charles Oberrender, CPPB  
Purchasing & Risk Manager  
City of Missouri City, Texas  
(281) 403-8626 Direct  
(281) 610-8914 Cell



File

Already receiving  
Since

12/15/10

- what shoes is  
this?

(17)



# Texas Commission On Law Enforcement Officer Standards And Education

## Personal Information

**Name** GENEANE R. MERRITT-HUGHES **TCLEOSE ID (P ID)** PID **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 Training Hours</b>	<u>840</u>	

### Service History

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
Peace Officer	MISSOURI CITY POLICE DEPT.	Peace Officer License	9/27/2009		1 years, 7 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

Description	Service Time
Peace Officer	11 years, 1 months
Total officer time	11 years, 1 months

### Award Information

Award	Type	Action	Action Date
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



# STATUS CHANGE REQUEST FORM

Employee's Name Merritt, Geneane	Employee ID 10032	Date May 2, 2011
-------------------------------------	----------------------	---------------------

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 checked="" type="checkbox"/> Intermediate Peace Officer	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Subtract	\$30		5/02
<input checked="" type="checkbox"/> Advanced Peace Officer	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Subtract	\$30		5/02
<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	\$		

<input type="checkbox"/> <b>SHIFT CHANGE:</b>	From Shift	To Shift
<input type="checkbox"/> <b>ASSIGNMENT:</b>	Current	New
<input type="checkbox"/> <b>PROMOTION:</b>	Current	New
	Salary: \$	New Salary: \$
<input type="checkbox"/> <b>DEMOTION:</b>	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

# Texas Commission On Law Enforcement Officer Standards And Education

## Personal Information

**Name** GENEANE R. MERRITT-HUGHES      **TCLEOSE ID (P ID)** *pld*      **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>	42	
<b>Total Training Hours</b>	840	

### Service History

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
Peace Officer	MISSOURI CITY POLICE DEPT.	Peace Officer License	9/27/2009		1 years, 7 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, 1 months
Total officer time	11 years, 1 months

### Award Information

Award	Type	Action	Action Date
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

Prepared 12/15/10  
11:52:41

Employee Status Change Proposal


CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 24 531 PUBLIC SAFETY -/CRIMINAL  
Employee . . . . . : 10032 MERRITT, GENEANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	174	
Position - Actual . . . . . :	174	
Dp/Dv/Act - Authorized . . . :	3021531	
Dp/Dv/Act - Actual . . . . . :	3024531	
Grade/Step . . . . . :	P6 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	38.1848	
Annual rate . . . . . :	79,424.40	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : INCENTIVE PAY INCREASE  
Effective date . . . . . : 12/15/10

Comments . . . . . : Employee approved to receive additional pay  
for Intermediate certification (\$30/mo)  
effective 12/15/2010.

Authorized signatures . . . . : \_\_\_\_\_  
Department  
  
Human Resources

*SP*



# STATUS CHANGE REQUEST FORM

Employee's Name <i>Geneane Merritt</i>	Employee ID <i>10032</i>	Date <i>11/23/10</i>
---	-----------------------------	-------------------------

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 checked="" type="checkbox"/> Intermediate Peace Officer | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    | ★ |
| <input checked="" 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 checked="" 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 type="checkbox"/> Subtract | \$      |   |

**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:**

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

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

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

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

Prepared 12/15/10  
12:24:18

Employee Status Change Proposal

CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 24 531      PUBLIC SAFETY -/CRIMINAL  
Employee . . . . . : 10032            MERRITT, GENEANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	174	
Position - Actual . . . . . :	174	
Dp/Dv/Act - Authorized . . . :	3021531	
Dp/Dv/Act - Actual . . . . . :	3024531	
Grade/Step . . . . . :	P6 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	38.1848	
Annual rate . . . . . :	79,424.40	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : INCENTIVE PAY INCREASE  
Effective date . . . . . : 12/15/10

Comments . . . . . : Employee approved to receive additional pay  
for Advanced PO certification (\$30/mo)  
effective 12/15/2010.

Authorized signatures . . . . :

  
\_\_\_\_\_  
Department  
  
\_\_\_\_\_  
Human Resources



# STATUS CHANGE REQUEST FORM

Employee's Name <i>GENEANE MERRITT</i>	Employee ID <i>10032</i>	Date <i>11/23/10</i>
---	-----------------------------	-------------------------

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 checked="" type="checkbox"/> Intermediate Peace Officer | <input type="checkbox"/> Add <input type="checkbox"/> Subtract | \$30    | ★ |
| <input checked="" 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 checked="" 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 type="checkbox"/> Subtract | \$      |   |

**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:**

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

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

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

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

Prepared 11/13/09  
15:09:58

Employee Status Change Proposal  
CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 24 531      PUBLIC SAFETY -/CRIMINAL  
Employee . . . . . : 10032            MERRITT, GENEANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	174	
Position - Actual . . . . . :	174	
Dp/Dv/Act - Authorized . . . :	3021531	
Dp/Dv/Act - Actual . . . . . :	3024531	
Grade/Step . . . . . :	P6 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	38.1848	
Annual rate . . . . . :	79,424.40	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : Other  
Effective date . . . . . : 9/27/09

Comments . . . . . : Employee will receive cell phone allowance  
of \$45.00 per month; Effective 09/27/09.

Authorized signatures . . . : \_\_\_\_\_   
Department  
\_\_\_\_\_  
Human Resources



[552.117]



Charles Oberrender/MOCTYDOM  
11/10/2009 04:35 PM

To Edward G. Williams/MOCTYDOM@MOCTYDOM  
cc Geneane Merritt/MOCTYDOM@MOCTYDOM, Larry Capps/MOCTYDOM@MOCTYDOM, Pat Worrell/MOCTYDOM@MOCTYDOM  
bcc  
Subject Cell phone allowance

Edward,

Please begin paying Geneane Merritt a cell phone allowance of \$45 per month effective retroactive to her first date of employment with the City.

Thank you,

Charles Oberrender, CPPB  
Purchasing & Risk Manager  
City of Missouri City, Texas

1522 Texas Parkway  
Missouri City, TX 77489

(281) 403-8612 office  
cell

Cell phone allowance effective 9/27/09  
start date

Thank

~~11/17/2009~~ aw  
11/11/2009



Prepared 10/08/09  
13:24:13

Employee Status Change Proposal

CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 24 531 PUBLIC SAFETY -/CRIMINAL  
Employee . . . . . : 10032 MERRITT, GENEANE  
Address . . . . . :

	Current	Proposed
Position - Authorized . . . :	174	
Position - Actual . . . . . :	174	
Dp/Dv/Act - Authorized . . . :	3021531	
Dp/Dv/Act - Actual . . . . . :	3024531	
Grade/Step . . . . . :	P6 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	38.1848	
Annual rate . . . . . :	79,424.40	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : Other  
Effective date . . . . . : 9/27/09

Comments . . . . . : Employee will receive clothing allowance of  
\$17.31 per payperiod. - Effective 09/27/09

Authorized signatures . . . :

Department \_\_\_\_\_  
  
Human Resources



Employee . . . . .	:	10032		MERRITT, GENEANE
Pay code . . . . .	:		CL	CLOTHING ALLOWANCE
Amount . . . . .	:	.00		17.31 *
Percentage . . . . .	:	.000		.000 *
Maximum per check . . . . .	:	.00		.00 *
Maximum per year . . . . .	:	.00		.00 *
Start date . . . . .	:	0/00/00		
End date . . . . .	:	0/00/00		
Maximum to be paid . . . . .	:	.00		
Amount paid to date . . . . .	:	.00		
Priority . . . . .	:	2		
Status . . . . .	:			I=Inactive
Effective date . . . . .	:	9/27/09		

Press Enter to continue.

F3=Exit F12=Cancel

Prepared 8/09/11  
15:26:26

Employee Status Change Proposal  
CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 25 531 PUBLIC SAFETY -/PATROL/PU  
Employee . . . . . : 790 MERRITT, GENEANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	57	
Position - Actual . . . . :	57	
Dp/Dv/Act - Authorized . . . :	3025531	
Dp/Dv/Act - Actual . . . . :	3025531	
Grade/Step . . . . . :	P5 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	36.8808	
Annual rate . . . . . :	76,712.00	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	T2
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : SHIFT CHANGE  
Effective date . . . . . : 7/31/11

Comments . . . . . : Department Head approved shift change from  
"RG" to "T2", effective 7/31/2011.

Authorized signatures . . . . :

  
\_\_\_\_\_  
Department  
  
\_\_\_\_\_  
Human Resources

WAD

**Toni Moore**

---

**From:** Mike Berezin  
**Sent:** Monday, August 08, 2011 4:42 PM  
**To:** Toni Moore  
**Subject:** Re: G. Merritt

1 pm to 11 pm four days per week.

Sent from my iPhone

On Aug 8, 2011, at 17:15, "Toni Moore" <[tmoore@missouricitytx.gov](mailto:tmoore@missouricitytx.gov)> wrote:

<image001.gif>

Good afternoon Chief!!!!

Per the status change request for Lt. Merritt's shift change, what will be the time frame for "EVENING" shift?

*tomi\_mccullough-moore*  
HR/OD TECHNICIAN  
CITY OF MISSOURI CITY  
281-103-3681: DIRECT DIAL  
281-103-3971: FAX  
[tmoore@missouricitytx.gov](mailto:tmoore@missouricitytx.gov)

# STATUS CHANGE REQUEST FORM

Employee's Name <b>GENEANE MERRITT</b>	Employee ID <b>10032</b>	Date <b>7/18/2011</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

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

Joel F. Fitzgerald Sr  
Department Head's Signature

Prepared 10/07/09  
16:03:02

Employee Status Change Proposal

CITY OF MISSOURI CITY

Dp/Dv/Act . . . . . : 30 21 531      PUBLIC SAFETY -/POLICE AD  
Employee . . . . . : 10032      MERRITT, GENEBANE  
Address . . . . . :

	-----Current-----	-----Proposed-----
Position - Authorized . . . :	174	
Position - Actual . . . . . :	174	
Dp/Dv/Act - Authorized . . . :	3021531	
Dp/Dv/Act - Actual . . . . . :	3021531	
Grade/Step . . . . . :	P6 1	
Elm/Obj . . . . . :		
Hourly rate . . . . . :	38.1848	
Annual rate . . . . . :	79,424.40	
Pay frequency . . . . . :	BW	
Schedule hours code . . . . :	RG	
Employee status . . . . . :	FT	
Hourly/Salaried . . . . . :	H	
Full time/part/temp . . . . :	F	
Exempt from overtime . . . . :	Y	

Reason for status change . . . : ERROR CORRECTION  
Effective date . . . . . : 9/27/09

Comments . . . . . : Error correction. Incorrect salary information originally entered. Actual salary is \$79,424.40/year, effective 09/27/09

Authorized signatures . . . . :  
\_\_\_\_\_  
Department  
*Milly Smith*  
\_\_\_\_\_  
Human Resources



Employee . . . . . : 10032 MERRITT, GEANEANE

Type information, press Enter.

Workers comp code (F4) . . . . .	<u>7720</u> -	POLICE OFFICERS
EEO function (F4) . . . . .	<u>04</u>	POLICE PROTECTION
EEO category (F4) . . . . .	<u>04</u>	PROTECTION/SERVICES
Group plan (F4) . . . . .	<u>PO</u>	POLICE FULL TIME 40 HOURS
Retirement plan (F4) . . . . .	<u>TX</u>	TX MUNICIPAL RETIREMENT
Position . . . . .	_____	
Account . . . . .	_____	
Date of next review . . . . .	_____	
Type of review (F4) . . . . .	_____	
Reset hours since review . . . . .	<u>N</u>	Y=Yes, N=No
Shift . . . . .	_____	1,2,3,4
Normal daily work hours . . . . .	<u>8000</u>	3 decimal
Service hours . . . . .	_____	3 decimal
Canadian T4/T4A code . . . . .	_____	

F3=Exit F4=Prompt F12=Cancel

*g corrected*

*1-5 days to*

*7-10.*

*2-3 days.*