

| | | | |
|---------------------|-----|---|---------------------------------------|
| Competencies | 50% | 0 | 0 Below Expectations |
| Goals | 50% | 0 | |

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

Date

MERRITT, GENEANE

Appraiser Signature

Date

HARRIS, BRANDON

**City of Missouri City
Appraisal**



Employee Information Summary ▾

| | | |
|---|--|------------------------------------|
| Employee: GENEANE MERRITT | Hire Date: 09-27-2009 | Position: POLICE LIEUTENANT |
| Department: POLICE | Division: POLICE ADMINISTRATION | Location: PSHQ |
| Review Period: 07-01-2016 - 06-30-2017 | Appraiser: POULTON, PAUL | 100% |

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% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| The degree to which the employee provides the highest benefit to our community and an outstanding customer experience. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| Professionalism | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| 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. | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |

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.

Employee Comments:

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

| Integrity & Trust | 10% | Summary | Weight | Rating | Score |
|---|------------|----------------|---------------|---------------|--------------|
| 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. | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |

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.

Employee Comments:

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

| Respect | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| 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. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| Innovation | 10% | Summary | Weight | Rating | Score |
|--|--------------|-----------|--------|--------|-------------|
| The ability to adapt to fast-changing environments. Willingness to take risks and to consider new approaches to improve the organization's competitive position. | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | Total | | | | 3.50 |

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.

Employee Comments:

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

| Teamwork & Cooperation | 10% | Summary | Weight | Rating | Score |
|---|--------------|-----------|--------|--------|-------------|
| The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated sensitivity, team building, support, and respect. The degree of synergy promoted. | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | Total | | | | 3.50 |

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.

Employee Comments:

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

| Decision-Making/Judgment | 10% | Summary | Weight | Rating | Score |
|--|--------------|-----------|--------|--------|-------------|
| The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact. | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | Total | | | | 3.50 |

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.

Employee Comments:

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

| Employee Management | 10% | Summary | Weight | Rating | Score |
|---|-----|-----------|--------|--------|-------|
| 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 |
| | | Employee | -- | -- | |

Total 3.00

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.

Employee Comments:

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

| 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% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |

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.

Employee Comments:

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

| Firearms Proficiency | 10% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| The degree to which the incumbent demonstrates proficiency in firearms training sessions. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

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

Employee Comments:

Competencies Total Score 3.3

Goals

Goal Information

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

| Grant management | 20% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| 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. | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | 4.00 |

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.

Employee Comments:

| PSI and Background Investigations | 20% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------|
| 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. | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | |

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.

Employee Comments:

| Administrative duties | 10% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------|
| 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. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | |

Comments

Appraiser Comments:

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

Employee Comments:

| Community Outreach | 10% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------|
| 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. | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | |


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.

Employee Comments:

| Coordinate new hire and promotional testing | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2017 | | Appraiser | 100% | 3.00 | 3 |
| Coordinate new hire and promotional testing processes as needed. | | Employee | -- | -- | |
| | | Total | | | 3.00 |


 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.

Employee Comments:

| Performance Evaluations | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2017 | | Appraiser | 100% | 3.00 | 3 |
| Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

 Comments

Appraiser Comments:

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

Employee Comments:

| Policy preparation and reviews | 10% | Summary | Weight | Rating | Score |
|---|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2017 | | Appraiser | 100% | 3.00 | 3 |
| Prepare and review departmental policies as needed. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

 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 Comments:

| Employee training | 5% | Summary | Weight | Rating | Score |
|--|-----------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2017 | | Appraiser | 100% | 4.00 | 4 |
| 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. | | Employee | -- | -- | |
| | | Total | | | 4.00 |

 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.

Employee Comments:

| Performance Portfolio | 5% | Summary | Weight | Rating | Score |
|---|----|--------------|--------|--------|-------------|
| Due Date: 06-30-2017 | | Appraiser | 100% | 3.00 | 3 |
| 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. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

 Comments

Appraiser Comments:

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

Employee Comments:

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 |
| Goals | 3.55 | 50% | 1.77 | Meets Expectations |

Completed: 08-23-2017 at 2:52 pm

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 Comment

The above performance evaluation does not fully represent my work ethic and commitment to the mission and goals of MCPD. There is rarity of people that do not know me at MCPD, so this statement in my opinion is inaccurate. I strive to be an asset to the organization and will continue to strive to exceed expectations in my assigned competencies and goals.

Disagreed

Administrator (PM, CITYOFMISSOURICITY)

| Signature | Signed Date | Action |
|------------------------------|--------------------|------------------------------------|
| MERRITT, GENEANE Employee | 10-11-2017 2:23 pm | Remove E-signature |
| POULTON, PAUL Appraiser | | Not Yet Signed |

Upline Signature

Date

Signed by: BOTHELL, LANCE

City of Missouri City
Appraisal



Employee Information Summary ▾

| | | | | | |
|-----------------------|-------------------------|-------------------|---------------|------------------|-------------------|
| Employee: | GENEANE MERRITT | Hire Date: | 09-27-2009 | Position: | POLICE LIEUTENANT |
| Department: | POLICE | Division: | PATROL | Location: | PSHQ |
| Review Period: | 07-01-2015 - 06-30-2016 | Appraiser: | POULTON, PAUL | 100% | |

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% |
| 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

| Service | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| The degree to which the employee provides the highest benefit to our community and an outstanding customer experience. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| Total | | | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| Professionalism | 10% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| 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. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| Integrity & Trust | 10% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| 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. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| Respect | 10% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| 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. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| Innovation | 10% | Summary | Weight | Rating | Score |
|------------|-----|-----------|--------|--------|-------|
| | | Appraiser | 100% | 3.00 | 3 |

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

| | | | |
|--------------|----|----|-------------|
| Employee | -- | -- | |
| Total | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| | | | | | |
|---|------------|----------------|---------------|---------------|--------------|
| Teamwork & Cooperation | 10% | Summary | Weight | Rating | Score |
| The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated sensitivity, team building, support, and respect. The degree of synergy promoted. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

07-11-2017 : XXX

Employee Comments:

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

| | | | | | |
|--|------------|----------------|---------------|---------------|--------------|
| Decision-Making/Judgment | 10% | Summary | Weight | Rating | Score |
| The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| | | | | | |
|---|------------|----------------|---------------|---------------|--------------|
| Employee Management | 10% | Summary | Weight | Rating | Score |
| 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 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |

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.

Employee Comments:

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

| 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% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | 4.00 |

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.

Employee Comments:

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

| Firearms Proficiency | 10% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| The degree to which the incumbent demonstrates proficiency in firearms training sessions. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

Competencies Total Score **3.15**

Goals **Goal Information**

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

| Grant management | 20% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| Due Date: 06-30-2016 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. | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | 4.00 |

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

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

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.

Employee Comments:

Goal Total Score

3.5

Future Goals

| | | |
|---|-------------------|---------------------|
| <p>Grant management</p> <p>Due Date: 06-30-2017</p> <p>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.</p> | <p>20%</p> | <p>Action Steps</p> |
| <p>PSI and Background Investigations</p> <p>Due Date: 06-30-2017</p> <p>Perform thorough professional standards and background investigations. Ensure backgrounds and PSI's are completed within the time allotted by policy.</p> | <p>20%</p> | <p>Action Steps</p> |
| <p>Administrative duties</p> <p>Due Date: 06-30-2017</p> <p>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.</p> | <p>10%</p> | <p>Action Steps</p> |
| <p>Community Outreach</p> <p>Due Date: 06-30-2017</p> <p>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.</p> | <p>10%</p> | <p>Action Steps</p> |
| <p>Coordinate new hire and promotional testing</p> <p>Due Date: 06-30-2017</p> <p>Coordinate new hire and promotional testing processes as needed.</p> | <p>10%</p> | <p>Action Steps</p> |
| <p>Performance Evaluations</p> <p>Due Date: 06-30-2017</p> <p>Ensure employee evaluations for employees under your command are prepared and submitted by the established deadline.</p> | <p>10%</p> | <p>Action Steps</p> |
| <p>Policy preparation and reviews</p> <p>Due Date: 06-30-2017</p> <p>Prepare and review departmental policies as needed.</p> | <p>10%</p> | <p>Action Steps</p> |
| <p>Employee training</p> <p>Due Date: 06-30-2017</p> | <p>5%</p> | <p>Action Steps</p> |

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 | 3.15 | 50% | 1.57 | 3.33 |
| Goals | 3.5 | 50% | 1.75 | Meets Expectations |

Completed: 07-11-2017 at 8:17 am

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.

Administrator (PM, CITYOFMISSOURICITY)

| Signature | Signed Date | Action |
|------------------------------|-------------|--------------------------|
| MERRITT, GENEANE Employee | | E-signature not required |
| POULTON, PAUL Appraiser | | Not Yet Signed |

**City of Missouri City
Appraisal**



Employee Information Summary ▾

| | | |
|---|------------------------------------|------------------------------------|
| Employee: GENEANE MERRITT | Hire Date: 09-27-2009 | Position: POLICE LIEUTENANT |
| Department: POLICE | Division: PATROL | Location: PSHQ |
| Review Period: 07-01-2014 - 06-30-2015 | Appraiser: 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%)

| | |
|---|-----|
| Case report and supplement review | 30% |
| Mentoring | 20% |
| Special Operations Unit Management | 15% |
| Crime Trend Awareness | 10% |
| Required Duties and Reports | 10% |
| Compstat and Regional Meeting participation | 5% |
| Employee Evaluations | 5% |
| TCOLE & Training | 5% |

Competencies

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

| Decision-Making/Judgment | 20% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact. | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | 4.00 |

[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.

Employee Comments:

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

| Employee Management | 20% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| 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 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |

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.

Employee Comments:

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

| Ethics | 20% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| 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% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| 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% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | | Total | | | 3.50 |
| | | | | | |

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.

Employee Comments:

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

| 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% | 4.00 | 4 |
| | | Employee | -- | -- | |
| | | Total | | | 4.00 |
| | | | | | |

Comments

Appraiser Comments:

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

Employee Comments:

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

| Firearms Proficiency | 5% | Summary | Weight | Rating | Score |
|---|-----------|----------------|---------------|---------------|--------------|
| The degree to which the incumbent demonstrates proficiency in firearms training sessions. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| | | Total | | | 3.00 |
| | | | | | |

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.

Employee Comments:

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

| 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, | | Appraiser | 100% | 3.50 | 3.5 |
| | | Employee | -- | -- | |
| | | | | | |
| | | | | | |

communication, listening, cooperation, and productivity demonstrated while working with others to successfully meet goals.

Total

3.50

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.

Employee Comments:

Competencies Total Score

3.47

Goals

Goal Information

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

| Case report and supplement review | 30% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| 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. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

| Mentoring | 20% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| Be actively involved in the skill development of your officers/sergeants. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

| Special Operations Unit Management | 15% | Summary | Weight | Rating | Score |
|------------------------------------|-----|-----------|--------|--------|-------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |

Ensure Burglary and Auto Theft Unit, Special Crimes Unit and Narcotic's Investigators duties are carried out effectively and efficiently. **Total** **3.00**

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.

Employee Comments:

| Crime Trend Awareness | 10% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 4.00 | 4 |
| | | Employee | -- | -- | |
| Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions. | | Total | | | 4.00 |

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.

Employee Comments:

| Required Duties and Reports | 10% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| 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. | | Total | | | 3.00 |

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.

Employee Comments:

| Compstat and Regional Meeting participation | 5% | Summary | Weight | Rating | Score |
|--|----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | -- | |
| Ensure CID personnel are prepared to present information of value during the monthly Compstat and Regional meetings. | | Total | | | 3.00 |

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 Comments:

| Employee Evaluations | 5% | Summary | Weight | Rating | Score |
|---|----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 2.00 | 2 |
| Ensure that evaluations for Detective's and Detective Sergeant's are completed by the established deadline. | | Employee | -- | -- | |
| | | Total | | | 2.00 |

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.

Employee Comments:

| TCOLE & Training | 5% | Summary | Weight | Rating | Score |
|---|----|--------------|--------|--------|-------------|
| Due Date: 06-30-2015 | | Appraiser | 100% | 3.00 | 3 |
| Ensure officers assigned to your shift meet TCOLE, shift, and department training requirements. | | Employee | -- | -- | |
| | | Total | | | 3.00 |

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.

Employee Comments:

Goal Total Score

3.05

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 | 3.47 | 50% | 1.73 | 3.26 |
| Goals | 3.05 | 50% | 1.52 | Meets Expectations |

Completed: 06-16-2016 at 11:37 am

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.

Administrator (PM, CITYOFMISSOURICITY)

| Signature | Signed Date | Action |
|-------------------------------|-------------|--------------------------|
| MERRITT, GENEANE Employee | | E-signature not required |
| WILLIAMS, DWAYNE Appraiser | | Not Yet Signed |

**City of Missouri City
Appraisal**



Employee Information Summary ▾

| | | | | | |
|-----------------------|-------------------------|-------------------|----------------|------------------|-------------------|
| 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% | |

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%)

| | |
|---------------------------------------|-----|
| Administrative | 20% |
| HOA | 20% |
| Mentoring | 20% |
| Offense Report review and submissions | 10% |
| Policy / Equipment | 10% |
| TCLEOSE & Training | 10% |
| Crime Trend Awareness | 5% |
| Specialized Units | 5% |

Competencies

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

| Decision-Making/Judgment | 20% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| The ability to make prudent decisions that are timely, well researched, and reflect awareness of impact. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

[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.

Employee Comments:

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

| Employee Management | 20% | Summary | Weight | Rating | Score |
|---|-----|--------------|--------|--------|-------------|
| 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 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| Ethics | 20% | Summary | Weight | Rating | Score |
|--|-----|--------------|--------|--------|-------------|
| The level of trustworthiness, character, professionalism, confidentiality, and honesty in dealing with internal or external customers. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

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

Employee Comments:

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

| 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% | 3.00 | 3 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

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

| 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 |
| Employee | -- | 0.00 | 0 |
| Total | | | 3.00 |

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.

Employee Comments:

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

| 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% | 3.00 | 3 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

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

Employee Comments:

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

| Firearms Proficiency | 5% | Summary | Weight | Rating | Score |
|---|----|--------------|--------|--------|-------------|
| The degree to which the incumbent demonstrates proficiency in firearms training sessions. | | Appraiser | 100% | 3.00 | 3 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

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

Employee Comments:

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

| 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% | 2.50 | 2.5 |
| | | Employee | -- | 0.00 | 0 |
| | | Total | | | 2.50 |

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.

Employee Comments:

Competencies Total Score

2.97

Goals

Goal Information

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

| Administrative | 20% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| Effectively handle all administrative duties for your shift as assigned. Establish unit goals for your shift. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

| HOA | 20% | Summary | Weight | Rating | Score |
|---|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| 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. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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 thee Chief.

Employee Comments:

| Mentoring | 20% | Summary | Weight | Rating | Score |
|---|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| Be actively involved in the skill development of your officers/sergeants. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

| Offense Report review and submissions | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| Ensure offense reports are thoroughly reviewed and submitted in a timely manner. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

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

Employee Comments:

| Policy / Equipment | 10% | Summary | Weight | Rating | Score |
|--|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| 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. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

Comments

Appraiser Comments:

07-21-2014 : Lieutenant

Employee Comments:

| TCLEOSE & Training | 10% | Summary | Weight | Rating | Score |
|---|------------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| Ensure officers assigned to your shift meet TCLEOSE, shift, and department training requirements. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

| Crime Trend Awareness | 5% | Summary | Weight | Rating | Score |
|--|-----------|----------------|---------------|---------------|--------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 3.00 | 3 |
| Review ATAC Raids and intelligence information to stay abreast of current crime trends or patterns and take appropriate actions. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 3.00 |

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.

Employee Comments:

| Specialized Units | 5% | Summary | Weight | Rating | Score |
|---|----|--------------|--------|--------|-------------|
| Due Date: 06-30-2014 | | Appraiser | 100% | 4.00 | 4 |
| Deploy specialized units to address crime trends and patterns. Also deploy specialized units to do pro-active policing. | | Employee | -- | 0.00 | 0 |
| | | Total | | | 4.00 |

 **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.

Employee Comments:

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.

Employee:

Final Score Calculation

| | Totals | Weight | Score | Rating |
|---------------------|--------|--------|-------|---------------------------|
| Competencies | 2.97 | 50% | 1.48 | 3.01 |
| Goals | 3.05 | 50% | 1.52 | Meets Expectations |

Completed: 07-22-2014 at 11:39 am

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.

Administrator (PM, CITYOFMISSOURICITY)

| Signature | Signed Date | Action |
|------------------------------|-------------|--------------------------|
| MERRITT, GENEANE Employee | | E-signature not required |

Employee: ROBB, ANDREW D - POLICE OFFICER 410

Dpt/Div/Act: 3025531 PUBLIC SAFETY -/PATROL/PU

COMP TIME 91.250 HOLIDAY TIME 10.000 MAJOR ILLNESS 136.030 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 206.000

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Total |
|-----|---------|------|-------------------|------|----------|---------------|-------|------|-------|------|----------|---------------|-------|-------------------|
| Sun | 4/11/10 | | | | | | | | | | | | | |
| Mon | 4/12/10 | | | | | | | | | | | | | |
| Tue | 4/13/10 | | | | | | | | | | | | | |
| Wed | 4/14/10 | RG | 10.00 | | | | | | | | | | | 10. ⁰⁰ |
| Thu | 4/15/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |
| Fri | 4/16/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |
| Sat | 4/17/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |
| Sun | 4/18/10 | | | | | | | | | | | | | |
| Mon | 4/19/10 | | | | | | | | | | | | | |
| Tue | 4/20/10 | | | | | | | | | | | | | |
| Wed | 4/21/10 | RG | 10.00 | | | | | | | | | | | 10. ⁰⁰ |
| Thu | 4/22/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |
| Fri | 4/23/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |
| Sat | 4/24/10 | RG | 10. ⁰⁰ | | | | | | | | | | | 10. ⁰⁰ |

Totals by type:

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|
| | | | | | | | | | | | | | | 80. ⁰⁰ |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|

Employee's signature: A. ROBB / 336 Date: 4/25/10 Approved by: [Signature] 336 Date: 4/25/10

- AP ADMIN LV W/PAY AW ADMIN LV W/O PAY CN CONTINGENCY CS COURT SECURITY CT COMP TAKEN FC FML-SPEND FROM CO
- FH FML-SPEND FROM HO FI FML-SPEND FROM MJ FL FUNERAL LEAVE FM FAMILY MED LEAVE FR FIRE-40 HR SCHOOL FS FML-SPEND FROM SE
- FV FML-SPEND FROM VA GA GENERAL ALARM-FIR HA HOLIDAY ACCRUED HO HOLIDAY HT HOLIDAY TAKEN JD JURY DUTY
- KD KELLY DAY KW KELLY DAY WORKED LC LIGHT DUTY FIRE-C LD LIGHT DUTY-FIRE LH LIGHT DUTY FIRE-H LM LIGHT DUTY FIRE-M
- LS LIGHT DUTY FIRE-S LV LIGHT DUTY FIRE-V MC MCTV CAMERA OPERA MF MILITARY LEAVE-FI MI MAJOR ILLNESS ML MILITARY LEAVE

RG-80.⁰⁰

PLEASE CHANGE DAYS OFF TO
 SUNDAY, MONDAY & TUESDAY.

Employee: ROBB, ANDREW D - POLICE OFFICER 410

Dpt/Div/Act: 3025531 PUBLIC SAFETY -/PATROL/PU

COMP TIME 89.000 HOLIDAY TIME 2.000 MAJOR ILLNESS 132.340 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 201.380

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Total |
|-----|---------|------|-------|------|----------|------|----------|-------|------|-------|------|----------|------|----------|-------|-------|
| Sun | 3/28/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Mon | 3/29/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Tue | 3/30/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Wed | 3/31/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Thu | 4/01/10 | | | | | | | | | | | | | | | |
| Fri | 4/02/10 | HA | 8.00 | | | | | | RG | 1.50 | | | | | | 9.50 |
| Sat | 4/03/10 | RG | 6.00 | | | | | | | | | | | | | 6.00 |
| Sun | 4/04/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Mon | 4/05/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Tue | 4/06/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Wed | 4/07/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Thu | 4/08/10 | | | | | | | | | | | | | | | |
| Fri | 4/09/10 | | | | | | | | | | | | | | | |
| | 4/10/10 | | | | | | | | | | | | | | | |

Totals by type:

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| | | | | | | | | | | | | | | | | 85.50 |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|

Employee's signature: A. Robb Jr 3320 Date: 4/11/10 Approved by: [Signature] 3320 Date: 4/11/10

- AP ADMIN LV W/PAY
- AW ADMIN LV W/O PAY
- CN CONTINGENCY
- CS COURT SECURITY
- CT COMP TAKEN
- FC FML-SPEND FROM CO
- FH FML-SPEND FROM HO
- FI FML-SPEND FROM MJ
- FL FUNERAL LEAVE
- FM FAMILY MED LEAVE
- FR FIRE-40 HR SCHOOL
- FS FML-SPEND FROM SE
- FV FML-SPEND FROM VA
- GA GENERAL ALARM-FIR
- HA HOLIDAY ACCRUED
- HO HOLIDAY
- HT HOLIDAY TAKEN
- JD JURY DUTY
- KD KELLY DAY
- KW KELLY DAY WORKED
- LC LIGHT DUTY FIRE-C
- LD LIGHT DUTY-FIRE
- LH LIGHT DUTY FIRE-H
- LM LIGHT DUTY FIRE-M
- LS LIGHT DUTY FIRE-S
- LV LIGHT DUTY FIRE-V
- MC MCTV CAMERA OPERA
- MP MILITARY LEAVE-PI
- MI MAJOR ILLNESS
- ML MILITARY LEAVE

RG - 87.50
 HA - 8.00



TIMESHEET EXCEPTION FORM

Employee Name: Andrew Robb

Employee ID: 410

Date: [Blank]

- Time Off Codes
- MO - Major Break
 - MI - Minor Break
 - ML - Medical Leave - Full
 - SI - Sick Leave - Intermittent
 - NS - [Blank]
 - SD - [Blank]

- Overtime Codes
- OT - Overtime
 - HA - Holiday
- Family Medical Leave
- FMLB - Sick Leave
 - FMLC - Holiday
 - FMLD - Major Break
 - FMLE - Comp Time
 - FMLF - Vacation
 - FMLG - Off With no Pay

| REQUEST FOR LEAVE | | | | |
|-------------------|------|----|-------|------|
| Date | From | To | Hours | Code |
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| OVERTIME AUTHORIZATION | | | | |
|------------------------|------|------|-------|------|
| Date | From | To | Hours | Code |
| 4/2 | 8 | 4 | 8 | HA |
| 4/2 | 1 | 2:30 | 1.5 | ERG |
| 4/3 | 11a | 5p | 6 | ERG |
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Car) Fr:
02-002602
02-002602

I, the undersigned, certify that a policy of granting employees compensatory time in lieu of overtime also extends to employees in emergency management, seasonal and other employees. A copy of the Personnel Policy has been provided to all employees and that time worked in excess of 40 hours per week or other permissible work schedules is in compliance with the provisions of that policy and applicable law and regulations of the City Department.

I, the undersigned, certify that as a condition of my employment, and consent to the use of compensatory time in lieu of overtime, and that I understand that the use of compensatory time does not constitute a contract with the City and that the compensatory time shall be used in accordance with the Personnel Policy.

I, the undersigned, certify that the personnel within my control do not include or disrupt the operation of the City Department.

Hours By Code

| Code | Hours | Total |
|------|-------|-------|
| HA | 8 | |
| ERG | 7.5 | |
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Employee Signature:

Department: [Blank] Approval Signature:

Employee: ROBB, ANDREW D - POLICE OFFICER 410 Dpt/Div/Act: 3025531 PUBLIC SAFETY - /PATROL/PU
 COMP TIME 80.000 HOLIDAY TIME 2.000 MAJOR ILLNESS 128.650 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 196.760

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Total |
|-----|---------|------|---------------------------------------|------|----------|------|----------|-------|------|-------|------|----------|------|----------|-------|-------------------|
| Sun | 3/14/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Mon | 3/15/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Tue | 3/16/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Wed | 3/17/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Thr | 3/18/10 | | | | | | | | | | | | | | | |
| Fri | 3/19/10 | | | | | | | | | | | | | | | |
| Sat | 3/20/10 | | | | | | | | | | | | | | | |
| Sun | 3/21/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Mon | 3/22/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Tue | 3/23/10 | RG | 10.00 16. ⁰⁰ | | | | | | | | | | | | | 16. ⁰⁰ |
| Wed | 3/24/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Thr | 3/25/10 | | | | | | | | | | | | | | | |
| Fri | 3/26/10 | | | | | | | | | | | | | | | |
| Sat | 3/27/10 | | | | | | | | | | | | | | | |

Totals by type:

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|
| | | | | | | | | | | | | | | | | 86. ⁰⁰ |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------|

Employee's signature: A. Robb / PR 334 Date: 3/24/10 Approved by: P. [Signature] 334 Date: 3/24/10

- | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| AP ADMIN LV W/PAY | AW ADMIN LV W/O PAY | CN CONTINGENCY | CS COURT SECURITY | CT COMP TAKEN | FC FML-SPEND FROM CO |
| FH FML-SPEND FROM HO | FI FML-SPEND FROM MJ | FL FUNERAL LEAVE | FM FAMILY MED LEAVE | FR FIRE-40 HR SCHOOL | FS FML-SPEND FROM SE |
| FV FML-SPEND FROM VA | GA GENERAL ALARM-FIR | HA HOLIDAY ACCRUED | HO HOLIDAY | HT HOLIDAY TAKEN | JD JURY DUTY |
| KD KELLY DAY | KW KELLY DAY WORKED | LC LIGHT DUTY FIRE-C | LD LIGHT DUTY-FIRE | LH LIGHT DUTY FIRE-H | LM LIGHT DUTY FIRE-M |
| LS LIGHT DUTY FIRE-S | LV LIGHT DUTY FIRE-V | MC MCTV CAMERA OPERA | MF MILITARY LEAVE-FI | MI MAJOR ILLNESS | ML MILITARY LEAVE |

86 - 86.⁰⁰



TIMESHEET EXCEPTION FORM

| | | |
|--------------------------------|---------------------------|------------------------|
| Employee <i>Andrew Robb</i> | Employee ID <i>410</i> | Date <i>3/24/10</i> |
|--------------------------------|---------------------------|------------------------|

- Time Off Codes**
- AP - Administrative Leave w/ Pay
 - AW - Administrative Leave w/o Pay
 - CT - Comp Time
 - FL - Funeral Leave
 - VA - Vacation
 - HT - Holiday Taken
 - MI - Major Illness
 - ML - Military Leave
 - MF - Military Leave - Fire
 - SF - Sick Family Member
 - SS - Sick Self
 - KD - Kelly Day
- Overtime Codes**
- TR - Training
 - HA - Holiday Accrued
 - KW - Kelly Day Worked
- Family Medical Leave**
- FS-FML-Sick Self
 - FI-FML-Major Illness
 - FV-FML-Vacation
 - FH-FML-Holiday
 - FC-FML-Comp Time
 - FM-FML-Off Without Pay

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|------------|----------|-----------|--------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>3/23</i> | <i>5</i> | <i>11</i> | <i>6</i> | <i>RG</i> | <i>HIDTA</i> |
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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). 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.

Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| <i>RG</i> | <i>6</i> | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|--|---|
| Employee Signature <i>[Signature]</i> | Department Approval Signature <i>[Signature]</i> |
|--|---|

Employee: ROBB, ANDREW D - POLICE OFFICER 410 Dpt/Div/Act: 3025531 PUBLIC SAFETY -/PATROL/PU

COMP TIME 96.500 HOLIDAY TIME 2.000 MAJOR ILLNESS 124.960 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 192.140

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Total |
|-----|---------|------|-------|------|----------|------|----------|-------|------|-------|------|----------|------|----------|-------|-------|
| Sun | 2/28/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Mon | 3/01/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Tue | 3/02/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Wed | 3/03/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Thu | 3/04/10 | | | | | | | | | | | | | | | |
| Fri | 3/05/10 | | | | | | | | | | | | | | | |
| Sat | 3/06/10 | | | | | | | | | | | | | | | |
| Sun | 3/07/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Mon | 3/08/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Tue | 3/09/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Wed | 3/10/10 | RG | 10.00 | | | | | | | | | | | | | 10.00 |
| Thu | 3/11/10 | | | | | | | | | | | | | | | |
| Fri | 3/12/10 | | | | | | | | | | | | | | | |
| Sat | 3/13/10 | | | | | | | | | | | | | | | |

Totals by type:

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| | | | | | | | | | | | | | | | | 80.00 |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|

Employee's signature: A. Robb / E. D. King Date: 3/14/10 Approved by: P. [Signature] Date: 3/10/10

- AP ADMIN LV W/PAY AW ADMIN LV W/O PAY CN CONTINGENCY CS COURT SECURITY CT COMP TAKEN FC FML-SPEND FROM CO
- FH FML-SPEND FROM HO FI FML-SPEND FROM MJ FL FUNERAL LEAVE FM FAMILY MED LEAVE FR FIRE-40 HR SCHOOL FS FML-SPEND FROM SE
- FV FML-SPEND FROM VA GA GENERAL ALARM-FIR HA HOLIDAY ACCRUED HO HOLIDAY HT HOLIDAY TAKEN JD JURY DUTY
- KD KELLY DAY KW KELLY DAY WORKED LC LIGHT DUTY FIRE-C LD LIGHT DUTY-FIRE LH LIGHT DUTY FIRE-H LM LIGHT DUTY FIRE-M
- LS LIGHT DUTY FIRE-S LV LIGHT DUTY FIRE-V MC MCTV CAMERA OPERA MF MILITARY LEAVE-FI MI MAJOR ILLNESS ML MILITARY LEAVE

RG-80.00

Employee: ROBB, ANDREW D - POLICE OFFICER 410 Dpt/Div/Act: 3025531 PUBLIC SAFETY - /PATROL/PU

COMP TIME 89.000 HOLIDAY TIME 22.000 MAJOR ILLNESS 121.270 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 207.520

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund | Dp/Dv/Ac | El/Ob | Total |
|-----|---------|----------|------------------|------|----------|------|----------|-------|------|-------|------|----------|------|----------|-------|-------------------|
| Sun | 2/14/10 | RG NA | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Mon | 2/15/10 | RG NA | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Tue | 2/16/10 | RG HT | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Wed | 2/17/10 | RG HT | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Thu | 2/18/10 | | | | | | | | | | | | | | | |
| Fri | 2/19/10 | | | | | | | | | | | | | | | |
| Sat | 2/20/10 | | | | | | | | | | | | | | | |
| Sun | 2/21/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Mon | 2/22/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Tue | 2/23/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Wed | 2/24/10 | RG | 10.00 | | | | | | | | | | | | | 10. ⁰⁰ |
| Thu | 2/25/10 | RG | 2. ⁰⁰ | | | | | | | | | | | | | 2. ⁰⁰ |
| Fri | 2/26/10 | RG | 3. ⁰⁰ | | | | | | | | | | | | | 3. ⁰⁰ |
| Sat | 2/27/10 | | | | | | | | | | | | | | | |

Totals by type: 85.⁰⁰

Employee's signature: A Robb / Jc 33c Date: 2/28/10 Approved by: PLC 336 Date: 2/28/10

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|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| AP ADMIN LV W/PAY | AW ADMIN LV W/O PAY | CN CONTINGENCY | CS COURT SECURITY | CT COMP TAKEN | FC FML-SPEND FROM CO |
| FH FML-SPEND FROM HO | FI FML-SPEND FROM MJ | FL FUNERAL LEAVE | FM FAMILY MED LEAVE | FR FIRE-40 HR SCHOOL | FS FML-SPEND FROM SE |
| FV FML-SPEND FROM VA | GA GENERAL ALARM-FIR | HA HOLIDAY ACCRUED | HO HOLIDAY | HT HOLIDAY TAKEN | JD JURY DUTY |
| KD KELLY DAY | KW KELLY DAY WORKED | LC LIGHT DUTY FIRE-C | LD LIGHT DUTY-FIRE | LH LIGHT DUTY FIRE-H | LM LIGHT DUTY FIRE-M |
| LS LIGHT DUTY FIRE-S | LV LIGHT DUTY FIRE-V | MC MCTV CAMERA OPERA | MF MILITARY LEAVE-FI | MI MAJOR ILLNESS | ML MILITARY LEAVE |

RG - 45.⁰⁰ HT - 20.⁰⁰
 NA - 20.⁰⁰

TIMESHEET EXCEPTION FORM

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|--------------------------------|---------------------------|------------------------|
| Employee <i>Andrew Rabb</i> | Employee ID <i>416</i> | Date <i>1-10-10</i> |
|--------------------------------|---------------------------|------------------------|

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| <p>Time Off Codes</p> <ul style="list-style-type: none"> AP - Administrative Leave w/Pay AW - Administrative Leave w/o Pay CT - Comp Time FL - Funeral Leave VA - Vacation HT - Holiday Taken | <ul style="list-style-type: none"> MI - Major Illness ML - Military Leave MF - Military Leave - Fire SF - Sick Family Member SS - Sick Self KD - Kelly Day | <p>Overtime Codes</p> <ul style="list-style-type: none"> TR - Training HA - Holiday Accrued <p>Family Medical Leave</p> <ul style="list-style-type: none"> FS-FML-Sick Self FI-FML-Major Illness FV-FML-Vacation FH-FML-Holiday FC-FML-Comp Time FM-FML-Off Without Pay <p style="text-align: right;">KW - Kelly Day Worked</p> |
|--|--|---|

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-----------|-----------|-------|------------------------|--------------|------------|-------|------|-------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| <i>2/14</i> | <i>1pm</i> | <i>11p</i> | <i>10</i> | <i>VA</i> | | | | | | | |
| <i>2/15</i> | <i>1pm</i> | <i>11p</i> | <i>10</i> | <i>VA</i> | | | | | | | |
| <i>2/16</i> | <i>1pm</i> | <i>11p</i> | <i>10</i> | <i>HT</i> | | | | | | | |
| <i>2/17</i> | <i>1pm</i> | <i>11p</i> | <i>10</i> | <i>HT</i> | | | | | | | |
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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). 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.

Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|-----------|------|-------|------|-------|
| <i>VA</i> | <i>20</i> | | | | |
| <i>HT</i> | <i>20</i> | | | | |
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| Employee Signature <i>al D Rabb</i> | Department Approval Signature <i>[Signature]</i> |
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TIMESHEET EXCEPTION FORM

| | | |
|--------------------------------|---------------------------|------------------------|
| Employee <i>ANDREW Robb</i> | Employee ID <i>410</i> | Date <i>2-27-10</i> |
|--------------------------------|---------------------------|------------------------|

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|---|--|---|
| Time Off Codes AP - Administrative Leave w/ Pay AW - Administrative Leave w/o Pay CT - Comp Time FL - Funeral Leave VA - Vacation HT - Holiday Taken | MI - Major Illness ML - Military Leave MF - Military Leave - Fire SF - Sick Family Member SS - Sick Self KD - Kelly Day | Overtime Codes TR - Training HA - Holiday Accrued Family Medical Leave FS-FML-Sick Self FI-FML-Major Illness FV-FML-Vacation KW - Kelly Day Worked FH-FML-Holiday FC-FML-Comp Time FM-FML-Off Without Pay |
|---|--|---|

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|------------|----------|-----------|-----------------------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>2-25</i> | <i>6p</i> | <i>8p</i> | <i>2</i> | <i>RG</i> | <i>Report called in 404</i> |
| | | | | | | <i>2-65</i> | <i>6</i> | <i>9p</i> | <i>3</i> | <i>RG</i> | <i>FRANK</i> |
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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.

Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| <i>RG</i> | <i>5</i> | | | | |
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| Employee Signature <i>[Signature]</i> | Department Approval Signature <i>[Signature]</i> |
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Employee: ROBB, ANDREW D - POLICE OFFICER 410

Dpt/Div/Act: 3025531 PUBLIC SAFETY -/PATROL/PU

COMP TIME 83.750 HOLIDAY TIME 22.000 MAJOR ILLNESS 117.580 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 202.900

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Total |
|-----|---------|------|---------------------------|------|----------|---------------|-------|------|-------|------|----------|---------------|-------|-------|
| Sun | 1/31/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Mon | 2/01/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Tue | 2/02/10 | RG | 10.00 11.00 | | | | | | | | | | | 11.00 |
| Wed | 2/03/10 | RG | 10.00 11.00 | | | | | | | | | | | 11.00 |
| Thu | 2/04/10 | | | | | | | | | | | | | |
| Fri | 2/05/10 | | | | | | | | | | | | | |
| Sat | 2/06/10 | | | | | | | | | | | | | |
| Sun | 2/07/10 | RG | 10.00 | | | | | | | | | | | 10.00 |
| Mon | 2/08/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Tue | 2/09/10 | RG | 10.00 | | | | | | | | | | | 10.00 |
| Wed | 2/10/10 | RG | 10.00 | | | | | | | | | | | 10.00 |
| Thu | 2/11/10 | | | | | | | | | | | | | |
| Fri | 2/12/10 | | | | | | | | | | | | | |
| Sat | 2/13/10 | | | | | | | | | | | | | |

Totals by type:

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| | | | | | | | | | | | | | | 83.50 |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|

Employee's signature:

A Robb / R 33c

Date: *2/14/10* Approved by:

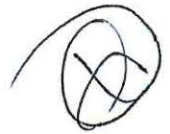
[Signature] 33c

Date: *2/14/10*

- AP ADMIN LV W/PAY AW ADMIN LV W/O PAY CN CONTINGENCY CS COURT SECURITY CT COMP TAKEN FC FML-SPEND FROM CO
- FH FML-SPEND FROM HO FI FML-SPEND FROM MJ FL FUNERAL LEAVE FM FAMILY MED LEAVE FR FIRE-40 HR SCHOOL FS FML-SPEND FROM SE
- FV FML-SPEND FROM VA GA GENERAL ALARM-FIR HA HOLIDAY ACCRUED HO HOLIDAY HT HOLIDAY TAKEN JD JURY DUTY
- KD KELLY DAY KW KELLY DAY WORKED LC LIGHT DUTY FIRE-C LD LIGHT DUTY-FIRE LH LIGHT DUTY FIRE-H LM LIGHT DUTY FIRE-M
- LS LIGHT DUTY FIRE-S LV LIGHT DUTY FIRE-V MC MCTV CAMERA OPERA MF MILITARY LEAVE-FI MI MAJOR ILLNESS ML MILITARY LEAVE

25 - 83.50

TIMESHEET EXCEPTION FORM



| | | |
|--------------------------------|---------------------------|-----------------------|
| Employee <i>Andrew Zabb</i> | Employee ID <i>410</i> | Date <i>2/2/10</i> |
|--------------------------------|---------------------------|-----------------------|

- Time Off Codes**
- | | | | |
|-----------------------------------|----------------------------|----------------------|-----------------------|
| AP - Administrative Leave w/Pay | MI - Major Illness | TR - Training | KW - Kelly Day Worked |
| AW - Administrative Leave w/o Pay | ML - Military Leave | HA - Holiday Accrued | |
| CT - Comp Time | MF - Military Leave - Fire | | |
| FL - Funeral Leave | SF - Sick Family Member | | |
| VA - Vacation | SS - Sick Self | | |
| HT - Holiday Taken | KD - Kelly Day | | |
- Overtime Codes**
- Family Medical Leave**
- | | |
|----------------------|------------------------|
| FS-FML-Sick Self | FH-FML-Holiday |
| FI-FML-Major Illness | FC-FML-Comp Time |
| FV-FML-Vacation | FM-FML-Off Without Pay |

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|--------------|-----------|-----------|-----------------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>1/31</i> | <i>11</i> | <i>11:30</i> | <i>.5</i> | <i>RG</i> | <i>FTO</i> |
| | | | | | | <i>2/1</i> | <i>11</i> | <i>11:30</i> | <i>.5</i> | <i>RG</i> | <i>FTO</i> |
| | | | | | | <i>2/2</i> | <i>12</i> | <i>1</i> | <i>1</i> | <i>RG</i> | <i>FTO paper work</i> |
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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). 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.

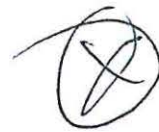
As any other time off requests, requested use of comp time off shall be permitted within a reasonable period if such use does not unduly disrupt the operation of the department and cash payments subject to budget constraints except when an employee terminates his employment with the City.

Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| <i>RG</i> | <i>2</i> | | | | |
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| Employee Signature <i>Andrew Zabb</i> | Department Approval Signature <i>[Signature]</i> |
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TIMESHEET EXCEPTION FORM



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|--------------------------------|---------------------------|-----------------------|
| Employee ANDREW BOBB | Employee ID 410 | Date 2-7-10 |
|--------------------------------|---------------------------|-----------------------|

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|--|--|---|
| Time Off Codes AP - Administrative Leave w/Pay AW - Administrative Leave w/o Pay CT - Comp Time FL - Funeral Leave VA - Vacation HT - Holiday Taken | MI - Major Illness ML - Military Leave MF - Military Leave - Fire SF - Sick Family Member SS - Sick Self KD - Kelly Day | Overtime Codes TR - Training HA - Holiday Accrued KW - Kelly Day Worked Family Medical Leave FS-FML-Sick Self FI-FML-Major Illness FV-FML-Vacation FH-FML-Holiday FC-FML-Comp Time FM-FML-Off Without Pay |
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| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|------------|----------|-----------|------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | 2/3 | 12 | 1 | 1 | RG | FTO |
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Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| RG | 1 | | | | |
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| Employee Signature | Department Approval Signature |
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TIMESHEET EXCEPTION FORM

| | | |
|--------------------------------|---------------------------|------------------------|
| Employee <i>Andrew Ross</i> | Employee ID <i>410</i> | Date <i>2/19/10</i> |
|--------------------------------|---------------------------|------------------------|

- Time Off Codes**
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|-----------------------------------|----------------------------|----------------------|-----------------------|
| AP - Administrative Leave w/Pay | MI - Major Illness | TR - Training | KW - Kelly Day Worked |
| AW - Administrative Leave w/o Pay | ML - Military Leave | HA - Holiday Accrued | |
| CT - Comp Time | MF - Military Leave - Fire | | |
| FL - Funeral Leave | SF - Sick Family Member | | |
| VA - Vacation | SS - Sick Self | | |
| HT - Holiday Taken | KD - Kelly Day | | |
- Overtime Codes**
- Family Medical Leave**
- | | |
|----------------------|------------------------|
| FS-FML-Sick Self | FH-FML-Holiday |
| FI-FML-Major Illness | FC-FML-Comp Time |
| FV-FML-Vacation | FM-FML-Off Without Pay |

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|--------------|-----------|-----------|----------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>2/8/10</i> | <i>11</i> | <i>11:30</i> | <i>.5</i> | <i>RE</i> | <i>ADDRESS</i> |
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Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|-----------|------|-------|------|-------|
| <i>RE</i> | <i>.5</i> | | | | |
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| Employee Signature <i>[Signature]</i> | Department Approval Signature <i>[Signature]</i> |
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Employee: ROBB, ANDREW D - POLICE OFFICER 410 Dpt/Div/Act: 3025531 PUBLIC SAFETY -/PATROL/PU

COMP TIME 80.000 HOLIDAY TIME 14.000 MAJOR ILLNESS 113.890 SHORT TERM SICK 38.000
 EMRGNCY STORM LEAV .000 VACATION 198.280

| Day | Date | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Type | Hours | Proj | Rate /\$ | Fund Dp/Dv/Ac | El/Ob | Total |
|-----|---------|---------------------|---------------------------|------|----------|---------------|-------|------|-------|------|----------|---------------|-------|-------------------|
| Sun | 1/17/10 | RG | 10.00 | | | | | | | | | | | 10. ⁰⁰ |
| Mon | 1/18/10 | RG HA | 8.00 | | | | | RG | 10.00 | | | | | 18. ⁰⁰ |
| Tue | 1/19/10 | RG | 10.00 | | | | | | | | | | | 10. ⁰⁰ |
| Wed | 1/20/10 | RG | 10.00 | | | | | | | | | | | 10. ⁰⁰ |
| | 1/21/10 | | | | | | | | | | | | | |
| Fri | 1/22/10 | | | | | | | | | | | | | |
| Sat | 1/23/10 | | | | | | | | | | | | | |
| Sun | 1/24/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Mon | 1/25/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Tue | 1/26/10 | RG | 10.00 11.00 | | | | | | | | | | | 11.00 |
| Wed | 1/27/10 | RG | 10.00 10.50 | | | | | | | | | | | 10.50 |
| Thr | 1/28/10 | | | | | | | | | | | | | |
| Fri | 1/29/10 | | | | | | | | | | | | | |
| | 1/30/10 | | | | | | | | | | | | | |

Totals by type:

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| | | | | | | | | | | | | | | 90.50 |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|

Employee's signature: AR Date: 1/31/10 Approved by: PC 336 Date: 1/31/10

- | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| AP ADMIN LV W/PAY | AW ADMIN LV W/O PAY | CN CONTINGENCY | CS COURT SECURITY | CT COMP TAKEN | FC FML-SPEND FROM CO |
| FH FML-SPEND FROM HO | FI FML-SPEND FROM MJ | FL FUNERAL LEAVE | FM FAMILY MED LEAVE | FR FIRE-40 HR SCHOOL | FS FML-SPEND FROM SE |
| FV FML-SPEND FROM VA | GA GENERAL ALARM-FIR | HA HOLIDAY ACCRUED | HO HOLIDAY | HT HOLIDAY TAKEN | JD JURY DUTY |
| KD KELLY DAY | KW KELLY DAY WORKED | LC LIGHT DUTY FIRE-C | LD LIGHT DUTY-FIRE | LH LIGHT DUTY FIRE-H | LM LIGHT DUTY FIRE-M |
| LS LIGHT DUTY FIRE-S | LV LIGHT DUTY FIRE-V | MC MCTV CAMERA OPERA | MF MILITARY LEAVE-FI | MI MAJOR ILLNESS | ML MILITARY LEAVE |

RG - 82.50
 HA - 8.00

TIMESHEET EXCEPTION FORM



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| Employee <i>Andrew Ruzic</i> | Employee ID <i>416</i> | Date <i>1/18/10</i> |
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- Time Off Codes**
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|-----------------------------------|----------------------------|-----------------------------|------------------------|
| AP - Administrative Leave w/ Pay | MI - Major Illness | TR - Training | KW - Kelly Day Worked |
| AW - Administrative Leave w/o Pay | ML - Military Leave | HA - Holiday Accrued | |
| CT - Comp Time | MF - Military Leave - Fire | | |
| FL - Funeral Leave | SF - Sick Family Member | | |
| VA - Vacation | SS - Sick Self | Family Medical Leave | |
| HT - Holiday Taken | KD - Kelly Day | FS-FML-Sick Self | FH-FML-Holiday |
| | | FI-FML-Major Illness | FC-FML-Comp Time |
| | | FV-FML-Vacation | FM-FML-Off Without Pay |

| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|------------|----------|-----------|------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| 1/18 | | | | | | <i>1/18</i> | <i>1</i> | <i>11</i> | <i>8</i> | <i>HA</i> | <i>MLK</i> |
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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). 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.

Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| <i>HA</i> | <i>8</i> | | | | |
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| Employee Signature <i>[Signature]</i> | Department Approval Signature <i>[Signature]</i> |
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TIMESHEET EXCEPTION FORM



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|--------------------------------|---------------------------|-------------------------|
| Employee <i>Andrew Ross</i> | Employee ID <i>410</i> | Date <i>02/26/10</i> |
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| <p>Time Off Codes</p> <ul style="list-style-type: none"> AP - Administrative Leave w/Pay AW - Administrative Leave w/o Pay CT - Comp Time FL - Funeral Leave VA - Vacation HT - Holiday Taken | <ul style="list-style-type: none"> MI - Major Illness ML - Military Leave MF - Military Leave - Fire SF - Sick Family Member SS - Sick Self KD - Kelly Day | <p>Overtime Codes</p> <ul style="list-style-type: none"> TR - Training HA - Holiday Accrued KW - Kelly Day Worked <p>Family Medical Leave</p> <ul style="list-style-type: none"> FS-FML-Sick Self FI-FML-Major Illness FV-FML-Vacation FH-FML-Holiday FC-FML-Comp Time FM-FML-Off Without Pay |
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| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|--------------|------------|-----------|------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>1/24</i> | <i>11</i> | <i>11:30</i> | <i>1.5</i> | <i>RG</i> | <i>FTO</i> |
| | | | | | | <i>1/25</i> | <i>11</i> | <i>11:30</i> | <i>1.5</i> | <i>RG</i> | <i>FTO</i> |
| | | | | | | <i>1/26</i> | <i>12</i> | <i>2 p</i> | <i>1</i> | <i>RG</i> | <i>FTO</i> |
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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). 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.

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Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|----------|------|-------|------|-------|
| <i>RG</i> | <i>2</i> | | | | |
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| Employee Signature <i>AR</i> | Department Approval Signature <i>R 334</i> |
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TIMESHEET EXCEPTION FORM



| | | |
|--------------------------------|---------------------------|------------------------|
| Employee <i>Andrew Robb</i> | Employee ID <i>410</i> | Date <i>1/31/10</i> |
|--------------------------------|---------------------------|------------------------|

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| <p>Time Off Codes</p> <ul style="list-style-type: none"> AP - Administrative Leave w/Pay AW - Administrative Leave w/o Pay CT - Comp Time FL - Funeral Leave VA - Vacation HT - Holiday Taken | <ul style="list-style-type: none"> MI - Major Illness ML - Military Leave MF - Military Leave - Fire SF - Sick Family Member SS - Sick Self KD - Kelly Day | <p>Overtime Codes</p> <ul style="list-style-type: none"> TR - Training HA - Holiday Accrued KW - Kelly Day Worked <p>Family Medical Leave</p> <ul style="list-style-type: none"> FS-FML-Sick Self FI-FML-Major Illness FV-FML-Vacation FH-FML-Holiday FC-FML-Comp Time FM-FML-Off Without Pay |
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| REQUEST FOR LEAVE | | | | | | OVERTIME AUTHORIZATION | | | | | |
|-------------------|--------------|------------|-------|------|-------|------------------------|--------------|-------------|-----------|-----------|------------|
| Date | From (am/pm) | To (am/pm) | Hours | Code | Notes | Date | From (am/pm) | To (am/pm) | Hours | Code | Notes |
| | | | | | | <i>1/27</i> | <i>11</i> | <i>1130</i> | <i>.5</i> | <i>RG</i> | <i>FTO</i> |
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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.

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Totals Hours By Code

| Code | Total | Code | Total | Code | Total |
|-----------|-----------|------|-------|------|-------|
| <i>RG</i> | <i>.5</i> | | | | |
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| Employee Signature <i>all</i> | Department Approval Signature <i>[Signature] 334</i> |
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Program PR033
CITY OF MISSOURI CITY

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|----------------------|--------|----------------|---------|--------------|---------|-----------------|------|------|--------|--------|
| EMPLOYEE | DOB | POSITION | PLANT | DEPT | ACT | STATUS | DATE | TIME | AMOUNT | REASON |
| BOYD, ANDREW D | | POLICE OFFICER | | | | | | | | |
| COMP TIME | 52.250 | HOLIDAY TIME | 34.000 | MAJOR DEDUCT | 110.200 | SHORT TERM SICK | | | | |
| EMERGENCY STORM LEAV | 1.000 | VACATION | 193.800 | | | | | | | |

| DAY | DATE | TYPE | AMOUNT | REASON | AMOUNT | REASON | AMOUNT | REASON | AMOUNT | REASON |
|-----|---------|------|--------|--------|--------|--------|--------|--------|--------|--------|
| Sat | 1/03/10 | HT | 10.00 | | | | | | | 10.00 |
| Mon | 1/04/10 | RC | 10.00 | | | | | | | 10.00 |
| Tue | 1/05/10 | RC | 10.00 | | | | | | | 10.00 |
| Wed | 1/06/10 | RC | 12.50 | | | | | | | 12.50 |
| Thu | 1/07/10 | | | | | | | | | |
| Fri | 1/08/10 | | | | | | | | | |
| Sat | 1/09/10 | | | | | | | | | |
| Sun | 1/10/10 | | | | | | | | | |
| Mon | 1/11/10 | | | | | | | | | 10.00 |
| Tue | 1/12/10 | | | | | | | | | 10.00 |
| Wed | 1/13/10 | RC | 10.00 | | | | | | | 10.00 |
| Thu | 1/14/10 | | | | | | | | | |
| Fri | 1/15/10 | | | | | | | | | |
| Sat | 1/16/10 | | | | | | | | | |

and P K... 1/13/10 PC... 82.50 1/13/10

RG - 72.50
HT - 10.00

Case Number: 1-02-002602

***** N A R R A T I V E # 52 *****
 Supplemental Report Reported By: ROBB, ANDREW D. 3/31/10
 Entered By.: ROBB, ANDREW D. 2/07/02
 Reviewed By: ENGLISHBEE, PHILLIP A. 5/19/10

ON 03-31-10 I OFFICER A. ROBB 410, WHILE WORKING IN AND FOR THE CITY OF MISSOURI CITY FORT BEND COUNTY TEXAS WENT TO 7017 CHASEWOOD TO LOCATE COREY ORVILLE, PHONE 281-905-9303. I LOCATED COREY AND TOLD HIM I WAS INVESTIGATING THE TRIPLE HOMICIDE. COREY STATED HIM AND PHAT WERE LIKE BROTHERS, DERRICK WARD. COREY STATED HE WAS REALLY CLOSE TO PHAT. COREY CAME UP TO THE POLICE DEPARTMENT TO HELP ME FIND ANY LEADS ON WHICH I COULD GO ON.

COREY CAME TO THE POLICE DEPARTMENT AND HE STATED HE HEARD JUSTIN JACKSON AND DANA DID THE HIT. COREY STATED ONE OR TWO WEEKS BEFORE THE HOMICIDE JUT MAPPED OUT ERICS HOUSE AT A POOL HALL OR CLUB THEY ALL WERE AT. COREY STATED BRANDON HARGROVE "B" SAW THE MAP. COREY STATED BRANDON TOLD HIM ABOUT IT AND HE WAS GOING TO WARN PHAT. COREY STATED HE DID NOT WARN HIM THAT NIGHT DUE TO PHAT GETTING IN AN ARGUMENT WITH HIS GIRL.

THE NIGHT OF THE HOMICIDE, PHAT CAME OVER TO HIS HOUSE WITH CEDRIC SHELLEY. COREY STATED PHAT WANTED HIM TO GO OVER TO ERIC WARD'S HOUSE WITH HIM, BUT HE COULD NOT GO. COREY STATED HIS GIRL WAS MAD AT HIM AND HE STAYED HOME. COREY STATED THE NEXT DAY HE HEARD ABOUT THE HOMICIDE AND IT WAS PHAT ERIC AND CEDRIC.

COREY STATED BRANDON WILL NOT TALK TO ME. COREY STATED BRANDON LIVES NEAR HIM, BUT WOULD NOT GIVE ANY INFORMATION ON WHERE HE LIVES.

THIS ENDED THE CONVERSATION WITH COREY.

ON 04-14-10, I SCHEDULED A POLLY GRAPH WITH CAPTAIN COLAUNGA WITH FORT BEND COUNTY FOR CHENETTA SMITH. CHENETTA SHOWED UP AND QUESTIONS WERE ARRANGED AROUND THE HOMICIDE. THE POLLY GRAPH TOOK SEVERAL HOURS. CAPTAIN COLAUNGA STATED CHENETTA CAPTAIN COLAUNGA STATED SHE WAS TRYING TO CONTROL HER BREATHING AND SHE SMOKED MARIJUANA BEFORE SHE TOOK THE TEST. CAPTAIN COLAUNGA STATED CHENETTA WAS HAVING PROBLEMS WITH THE QUESTIONS IF SHE KNEW WHO DID THE HOMICIDE AND ABOUT THE MONEY, FINANCIAL GAIN. CHENETTA STATED IN THE POST INTERVIEW SHE HEARD JUSTIN JACKSON, JUTT, DID THE HOMICIDE FROM WHAT EVERYONE IS SAYING. CHENETTA SOLD ERICS WHITE VEHICLE AND MADE SOME MONEY ON IT. CHENETTA STATED SHE SOLD IT TO TERRANCE WILLIAMS T. CHENETTA STATED SHE WOULD TAKE ANOTHER POLLY GRAPH IN THE FUTURE. A FUTURE DATE WILL BE DETERMINED.

SUPPLEMENT

Case Number: 1-02-002602

***** NARRATIVE # 53 *****

Supplemental Report Reported By: ROBB, ANDREW D. 4/17/10
Entered By.: ROBB, ANDREW D. 4/17/10
Reviewed By: ROBB, ANDREW D. 4/17/10

I OFFICER A. ROBB 410, WAS ASSIGNED A COLD CASE 02-002602, A TRIPLE HOMICIDE WHICH OCCURRED ON FEB 07, 2002. THIS WAS A HOMICIDE WHICH I INVESTIGATED BACK IN 2002.

ON 03-08-10, I STARTED READING OVER THE CASE FOLDER AND LISTING ALL THE INDIVIDUALS WHO EITHER KNEW THE VICTIMS OR KNEW THE SUSPECTS. I LOOKED AT ALL THE EVIDENCE PERTAINING TO THIS CASE ALONG WITH THE VIDEO TAPES OF THE CRIME SCENE. I MADE A LIST OF ALL THE INDIVIDUALS WHO NEEDED TO BE CONTACTED THIS WEEK. THE INDIVIDUALS WHO NEEDED TO BE FOUND AND IDENTIFIED ALL OVER AGAIN ARE, KEVEN WILSON AKA SLIM, TRAVIS MCCARTY AKA T-BONE, JIMMY SAMUELS, CHENNETA SMITH, SHIRLEY SMITH, ANGELIA SMITH, SHIQUERA BROWN, DONALD LEWIS, ADRIAN FORD, ERIC DAVIS, KHARI GREENE, MARCUS VISOR AKA STERIOD, LARRY HOLT, SUNDAY ROBINSON, ADAM TAMAYO AKA T, TERRANCE JOHNSON AKA LITTLE T, AUBRY JOHNSON, NIKKI HARROLD, KELVIN JACKSON, JESSE JACKSON, BYRON JACKSON, TERRANCE WILLIAMS AKA SKINNY MAN OR T, COREY ORVILLE, PHILLIP KNOWLES AKA LITTLE PHIL, BRANDON HARGROVE AKA B, GHETTO, JUSTIN JACKSON AKA JUT, JOE CLITON AKA BIG JOE OR JACK FROST, SHANANDE WARD AKA DANA.

ON 03-11, 10, I WENT TO THE VICTIM'S BROTHERS HOUSE, CEDRIC WARD AND TALKED WITH HIS WIFE. SHE STATED THEY HAVE BEEN WAITING SO LONG FOR THIS CASE TO RE-OPENED. MRS. WARD STATED CEDRIC IS IN IRAQ DRIVING TRUCKS IN HOPE OF RAISING MONEY FOR ANY INDIVIDUAL WHO HAS INFORMATION FOR THIS CASE. I GAVE HER ALL MY CONTACT NUMBERS AND ASKED HER TO TELL CEDRIC TO GIVE ME A CALL. I SPOKE WITH CEDRIC THIS WEEK AND ADVISED HIM THE CASE WAS RE-OPENED AT THIS TIME. CEDRIC STATED HE WOULD BE BACK IN TOWN IN A MONTH AND WOULD ASSIST ON THE CASE. CEDRIC ADVISED ME TO TALK TO ADAM TAMAYO, T, TO SEE IF HE WOULD GIVE UP BIG JOE'S NAME.

MARCH 14TH THROUGH 20TH I WORKED PATROL AND WAS UNABLE TO DO ANYTHING ON THIS CASE.

ON MARCH 24TH 2010, I LOCATED ADAM TAMAYO HM DOB ^{10/1/69} WHO LIVES AT 10934 SPANISH GRANT IN SUGAR LAND, 832-231-4233. I MADE CONTACT WITH HIM AND ASKED HIM TO MEET. ON THIS DATE WE MET AT THE 700 BLOCK OF TEXAS PARKWAY. ADAM STATED HE HAS NOT SEEN BIG JOE IN MANY YEARS. ADAM STATED HE KNEW THE VICTIM ERIC WARD AS BEING A FRIEND. ADAM STATED HE WAS IN IDC BEFORE THE MURDERS. ADAM STATED WHEN HE GOT OUT HE HAD A HARD TIME GETTING A JOB AND HE CONTACTED ERIC. ADAM STATED ERIC GAVE HIM A JOB SELLING ON THE STREET UNTIL HE COULD MAKE IT ON HIS OWN. JOE STATED IT WAS HARD TO GET INTO ERIC'S HOUSE, NOT UNLESS YOU KNEW HIM. ADAM STATED IF YOU KNEW HIM YOU WOULD CALL HIM AND HE WOULD OPEN THE GARAGE DOOR TO LET YOU IN. ADAM STATED IF YOU DID NOT KNOW HIM YOU WENT TO THE FRONT DOOR AND YOU TALKED TO HIM BEHIND THE BURGLARY BARS, YOU DID NOT COME IN. ADAM STATED HE STARTED MAKING HIS OWN MONEY AND THEN THE HOMICIDE HAPPENED ON ERIC'S HOUSE. ADAM STATED HE HEARD THE

Case Number: 1-02-002602

RUMOR THAT BIG JUT, JUSTIN JACKSON DID THE HIT ON ERIC'S HOUSE. ADAM STATED HE DID NOT KNOW FOR SURE IF THIS WAS TRUE, BUT KNEW JUT WAS THE TYPE TO DO IT. ADAM STATED HE WAS FRIENDS WITH BIG JOE AND WAS NOT SURE WHAT HIS REAL NAME WAS. ADAM STATED HE HAS NOT SEEN BIG JOE IN A VERY LONG TIME. ADAM STATED HE WOULD HELP IF HE HEARD ANYTHING ON THE STREET. ADAM WORKS FOR A DELIVERY PART COMPANY AND HAS A FAMILY.

ON THIS SAME DATE, 03-24-10, I WENT TO CHENNETTA SMITH'S RESIDENCE IN THE THIRD WARD. I WAS UNABLE TO MAKE CONTACT WITH HER AND LEFT MY BUSINESS CARD ON THE DOOR. I THEN WENT BY JESSE JACKSON'S RESIDENCE LOCATED ON PRAIRE RIDGE. I LEFT MY CARD ON THE DOOR. I WENT TO DONALD LEWIS'S APARTMENT WHERE HIS MOTHER STAYS ON THE WEST SIDE OF HOUSTON, AND LEFT MY CARD.

ON 03-25-10, I RECEIVED A CALL FROM JESSE JACKSON WHO STATED HE GOT MY CARD. I MET JESSE AT HIS RESIDENCE ON THIS DATE. JESSE STATED HE KNEW THAT DERRICK WARD, THE YOUNG BROTHER WHO WAS KILLED. JESSE STATED HE ALSO WAS GOOD FRIENDS WITH CEDRIC SHELLY THE OTHER VICTIM. JESSE STATED ON THE NIGHT OF THE MURDER HE AND HIS BROTHERS WERE AT THE SAME COMPLEX CEDRIC'S SHELLY'S APARTMENT WAS LOCATED. JESSE STATED HE AND HIS BROTHERS SAW A FOUR DOOR VEHICLE PULL UP AND MALES GOT OUT OF THE VEHICLE. JESSE STATED A MALE WENT AROUND TO THE FRONT OF THE APARTMENT AND KICKED THE DOOR IN . THE OTHER MALES ENTERED THE APARTMENT AND THEN FLED LOCATION SOON AFTER. JESSE STATED HE ALSO HEARD JUT DID THE HIT ON ERIC'S HOUSE. JESSE STATED HE WOULD TRY TO FIND OUT MORE INFORMATION IN THE FUTURE. I ASKED IF HE KNEW T-BOONE, TRAVIS. JESSE STATED TRAVIS USED TO STAY ON HIS SAME STREET AND IS IN TDC AT THE PRESENT TIME. JESSE STATED HE DID NOT KNOW HIS FULL NAME, BUT KNEW HE STAYED DOWN THE STREET SOMEWHERE FROM HIS HOUSE.

ON 03-25-10, I ALSO MADE CONTACT WITH SUNDAY ROBINSON. SUNDAY WORKS AS A MASTER PLUMBER FOR DU-WEST. I MET SUNDAY AT THE GAS STATION AT TURTLE CREEK AND FM 2234. I TOLD SUNDAY THE CASE WAS RE-OPENED AND I NEED HELP ON TRYING TO FIND A GUY NAMED BIG JOE. SUNDAY OWENS A MUSIC STORE CALLED STUDIO MUSIC 2000. SUNDAY STATED HIS SISTER RUNS THE STORE KNOW, KAREN. SUNDAY CALLED HIS SISTER AND SHE STATED SHE SAW BIG JOE A COUPLE OF MONTHS AGO AT THE BARBER SHOP NEXT DOOR, TIGHT CREATIONS. TIGHT CREATIONS IS WHERE JUT USED TO CUT HAIR. SUNDAY STATED HIS SISTER WILL NOT TALK TO THE POLICE AT ALL. I ASKED SUNDAY ABOUT DANA WHO IS HIS COUSIN. SUNDAY STATED HE HAS NOT SEEN DANA IN MANY MOONS. SUNDAY STATED JUT IS THE ONE WHO DID THE HIT ON ERIC'S HOUSE, POSSIBLY WITH DANA AND BIG JOE. I ASKED SUNDAY IF HE HAS SEEN SLIM AND HE STATED HE HAS SEEN HIM ON CULLEN AT THE CAR WASH, CLOVER LAND DETAIL. SUNDAY STATED HE DOES NOT REALLY WANT TO GET INVOLVED IN THIS CASE DUE TO HIM BEING OUT OF THE GAME FOR A LONG TIME. SUNDAY DID STATE SLIM HANGS OUT IN THE EVENING TIME AT CLOVER LAND DETAIL AND WAS IN A MOTORCYCLE ACCIDENT A FEW YEARS AGO. SUNDAY STATED HE THINKS HE IS IN A WHEEL CHAIR.

ON 03-26-10 I HAD JURY TRIAL ALL DAY AND DID NOT WORK THE CASE.

ON 03-27-10 I WENT TO THE CLOVER LAND DETAIL SHOP ON CULLEN. THE BUILDING IS GREEN AND IT IS IN THE 14000 BLOCK OF CULLEN. I SAT AND

Case Number: 1-02-002602

WATCHED THE ACTIVITY AT THIS LOCATION FOR SEVERAL HOURS. IT IS RIGHT NEXT TO HFD FIRE STATION. THERE WAS A LOT OF ACTIVITY AT THE DETAIL WITH BACK ROOMS WHERE OTHER INDIVIDUALS SAT AND PLAYED DICE. I WAS UNABLE TO GET CLOSE TO THE THE DETAIL SHOP AND DID NOT SEE A PERSON MATCHING THE DESCRIPTION OF SLIM. I WENT BACK TO CHENNETTA SMITHS HOUSE AND LEFT ANOTHER CARD. I TALKED TO A NEIGHBOR AND HE STATED FEMALES LIVE THERE BUT THEY ARE IN AND OUT.

DONALD LEWIS CONTACTED ME AND STATED HE WAS IN TOWN FOR A SHORT TIME. DONALD WAS THE LAST PERSON TO SEE ERIC AND TALK TO HIM BEFORE THE NIGHT OF THE OFFENSE. DONALD STATED IT IS GOOD THAT THIS CASE IS OPEN AGAIN. DONALD STATED HE WOULD BE WORKING AGAIN AND WAS UNABLE TO COME TO THE POLICE DEPARTMENT BUT WOULD CONTACT ME WHEN HE GETS BACK.

ON 03-29-10, I READ THE REPORT AND NOTICED A PERSON NAMED COREY CRVILLE USED TO WORK AT STUDIO MUSIC. IT ALSO STATED COREY HAD INFORMATION ABOUT JUSTIN JACKSON MAPPING OUT ERIC'S HOUSE TO DO THE HIT. I LOCATED COREY AT HIS RESIDENCE 7017 CHASEWOOD, 281-438-5784, AND BROUGHT HIM BACK TO THE POLICE DEPARTMENT COREY WAS REALLY CLOSE WITH DERRICK WARD, THAT, BEFORE THE HOMICIDE. COREY STATED THEY WERE AT A CLUB TWO WEEKS BEFORE THE HOMICIDE. COREY STATED DERRICK, DERRICK'S BABY MOM, BRANDON HARGROVE WAS AT THE CLUB. COREY STATED HE WAS OUTSIDE AND BRANDON CAME UP TO HIM STATING JUT WAS TALKING ABOUT DOING A HIT ON ERIC'S HOUSE. BRANDON STATED JUT WAS INSIDE MAPPING OUT ERIC'S HOUSE ON A PIECE OF PAPER. COREY STATED THERE IS NO WAY JUT COULD DO IT. COREY STATED HE WANTED TO TELL DERRICK ABOUT IT, BUT DERRICK WAS UPSET AT HIS GIRLFRIEND. COREY STATED HE REALLY DIDN'T THINK ANYTHING OF IT. THE NIGHT OF THE HOMICIDE HE WAS HANGING WITH DERRICK AT HIS APARTMENT. DERRICK SAID COME WITH ME TO MY BROTHERS HOUSE I NEED TO BORROW SOME MONEY FROM HIM. COREY STATED HE COULD NOT GO DUE TO HIS GIRL BEING MAD AT HIM AND HE NEEDED TO STAY HOME. DERRICK LEFT LOCATION WITH CEDRIC SHELLY TO GO OVER TO ERIC'S HOUSE. COREY STATED THIS WAS THE LAST TIME HE TALKED TO HIM AND HE FELT LUCKY NOT TO GO THAT NIGHT. COREY STATED IT COULD OF BEEN HIM. COREY STATED BRANDON WOULD NOT TALK TO THE POLICE ABOUT THE INCIDENT. COREY WOULD NOT GIVE ME BRANDON'S NUMBER BUT STATED HE LIVES IN THE SAME NEIGHBORHOOD HE DOES. BRANDON IS TAKING CARE OF DERRICK'S CHILD TO THIS VERY DAY.

ON 03-30-10, CEDRIC WARD WAS BACK IN TOWN FOR A TEN DAY PASS FROM OVER SEAS. CEDRIC CAME TO THE POLICE DEPARTMENT AND WANTED TO HELP FIND SOME PEOPLE FOR ME. CEDRIC CALLED DONALD LEWIS AND TOLD HIM TO CALL ME AND COME TO THE POLICE DEPARTMENT WHEN HE GETS BACK IN TOWN. CEDRIC FOUND OUR TRAVIS'S LAST NAME MCCARTY AND I FOUND OUT HE WAS IN TDCJ AT THE HOLIDAY UNIT. I TRIED TO SET UP A DATE AND TIME TO VISIT TRAVIS AND GET INFORMATION ABOUT THIS CASE. TRAVIS WORKED LAST TIME ON THIS CASE AND KNOWS JUSTIN JACKSON REALLY WELL. TRAVIS KNOWS JUT, DANA AND JOE DID THE HOMICIDE. TRAVIS WAS REALLY CLOSE WITH ERIC AND WENT TO THE SAME SCHOOL TOGETHER.

CHENNETTA SMITH WHO WAS ERIC'S GIRLFRIEND CAME TO THE POLICE DEPARTMENT. WE SAT DOWN IN THE INTERVIEW ROOM AND I DISCUSSED THAT THE CASE WAS BEING RE-OPENED. CHENNETTA STATED THE NIGHT BEFORE THE

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HOMICIDE SHE AND ERIC GOT INTO AN ARGUMENT. CHENNETTA DOES NOT REMEMBER WHAT IT WAS ABOUT, BUT SHE THOUGHT IT WAS BEST TO LEAVE AND GO TO A FRIENDS HOUSE. CHENNETTA STATED SHE LEFT OUT THE FRONT DOOR AND REMEMBERED ERIC WAS SITTING ON THE COUCH. CHENNETTA STATED ERIC COULD NOT GO OUT THAT NIGHT DUE TO HIM WATCHING HIS CHILD TYTTANA WHO WAS 3 YEARS OLD. CHENNETTA STATED SHE LEFT OUT THE FRONT DOOR AND DROVE TO HER FRIENDS HOUSE, SHIQUERA WILLIAMS HOUSE ON KINGSBURY IN THE THIRD WARD. CHENNETTA STATED THEY SMOKED AND DRANK THAT NIGHT. CHENNETTA STATED SHE LEFT IN THE MORNING BECAUSE SHE HAD TO TAKE TYTTANA TO SCHOOL. CHENNETTA STATED SHE DOES NOT REMEMBER THE EXACT TIME, BUT STATED IT WAS BEFORE THE SUN WAS UP. CHENNETTA STATED SHE ARRIVED HOME AND NOTICED THE GARAGE DOOR WAS UP ALONG WITH THE ENTRANCE TO THE KITCHEN. CHENNETTA STATED SHE COULD SEE SOMETHING ON THE FLOOR AND THOUGHT IT WAS HER CLOTHES, THAT ERIC WAS KICKING HER OUT. CHENNETTA GOT CLOSER AND NOTICED THE BODIES, ON WHICH SHE RAN AND CALLED THE POLICE. CHENNETTA STATED SHE DOES NOT KNOW WHO DID THIS. CHENNETTA STATED SHE HAS HEARD FROM PEOPLE THAT JUT DID THIS. I ASKED HER WHO KNEW THAT THE SAFE WAS IN THE BEDROOM. CHENNETTA STATED ONLY HER, BUT SOMEONE WAS INSTALLING AN ALARM SYSTEM ON THE HOUSE AND THEY COULD OF SEEN IT. CHENNETTA STATED THERE WAS AROUND 70K IN THE HOUSE. ERIC KEPT ALL OF HIS MONEY IN THERE. CHENNETTA HAD THE COMBINATION TO THE SAFE ALONG WITH ERIC. CHENNETTA STATED NO ONE ELSE HAD IT. CHENNETTA STATED JUSTIN JACKSON, JUT, CAME TO THE HOUSE AND CUT ERIC'S HAIR ONCE. JUT WAS NOT OVER THERE ALL THE TIME. CHENNETTA STATED SHE WOULD TAKE A POLYGRAPH TO CLEAR HER NAME. CHENNETTA STATED SHE WOULD PUT UP FLYERS AROUND THE AREA AND DO ANYTHING TO HELP.

CHENNETTA SOLD THE RIMS TO ERIC'S VEHICLE AND RECEIVED AROUND \$6500 FOR THEM. CHENNETTA ALSO SOLD ERIC'S WHITE CAR A FEW WEEKS LATER DUE TO HER HAVING PROBLEMS WITH IT, THIS WAS STATED DURING THE POLYGRAPH.

I TALKED WITH MARCUS VISOR WHO IS THE SUPPLIER TO ERIC WARD BACK BEFORE HIS DEATH. THERE WAS A QUESTION TO A NECKLACE THAT ERIC HAD ON IN ALL THE PICTURES. IT WAS AN OWL WITH DIAMONDS VALUE WAS AROUND 16K. ERIC WAS ABOUT TO BUY THE NECKLACE FROM MARCUS. MARCUS STATED THE OWL WAS RETURNED TO HIM BEFORE THE HOMICIDE AND HE GAVE IT TO HIS FAMILY WHO PAWNED IT WHILE HE WAS IN FED PRISON. MARCUS STATED HE GAVE CHENNETTA \$4500 TO HELP PAY FOR THE FUNERALS OF ERIC AND DERRICK. CHENNETTA STATED SHE DID NOT RECEIVE ANY MONEY FROM ANYONE AND WAS SELLING THINGS TO TAKE CARE OF BILLS. CEDRIC WARD PAYED FOR ALL THE FUNERALS AND DID NOT RECEIVE ANY MONEY. MARCUS STATED HE WOULD COME IN, BUT HE NEEDED TO TALK TO HIS ATTORNEY BEFORE STATEMENTS. MARCUS STATED HE DOES NOT KNOW ANYTHING ELSE ABOUT THE CASE.

CEDRIC WARD WANTED TO TALK WITH SUNDAY ROBINSON ABOUT HIM RECEIVING \$7500 FROM JUSTIN JACKSON AFTER THE HOMICIDE. CEDRIC STATED HE SAW SUNDAY AT A GAS STATION AND SUNDAY TOLD HIM JUSTIN JACKSON GAVE HIM THE MONEY. SUNDAY ROBINSON CAME TO THE POLICE DEPARTMENT ON MARCH 27. I TALKED TO SUNDAY BRIEFLY AND RECORDED THE INTERVIEW. SUNDAY STATED HE DID NOT KNOW WHERE BIG JOE WAS. CEDRIC CAME INTO THE CONFERENCE ROOM AND THEY TALKED ABOUT THE INCIDENT WHERE SUNDAY STATED HE GOT MONEY FROM JUT. SUNDAY STATED HE DID NOT REMEMBER THE INCIDENT, BUT HE MAY HAVE BEEN INTOXICATED. SUNDAY STATED HE STILL SEES DANA IN PASSING

Date/Time: 9/22/10 / 10:55:11

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MISSOURI CITY POLICE DEPARTMENT

Page: 5

Program: CHF004P

Narrative Print

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ABOUT ONCE A MONTH AND HE HANGS AT THE CAR WASH ALSO ON CULLEN. SUNDAY
ALSO GOES UP TO THE CAR WASH. SUNDAY STATED HE WOULD TAKE A
POLYGRAPH. SUNDAY WAS SET UP FOR ONE THE NEXT WEEK, BUT OBTAINED A
LAWYER. SUNDAY'S ATTORNEY STATED HE WOULD NOT TAKE THE POLYGRAPH AND
ANY OTHER QUESTIONING HAD TO BE THROUGH HIM.

** End of Report **

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***** N A R R A T I V E # 54 *****

Supplemental Report Reported By: ROBB, ANDREW D. 5/17/10
Entered By.: ROBB, ANDREW D. 5/17/10
Reviewed By: ENGLISHREE, PHILLIP A. 5/17/10

ON THIS DATE, 04-23-10, I OFFICER A. ROBB 410, WHILE WORKING IN AND FOR THE CITY OF MISSOURI CITY, FORT BEND COUNTY TEXAS, WENT TO HARRIS COUNTY JAIL TO INTERVIEW A SANDRA JACKSON BF DOB [redacted] SANDRA 101/10/10 JACKSON DATED JUSTIN JACKSON BACK IN 2002 AND 2003. ACCORDING TO INFORMATION FROM A CI, SANDRA HAD INFORMATION PERTAINING TO THE HOMICIDE.

I INTERVIEWED SANDRA ON THE SECOND FLOOR NEAR PROCESSING IN A SUPERVISORS OFFICE. SANDRA CAME INTO THE OFFICE AND SAT DOWN ACROSS FROM ME. THE INTERVIEW WAS TAPED AND DOWNLOADED TO A CD. THE CD WAS PLACED IN EVIDENCE AT MISSOURI CITY PD.

SANDRA WAS UPSET DUE TO HER BEING IN JAIL FOR NUMEROUS SETCIC WARRANTS OUT OF PRECINCT 5. SANDRA HAD A TOTAL OF AROUND \$6200. SANDRA WAS ADVISED WHY I WAS THERE AND SHE ASKED WHAT I COULD DO FOR HER. I TOLD SANDRA I WOULD TRY TO TALK TO THE JUDGE WHEN I GET BACK TO THE POLICE DEPARTMENT. SANDRA SETTLED DOWN AND STARTED TALKING ABOUT HER EX BOYFRIEND JUSTIN JACKSON AKA JUTT.

SANDRA STATED THE NIGHT OF THE MURDER JUSTIN JACKSON CAME TO HER RESIDENCE. JUSTIN WALKED IN CARRYING A 9MM SEMI AUTO AND A ROLL OF DUCK TAPE. SANDRA STATED SHE HAD CHILDREN AND TOLD HIM TO PUT THE GUN UP AWAY FROM THE CHILDREN. SANDRA STATED JUSTIN PUT THE GUN IN A KITCHEN CABINET AND PLACED A ROLL OF DUCK TAPE ON THE KITCHEN COUNTER. SANDRA STATED JUSTIN TOLD HER HE WAS ABOUT TO LEAVE AND THERE WERE OTHER PEOPLE IN A CAR OUTSIDE WAITING FOR HER. SANDRA STATED SHE DID NOT KNOW WHO THE PEOPLE WERE IN THE CAR DUE TO HER NOT ABLE TO SEE AROUND THE CORNER. SANDRA STATED JUSTIN DID NOT TELL HER WHO THE PEOPLE WERE.

SANDRA STATED AFTER THE HOMICIDE SHE WENT TO JUSTIN MCM'S RESIDENCE APARTMENT, ON FONDREN. SANDRA STATED JUSTIN SHOWED HER TWO BRICKS OF COCAINE. SANDRA STATED JUSTIN CAME INTO SOME MONEY BUT HE NEVER SAID HOW. SANDRA STATED JUSTIN WOULD GO TO A LOCATION IN MISSOURI CITY, A VACANT HOUSE. SANDRA STATED JUSTIN PUT MONEY IN A HOLE IN A TREE AND WOULD GO FROM TIME TO TIME TO GET MONEY. SANDRA STATED SHE STARTED PUTTING THE PIECES TOGETHER, KNOWING HE HAD SOMETHING TO DO WITH THE HOMICIDE.

SANDRA STATED THEY GOT INTO PHYSICAL ALTERCATIONS FROM TIME TO TIME. SANDRA STATED JUSTIN WOULD THREATEN HER SAYING " I WILL DO YOU LIKE THOSE OTHERS AND DUCK TAPE YOU" JUSTIN WOULD THEN POINT TO THE BACK OF HER HEAD AS HOLDING A GUN AND STATED " I WILL KILL YOUR ASS".

SANDRA STATED SHE DID NOT KNOW ANYTHING ELSE. SANDRA STATED EVERYONE ON THE STREET KNEW JUSTIN DID THE HOMICIDE. DURING THE INTERVIEW SANDRA WANTED TO GET OUT OF JAIL TO SEE HER KIDS AND GO TO WORK BY

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MONDAY. IT APPEARS SANDRA WAS NOT TELLING EVERYTHING AND WANTED A FAVOR TO GET OUT OF JAIL. I ASKED SANDRA IF SHE WOULD COME TO THE POLICE DEPARTMENT AND GIVE A STATEMENT. SANDRA STATED SHE WOULD BUT NEEDED TO GET OUT OF JAIL AS SOON AS POSSIBLE. I TOLD HER I WOULD DO MY BEST AND SHE STATED WHEN SHE GETS OUT SHE WILL CONTACT ME.

I CALLED JUDGE AGUILAR IN HARRIS COUNTY WHO SANDRA WOULD BE SEEING ON THE 10 PM DOCKET. I EXPLAINED MY SITUATION TO JUDGE AGUILAR AND HE STATED HE WOULD SEE WHAT HE COULD DO TO POSSIBLY GET HER OUT THE NEXT DAY.

SANDRA WAS RELEASED FROM HARRIS COUNTY JAIL DURING THE WEEKEND. I WENT TO HER RESIDENCE THE FOLLOWING MONDAY TO SEE IF SHE WOULD COME TO THE POLICE DEPARTMENT. I WENT TO 14100 RIO BONITO APARTMENT 85 WHERE SHE IS STAYING WITH HER MOM. I KNOCKED ON THE DOOR AND SANDRA STATED SHE IS SLEEPING. SANDRA'S MOTHER CAME TO THE WINDOW AND ASKED WHAT I NEEDED. I STATED I NEEDED TO TALK TO SANDRA. I COULD HEAR SANDRA IN THE BACK GROUND SAYING I AM NOT TALKING TO HIM AND I HAVE NOTHING TO SAY. THE BLINDS WERE PLACED OVER THE WINDOW AND THERE WAS NO CONTACT.

I WENT TO THE DISTRICT ATTORNEYS OFFICE ON 05-14-2010 AND OBTAINED A GRAND JURY SUBPOENA FOR SANDRA TO APPEAR ON 05-17-10. I WENT TO SANDRAS RESIDENCE AND KNOCKED ON THE DOOR. I SAW SANDRA PEEK THROUGH THE WINDOW AND THAT WAS THE ONLY CONTACT. I NOTICED A BLACK FEMALE GETTING INTO A RED NISSAN SENTRA AND PULL AWAY. I KNEW SANDRA'S MOTHER DROVE THIS VEHICLE. I TOLD HER TO STOP AND SHE PULLED AWAY. I FOLLOWED THE VEHICLE AND TALKED TO ADA DELOZIER WHO STATED SERVE THE SUBPOENA TO HER MOTHER. THE VEHICLE STOPPED AT A FOOD TOWN ON W. AIRPORT AND BISSONNET. I GAVE THE SUBPOENA TO MRS. JACKSON AND SHE ASKED WHAT WAS THIS ABOUT. I TOLD HER SANDRA HAS INFORMATION ABOUT A HOMICIDE. MRS. JACKSON STATED SHE WOULD GIVE THE SUBPOENA TO SANDRA ON THIS DATE.

ON 05-17-10 I WENT TO THE GRAND JURY AT FORT BEND COUNTY. SANDRA DID NOT SHOW UP. IT WAS DETERMINED A WARRANT COULD NOT BE ISSUED DUE TO HER NOT PHYSICALLY TAKING THE SUBPOENA. I OBTAINED ANOTHER SUBPOENA ON THIS DATE, SIGNED BY THE JUDGE AND WILL ATTEMPT TO SERVE IT ON HER.

** End of Report **

Case Number: 1-02-002602

***** N A R R A T I V E # 55 *****

TRAVIS STATEMENT Reported By: HARRIS, BRANDON D. 5/20/10
Entered By.: HARRIS, BRANDON D. 5/20/10

. I WENT TO SCREWS STUDIO IN MISSOURI CITY AND IT HAD TO BE BETWEEN MONDAY JANUARY 28TH OR JANUARY 30TH 2002. I PARKED AND JUMPED OUT AND WENT INSIDE TO TALK TO SCREW. I PASSED DANA AND WENT INSIDE THE HOUSE. I CAME OUT AND DANA SAID TELL THEM THAT THESE RIMS ARE LIGGIT. THERE WAS A GUY LOOKING AT THE RIMS AND DANA WAS NEXT TO A LIGHT BLUE SMALL TRUCK. I LOOKED AT THE RIMS AND YEAH YEAH YEAH. I KNEW THOSE RIMS WERE LION HEART RIMS. I LEFT AND TALKED TO CED WARD AFTER THE MURDER AND HE SAID LITTLE T, KNOWN AS TERRANCE, STOLE THE BURBEN BEFORE THEY DIED. THE BURBEN BELONGED TO ERIC WARD, IT WAS A CANDY RED IN COLOR. I TOLD CED I SAW THOSE RIMS WITH DANA. LITTLE T WAS GOING AROUND AFTER THE MURDER SAYING HE WANTED TO KILL JUTT.

I GOT MY HAIR CUT ON A FRIDAY AND THAT WOULD BE AROUND FEBRUARY 1ST 2002. I ALWAYS GET MY HAIR CUT ON A FRIDAY AND STILL DO. THE DAY BEFORE, JUTT, JUSTIN JACKSON CALLED ME ON THE PHONE AND HE ASKED IF I WANTED TO DO A LICK. LICK MEANS ROBBIN OR SELLING DRUGS, WINNING A LOTTERY. ANYTHING FOR MONEY. I THOUGHT HE WANTED ME TO DO A LICK, MAKE SOME MONEY. I ASKED HIM WHAT IT WAS ABOUT AND HE SAID HE COULD NOT TELL ME ON THE PHONE. HE SAID HE WILL TALK TO ME WHEN I COME AND GET MY HAIR CUT. I ALWAYS GOT MY HAIR CUT FROM JUTT, EVERYONE DID, FOR YEARS. WE HUNG THE PHONE AND THE NEXT DAY I WENT TO SOUTHWEST FINEST, ON BISSENTT AND THE BELTWAY. I WENT IN AND SAT IN THE CHAIR. I ASKED HIM WHAT IS HE TALKING ABOUT, WHAT THEY WANT TO GET, MEANING WHAT WAS HE TALKING ABOUT ON THE PHONE. HE SAID I AM TIRED OF THESE NIGGARS HATTIN AND ACTING LIKE THEY GOT ALL THIS MONEY. THEY GET ALL THIS MONEY AND THEY CHANGE TALKING LIKE THEY ARE ALL BETTER THAN US. I ASKED HIM WHAT WAS HE TALKING ABOUT. HE SAID IF WE DO THIS WE ARE GOING TO HAVE TO KILL SOMEBODY. I TOLD HIM HELL NO, WHO ARE YOU TALKING ABOUT. HE SAID I SHOULD NOT OF ASKED YOU ANYWAY YOU WOULD PROBABLY TELL SOMEONE. I SAID I AM NOT GOING TO TELL ANYBODY WHO YOU TALKING ABOUT. HE SAID I WAS TALKING ABOUT E AND THEM. E MEANS ERIC WARD TO ME. THIS IS THE ONLY PERSON WE KNEW AND ABOUT HIM JACKING. "AND THEM" MEANS WHOEVER ELSE IS THERE AT THE TIME, PHAT-DERRIC WARD, CED- CEDRIC SHELLEY. MEANING ANYONE IN THE HOUSE. I HAVE GROWN UP WITH E, PHAT AND CEDRIC ALL MY LIFE. I SAID NAW JUTT I AM NOT WITH THAT YOU OUGHT TO NOT DO THAT, E WOULD GIVE YOU ANYTHING YOU ASK FOR. HE SAID I AM TIRED OF THEM CAPPING, (CAPPING MEANS THEY ARE ACTING FUNNY TOWARDS HIM, HAVING MORE MONEY THAN HIM). I SAID JUTT, ANYTHING YOU ASK FROM HIM HE GAVE IT TO YOU. HE EVEN GAVE YOU \$100 JUST TO FIND WHERE I WAS AT. HE WAS LIKE WE ALREADY SET IT UP THE OTHER NIGHT AND SUNDAY GOT SCARED AND IT WAS TURNING DAYLIGHT. THE KIDS WERE COMING OUT FOR SCHOOL AND SUNDAY GOT OUT OF THE TRUCK WALKING DOWN THE STREET. SUNDAY ROBINSON OWNED A RECORD STORE FIRST CHOICE NOW STUDIO 2000. I HAVE GONE TO THIS RECORD SHOP A LOT TO BUY CDS. HE SAID WE ARE GOING TO DO IT WE JUST NEED ONE MORE PERSON. I SAID I AINT WITH THAT. HE SAID THAT S ALL RIGHT WE GOING TO GET IT. MEANING THEY ARE GOING TO DO IT. WHEN I LEFT THE BARBERSHOP I WENT BACK HOME. LATER ON THAT SAME NIGHT I WENT TO CORNEREADS. THIS IS THE NEXT TIME I SAW E. I TOLD ERIC I NEEDED TO

IA/PSD CASE REPORT

IA/PSD#: 140016

System #: 44

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| | | |
|---|----------------------------------|----------------------------------|
| File Class: CLASS III | Date Occurred: 10/23/2013 | Date Reported: 06/03/2014 |
| Comp Type: DEPARTMENTAL | Time Occurred: | Time Reported: |
| Location: 3849 CARTWRIGHT RD MISSOURI CITY TX | Beat: | Zone: B |
| Date IA/PSD: 06/03/2014 | Date to Chain: 07/01/2014 | Date to Chief: |
| Status: Unfounded | Status Date: 12/08/2014 | Date Expired: |
| | | Assnd To: WILLIAMS, K. D. |

ASSOCIATED NAMES

| | | | | |
|-----------------------|-------|--------|-------------|----------------|
| IO ROACH, WILLIAM | Sex: | Race: | Age: | 600 PRESTON ST |
| IE MERRITT, GENEANE R | Sex:F | Race:B | Action:NONE | |
| IE MCKINNIES, JARON S | Sex:M | Race:B | Action:NONE | |

SUMMARY/NOTES

No summary added

IA/PSD CASE REPORT

IA/PSD#: 180004

System #: 108

The information contained in this report is CONFIDENTIAL.

| | | | | | |
|---------------------|--------------------------------|-----------------------|------------|-----------------------|-------------|
| File Class: | CLASS II | Date Occurred: | 03/24/2018 | Date Reported: | 03/26/2018 |
| Comp Type: | CITIZEN | Time Occurred: | 1958 | Time Reported: | 1958 |
| Location: | 9401 KNIGHT ROAD HOUSTON TX | Beat: | | Zone: | |
| Date IA/PSD: | 04/17/2018 | Date to Chain: | | Date Expired: | |
| Status: | Sustained | Status Date: | 07/19/2018 | Assnd To: | POULTON, P. |

ASSOCIATED NAMES

IE MERRITT,GENEANE R Sex:F Race:B Action:NONE

SUMMARY/NOTES

On Monday March 26, 2018 I logged into Avail Web to review the activity history of the Lieutenants assigned to the patrol division. While checking Lieutenant Merritt's activity history I observed her marked vehicle (2591), with activity history well outside of the city limits of Missouri City on Saturday March 24, 2018. I utilized the zoom feature in the mapping system and observed her patrol vehicle to be in the area of Holmes Road and Almeda Road and had been idle for approximately 3 hours from approximately 8pm-10:55pm.

I utilized Google maps and was able to determine the location her vehicle had been idle at was 9401 Knight Road Houston, Texas 77045 which is Bayou City Event Center. Based on the name of this location and the time frame I believed Lieutenant Merritt may have been working an off duty extra job while utilizing her patrol vehicle. I contacted TCO Supervisor Brumfield to run CAD activity for Lieutenant Merritt for March 24, 2018 between the hours of 0000-2359 to see if in fact she was signed onto CAD as working an extra job during this time. According to CAD records there was no activity for Lieutenant Merritt during this time.

Unsure of why Lieutenant Merritt's patrol vehicle was at this location during the date and time in question, I decided to visit the location to inquire. Once on location I was unable to verify with anyone why a marked Missouri City patrol unit was on location for almost 3 hours; however I was given a business card for Kristin Massey who is the Vice President for the location to contact. I called and spoke with Kristin Massey who advised me that on Saturday March 24, 2018 during the time in question, Saint Agnes Academy hosted an evening time event. I asked Kristin if she hired a Missouri City officer for this event and she stated she had not. Kristin stated that they utilize Houston Police Department officers solely, however it is not uncommon for organization's hosting events to hire their own police officer's to work security.

I then looked on Saint Agnes Academy's website for a number to call. On their website I saw a number for Maddy Echols who is the director of Admissions. I called Ms. Echols and advised her I was trying to verify if the school hired a Missouri City police officer for their event at the Bayou City Event Center on March 24, 2018. Ms. Echols stated she could not verify this, but would have someone call me who could.

On March 27, 2018 I was contacted by Dale Grasman (832-428-0748) with Saint Agnes Academy.

Mr. Grasman confirmed that on March 24, 2018 they hired Lieutenant Merritt to work an off duty job for them at the Bayou City Event Center.

On Wednesday, March 28, 2018 utilizing Avail Web, I checked other dates and times for Lieutenant Merritt's activity history to see if she possibly worked other jobs while utilizing her patrol vehicle. While doing so I noticed on 3-28-2018 at approximately 0730 her patrol vehicle was located in the 9000 block of Bellaire Blvd in Houston Texas. Again utilizing Google maps I was able to determine the location to be Saint Agnes Academy.

Lieutenant Merritt was on duty during this time; therefore I was unsure why she was at this location while on duty in her patrol unit. Later in the day I called Lieutenant Merritt on her cell phone via my cell phone and asked her why her patrol vehicle was in the area of Bellaire Blvd this morning. Lieutenant Merritt's response to me was she spent the night at a friend's house the night before and left straight from there to come to work this morning. Lieutenant Merritt stated she did not want to have to come to her house to get her patrol car before coming to work. About 30 minutes later Lieutenant Merritt came into my officer and reiterated the story that she spent the night at a friend's house with her patrol car and did not want to have to travel from his house to her house and pick up her marked patrol car prior to reporting for duty.

These facts as stated by Lieutenant Merritt are untruthful. When in fact the last recorded GPS history for her patrol vehicle on Tuesday March 27, 2018 is at 4:26pm near her residence. The next recorded GPS activity is Wednesday March 28, 2018 at 7:02am again near her residence. Following the recorded GPS activity for this date beginning at 7:02am Lieutenant Merritt's patrol vehicle travels from her residence, north on the Fort Bend Tollway, north on the Harris County Tollway to Bellaire Blvd where it exits heading east to the 9000 block of Bellaire Blvd. (Saint Agnes Academy). Her patrol vehicle remains at this location for approximately 30 minutes. Her patrol vehicle then travels back to Missouri City and arrives in the city limits at approximately 8:25am.

While talking with Lieutenant Merritt on the phone regarding her being on Bellaire Blvd. I also asked her why she did not receive TCOLE credit for a two day course she attended on February 6-7, 2018 in Frisco Texas. Lieutenant Merritt stated she was not sure why she did not receive credit for this course, but would contact Sgt. Englishbee and inquire. I advised her to find out why and let me know.

It should be noted that March 1, 2018 I received an email from Corrine Hudson advising that Lieutenant Merritt's Pcard was overdue. I noticed on the charges for her Pcard that there were hotel charges (Embassy Suites) for three days in Frisco Texas for March 6, 7 and 8, for the two day class.

On March 6, 2018 I asked Lieutenant Merritt why she had three days of hotel charges for a two day class. Lieutenant Merritt's response was she was offered a free one day class held at the same location as the two day class she took at Frisco Police Department. I asked her how the two day class was and she said, "it was ok, lots of the instructor talking about stories". Lieutenant Merritt's answer to me regarding this class seemed to be evasive. She quickly changed the subject from this class to the one day class she attended.

I had a feeling she possibly did not attend this class; therefore I checked TCLEEDS and noticed that she did not receive TCOLE credit for the two day class, but did receive credit for the one day class that was held the following day. I then contacted the Frisco Police Department's training division and asked about why Lieutenant Merritt did not receive TCOLE credit for the class. I spoke with Officer Chris Cogan who advised me that Lieutenant Merritt did not receive credit because she did not attend the first day of class. Officer Cogan advised Lieutenant Merritt only attended the second day of the two day class. Officer Cogan

email me a copy of the class roster which indicates Lieutenant Merritt only attended one day of class.

Lieutenant Merritt again was untruthful when I asked her why she did not receive TCOLE credit for the two day class in Frisco Texas and further was untruthful about attending this class. It should be noted that when I called Lieutenant Merritt on my cell phone and asked her why her patrol car was on Bellaire Blvd that morning I recorded our conversation on a city recorder and downloaded the conversation on my computer.

[04/02/2018 11:12, BDH342, 1, MCPD]



DEPARTMENT OF HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT
Edward G. Williams, Ph. D., Director

May 7, 2018

Geneane Merritt

117/1175

Dear Ms. Merritt:

Pursuant to Section 11.2 (Grounds for Personnel Action) of the City's Personnel Policy, I am hereby notifying you that effective on the date of this letter, your employment with the City of Missouri City, as Police Lieutenant, ends for violation of Section 3.1 (Work Standards).

You are to immediately return all applicable department issued equipment, including keys, purchasing card, City Employee ID, or related items. Additionally, you are to refrain from accessing any/all Missouri City employee vendor portals, websites or similar. Furthermore, you are to discontinue use of passwords or related information that grants access to employee records or any City of Missouri City equipment. Also, you are not to enter any secured or employee only areas of any City of Missouri City property without an escort.

As prescribed in Section 13.3 (City Manager Consideration) of the City's Personnel Policy, I am hereby notifying you that have the right to appeal this decision to the City Manager.

You may also contact the City's Human Resources & Organizational Development Department to secure information on final pay (if applicable), and/or related information.

Sincerely,

Michael A. Berezin, Police Chief

ENCLOSURES: Section 11.2 (Grounds for Personnel Action), Section 3.1 (Work Standards); Section

C: Personnel File (Human Resources)

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MAY 07 2018
BY: *Revised to sum*

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04/07/2018

13.3 City Manager Consideration

If the Department Director's decision is not acceptable to the employee, the employee may present the grievance(s) to the City Manager. This must be done in writing. The City Manager will conduct such additional fact-finding as he considers appropriate and will give a decision in writing. The City Manager shall have the absolute authority to approve, disapprove, modify or rescind any disciplinary action taken or proposed. The City Manager's decision shall be final and binding on all parties concerned.

Notwithstanding any of the foregoing, the City Manager may, at his discretion, consider hearing a written grievance(s) that comes directly to him from an employee, giving due consideration to the sensitivity of the grievance, the employment history of the aggrieved party, the need for a timely decision, and other relevant factors. If the City Manager elects not to hear a grievance that comes directly to him from an employee, the employee shall be allowed to proceed through the chain of command where he left off as specified by this policy.

such participation, provided that the employee participates in accordance with the City's guidelines for participating in such training or program. Notwithstanding any other provision, such employee may be subject to disciplinary action for conduct other than possessing or using alcohol or drugs, including conduct associated with or arising out of his authorized possession or use of alcohol or drugs under this subsection.

CHAPTER 10: SMOKE-FREE WORKPLACE

10.1 Smoking Prohibition

In order to protect the health and welfare of City employees and volunteers, as well as the general public, all City-owned or operated buildings and facilities are declared "Smoke Free," thereby prohibiting the use or smoking of a burning tobacco product or e-cigarette, except as otherwise set forth in this policy. This includes lobbies, waiting rooms, conference rooms, break areas, work rooms and restrooms, but excludes City parks and other open air areas. Smoking is also prohibited within 25 feet outside of entrances, exits, and wheelchair ramps serving any entrance or exit; operable windows; and ventilation systems of enclosed areas where smoking is prohibited. A City employee or volunteer shall not smoke or use a burning tobacco product or e-cigarette when in contact with the general public on official business. The City Manager or his designee will resolve any conflict resulting from this policy, and the determination made by same shall be final.

10.2 Designated Smoking Areas and Notification of Policy

Outside smoking areas for employees and volunteers, away from the general view of the public, may be provided by the City Manager or his designee for each building and facility. Signs may be displayed at entrances to City buildings and other key areas stating that smoking is prohibited.

CHAPTER 11: DISCIPLINARY ACTION

11.1 Disclaimer

EMPLOYEES OF THE CITY SERVE AT THE WILL OF THE CITY MANAGER (OTHER THAN THE CITY SECRETARY AND THE CITY ATTORNEY, WHO SERVE AT THE WILL OF THE CITY COUNCIL) AND HAVE NO PROPERTY RIGHT IN THEIR EMPLOYMENT AND MAY BE DISMISSED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. This Section describes disciplinary procedures generally, but the City reserves the right to combine or skip steps, or otherwise deviate or depart from these procedures in any manner, on a case-by-case basis.

11.2 Grounds for Personnel Action

The City Manager, or his designee, may take disciplinary action against an employee. Disciplinary action may be taken for conduct including, but not limited to, illegal, unethical,

abusive or unsafe acts; violation of City rules, regulations, policies or procedures, including this Personnel Policy; insubordination; inefficiency; neglect or abandonment of duties; participation in prohibited political activity or solicitation; abuse of leave or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under the influence of drugs or intoxicating beverages while on duty; waste, damage, or unauthorized use of City property or supplies; unauthorized or improper use of official authority; on-duty or off-duty criminal conduct; and any other conduct which, in the opinion of the City Manager, is detrimental to the City. This is an illustrative list but does not include all reasons for disciplinary action against an employee, as it is impossible to list every possible scenario.

The City Manager, or his designee, may take other disciplinary action against an employee for unsatisfactory performance related to his job or position not directly due to a disciplinary problem. For example, a job may grow to the point that the employee in the job is no longer capable of performing the job in a fully satisfactory manner, or an employee may be promoted into a job beyond the apparent capability of the employee to satisfactorily perform. Or, it may be determined that an employee needs additional training or education before said employee can satisfactorily perform in a job. Or, an employee may cease to satisfactorily perform a job after performing satisfactorily for a time.

11.3 Formal Disciplinary Action

Formal disciplinary action shall include, but is not limited to, written reprimand, probation, suspension, reduction in pay, demotion, and dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon circumstances, and may be combined. All formal disciplinary action shall be permanently noted in the employee's official personnel file. An employee may be notified at any time that he may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands.

11.3.1 *Written Reprimand*

An employee may be reprimanded in writing. The written reprimand shall describe the deficiency or infraction involved and may state the likely consequences of further unsatisfactory performance or conduct.

11.3.2 *Suspension*

A Department Director may suspend an employee without pay for up to 30 calendar days in one calendar year. A written notice of suspension shall be given to the employee that describes the deficiency or infraction involved and may state the likely consequences of further unsatisfactory performance or conduct.

When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or trial in a criminal matter, he may be suspended without pay for the duration of the

additional compensation. Temporary promotions shall not be used to circumvent normal selection procedures.

2.7.2 *Transfers*

A transfer is the assignment of an employee from a position within one job title to a position within another job title. A transfer not involving promotion or demotion may be effected upon approval by the appropriate Department Director, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process. Transfers between departments shall become effective following approval by the City Manager.

2.7.3 *Non-disciplinary Demotions*

A demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. With the approval of the Department Director, and if qualified to perform the duties of the lower level position, an employee may be administratively demoted at his own request or when the City so desires. Such demotions shall not be considered disciplinary actions, nor shall they disqualify the employee involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

CHAPTER 3:EMPLOYEE CONDUCT

3.1 Work Standards

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, professionalism, and economy in his work for the City. Department Directors shall organize and direct the work of their departments to achieve these objectives. If the work habits, attitude, production, or personal conduct of an employee fall below appropriate standards, counseling and warning the employee may precede formal disciplinary action, but nothing herein shall prevent immediate formal action.

3.2 Work Emails

All employees are required to use their City-issued email accounts to conduct City business. Employees are specifically prohibited from using their personal email accounts to conduct City business. If any City-business email gets sent to an employee's personal email account, the employee must immediately forward the email to the employee's City-issued email account and conduct any further City-business using the City-issued email account. Employees should be aware that any email containing City business is subject to the Texas Public Information Act, even if it was sent or received on the employee's personal email account.



Police

Michael A. Berezin
Chief of Police



To: Chief Michael Berezin
From: Assistant Chief Lance Bothell
Date: April 26, 2018
Ref: PSI Investigation #18-0004

I have reviewed the entire investigation and concur with Captain Poulton in his findings for all of the following policy violations:

| | |
|---|--|
| Policy 10-01: Code of Conduct V. D. 5 | Fail to be Honest/Untruthfulness (Sustained) |
| Policy 30-05: City Vehicles III. C. 5 | Improper Use of City Vehicle (Sustained) |
| Policy 10-01 Code of Conduct V. D. 14 | Fail to Report for Duty (Sustained) |
| Policy 40-10 Off-Duty Employment IV. B. 1 | Working Unapproved Extra Job (Not Sustained) |

This internal investigation focuses on the above listed policy violations committed by Lieutenant Merritt and observed or discovered by Captain Harris.

The most severe of these allegations is "Fail to be Honest / Untruthfulness". A sustained allegation with this charge impacts the effectiveness of the officer and casts a shadow over the department in all matters concerning this officer. Additionally, if a sworn officer is found to have been dishonest, they would in turn be placed on a "Brady List" with the District Attorney's Office and any past or future testimony by this employee may be brought into question possibly impacting the outcome of a trial and the integrity of the organization. It is clear after reading the investigation, and Merritt's own statement, she was dishonest, she admitted to being untruthful when questioned by Captain Harris on two separate occasions about her whereabouts on the morning of March 28, 2018. The first time was over the phone (recorded) and the second was a short time later face to face with Captain Harris. There was a third incident of dishonesty involving Merritt's attendance of a school. When questioned by Captain Harris, Lieutenant Merritt lied by omission when she did not tell him she missed the first day of a class that the city paid for, resulting in not receiving TCOLE credit for the out of town training.

The "Fail to Report for Duty" allegation is regarding her attendance, or more accurately, her non-attendance at an in-service school in Frisco, Texas. It is clear Lieutenant Merritt did not attend the first day of class and then extended her stay by an additional day to attend another class. Merritt thus incurred, on city p-card, an additional hotel night stay. As per city policy, all employees travelling for overnight travel must obtain approval from the Department Head or their designee. Lieutenant Merritt did not obtain approval from her immediate supervisor, Captain Harris. The same policy states that all employees



Police

Michael A. Berezin
Chief of Police



shall submit a post travel form to the accounts payable office upon return. This form was not completed.

The allegations of "Improper Use of a City Vehicle", "Working an Unapproved Extra Job" and an additional (discovered and uncharged) policy violation of "Failing to Notify Dispatch while working an Extra Job"; 40-10 – Off Duty Employment, IV. C. 6, revolve around Lieutenant Merritt working extra jobs. The investigation showed that Lieutenant Merritt did work an extra job at The Bayou City Event Center on March 24, 2018. She improperly used her assigned patrol vehicle and failed to notify dispatch of her status while working the job. Lieutenant Merritt advised Captain Poulton that she has worked the extra job at Saint Agnes, directing traffic, on average two days a week for the past three years (approximately 156 times she worked this extra job). There is only one (1) CAD entry of her notifying dispatch of her status and location while working this job. This means that 155 times she violated this policy by not notifying dispatch of her status and location, thus showing a clear disregard for Department Policy. I also checked Avail Web for Lieutenant Merritt's activity for March 2018. I found an additional three incidents where she used a city vehicle to travel to and from an extra job on Bellaire Blvd (March 1st, 22nd and 26th). It should be noted that Avail Web only became a resource in early March of 2018. When asked about these particular policy violations, Lieutenant Merritt simply nodded, acknowledging the issue.

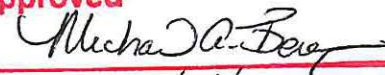
The charge of "Working an Unapproved Extra Job" was not sustained because it was discovered during the investigation the extra job in question had been had been submitted for approval and approved three years ago.

The significance and importance of being truthful is stressed to all employees from the entry level test and throughout their careers. Captain Poulton stated in his investigation, the policy violations concerning the extra job incident and the in-service school incident are not egregious. I disagree with this statement. The sheer number of times Lieutenant Merritt violated policy are egregious. Lieutenant Merritt's repeated policy violations coupled with the Untruthfulness, brings into question her decision making ability, her willingness to adhere to rules and regulations and her integrity to remain a member of this department.

The importance of being honest in this profession cannot be stressed enough. Lieutenant Merritt had no legitimate reason to lie to Captain Harris and even had the chance to correct things and tell the truth when she and Captain Harris spoke in person in his office and she chose not to, instead repeating the same lie.

Captain Poulton recommends that Lieutenant Merritt be separated from the department. I agree with this recommendation.


Lance Bothell, Assistant Chief of Police

Approved

Date: 05/04/2018



Police

Michael Berezin
Chief Administrator



Memorandum

To: Chief M. Berezin
From: Captain Paul Poulton
CC: Asst. Chief L. Bothell
Date: April 26, 2018
Re: PSI #18-0004 Investigative Report

INTRODUCTION

This Internal Affairs Division investigative report responds to the administrative inquiry initiated by the Chief of Police against Lieutenant Geneane Merritt, Employee #790, of the Missouri City Police Department Patrol Division.

The Chief of Police's allegations against Lieutenant Merritt are:

Policy 10-01 Code of Conduct V.D.5 (Fail to be Honest/Untruthful)
Policy 30-05 City Vehicles III C. 5 (Improper Use of City Vehicle)
Policy 10-01 Code of Conduct V.D.14 (Fail to Report for Duty)
Policy 40-10 Off Duty Employment IV.B1 (Working Unapproved Extra Job)

The alleged policy violations took place on or about February 6-8, 2018 and March 24-28, 2018.

DISCOVERY

The policy violations were brought forth after Captain Harris was checking Avail web for Patrol Lieutenant's activity. He became aware of abnormal activity and had a conversation with Lieutenant Merritt, which created the additional policy violations.



Police

Michael Berezin
Chief Administrator



COMPLAINT REQUIREMENTS

The Chief of Police has adopted this complaint because the following misconduct is alleged, and there is no complainant willing or able to give a notarized statement. The alleged behavior is something other than criminal, discharge of firearm, excessive use of force, or domestic violence, which brings into question the integrity of the subject officer and/or the Missouri City Police Department. The alleged behavior was observed by a supervisor and was determined to be a possible violation of departmental rules. There is no complainant; therefore, because the Chief is accountable for the behavior of the employees in the department and is responsible for the management of the department, the case will be adopted in the Chief's name.

WITNESS STATEMENTS

Relationship: N/A

Investigator's Note: N/A

NOTIFICATION REQUIREMENT

On April 17, 2018, Captain Poulton issued Lieutenant Merritt a written Letter of Notification, informing her of the nature of the investigation. Specifically, she was informed of the complainant's name and the nature of the allegations filed. The Letter of Notification was delivered in person.

On April 17, 2018 Lieutenant Merritt was also provided with a copy of the following documents:

1. Copy of Policy 10-01 Code of Conduct.
2. Copy of Policy 30-05 City Vehicles
3. Copy of Policy 40-10 Off Duty Employment



Police

Michael Berezin
Chief Administrator



SUBJECT STATEMENT

Administrative Statement of Lieutenant Geneane Merritt. Home Address -
[Undisclosed], Other Telephone-
Business Address- [3849 Cartwright Road], Missouri City, TX 77459. Business
Telephone- (281) [403-8700].

117/1175

Relationship: Missouri City Police Department Lieutenant.

Investigator's Note:

The following is Lieutenant Geneane Merritt's administrative statement verbatim. The original is included in the "Statements" section of this investigative package. The grammar, spelling, punctuation, and context were not changed.

Administrative statement of Lieutenant Merritt dated April 18, 2018.

In response to the charge of (Improper Use of a Vehicle):

On March 24, 2018, I did utilize the police vehicle due to an issue with my vehicle. My vehicle was not operable for a week. I was not scheduled for working the extra job and I was asked at the last minute to assist in someone's absence at the referenced location on the complaint summary.

In response to the charge of untruthfulness:

In the stated Summary I was provided, it said I was on duty at the time of the call from Captain Harris, and I was not on duty, but heading to work. I did stay at a friend's house and was brought back in the early morning to go to work. On the way in to work I remembered I had to bring the keys to open the traffic box for a few until the other security worker could continue with traffic. I figured I could swing by there before work and then head to work. I was on my way to work when Captain Harris called and asked me, "Why was you on Bellaire?"

I was frazzled because I figured he would have a problem with me being out of Missouri City with the vehicle. (This incident was two weeks ago so this is not word for word). I believe I told him that I was coming from a friend's house and was heading in to work and had vehicle without specifics. I did not provide in detail any further due to not having a good relationship with Captain Harris.



Police

Michael Berezin
Chief Administrator



In reference to the second statement of untruthfulness (training):

I left on February 6th to Fresco, TX (6 hour drive), to attend a training class I thought started on the 7th of February. I realized on the morning of the 7th that the first class was on the 6th which was the day I traveled to get there thinking it started the next day. I advised the instructor and he said "no worries", and since I missed yesterday he had a second day of class for me which I attended on the 8th. So, I was in class for two days. I have certificates for both classes. I have the paperwork from DOLAN GROUP to support my two days in class. When Captain Harris asked me about the TCOLE credit I called the DOLAN GROUP and left a message about the TCOLE credits. I did not get a response back on the issue.

I called again and spoke with Keenan Dolan who stated the TCOLE credit was not entered because it had to be a full two-days in that specific course. The second day I attended was a follow-up Leadership course, so that's why he wanted me to stay since I was not there the first day which was when I was traveling to the training. So in response to this accusation I was not evasive and had no problem advising I attended a total of two classes. The summary stated in his opinion that I quickly changed the subject. Captain Harris and I do not get along and has shown on numerous occasions a distain taste for me, so I did not want to continue a fake conversation with him knowing he did not care how I felt about the class.

In reference to the charge of (Working an unapproved extra job):

I was authorized to work St. Agnes School three years ago, which was approved by Chief Jemison and Sgt. Englishbee was provided a copy of the approval with his signature on a hard copy to be scanned. I also provided Sergeant Englishbee a copy of the traffic card that I had to obtain when I was approved to work this extra job.

Lieutenant Geneane Merritt#790
Missouri City Police Department

End of administrative statement- Lieutenant Geneane Merritt.



Police

Michael Berezin
Chief Administrator



PHYSICAL EVIDENCE

All items of physical evidence, which are included in this section, are attached to this investigative package.

CD/ DVD Media

There are two audio CD's reference this incident. One CD contains a recorded phone conversation between Captain Harris and Lieutenant Merritt. The second CD is an audio recording of Lieutenant Merritt's interview with Captain Poulton.

Photos

There are no photos.

Letters of Notification to Employee

Upon receiving notification of this incident, a Letter of Notification was given to the employee involved in this incident. The letter informed the employee of the nature of the allegations filed and the name of the complainant. The letter(s) are attached to this investigative package.

CRIMINAL CHARGES FILED

There are no criminal charges filed related to this investigation.

INVESTIGATION FINDINGS

On Friday March 26, 2018, Captain Harris was using Avail web to check the activity history of the Patrol Lieutenants. He observed what he believed to be peculiar activity related to Lieutenant Merritt's patrol vehicle. The city vehicle was outside the city for an approximate three hour period and not during her normal tour of duty. After some research Captain Harris was able to determine the location to be 9401 Knight Road the Bayou City Event Center. He also was able to determine Lieutenant Merritt did indeed work an extra job for Saint Agnes Academy at that location on the date and time in question.

This activity led to Captain Harris to check additional activity to determine if Lieutenant Merritt was utilizing her city assigned vehicle to travel to and from extra jobs. He



Police

Michael Berezin
Chief Administrator



observed her city assigned vehicle to be once again on March 28th at approximately 0730 at a location outside the city in the 9000 block of Bellaire. Lieutenant Merritt was not signed on duty at this time but signed onto CAD at 08:04. Captain Harris was able to determine this location to be Saint Agnes Academy. This time of morning would typically be during Lieutenant Merritt's normal tour of duty. This led Captain Harris to call Lieutenant Merritt to ask why she had been so far outside the city. This phone call is what led to the allegation of untruthfulness. The phone call in question was recorded by Captain Harris.

Lieutenant Merritt responded to Captain Harris's question by saying she was coming from a friend's house, where she had spent the night. She stated she had the city vehicle with her because she had planned on going straight to work from her friend's house. This information is totally false because data gathered through GPS tracking shows Merritt's assigned vehicle was parked the evening before at her personal residence and did not leave there until approximately 0704, where it proceeded to the 9000 block of Bellaire.

The fail to report for duty allegation is in regards to an out of town class Lieutenant Merritt was scheduled to attend on February 6 and 7 in Frisco, Texas. Captain Harris became aware there might be an issue after he was first called from finance about Lieutenant Merritt's P-card statement being late. Upon review of the statement he observed a hotel charge for an additional night. This led him to question Lieutenant Merritt about the class. When he asked about the class he felt she was being evasive with her answers. This led him to check further and he determined she did not attend class on the 6th and did not receive TCOLE credit. Attending the class on the day in question would have been her assigned tour of duty for the day. Lieutenant Merritt asserts she was here at the PD on February 6th but upon reviewing CAD activity for February 6th, I could not find any activity for Lieutenant Merritt.

On April 25, 2018, I interviewed Lieutenant Merritt in my office regarding all the allegations. The first allegation addressed was the issue of the unapproved extra job. Although Lieutenant Merritt was working at the Bayou City Event Center, she was actually working for and being paid by Saint Agnes Academy. This is an approved extra job, so there is no apparent policy violation regarding this charge. However, during the course of the conversation I asked Lieutenant Merritt how often she works for Saint Agnes. She stated she works a couple of times a week for them directing traffic. Doing a review of extra job activity, Lieutenant Merritt shows to only have worked this job one time in the past three years. I addressed this issue with Lieutenant Merritt at the time and stressed the need to adhere to departmental policy when working extra jobs. I emphasized the importance of putting herself out when working extra jobs.



Police

Michael Berezin
Chief Administrator



In regards to the improper use of the city vehicle, all data shows this policy was clearly violated. Lieutenant Merritt admits violating the city vehicle use policy and takes responsibility for her actions. It's noted Lieutenant Merritt states she had personal vehicle issues but made no attempt to possibly get permission to use the city vehicle.

The fail to report for duty violation involves her not being at an out of town school on February 6th as she was scheduled to do. Lieutenant Merritt admits she did not attend the first day of class but states it was a mistake on her part when entering it into her calendar. Lieutenant Merritt made no attempt to notify any supervisor she had missed the first day of a two day class. My larger concern with this event is, Lieutenant Merritt took it upon herself to stay a day longer when she was offered the third day of class at no charge. Lieutenant Merritt did receive two certificates of attendance but only received 6.75 hours of credit for the class that was held on the 6th and 7th. I cannot find any record that there was a charge for the class that was held on the 8th. Although the class was apparently free, her time, the extra night of hotel and a day of per diem would not be. She did not seek the proper approval to attend the additional day of class.

The allegation of dishonesty revolves around two different incidents. The first is the response in regards to being asked about why she did not receive TCOLE credit for the two day class she attended. Lieutenant Merritt was not forthcoming about missing the first day of class, she thought she was getting credit because the instructor offered her the third day of class at no charge. She thought this would make up for missing the first day of class. Lieutenant Merritt was not forthcoming with complete information in her conversation with Captain Harris. Dolan Consulting group was contacted via email in reference to Lieutenant Merritt's attendance. The immediately referred us back to Officer Chris Cogan at Frisco Police Department and said they were responsible for the tracking and entry of hours received. Contact was made with Officer Cogan and he stated Lieutenant Merritt received no TCOLE hours for the class on the 6-8 because she did not attend the first day of class. He stated it was too many hours missed and did comply with TCOLE standards to receive credit.

The second occurrence involves the phone conversation between Lieutenant Merritt and Captain Harris about her location and why she was on Bellaire Boulevard. Lieutenant Merritt when asked by Captain Harris why she was on Bellaire replied she had spent the night at a friend's house and was on her way to work. Data from GPS clearly shows this not to be a true statement. Lieutenant Merritt also admits in her statement she did not respond in a truthful manner. My greater concern in this matter is, Captain Harris writes Lieutenant Merritt came to his office approximately 30 minutes later and reiterated the same dishonest statement she had told him on the phone.

After conducting this investigation, reviewing information and interviewing Lieutenant Merritt I have some serious concerns. Besides the outward glaring issue of the



Police

Michael Berezin
Chief Administrator



untruthfulness, I have concerns about Lieutenant Merritt's decision making capabilities. Upon looking at all the information and speaking with Lieutenant Merritt, it appears either she has the propensity to make poor decisions or she does not want to abide by departmental policy. Either of these issues creates a dilemma for the department.

After reviewing all the evidence available and reading Lieutenant Merritt's statement, I am recommending the following as listed below.

- | | |
|--|--|
| Policy 10-01 Code of Conduct V.D.5 | (Fail to be Honest/Untruthful) (SUSTAINED) |
| Policy 30-05 City Vehicles III C. 5 | (Improper Use of City Vehicle) (SUSTAINED) |
| Policy 10-01 Code of Conduct V.D.14 | (Fail to Report for Duty) (SUSTAINED) |
| Policy 40-10 Off Duty Employment IV.B1 | (Working Unapproved Extra Job) (NOT SUSTAINED) |

Although the improper use of city vehicle and fail to report for duty are not egregious policy violations on their own, coupled with the untruthfulness, it brings into question Lieutenant Merritt's decision making capabilities as a supervisor. It would also call into question her veracity as police officer in any type of court proceedings in the future. It would be my recommendation Lieutenant Merritt's employment be **separated** from the department.

Respectfully Submitted,

Paul E. Poulton
Captain, Administrative Division

IA/PSD Case System : Summary (Public)

On Monday March 26, 2018 I logged into Avail Web to review the activity history of the Lieutenants assigned to the patrol division. While checking Lieutenant Merritt's activity history I observed her marked vehicle (2591), with activity history well outside of the city limits of Missouri City on Saturday March 24, 2018. I utilized the zoom feature in the mapping system and observed her patrol vehicle to be in the area of Holmes Road and Almeda Road and had been idle for approximately 3 hours from approximately 8pm-10:55pm.

I utilized Google maps and was able to determine the location her vehicle had been idle at was 9401 Knight Road Houston, Texas 77045 which is Bayou City Event Center. Based on the name of this location and the time frame I believed Lieutenant Merritt may have been working an off duty extra job while utilizing her patrol vehicle. I contacted TCO Supervisor Brumfield to run CAD activity for Lieutenant Merritt for March 24, 2018 between the hours of 0000-2359 to see if in fact she was signed onto CAD as working an extra job during this time. According to CAD records there was no activity for Lieutenant Merritt during this time.

Unsure of why Lieutenant Merritt's patrol vehicle was at this location during the date and time in question, I decided to visit the location to inquire. Once on location I was unable to verify with anyone why a marked Missouri City patrol unit was on location for almost 3 hours; however I was given a business card for Kristin Massey who is the Vice President for the location to contact. I called and spoke with Kristin Massey who advised me that on Saturday March 24, 2018 during the time in question, Saint Agnes Academy hosted an evening time event. I asked Kristin if she hired a Missouri City officer for this event and she stated she had not. Kristin stated that they utilize Houston Police Department officers solely, however it is not uncommon for organization's hosting events to hire their own police officer's to work security.

I then looked on Saint Agnes Academy's website for a number to call. On their website I saw a number for Maddy Echols who is the director of Admissions. I called Ms. Echols and advised her I was trying to verify if the school hired a Missouri City police officer for their event at the Bayou City Event Center on March 24, 2018. Ms. Echols stated she could not verify this, but would have someone call me who could.

On March 27, 2018 I was contacted by Dale Grasman (832-428-0748) with Saint Agnes Academy. Mr. Grasman confirmed that on March 24, 2018 they hired Lieutenant Merritt to work an off duty job for them at the Bayou City Event Center.

On Wednesday, March 28, 2018 utilizing Avail Web, I checked other dates and times for Lieutenant Merritt's activity history to see if she possibly worked other jobs while utilizing her patrol vehicle. While doing so I noticed on 3-28-2018 at approximately 0730 her patrol vehicle was located in the 9000 block of Bellaire Blvd in Houston Texas. Again utilizing Google maps I was able to determine the location to be Saint Agnes Academy.

Lieutenant Merritt was on duty during this time; therefore I was unsure why she was at this location while on duty in her patrol unit. Later in the day I called Lieutenant Merritt on her cell phone via my cell phone and asked her why her patrol vehicle was in the area of Bellaire Blvd this morning. Lieutenant Merritt's response to me was she spent the night at a friend's house the night before and left straight from there to come to work this morning. Lieutenant Merritt stated she did not want to have to come to her house to get her patrol car before coming to work. About 30 minutes later Lieutenant Merritt came into my officer and reiterated the story that she spent the night at a friend's house with her patrol car and did not want to have to travel from his house to her house and pick up her marked patrol car prior to reporting for duty.

These facts as stated by Lieutenant Merritt are untruthful. When in fact the last recorded GPS history for her patrol vehicle on Tuesday March 27, 2018 is at 4:26pm near her residence. The next recorded GPS activity is Wednesday March 28, 2018 at 7:02am again near her residence. Following the recorded GPS activity for this date beginning at 7:02am Lieutenant Merritt's patrol vehicle travels from her residence, north on the Fort Bend Tollway, north on the Harris County Tollway to Bellaire Blvd where it exits heading east to the 9000 block of Bellaire Blvd. (Saint Agnes Academy). Her patrol vehicle remains at this location for approximately 30 minutes. Her patrol vehicle then travels back to Missouri City and arrives in the city limits at approximately 8:25am.

While talking with Lieutenant Merritt on the phone regarding her being on Bellaire Blvd. I also asked her why she did not receive TCOLE credit for a two day course she attended on February 6-7, 2018 in Frisco Texas. Lieutenant Merritt stated she was not sure why she did not receive credit for this course, but would contact Sgt. Englishbee and inquire. I advised her to find out why and let me know.

It should be noted that March 1, 2018 I received an email from Corrine Hudson advising that Lieutenant Merritt's Pcard was overdue. I noticed on the charges for her Pcard that there were hotel charges (Embassy Suites) for three days in Frisco Texas for March 6, 7 and 8, for the two day class.

On March 6, 2018 I asked Lieutenant Merritt why she had three days of hotel charges for a two day class. Lieutenant Merritt's response was she was offered a free one day class held at the same location as the two day class she took at Frisco Police Department. I asked her how the two day class was and she said, "it was ok, lots of the instructor talking about stories". Lieutenant Merritt's answer to me regarding this class seemed to be evasive. She quickly changed the subject from this class to the one day class she attended.

I had a feeling she possibly did not attend this class; therefore I checked TCLEEDS and noticed that she did not receive TCOLE credit for the two day class, but did receive credit for the one day class that was held the following day. I then contacted the Frisco Police Department's training division and asked about why Lieutenant Merritt did not receive TCOLE credit for the class. I spoke with Officer Chris Cogan who advised me that Lieutenant Merritt did not receive credit because she did not attend the first day of class. Officer Cogan advised Lieutenant Merritt only attended the second day of the two day class. Officer Cogan email me a copy of the class roster which indicates Lieutenant Merritt only attended one day of class.

Lieutenant Merritt again was untruthful when I asked her why she did not receive TCOLE credit for the two day class in Frisco Texas and further was untruthful about attending this class.

It should be noted that when I called Lieutenant Merritt on my cell phone and asked her why her patrol car was on Bellaire Blvd that morning I recorded our conversation on a city recorder and downloaded the conversation on my computer.

[04/02/2018 11:12, BDH342, 1, MCPD]



Police

Michael Berezin
Chief of Police



Notification Letter


Subject Employee: Lieutenant Geneane Merritt
Assigned Investigator: Captain Paul Poulton
CC: Assistant Lance Bothell
PSI Number: 18-0004
Date: April 17, 2018

The purpose of this correspondence is to inform you that I have been assigned to conduct a professional standards investigation and/or an administrative inquiry referencing a complaint made against you adopted by the Office of the Chief of Police. The alleged violations occurred on or about March 6-8, 2018 and March 24-28, 2018. The initial allegation includes the following policy violations:

| | |
|--|--------------------------------|
| Policy 10-01 Code of Conduct V.D.5 | (Fail to be Honest/Untruthful) |
| Policy 30-05 City Vehicles III A. 9 | (Improper Use of City Vehicle) |
| Policy 10-01 Code of Conduct V.D.514 | (Fail to Report for Duty) |
| Policy 40-10 Off Duty Employment IV.B1 | (Working Unapproved Extra Job) |

You are hereby instructed not to speak with anyone concerning this investigation other than myself or Assistant Chief Lance Bothell. You are directed to provide to me in writing your response to the alleged complaint by April 18, 2018 by no later than 4:00 p.m. Please feel free to contact me should you have questions or need clarification.

I will provide you with the official response form sent to your city email address of gmerritt@missouricitytx.gov directly after providing you with this notification.


Signature of Subject Employee


Administrative Captain



Police

Michael Berezin
Chief Administrator



Memorandum

To: Captain Paul Poulton
From: Lieutenant Geneane Merritt
CC: Assistant Chief Lance Bothell
Date: April 18, 2018
Re: PSI #18-0004 – Officer Response

In response to the charge of (Improper Use of a Vehicle):

On March 24, 2018, I did utilize the police vehicle due to an issue with my vehicle. My vehicle was not operable for a week. I was not scheduled for working the extra job and I was asked at the last minute to assist in someone's absence at the referenced location on the complaint summary.

In response to the charge of untruthfulness:

In the stated Summary I was provided, it said I was on duty at the time of the call from Captain Harris, and I was not on duty, but heading to work. I did stay at a friend's house and was brought back in the early morning to go to work. On the way in to work I remembered I had to bring the keys to open the traffic box for a few until the other security worker could continue with traffic. I figured I could swing by there before work and then head to work. I was on my way to work when Captain Harris called and asked me, "Why was you on Bellaire?"

I was frazzled because I figured he would have a problem with me being out of Missouri City with the vehicle. (This incident was two weeks ago so this is not word for word). I believe I told him that I was coming from a friend's house and was heading in to work and had vehicle without specifics. I did not provide in detail any further due to not having a good relationship with Captain Harris.



Police

Michael Berezin
Chief Administrator



In reference to the second statement of untruthfulness (training):

I left on February 6th to Fresco, TX (6 hour drive), to attend a training class I thought started on the 7th of February. I realized on the morning of the 7th that the first class was on the 6th which was the day I traveled to get there thinking it started the next day. I advised the instructor and he said "no worries", and since I missed yesterday he had a second day of class for me which I attended on the 8th. So, I was in class for two days. I have certificates for both classes. I have the paperwork from DOLAN GROUP to support my two days in class. When Captain Harris asked me about the TCOLE credit I called the DOLAN GROUP and left a message about the TCOLE credits. I did not get a response back on the issue.

I called again and spoke with Keenan Dolan who stated the TCOLE credit was not entered because it had to be a full two-days in that specific course. The second day I attended was a follow-up Leadership course, so that's why he wanted me to stay since I was not there the first day which was when I was traveling to the training. So in response to this accusation I was not evasive and had no problem advising I attended a total of two classes. The summary stated in his opinion that I quickly changed the subject. Captain Harris and I do not get along and has shown on numerous occasions a distain taste for me, so I did not want to continue a fake conversation with him knowing he did not care how I felt about the class.

In reference to the charge of (Working an unapproved extra job):

I was authorized to work St. Agnes School three years ago, which was approved by Chief Jemison and Sgt. Englishbee was provided a copy of the approval with his signature on a hard copy to be scanned. I also provided Sergeant Englishbee a copy of the traffic card that I had to obtain when I was approved to work this extra job.

Lieutenant Geneane Merritt#790
Missouri City Police Department

Paul Poulton

From: Rachel Murray
Sent: Thursday, April 19, 2018 11:13 AM
To: Paul Poulton
Subject: FW: Xtra job
Attachments: EJ Spreadsheet.xlsx; EJ Spreadsheet.xlsx

Here is the email that was sent out regarding extra jobs. I am working to update the list. Should be done by tomorrow.

Rachel

From: Phillip Englishbee
Sent: Thursday, November 16, 2017 8:34 AM
To: POLICE DEPARTMENT <POLICEDEPARTMENT@missouricitytx.gov>
Subject: FW: Xtra job

If you work extra jobs, please open the attached spreadsheets, locate your name and confirm whether or not you still work the jobs that are listed. If you do work them, you need not reply. If you no longer work one or multiple ones, then please reply and indicate the job(s) you no longer work.





Please note, this list is current as of November 10, 2017, so if you have submitted to work jobs and have been approved after the 10th, then they obviously won't be listed. Please do not reply if that's the case.



Phillip Englishbee | Administrative Sergeant

3849 Cartwright Rd. | Missouri City, TX 77459

t. 281.403.5807 | f. 281.261.4226

website | map | email    

~ A Safe, Scenic City rated one of America's "Best" Places to Live ~

The Mission of the City Government of Missouri City is to provide municipal services in a financially responsible and customer friendly manner, while engaging our residents. How can we better serve you? Take our customer satisfaction survey.

EXTRA JOB LISTING
Current List as of 11/10/17

| | |
|-------------------|---|
| Aven, Aaron | Smart Financial Center St. Theresa Catholic Church Judge Susan Soussan St Laurence Catholic Church Elsian at Sienna Plantation FBISD FB Panthers Lacrosse Bayou Wells Services |
| Berry, Jessica | Crossbridge Church BVSCU |
| Brandon, Gregory | Houston's First Baptist |
| Buchanan, Treveon | Harris County Appraisal District Goodwill East West Bank Chase Bank |
| Bukowski, Michael | Walmart Reliant/NRG Dillards US Security |
| Cadenhead, James | N/A |
| Castillo, Carlos | N/A |
| Castorena, Sandra | N/A |
| Chockin, Janavian | Reliant/NRG Stadium Lake Shore Harbour Premier Pharmacy |
| Cox, Tracy | Walmart |
| Davis, Curley | Reliant/NRG Stadium Walmart Braeburn Colony Apartments |
| Deliphose, Steven | Premier Pharmacy Conns Saks 5th Avenue Reliant/NRG Stadium |

AT&T
Costco
Lupe Tortilla

Densmore, Alyssa
Holy Family Catholic Church
Fort Bend Fit Running Club

Diaz, Hugo
N/A

Elias, Valery
N/A

Evans, Jimmy
Smart Financial Center

Fahey, Patrick
N/A

Flores, Stevie
N/A

Ford, Lauren
Sam's Club
Home Depot
University of Houston Football

Garza, Manuel
Mane Lane

Glave, Steven
Verizon Wireless
Bayou Wells Services
Neighbors Emergency Center
Whitestone

Griffith, Keith
Fondren Park Clubhouse

Haley, Dareka
Jim's Meat Market
Pyburns Grocery
Academy
Smart Financial Center
Jones Memorial United Methodist
Sabadimingo Flea Market
Raising Canes
Best Friends Total Pet Care
Episcopal High School
Reliant/NRG Stadium
Platinum Parking Garage

Hanks, Christopher
N/A

Hausler, Troy
N/A

Hebert, Michael
N/A

Hill, Melissa

N/A

Hilliard, Khourey

Beth Yeshurun
Green Tree Place Apartments
Main Event
Chick Fil A
Chase Bank
Chachos
Ayva Center
Pappadeux
FBISD
LE Solutions
Off Duty Security/Allied Metal
Dixie Warehouse
Walker County Fair Grounds
Best Friends Total Pet Care
Mosque
House of Dereon Media Center
Houston's Restaurant
Chanteau Ball Room
Target
Word of Restoration Christian Fellowship

Hopkins, Aaric

N/A

Howard, Blake

N/A

Ibanez, Nickolas

N/A

Jefferson, Lewis

Walmart
Minority Construction
Lone Star Title Loan/Title Max
St Agnus Academy
IHOP
Bell Tower
Crossbridge Church
Regency Parking Garage
Smart Financial Center
Kathy Street
East West Bank
BB's Café

Koshy, Benil

John Sanchez

Lampe, Ben

St Anthony Catholic Church
Reliant/NRG Stadium

Danny Kay Resources
Gaye Keonning
Troy Construction
Zadok's Jewelry
HEB
George R Brown Convention Center

Larson, Robert

N/A

Lawson, Robert

Reliant/NRG Stadium

Lewis, Eric

N/A

Limbousis, Gus

M and P Technologies
Limbousis Motorsports
Vista Bank
Palms at Cinco Ranch

Lutze, Travis

N/A

McClellan, Jay

Congregation Beth El
St Laurence Catholic Church

Mckinnies, Jaron

House of Blues Concert Hall
Best Friends Total Pet Care
National Oilwell Varco

Merritt, Geneane

Walmart
Cheddars
St Agnus Academy
Madison on the Meadow Apartments

Mireles, Jessica

Walmart
Reliant/NRG Stadium

Monroy, Daniel

LE Solutions
BVSCU
Driver Pipeline
Houston Community Bank

Morris, Shane

Veronica Robinson

Moses, Robert

Main Event
Whataburger

Mosley, Tiffany

Town Green Park
Walmart

Lycee International De Houston
Applied Opto Electronics
Lisa Trump
Loud Productions/Greg Pennington
The Village School
ATM Techs

Motto, Brian Oak Bridge Apartments

Nuckols, John N/A

Olivo, Daniel Fort Bend Fit Running Club
Top Dog Fireworks Warehouse

Paxton, Lex N/A

Perez, Erik N/A

Rainey, Reginald N/A

Rodriguez, Audrey N/A

Romera, Sharon N/A

Santos, Adam Houston Livestock Rodeo
Repipe Texas
Main Lane Industries
Lakewood Church

Schlosser, Matt Classic Chevrolet

Schragel, Christopher N/A

Simon, Warren Chick Fil A

Sonnier, Andrew Allison Lilly
Best Friends Total Pet Care
Verizon Wireless
The Abbey at Enclave Apartments
Frizell Group

Terry, Russell St Johns United Methodist Church
12 Days of Christmas Charity Gala

Tristan, Larry Lisa Trump

Tullos, Kevin John Sanchez

Urban, James

Heritage Jewelry and Loan
Classic Chevrolet
Crossbridge Church
BVSCU

Vargas, Christopher

Chick Fil A
Beth Yeshurun
PPI Security
Statewide Traffic Control
TxDOT
University of Houston
Heritage Jewelry and Loan
Walmart
Congregation Beth El
Texas Children's Hospital
Reliant/NRG Stadium
Silva/James Construction PSC
Cavender's Boot City
Houston's Restaurant
IW Marks
St Laurence Catholic Church
Classic Chevrolet
Frizell Group
Best Friends Total Pet Care
Scurlock Tower
Lifetime 5k
AT&T
Metro National
Joe V's Smart Shop
Off Duty Services
The Hillstone

Vogt, William

Heritage Jewelry and Loan
FB Panther's Lacrosse
PPL Motor Homes

White, Tyler

N/A

Wiley, Malcolm

Walmart
Quail Green Clubhouse
Cheddar's Restaurant
St Agnus Prep High School
Pony Express
Sweetwater Country Club
Stafford Shopping Center
Raising Canes

Hometown Apartments

Williams, Ellis

Cavender's Boot City
Reliant/NRG Stadium
Best Friends Total Pet Care
Off Duty Services
Shell Corporation

York, Jeff

Wharton Co Junior College

Zimmer, Mike

N/A

COMMUNICATIONS

Unit Activity Report

Unit: L790, Date/Time range: 02/01/2018 00:00:00 - 02/28/2018 23:59:59

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|-------------------|------------|-------|---------|--------|-------|--------------|-----------------------------------|----------|---------------|-------|----------|
| SPEC | 02/10/2018 | 11:42 | | | 16:13 | 4:30 | CITY HALL | | | | |
| SPEC | 02/10/2018 | 18:08 | | | 01:11 | 7:02 | 1522 TEXAS PKWY | | | | |
| PUNA | 02/11/2018 | 08:29 | | | 18:00 | 9:31 | PD | | | | |
| TSTOP | 02/12/2018 | 07:34 | 07:34 | 07:34 | 07:45 | 0:11 | 9699 SH 6/LAKE SHORE HARBOUR BLVD | | 2018000015119 | | CITW |
| PADM | 02/12/2018 | 08:15 | | | 12:07 | 3:52 | PD | | | | |
| PADM | 02/14/2018 | 06:10 | | | 08:05 | 1:54 | MISSOURI CITY PD | | | | |
| PADM | 02/19/2018 | 06:21 | | | 08:19 | 1:57 | | | | | |
| RUNA | 02/19/2018 | 08:29 | 08:29 | | | | 3414 OYSTER COVE DR | | 2018000017684 | | NRPT |
| FOLL | 02/19/2018 | 08:29 | 08:29 | 08:48 | 15:51 | 7:21 | 1906 APPLETON DR | | 2018000017660 | | BKUP |
| MEAL | 02/21/2018 | 12:08 | | | 13:18 | 1:10 | X2 | | | | |
| MEAL | 02/26/2018 | 11:48 | | | 12:49 | 1:01 | X2 | | | | |
| SUSA | 02/27/2018 | 08:06 | 08:06 | | | | 10310 SH 6 | | 2018000020312 | | NRPT |
| SUIP | 02/27/2018 | 08:06 | 08:06 | 08:38 | 08:59 | 0:53 | 3326 GOLDEN TEE CT | 18000829 | 2018000020317 | | BKUP |
| BURP | 02/28/2018 | 09:30 | 09:30 | | 09:58 | 0:28 | 2311 OAKVIEW DR | | 2018000020678 | | BKUP |
| Total Time | | | | | | 39:56 | | | | | |

COMMUNICATIONS

On Duty/Off Duty Report by Employee

Employee: MERRITT, GENEANE R, Date/Time range: 02/01/2018 00:00:00 - 02/28/2018 23:59:59

| DeptID | Name | Unit # | On Duty | Off Duty | Total | Notes |
|--------|------|--------|---------------------|---------------------|------------|-------|
| L790 | | | 02/10/2018 11:42:24 | 02/10/2018 16:13:27 | 0004:31:03 | |
| L790 | | | 02/10/2018 18:07:19 | 02/11/2018 01:11:39 | 0007:04:20 | |
| L790 | | | 02/11/2018 08:29:13 | 02/11/2018 18:00:38 | 0009:31:25 | |
| L790 | | | 02/12/2018 07:30:29 | 02/12/2018 19:02:54 | 0011:32:25 | |
| L790 | | | 02/14/2018 06:10:17 | 02/14/2018 08:05:23 | 0001:55:06 | |
| L790 | | | 02/14/2018 09:48:17 | 02/14/2018 10:45:11 | 0000:56:54 | |
| L790 | | | 02/14/2018 10:45:11 | 02/14/2018 15:29:39 | 0004:44:28 | |
| L790 | | | 02/19/2018 06:21:36 | 02/19/2018 08:19:00 | 0001:57:24 | |
| L790 | | | 02/19/2018 08:19:00 | 02/19/2018 15:51:27 | 0007:32:27 | |
| L790 | | | 02/21/2018 08:28:15 | 02/21/2018 08:34:59 | 0000:06:44 | |
| L790 | | | 02/21/2018 08:34:59 | 02/21/2018 16:13:33 | 0007:38:34 | |
| L790 | | | 02/26/2018 06:21:37 | 02/26/2018 21:09:04 | 0014:47:27 | |
| L790 | | | 02/27/2018 08:06:05 | 02/27/2018 20:36:12 | 0012:30:07 | |
| L790 | | | 02/28/2018 08:52:27 | 02/28/2018 09:47:56 | 0000:55:29 | |
| L790 | | | 02/28/2018 09:47:56 | 02/28/2018 12:22:42 | 0002:34:46 | |

Totals for MERRITT, GENEANE R

0088:18:39

Entire Month?

COMMUNICATIONS

Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2018 00:00:00 - 04/19/2018 23:59:59

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|------------------------------|----------|---------------|-------|-----------|
| PADM | 01/01/2018 | 07:47 | | | 09:03 | 1:15 | MISSOURI CITY PD | | | | |
| SUSA | 01/02/2018 | 09:00 | 09:00 | | 09:17 | 0:17 | 8585-712 SIENNA SPRINGS BLVD | | 201800000370 | | NRPT |
| WELF | 01/02/2018 | 10:39 | 10:39 | 10:39 | 11:24 | 0:44 | 4422 ROUNDTREE LN | 18000009 | 201800000378 | | BKUP |
| WELF | 01/02/2018 | 11:30 | | 11:55 | | | 3106 BLUE HILLS DR | | 201800000397 | | NRPT |
| CIVIL | 01/02/2018 | 12:36 | 12:36 | 13:11 | 13:33 | 0:56 | 2403 HAMMERWOOD DR | | 201800000410 | | NRPT |
| PADM | 01/03/2018 | 05:47 | | | 06:47 | 1:00 | | | | | |
| MEAL | 01/03/2018 | 11:19 | | | 12:08 | 0:49 | X2 | | | | |
| PADM | 01/07/2018 | 07:35 | | | 12:41 | 5:05 | PD | | | | |
| MEAL | 01/07/2018 | 12:41 | | | 13:33 | 0:51 | X2 | | | | |
| PADM | 01/08/2018 | 08:13 | | | 16:10 | 7:56 | PD | | | | |
| MEAL | 01/09/2018 | 11:24 | | | 12:30 | 1:05 | PANERA HW6 | | | | |
| PADM | 01/09/2018 | 14:22 | | | 17:03 | 2:40 | MISSOURI CITY PD | | | | |
| MEAL | 01/15/2018 | 12:50 | | | 13:39 | 0:49 | X2 | | | | |
| ASLP | 01/16/2018 | 07:02 | 07:02 | 07:09 | 08:55 | 1:52 | 3507 POINT CLEAR DR | 18000206 | 2018000005209 | | BKUP |
| PADM | 01/17/2018 | 05:44 | | | 07:44 | 1:59 | MISSOURI CITY PD | | | | |
| SUSA | 01/17/2018 | 09:12 | 09:12 | 09:12 | 09:35 | 0:23 | 5900 SH 6 | 18000210 | 2018000005514 | | BKUP BKUP |
| ACCR | 01/17/2018 | 09:45 | 09:45 | 09:52 | 10:40 | 0:54 | 8500-BLK SH 6 | 18000211 | 2018000005524 | | BKUP BKUP |
| PADM | 01/17/2018 | 13:22 | | | 23:47 | 10:24 | PD | | | | |
| SUSV | 01/22/2018 | 05:53 | | 05:53 | 06:08 | 0:15 | 1602 CRESCENT OAK DR | 18000269 | 2018000007251 | | BKUP |
| PADM | 01/22/2018 | 06:09 | | | 08:00 | 1:51 | PD | | | | |
| PERS | 01/22/2018 | 08:06 | | | 08:33 | 0:26 | X2 | | | | |
| PADM | 01/22/2018 | 08:54 | | | 13:22 | 4:28 | PD | | | | |
| MEAL | 01/22/2018 | 13:23 | | | 14:12 | 0:48 | X2 | | | | |
| PADM | 01/22/2018 | 14:36 | | | 17:13 | 2:36 | PD | | | | |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|-----------------------------------|----------|---------------|-------|----------|
| PADM | 01/23/2018 | 09:06 | | | 19:27 | 10:21 | PD | | | | |
| PERS | 01/24/2018 | 10:31 | | | 10:51 | 0:19 | X2 | | | | |
| MEAL | 01/24/2018 | 13:32 | | | 14:27 | 0:55 | X2 | | | | |
| THEF | 01/24/2018 | 15:06 | 15:06 | | 15:13 | 0:06 | 1751 TEXAS PKWY | 18000314 | 2018000008129 | BKUP | |
| SPEC | 01/25/2018 | 19:01 | | | 19:53 | 0:51 | LEXINGTON CLUBHOUSE | | | | |
| PADM | 01/28/2018 | 05:46 | | | 11:41 | 5:55 | PD | | | | |
| DISP | 01/28/2018 | 11:41 | 11:41 | | 12:08 | 0:27 | 1603 CARTWRIGHT RD | 18000359 | 2018000009506 | BKUP | |
| DISP | 01/28/2018 | 12:31 | 12:31 | 12:43 | 13:03 | 0:32 | 2119 HILTON HEAD DR | | 2018000009519 | NRPT | |
| PADM | 01/30/2018 | 06:48 | | | 07:05 | 0:17 | PD | | | | |
| PADM | 01/30/2018 | 07:57 | | | 15:18 | 7:21 | PD | | | | |
| MEAL | 01/31/2018 | 11:23 | | | 12:02 | 0:38 | X2 | | | | |
| PADM | 01/31/2018 | 12:20 | | | 15:35 | 3:15 | PD | | | | |
| SPEC | 02/10/2018 | 11:42 | | | 16:13 | 4:30 | CITY HALL | | | | |
| SPEC | 02/10/2018 | 18:08 | | | 01:11 | 7:02 | 1522 TEXAS PKWY | | | | |
| PUNA | 02/11/2018 | 08:29 | | | 18:00 | 9:31 | PD | | | | |
| TSTOP | 02/12/2018 | 07:34 | 07:34 | 07:34 | 07:45 | 0:11 | 9699 SH 6/LAKE SHORE HARBOUR BLVD | | 2018000015119 | CITW | |
| PADM | 02/12/2018 | 08:15 | | | 12:07 | 3:52 | PD | | | | |
| PADM | 02/14/2018 | 06:10 | | | 08:05 | 1:54 | MISSOURI CITY PD | | | | |
| PADM | 02/19/2018 | 06:21 | | | 08:19 | 1:57 | | | | | |
| RUNA | 02/19/2018 | 08:29 | 08:29 | | | | 3414 OYSTER COVE DR | | 2018000017684 | NRPT | |
| FOLL | 02/19/2018 | 08:29 | 08:29 | 08:48 | 15:51 | 7:21 | 1906 APPLETON DR | | 2018000017660 | BKUP | |
| MEAL | 02/21/2018 | 12:08 | | | 13:18 | 1:10 | X2 | | | | |
| MEAL | 02/26/2018 | 11:48 | | | 12:49 | 1:01 | X2 | | | | |
| SUSA | 02/27/2018 | 08:06 | 08:06 | | | | 10310 SH 6 | | 2018000020312 | NRPT | |
| SUIP | 02/27/2018 | 08:06 | 08:06 | 08:38 | 08:59 | 0:53 | 3326 GOLDEN TEE CT | 18000829 | 2018000020317 | BKUP | |
| BURP | 02/28/2018 | 09:30 | 09:30 | | 09:58 | 0:28 | 2311 OAKVIEW DR | | 2018000020678 | BKUP | |
| ACCM | 03/01/2018 | 13:02 | 13:02 | | 13:32 | 0:30 | 7799 SH 6/KNIGHTS CT | 18000873 | 2018000021244 | BKUP | BKUP |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|-------------------|------------|-------|---------|--------|---------------|-------|--|----------|---------------|-------|----------|
| PADM | 03/04/2018 | 06:08 | | | 12:13 | 6:04 | PD | | | | |
| SUSA | 03/04/2018 | 12:13 | 12:36 | 12:36 | 12:38 | 0:25 | 3804-BLK LANDMARK DR | | 2018000022391 | NRPT | |
| ASLP | 03/07/2018 | 11:22 | 11:22 | 11:29 | 11:55 | 0:33 | 7299 KNIGHTS CT/SH 6 | 18000951 | 2018000023462 | BKUP | |
| TSTOP | 03/07/2018 | 12:13 | 12:13 | 12:13 | | | 800 BUFFALO RUN | 18000952 | 2018000023472 | RPT | |
| FSRA | 03/07/2018 | 12:25 | 12:25 | | 12:46 | 0:21 | 1349 TEXAS PKWY/BUFFALO RUN | | 2018000023481 | BKUP | |
| BURP | 03/17/2018 | 09:55 | 09:55 | 10:00 | 10:50 | 0:54 | 8787-1234 SIENNA SPRINGS BLVD | 18001090 | 2018000027007 | BKUP | |
| TRAC | 03/17/2018 | 11:59 | | 12:35 | 12:35 | 0:35 | 4102 OAK FOREST DR | | 2018000027027 | NRPT | |
| PADM | 03/20/2018 | 08:03 | | | 12:17 | 4:14 | | | | | |
| ORDI | 03/26/2018 | 09:28 | 09:28 | 09:28 | 10:40 | 1:11 | 18873 VICKSBURG BLVD/LAKE OLYMPIA PKWY | 18001209 | 2018000030095 | RPT | |
| FOLL | 03/26/2018 | 11:27 | 11:27 | | 11:53 | 0:25 | 18873 VICKSBURG BLVD/LAKE OLYMPIA PKWY | | 2018000030154 | NRPT | NRPT |
| TSTOP | 03/28/2018 | 11:19 | 11:19 | 11:19 | | | 9699 SH 6/LAKE SHORE HARBOUR BLVD | | 2018000030961 | CITW | |
| TSTOP | 03/28/2018 | 11:25 | 11:25 | 11:25 | 11:29 | 0:04 | 9699 SH 6/LAKE SHORE HARBOUR BLVD | | 2018000030963 | CITW | CITW |
| ACCI | 03/28/2018 | 14:31 | 14:31 | 14:37 | 16:01 | 1:29 | 7010 SH 6 | 18001242 | 2018000031013 | BKUP | |
| OFFD | 03/29/2018 | 16:42 | | | 07:12 | 14:29 | WIDE SCHOOL | | | | |
| PREM | 03/30/2018 | 13:31 | 13:31 | 13:31 | 13:36 | 0:04 | 8829 SH 6 | | 2018000031777 | NRPT | NRPT |
| MEAL | 04/03/2018 | 12:01 | | | 13:03 | 1:01 | X2 | | | | |
| OFFD | 04/07/2018 | 21:22 | | | 01:07 | 3:44 | QUAIL GREEN CLUB HOUSE | | | | |
| MEAL | 04/10/2018 | 13:56 | | | 15:05 | 1:09 | X2 | | | | |
| BURP | 04/11/2018 | 13:21 | 13:21 | 13:27 | 14:54 | 1:33 | 1937 TEXAS PKWY | | 2018000035710 | BKUP | |
| PERS | 04/16/2018 | 09:23 | 09:23 | | 10:48 | 1:24 | 515 DERBY LN | | 2018000037370 | BKUP | |
| PUNA | 04/18/2018 | 10:10 | | | 12:09 | 1:59 | HR | | | | |
| OFFD | 04/18/2018 | 17:21 | | | 21:52 | 4:31 | SCHOOL | | | | |
| Total Time | | | | | 167:23 | | | | | | |

COMMUNICATIONS

Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2017 00:00:00 - 12/31/2017 23:59:59

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|--|----------|---------------|-------|----------|
| OFFD | 05/20/2017 | 18:24 | | | 23:20 | 4:56 | LAKE OLYMPIA MARINA | | | | |
| SPEC | 07/04/2017 | 14:14 | | | 22:42 | 8:27 | 1122 BUFFALO RUN | | | | |
| OFFD | 07/16/2017 | 17:38 | | | 21:43 | 4:05 | MISSOURI CITY COMMUNITY CENTER | | | | |
| OFFD | 09/12/2017 | 19:26 | | | 23:01 | 3:34 | 9929 SH 6 | | | | |
| OFFD | 09/23/2017 | 19:19 | | | 23:02 | 3:43 | LAKE OLYMPIA MARINA | | | | |
| OFFD | 09/30/2017 | 19:12 | | | 00:18 | 5:06 | MISSOURI CITY COMMUNITY CENTER | | | | |
| MEAL | 10/11/2017 | 11:35 | | | 12:11 | 0:35 | 6131 SH 6 | | | | |
| PADM | 10/15/2017 | 04:13 | | | 10:52 | 6:39 | | | | | |
| OFFD | 10/15/2017 | 15:19 | | | 22:24 | 7:05 | MISSOURI CITY CITY HALL COMMUNITY CIVIC | | | | |
| MEAL | 10/16/2017 | 12:39 | | | 13:35 | 0:55 | LAKESHORE HARBOR | | | | |
| THEF | 10/16/2017 | 14:12 | 14:12 | 14:12 | 14:21 | 0:08 | 5345 SH 6 | | 2017000099432 | BKUP | |
| MEAL | 10/18/2017 | 12:46 | | | 13:07 | 0:21 | LAKESHORE HARBOR | | | | |
| SUIP | 10/20/2017 | 10:01 | 10:01 | | 10:54 | 0:53 | 1410 TWINING OAKS LN | 17004617 | 2017000100858 | BKUP | |
| MEAL | 10/23/2017 | 14:03 | | | 14:56 | 0:53 | LHARBOR | | | | |
| MEAL | 10/24/2017 | 11:44 | | | 13:48 | 2:03 | LHARBOR | | | | |
| PADM | 10/24/2017 | 13:48 | | | 15:11 | 1:23 | PD | | | | |
| MEAL | 10/25/2017 | 12:51 | | | 13:56 | 1:04 | LHARBOR | | | | |
| MEAL | 10/29/2017 | 12:01 | | | 12:44 | 0:42 | | | | | |
| WELF | 10/29/2017 | 13:34 | | 13:34 | 14:00 | 0:25 | 5501 SH 6 | | 2017000103804 | NRPT | |
| ALAB | 10/30/2017 | 11:51 | 11:51 | 12:09 | 12:29 | 0:38 | 2838 OAK HILL DR | | 2017000104037 | BKUP | BKUP |
| MEAL | 10/30/2017 | 13:18 | | | 14:17 | 0:58 | | | | | |
| MEAL | 10/31/2017 | 12:35 | | | 13:32 | 0:56 | | | | | |
| INFO | 11/03/2017 | 09:11 | 09:11 | 09:11 | 11:39 | 2:28 | 6411 SH 6 | 17004833 | 2017000105516 | RPT | |
| RUNA | 11/03/2017 | 09:33 | 09:33 | 09:35 | 11:27 | 1:54 | 3918 REEFTON LN | 17004836 | 2017000105513 | BKUP | |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|--|----------|---------------|-------|-----------------|
| SPEC | 11/13/2017 | 12:21 | | | 15:11 | 2:49 | 1524 TEXAS PKWY | | | | |
| MEAL | 11/14/2017 | 14:05 | | | 15:05 | 1:00 | X2 | | | | |
| PADM | 11/15/2017 | 05:56 | | | 07:21 | 1:24 | | | | | |
| PERS | 11/15/2017 | 07:26 | | | 07:40 | 0:14 | X2 | | | | |
| PERS | 11/20/2017 | 08:11 | | | 08:29 | 0:18 | X2 | | | | |
| PVEH | 11/20/2017 | 09:54 | | | 20:43 | 10:49 | IT | | | | |
| OFFD | 11/23/2017 | 15:30 | | | 03:02 | 11:31 | WALMART SIENNA | | | | |
| PUNA | 11/27/2017 | 08:32 | | | 09:52 | 1:20 | IT | | | | |
| MEAL | 11/27/2017 | 12:54 | | | 13:35 | 0:41 | X2 | | | | |
| TSTOP | 11/29/2017 | 09:42 | | 09:54 | 09:56 | 0:13 | 4099 MISSION VALLEY DR/GLENN LAKES LN | 17005164 | 2017000113739 | BKUP | BKUP |
| PUNA | 11/29/2017 | 10:18 | | | 15:43 | 5:24 | 7007 KNIGHTS CT | | | | UNTIL ABOUT 1PM |
| MEAL | 12/01/2017 | 13:33 | | | 14:20 | 0:46 | CENTERCOURT | | | | |
| SPEC | 12/02/2017 | 09:05 | | | 01:01 | 15:56 | COMMUNITY PARK | | | | |
| SPEC | 12/03/2017 | 09:04 | | | 18:52 | 9:48 | 1700 GLENN LAKES LN | | | | |
| ASLP | 12/04/2017 | 08:35 | | 08:44 | 09:04 | 0:29 | 4618 SUNSHINE LN | | 2017000115357 | BKUP | |
| TRAC | 12/05/2017 | 07:46 | 07:46 | 07:46 | | | 999 FM 1092 RD/CALGARY CIR | | 2017000115608 | NRPT | |
| ACCI | 12/05/2017 | 07:47 | 07:47 | 07:47 | 08:05 | 0:17 | 6414 SH 6 | | 2017000115613 | BKUP | BKUP |
| PBRK | 12/05/2017 | 10:11 | | | 10:38 | 0:27 | X2 | | | | |
| TRAC | 12/05/2017 | 10:41 | | | 10:53 | 0:11 | 8299 SH 6/OYSTER CREEK PLACE DR | | 2017000115647 | NRPT | NRPT |
| MEAL | 12/05/2017 | 13:33 | | | 14:33 | 0:59 | X2 | | | | |
| MEAL | 12/06/2017 | 12:23 | | | 13:28 | 1:05 | X2 | | | | |
| PADM | 12/06/2017 | 13:29 | | | 16:08 | 2:38 | PICTURES | | | | |
| ASLT | 12/09/2017 | 10:37 | 10:37 | 10:56 | 11:35 | 0:58 | 2515 BEDROCK LN | 17005326 | 2017000116989 | BKUP | |
| ALAC | 12/09/2017 | 11:36 | 11:36 | | 11:41 | 0:04 | 9029-100 SH 6 | | 2017000117000 | BKUP | |
| PADM | 12/11/2017 | 07:43 | | | 10:02 | 2:18 | PD | | | | |
| ACCI | 12/11/2017 | 10:36 | 10:36 | 10:36 | 11:05 | 0:28 | 4971 SH 6 | 17005360 | 2017000117590 | BKUP | BKUP |
| PVEH | 12/11/2017 | 11:49 | | | 12:30 | 0:41 | | | | | |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|---|----------|---------------|-------|---|
| PADM | 12/11/2017 | 12:31 | | | 16:28 | 3:57 | PD | | | | |
| PERS | 12/11/2017 | 23:23 | 23:23 | 23:23 | 02:16 | 2:52 | 4299 N CREEKMONT DR/DRIFTWOOD BEND DR | 17005370 | 2017000117784 | BKUP | BKUP |
| ASLT | 12/12/2017 | 10:12 | 10:12 | 10:12 | 10:33 | 0:21 | 1701 TEXAS PKWY | 17005378 | 2017000117925 | BKUP | |
| MEAL | 12/12/2017 | 13:06 | | | 13:56 | 0:49 | X2 | | | | |
| AREA | 12/13/2017 | 08:33 | 08:33 | 08:33 | 08:56 | 0:22 | 6299 SH 6/GLENN LAKES LN | | 2017000118203 | BKUP | BKUP |
| PADM | 12/13/2017 | 11:51 | | | 12:12 | 0:20 | PD | | | | |
| MEAL | 12/13/2017 | 12:23 | | | 13:25 | 1:02 | X2 | | | | |
| PADM | 12/13/2017 | 13:56 | | | 15:05 | 1:09 | | | | | |
| PERS | 12/14/2017 | 10:34 | | | 10:56 | 0:21 | X2 | | | | |
| MEAL | 12/14/2017 | 13:29 | | | 14:38 | 1:08 | X2 | | | | |
| PREM | 12/14/2017 | 15:31 | 15:31 | 15:31 | 15:33 | 0:01 | 6000 SH 6 | | 2017000118824 | NRPT | NRPT |
| PADM | 12/15/2017 | 08:10 | | | 09:53 | 1:42 | MISSOURI CITY PD | | | | |
| PADM | 12/28/2017 | 07:36 | | | 08:47 | 1:11 | MISSOURI CITY PD | | | | |
| SUSV | 12/28/2017 | 08:52 | 08:52 | 09:07 | 09:07 | 0:14 | 2531 HARPERS CREEK CT | | 2017000123086 | BKUP | |
| ALAB | 12/28/2017 | 10:06 | 10:06 | 10:13 | 10:15 | 0:08 | 2123 MOUNTSHIRE DR | | 2017000123113 | BKUP | |
| PREM | 12/28/2017 | 10:27 | 10:27 | 10:27 | 10:47 | 0:19 | 5501 SH 6 | | 2017000123121 | NRPT | |
| PREM | 12/28/2017 | 11:30 | 11:30 | 11:30 | 11:44 | 0:13 | 6002 SIENNA RANCH RD | | 2017000123137 | NRPT | |
| ASST | 12/28/2017 | 12:31 | 12:31 | 12:39 | 14:19 | 1:48 | 3849 CARTWRIGHT RD | | 2017000123149 | FOLL | FOLLOW-UP FROM ASSIST CITIZEN AT 1202 PECAN LANE. |
| TOWS | 12/28/2017 | | | | 14:02 | 0:06 | 8787 SIENNA SPRINGS BLVD | | 2017000123176 | PTOW | C |
| MEAL | 12/28/2017 | 14:20 | | | 14:44 | 0:24 | X2 | | | | |
| PREM | 12/28/2017 | 15:48 | 15:48 | 15:48 | 15:57 | 0:08 | 9929 SH 6 | | 2017000123227 | NRPT | |
| MEAL | 12/29/2017 | 10:29 | | | 11:37 | 1:08 | 9220 SH 6 | | | | |
| NARC | 12/29/2017 | 12:05 | | 12:20 | 12:23 | 0:18 | 8318 SH 6 | | 2017000123489 | BKUP | BKUP |
| TOWS | 12/29/2017 | | | | 12:10 | 0:02 | 1020 FM 1092 RD | | 2017000123492 | PTOW | 96 |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|-------------------|------------|-------|---------|--------|-------|---------------|----------|----------|---------|-------|----------|
| PADM | 12/31/2017 | 07:29 | | | 08:18 | 0:49 | | | | | |
| PADM | 12/31/2017 | 10:46 | | | 21:27 | 10:40 | PD | | | | |
| Total Time | | | | | | 164:50 | | | | | |

COMMUNICATIONS

Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2016 00:00:00 - 12/31/2016 23:59:59

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|---------------------------------------|----------|---------------|-------|----------|
| PADM | 01/01/2016 | 09:53 | | | 01:59 | 16:05 | | | | | |
| CPSR | 01/04/2016 | | | | | | 1855 WOOD ORCHARD DR | 16000046 | 2016000001253 | RPT | |
| APSR | 01/06/2016 | | | | | | 2350 FM 1092 RD | 16000101 | 2016000001886 | RPT | |
| APSR | 01/06/2016 | | | | | | 4710 LEXINGTON BLVD | 16000102 | 2016000001887 | RPT | |
| APSR | 01/06/2016 | | | | | | 2527 VILLAGE SQUARE DR | 16000115 | 2016000001990 | RPT | |
| APSR | 01/06/2016 | | | | | | 2715 CYPRESS POINT DR | 16000116 | 2016000001991 | RPT | |
| APSR | 01/06/2016 | | | | | | 2527 VILLAGE SQUARE DR | 16000117 | 2016000001992 | RPT | |
| APSR | 01/06/2016 | | | | | | 3640 HAMPTON DR | 16000118 | 2016000001993 | RPT | |
| CPSR | 01/06/2016 | | | | | | 1306 LEXINGTON BLVD | 16000119 | 2016000001995 | RPT | |
| CPSR | 01/06/2016 | | | | | | 6303 SIENNA RANCH RD | 16000120 | 2016000001996 | RPT | |
| CPSR | 01/06/2016 | | | | | | 6303-3215 SIENNA RANCH RD | 16000121 | 2016000001997 | RPT | |
| CPSR | 01/06/2016 | | | | | | 438 WILD PEACH PL | 16000123 | 2016000001999 | RPT | |
| TOWS | 01/06/2016 | | | | 19:38 | 0:03 | 8787 SIENNA SPRINGS BLVD | | 2016000002095 | REPO | |
| CPSR | 01/20/2016 | | | | | | 511 DERBY LN | 16000513 | 2016000006928 | RPT | |
| CPSR | 01/26/2016 | | | | | | 3139 CHERRY CREEK DR | 16000669 | 2016000009253 | RPT | |
| CPSR | 01/26/2016 | | | | | | 1511-309 5TH ST | 16000670 | 2016000009254 | RPT | |
| CPSR | 01/26/2016 | | | | | | 8585-327 SIENNA SPRINGS BLVD | 16000671 | 2016000009255 | RPT | |
| CPSR | 02/03/2016 | 14:54 | | 14:54 | 14:54 | 0:00 | 2727 QUIET BEND DR | 16000865 | 2016000012508 | RPT | |
| CPSR | 02/03/2016 | | | | | | 8585-327 SIENNA SPRINGS BLVD | 16000866 | 2016000012510 | RPT | |
| ROBB | 02/13/2016 | 09:19 | 09:19 | 10:27 | 11:49 | 2:29 | 5501 SH 6 | 16001079 | 2016000015984 | BKUP | |
| SPEC | 04/02/2016 | 06:56 | | | 10:09 | 3:12 | SUPERHERO RUN | | | | |
| OFFD | 04/09/2016 | 21:15 | | | 01:03 | 3:47 | QUAIL VALLEY COUNTRY CLUB CITY CENTRE | | | | |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|---|----------|---------------|-------|----------------------------|
| OFFD | 05/14/2016 | 20:54 | | | 20:59 | 0:05 | QUAIL VALLEY COUNTRY CLUB CITY CENTRE | | | | |
| ASST | 06/19/2016 | | | | 21:01 | 0:26 | 7906 PATIO GLEN DR | | 2016000058970 | NRPT | |
| ASST | 06/19/2016 | | | | 21:33 | 0:21 | 7906 PATIO GLEN DR | | 2016000058979 | NRPT | |
| ASST | 06/19/2016 | | | | 23:50 | 1:51 | 7906 PATIO GLEN DR | | 2016000058985 | NRPT | 453 |
| PADM | 06/19/2016 | 23:17 | | | 00:00 | 0:42 | PD | | | | |
| ASST | 06/20/2016 | | | | 00:55 | 0:33 | 7906 PATIO GLEN DR | | 2016000059007 | NRPT | 475 |
| TOWS | 06/20/2016 | | | | 01:22 | 0:07 | 3103 LEXINGTON LAKE DR | | 2016000059013 | REPO | |
| SPEC | 07/04/2016 | 15:20 | | | 23:15 | 7:55 | 1220 BUFFALO RUN | | | | 4TH OF JULY CELEBRATION |
| OFFD | 07/09/2016 | 20:04 | | | 05:55 | 9:51 | MISSOURI CITY COMMUNITY CENTER | | | | |
| OFFD | 07/27/2016 | 16:02 | | | 08:13 | 16:10 | WIDE SCHOOL | | | | |
| PUNA | 10/08/2016 | 16:53 | | | 06:54 | 14:01 | 1700 GLENN LAKES LN | | | | |
| OFFD | 10/21/2016 | 20:16 | | | 00:27 | 4:11 | MISSOURI CITY COMMUNITY CENTER | | | | |
| OFFD | 10/22/2016 | 16:29 | | | 20:24 | 3:55 | 11711 N MICHAEL CIR | | | | |
| OFFD | 10/28/2016 | 20:30 | | | 00:03 | 3:33 | 2010 WEATHERBY LN | | | | |
| OFFD | 12/24/2016 | 13:10 | | | 19:48 | 6:38 | WALMART SIENNA | | | | |

Total Time 96:04

COMMUNICATIONS

Officer Activity Report

Officer: MERRITT, GENEANE R, Date/Time range: 01/01/2015 00:00:00 - 12/31/2015 23:59:59

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|---|----------|---------------|-------|-----------------------|
| PUNA | 01/05/2015 | 11:14 | | | 12:31 | 1:16 | 21811 WILDWOOD PARK RD | | | | BACKGROUND CHECK |
| BAT | 01/07/2015 | 14:31 | 14:31 | 14:44 | 16:07 | 1:36 | 12649 STAFFORD RD/FALLA WAY | 15000144 | 2015000002277 | BKUP | |
| PADM | 01/19/2015 | 08:40 | | | 01:35 | 16:55 | PD | | | | |
| OFFD | 01/24/2015 | 21:31 | | | 03:19 | 5:48 | MISSOURI CITY CITY HALL COMMUNITY CIVIC | | | | |
| TRAC | 02/01/2015 | 23:51 | 23:51 | 23:57 | 00:24 | 0:32 | 3920 CARTWRIGHT RD | 15000618 | 2015000011174 | BKUP | |
| SUSA | 02/02/2015 | 00:37 | 00:37 | 01:00 | 01:10 | 0:32 | 3230 ALDRIDGE DR | | 2015000011183 | NRPT | |
| TOWS | 02/02/2015 | | | | 01:10 | 0:15 | 4710 LAKESIDE MEADOW CT | | 2015000011185 | REPO | 955 |
| SPEC | 02/18/2015 | 16:39 | | | 00:33 | 7:54 | 14540 MEMEORIAL DRIVE | | | | 14540 MEMORIAL DRIVE |
| APSR | 02/24/2015 | | | | | | 1715 WILLOW MILL DR | 15001065 | 2015000018657 | RPT | |
| ROBB | 03/14/2015 | 19:02 | 19:12 | 19:29 | 22:02 | 2:59 | 1234 MOSSRIDGE DR | 15001450 | 2015000025036 | BKUP | BKUP |
| DEATH | 03/16/2015 | 11:09 | 11:09 | 11:27 | 13:20 | 2:11 | 3415 POINT CLEAR DR | 15001471 | 2015000025546 | BKUP | BKUP |
| PADM | 03/16/2015 | 13:20 | | | 21:08 | 7:47 | MISSOURI CITY PD | | | | |
| FOUP | 03/18/2015 | 19:12 | 19:12 | 19:30 | 20:21 | 1:08 | 2619 LA QUINTA DR/OAK POINTE BLVD | 15001540 | 2015000026497 | BKUP | RPT |
| SPEC | 03/19/2015 | 21:11 | | | 21:40 | 0:28 | | | | | ROBBERY SUP UNIT 2562 |
| SPEC | 03/20/2015 | 20:13 | | | 20:34 | 0:20 | MISSOURI CITY PD | | | | |
| ACCI | 03/20/2015 | 22:05 | | 22:05 | 22:49 | 0:43 | 3434-300 FM 1092 RD | 15001593 | 2015000027198 | BKUP | |
| SUSA | 03/20/2015 | 23:19 | | | 23:37 | 0:17 | 1399 MIMOSA RD/HUNTERS PARK DR | | 2015000027226 | BKUP | |
| OFFD | 03/27/2015 | 18:05 | | | 21:27 | 3:21 | COMMUNITY PARK | | | | |
| PADM | 04/03/2015 | 08:38 | | | 20:55 | 12:16 | | | | | |
| PADM | 04/08/2015 | 20:06 | | | 20:35 | 0:29 | PD | | | | |
| KIDN | 04/14/2015 | 18:48 | | 18:48 | 19:08 | 0:19 | 1122 BUFFALO RUN | | 2015000035095 | BKUP | BKUP |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|--|----------|---------------|-------|--------------------------|
| STAB | 05/04/2015 | 12:19 | | 12:19 | 15:04 | 2:45 | 1969 TEXAS PKWY | 15002518 | 2015000041648 | BKUP | |
| OFFD | 05/23/2015 | 21:46 | | | 01:25 | 3:39 | QUAIL VALLEY COUNTRY CLUB CITY CENTRE | | | | |
| OFFD | 06/12/2015 | 19:21 | | | 00:17 | 4:56 | 180 ISLAND BLVD | | | | |
| OFFD | 06/13/2015 | 19:13 | | | 22:26 | 3:13 | FONMEADOW CLUB HOUSE PARK POOL COMMUNITY | | | | |
| OFFD | 07/04/2015 | 15:32 | | | 18:19 | 2:46 | SW ELECTRONIC ENERGY CORPORATION | | | | |
| SPEC | 07/04/2015 | 20:46 | | | 20:47 | 0:00 | 4TH OF JULY | | | | |
| OFFD | 07/04/2015 | 20:48 | | | 22:29 | 1:41 | 4TH OF JULY CELEBRATION | | | | |
| PUNA | 07/07/2015 | 10:29 | | | 04:32 | 18:02 | PCT 5 KATY | | | | |
| SPEC | 10/06/2015 | 19:45 | | | 20:20 | 0:34 | 2100 JAMES MADISON DR | | | | |
| ACCT | 10/14/2015 | 12:53 | 12:53 | | 17:11 | 4:18 | 250 S CRAVENS RD/US 90A | 15006291 | 2015000094859 | BKUP | |
| OFFD | 10/17/2015 | 09:27 | | | 18:28 | 9:01 | COMMUNITY PARK | | | | |
| CPSR | 11/02/2015 | | | | | | 1827 EASTFIELD DR | 15006710 | 2015000100976 | RPT | |
| CPSR | 11/03/2015 | | | | | | 2955 LAKE VIEW DR | 15006738 | 2015000101429 | RPT | |
| AOA | 11/05/2015 | 18:32 | | 18:32 | 22:10 | 3:38 | 1302 MUSSELBURGH CT | 15006792 | 2015000102220 | BKUP | BKUP |
| OFFD | 11/06/2015 | 20:23 | | | 05:06 | 8:42 | ST AGNES PREPATORY SCHOOL | | | | |
| SUSA | 11/08/2015 | 02:18 | 02:18 | 02:57 | 08:10 | 5:52 | 15334 E ANTONE CIR | 15006828 | 2015000103020 | BKUP | |
| ABUS | 11/09/2015 | | | | | | 4710 LEXINGTON BLVD | 15006852 | 2015000103475 | RPT | |
| CPSR | 11/09/2015 | | | | | | 2003 LAZY LN | 15006854 | 2015000103480 | RPT | |
| SUSA | 11/14/2015 | 09:32 | | | 09:56 | 0:24 | 3299 ASHMONT LN/VALLEYVIEW DR | | 2015000105289 | GOA | |
| PADM | 11/14/2015 | 09:57 | | | 11:57 | 1:59 | 3849 CARTWRIGHT RD | | | | HOLD ME OUT AT THE PD |
| TOWS | 11/14/2015 | | | | 15:53 | 1:23 | 11723 N WILLOWDALE CIR | | 2015000105387 | REPO | C |
| SUSA | 12/01/2015 | 14:55 | | 14:55 | 15:31 | 0:35 | 3226 SPRINGHILL DR | 15007290 | 2015000110286 | BKUP | BKUP |
| OFFD | 12/04/2015 | 19:14 | | | 02:41 | 7:27 | 4207 ROTH | | | | |

| Nature | Date | Disp. | Enroute | Arrive | Clear | Total | Location | Report # | Event # | Disp. | Comments |
|--------|------------|-------|---------|--------|-------|-------|-----------------------------|----------|---------------|-------|----------|
| CPSR | 12/07/2015 | | | | | | 2818 SCOTTSDALE PALMS DR | 15007417 | 2015000112697 | RPT | |
| CPSR | 12/07/2015 | | | | | | 1907 TOWER BELL LN | 15007418 | 2015000112698 | RPT | |
| CPSR | 12/14/2015 | | | | | | 1938 FEATHER RIDGE DR | 15007603 | 2015000115328 | RPT | |
| CPSR | 12/14/2015 | | | | | | 15402 W BARBARA CIR | 15007604 | 2015000115329 | RPT | |
| CPSR | 12/14/2015 | | | | | | 3915 CALGARY CIR | 15007605 | 2015000115330 | RPT | |
| APSR | 12/15/2015 | | | | | | 2350 FM 1092 RD | 15007620 | 2015000115549 | RPT | |
| CPSR | 12/15/2015 | | | | | | 1810 HALSTEAD ST | 15007621 | 2015000115561 | RPT | |

Total Time 148:20



J.P.Morgan

Expense Report

Run Date: 03/13/2018
Report ID: sd10017

Posting Date: 01/30/2018 - 02/27/2018

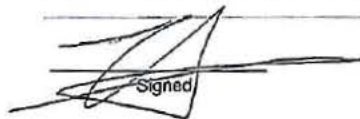
GENEANE MERRITT, TAX ID(74-6029035) 101/26 WC 6103

PURCHASING OFFICE, 1522 TEXAS PARKWAY
MISSOURI CITY, TX 774892170 USA

Card Transactions

| Posting Date | Transaction Date | Description | Receipt Amount | Posted Amount | Expense Amount | Reviewed | Approved |
|---|------------------|--|----------------------|------------------|-----------------|----------|----------|
| 02/09/2018 | 02/06/2018 | HOMWOOD SUITES-ALLEN, TX, 75013 | 135.60 USD | 135.60 USD | 135.60 USD | | |
| Expense Description: Hotel/Training | | | | | | | |
| Accounting Codes | | | | | | | |
| Cardholder Name: | | | Fund / Class / Dept: | 101-56003-13-128 | Project Number: | | |
| Contract Number: | | | Account GL Code: | | | | |
| 02/09/2018 | 02/07/2018 | DOLAN CONSULTING GROUP-06162844521, MI, 49512 | 390.00 USD | 390.00 USD | 390.00 USD | | |
| Expense Description: Training class fees | | | | | | | |
| Accounting Codes | | | | | | | |
| Cardholder Name: | | | Fund / Class / Dept: | 101-56003-13-128 | Project Number: | | |
| Contract Number: | | | Account GL Code: | | | | |
| 02/12/2018 | 02/09/2018 | EXXONMOBIL 48094973-THE COLONY, TX, 75056-0000 | 34.45 USD | 34.45 USD | 34.45 USD | | |
| Expense Description: training/fuel/travel | | | | | | | |
| Accounting Codes | | | | | | | |
| Cardholder Name: | | | Fund / Class / Dept: | 101-56003-13-128 | Project Number: | | |
| Contract Number: | | | Account GL Code: | | | | |
| 02/12/2018 | 02/10/2018 | EMBASSY SUITES-FRISCO, TX, 75034 | 525.45 USD | 525.45 USD | 525.45 USD | | |
| Expense Description: Hotel/Training | | | | | | | |
| Accounting Codes | | | | | | | |
| Cardholder Name: | | | Fund / Class / Dept: | 101-56003-13-128 | Project Number: | | |
| Contract Number: | | | Account GL Code: | | | | |

| | |
|---------------|----------|
| Card Subtotal | 1,085.50 |
| Grand Total | 1,085.50 |


Signed

2-13-18
Date


Authorized

3-14-18
Date

P-CARD RECONCILIATION FOR FEBRUARY 2018

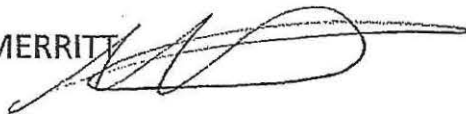
MISSOURI CITY POLICE DEPARTMENT

GENEANE MERRITT-790

ON 02-06-18, I MADE A RESERVATION FOR WORK RELATED TRAINING AT HOMEWOOD SUTES ON 01-30-18. THE HOTEL CALLED ME BACK AND ADVISED THEY COULD NOT FULLFILL MY WHOLE RESERVATION, SO I CANCELLED THE RESERVATION AND STAYED AT THE EMBASSY SUITES, WHICH ACCOMATED THE TOTAL DAYS NEEDED FOR THE STAY. THE RESERVATION DESK MADE A MISTAKE AND STILL CHARGED FOR THE ONE NIGHT OF \$135.60 IN ERROR. I SPOKE WITH THE MANAGER AND THE ERROR WILL BE TAKEN CARE OF AND REFUNDED BACK TO THE P-CARD IN 3-5 DAYS.

GENEANE MERRITT

02-13-18

A handwritten signature in black ink, appearing to read 'Geneane Merritt', written over the printed name.



EMBASSY SUITES
HOTELS

EMBASSY SUITES DALLAS-FRISCO
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034
United States of America
TELEPHONE 972-712-7200 • FAX 972-712-7221
Reservations
www.embassysuites.com or 1 800 EMBASSY

HUGHES, GENEANE
1522 TEXAS PARKWAY
MISSOURI CITY TX 77459
UNITED STATES OF AMERICA

Room No: 908/NQS
Arrival Date: 2/6/2018 7:15:00 PM
Departure Date: 2/9/2018 2:07:00 PM
Adult/Child: 1/0
Cashier ID: SHANTANA_V
Room Rate: 155.00
AL:
HH #: 779314365 BLUE
VAT #
Folio No/Che: 740229 A

Confirmation Number: 92680522

EMBASSY SUITES DALLAS-FRISCO 2/9/2018 2:07:00 PM

| DATE | REF NO | DESCRIPTION | CHARGES |
|-------------|---------|-------------|------------|
| 2/6/2018 | 3161331 | GUEST ROOM | \$155.00 |
| 2/6/2018 | 3161331 | STATE TAX | \$9.30 |
| 2/6/2018 | 3161331 | CITY TAX | \$10.85 |
| 2/7/2018 | 3162186 | GUEST ROOM | \$155.00 |
| 2/7/2018 | 3162186 | STATE TAX | \$9.30 |
| 2/7/2018 | 3162186 | CITY TAX | \$10.85 |
| 2/8/2018 | 3162832 | GUEST ROOM | \$155.00 |
| 2/8/2018 | 3162832 | STATE TAX | \$9.30 |
| 2/8/2018 | 3162832 | CITY TAX | \$10.85 |
| 2/9/2018 | 3163071 | MC *6488 | (\$525.45) |
| **BALANCE** | | | \$0.00 |

You have earned approximately 6650 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

Thank you for staying with us. Visit embassysuites.com for more information on hotel packages, subscribe to our E-announcements newsletter, or plan your next stay at close to 200 destinations.

CREDIT CARD DETAIL

| | | | |
|----------------|-------------|-------------|-------------|
| APPR CODE | 035486 | MERCHANT ID | 41300470010 |
| CARD NUMBER | MC 6488 136 | EXP DATE | 10/20 |
| TRANSACTION ID | 3163071 | TRANS TYPE | Sale |

**MISSOURI CITY POLICE DEPARTMENT TRAINING DIVISION
IN-SERVICE COURSE PRE-REGISTRATION**

*Name Geneane Merritt Title / Rank Lieutenant

*TCLEOSE PID # 378536 *Date of Birth: _____

* Agency Name Missouri City Police Dept * Agency Phone 281-403-8700

Method of Registration: On-line On-line Personal

Location of course: Frisco Police Department St: TX Zip: 75034

Email: gmerritt@missouricitytx.gov Alt Ph: _____ Home Cell

| * Requested Course(s) | Date(s) | Times |
|--|--------------------|-------|
| 1. Community Policing: Winning Back Your Community | February 6-7, 2018 | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

• Complete above and turn into Supervisor for approval.

| | |
|---|-------------------------|
| Shift Supervisor: _____ | Division Captain: _____ |
| Administration Captain: _____ | Assistant Chief: _____ |
| ***Once approved please forward to training division Training Division: _____ | |

Fields marked with an asterisk (*) must be completed. All other fields are optional.
No classes will be approved without Supervisor signature.

ONCE THE COURSE IS APPROVED A CALENDAR INVITATION WILL BE SENT CONFIRMING YOUR APPROVAL AND REGISTRATION IN THE COURSE. PLEASE ACCEPT ALL CALENDAR INVITATIONS

Dolan Consulting Group

Community Policing: Winning Back Your Community

Frisco, Texas

02/06/2018 - 02/07/2018

Sign-in Roster

Day 1—02/06/2018

If your name is not on the roster, please PRINT legibly

| First Name | Last Name | Agency | Signature |
|------------|-------------|--------------------------|----------------------------|
| Stephanie | Benjamin | PLANO POLICE DEPARTMENT | <i>Stephanie Benjamin</i> |
| Wes | Carta | ODESSA POLICE DEPARTMENT | <i>Wes Carta</i> |
| Liliana | De La Garza | BROWNSVILLE POLICE | <i>Liliana De la Garza</i> |
| Bob | Fortenberry | FRISCO POLICE DEPARTMENT | <i>Bob Fortenberry</i> |
| Lauren | Garcia | PLANO POLICE DEPARTMENT | <i>Lauren Garcia</i> |
| Jeffrey | Inmon | FRISCO POLICE DEPARTMENT | <i>Jeffrey Inmon</i> |
| Wardir | Jemil | PLANO POLICE DEPARTMENT | <i>Wardir Jemil 1823</i> |
| Spenser | Kerr | PLANO POLICE DEPARTMENT | <i>Spenser Kerr</i> |
| Demetrius | Morse | PLANO POLICE DEPARTMENT | <i>Demetrius Morse</i> |
| Radd | Rotello | FRISCO POLICE DEPARTMENT | <i>Radd Rotello</i> |
| Imelda | Valadez | BROWNSVILLE POLICE | <i>Imelda Valadez</i> |
| | | | |

Dolan Consulting Group

Community Policing: Winning Back Your Community

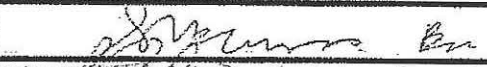







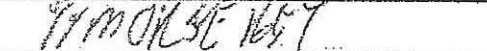

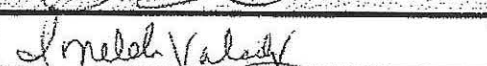

Frisco, Texas

02/06/2018 - 02/07/2018

Sign-in Roster

Day 2—02/07/2018

If your name is not on the roster, please PRINT legibly

| First Name | Last Name | Agency | Signature |
|------------|-------------|--------------------------|---|
| Stephanie | Benjamin | PLANO POLICE DEPARTMENT |  |
| Wes | Carta | ODESSA POLICE DEPARTMENT |  |
| Liliana | De La Garza | BROWNSVILLE POLICE |  |
| Bob | Fortenberry | FRISCO POLICE DEPARTMENT |  |
| Lauren | Garcia | PLANO POLICE DEPARTMENT |  |
| Jeffrey | Inmon | FRISCO POLICE DEPARTMENT |  |
| Wardir | Jemil | PLANO POLICE DEPARTMENT |  |
| Spenser | Kerr | PLANO POLICE DEPARTMENT |  |
| Demetrius | Morse | PLANO POLICE DEPARTMENT |  |
| Radd | Rotello | FRISCO POLICE DEPARTMENT |  |
| Imelda | Valadez | BROWNSVILLE POLICE |  |
| GENCANE | Merritt | Missouri City |  |

Dolan Consulting Group

Taking the Lead: Courageous Leadership for Today's Public Safety


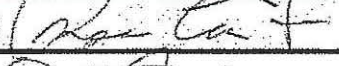
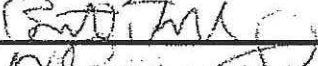
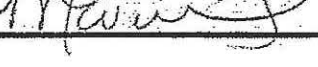



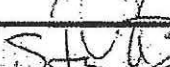
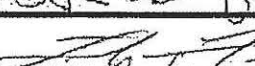
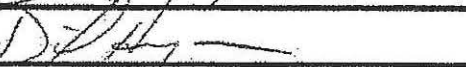

Frisco, Texas

02/08/2018 - 02/08/2018

Sign-in Roster

Day 1—02/08/2018

If your name is not on the roster, please PRINT legibly

| First Name | Last Name | Agency | Signature |
|------------|---------------|--------------------------|---|
| Mike | Crawford | FRISCO POLICE DEPARTMENT |  |
| Ryan | Curtis | ROYSE CITY POLICE |  |
| Bret | Dressel | DFW AIRPORT DPS |  |
| Melissa | Everett | CARROLLTON POLICE |  |
| Randy | Fincher | GRAND PRAIRIE POLICE | |
| Kevin | Ketchum | FRISCO POLICE DEPARTMENT |  |
| Evan | Mattei | FRISCO POLICE DEPARTMENT |  |
| Sandra | Rodgers-Tomeo | PLANO POLICE DEPARTMENT |  |
| Jason | Stevens | THE COLONY POLICE |  |
| Steven | BRASSIL | Rockwall PD |  |
| Joel | Frostress | Bossier City Police Dept |  |
| Daniel | Haugen | Bossier City PD |  |

CERTIFICATE OF ATTENDANCE
GENEANE MERRITT

MISSOURI CITY POLICE DEPARTMENT

***Taking the Lead: Courageous Leadership for
Today's Public Safety***

6.75 Hours

Frisco, TX

Thursday, February 8, 2018—Thursday, February 8, 2018

INSTRUCTOR(S)

Chief Harry P. Dolan (Ret.)

Harry P. Dolan
CEO
Dolan Consulting Group

IN Law Enforcement Training Board Provider #61-1229690

CERTIFICATE OF ATTENDANCE
GENEANE MERRITT

MISSOURI CITY POLICE DEPARTMENT

***Community Policing: Winning Back Your
Community***

6.75 Hours

Frisco, TX

Tuesday, February 6, 2018—Wednesday, February 7, 2018

INSTRUCTOR(S)

Chief Harry P. Dolan (Ret.)



Harry P. Dolan
CEO
Dolan Consulting Group

IN Law Enforcement Training Board Provider #81-1229690

2591 (X17-284-007)



03/24/2018 05:00 - 03/25/2018 05:00

| | | |
|------------|----------|---------------------------|
| 2018-03-24 | 11:25:26 | Direction (fresh) |
| 2018-03-24 | 11:25:29 | Connect (fresh) |
| 2018-03-24 | 11:25:32 | Direction (fresh) |
| 2018-03-24 | 11:25:35 | Connect (fresh) |
| 2018-03-24 | 11:27:32 | Distance (fresh) |
| 2018-03-24 | 11:28:02 | Stop (fresh) |
| 2018-03-24 | 11:28:02 | Stop (fresh) |
| 2018-03-24 | 11:28:09 | Stop Duration (fresh) |
| 2018-03-24 | 11:28:51 | Start (fresh) |
| 2018-03-24 | 11:28:57 | Direction (fresh) |
| 2018-03-24 | 11:29:33 | Direction (fresh) |
| 2018-03-24 | 11:29:53 | Sensor (fresh) |
| 2018-03-24 | 11:30:00 | Sensor (fresh) |
| 2018-03-24 | 11:30:04 | Sensor (fresh) |
| 2018-03-24 | 11:30:09 | Stop (fresh) |
| 2018-03-24 | 11:30:09 | Stop (fresh) |
| 2018-03-24 | 11:33:15 | Stop Duration (fresh) |
| 2018-03-24 | 11:38:10 | Sensor (stale / cached) |
| 2018-03-24 | 11:38:29 | Connect (fresh) |
| 2018-03-24 | 11:38:30 | Sensor (fresh) |
| 2018-03-24 | 11:38:31 | Sensor (fresh) |
| 2018-03-24 | 11:38:35 | Connect (fresh) |
| 2018-03-24 | 11:38:47 | Sensor (fresh) |
| 2018-03-24 | 11:38:50 | Stop (fresh - first) |
| 2018-03-24 | 11:38:57 | Stop Duration (fresh) |
| 2018-03-24 | 11:42:42 | Sensor (fresh) |
| 2018-03-24 | 11:42:46 | Sensor (fresh) |
| 2018-03-24 | 11:43:06 | Sensor (fresh) |
| 2018-03-24 | 11:44:03 | Stop Duration (fresh) |
| 2018-03-24 | 11:44:27 | Start (fresh - first) |
| 2018-03-24 | 11:44:45 | Direction (fresh) |
| 2018-03-24 | 11:44:57 | Direction (fresh) |
| 2018-03-24 | 11:45:15 | Direction (fresh) |
| 2018-03-24 | 11:45:51 | Stop (fresh) |
| 2018-03-24 | 11:45:51 | Stop (fresh) |
| 2018-03-24 | 11:45:57 | Start (fresh) |
| 2018-03-24 | 11:46:09 | Direction (fresh) |
| 2018-03-24 | 11:46:10 | Hard Acceleration (fresh) |
| 2018-03-24 | 11:47:15 | Distance (fresh) |
| 2018-03-24 | 11:48:15 | Distance (fresh) |
| 2018-03-24 | 11:49:09 | Distance (fresh) |
| 2018-03-24 | 11:50:10 | Stop (fresh) |
| 2018-03-24 | 11:50:10 | Stop (fresh) |
| 2018-03-24 | 11:50:16 | Start (fresh) |
| 2018-03-24 | 11:50:16 | Stop Duration (fresh) |
| 2018-03-24 | 11:50:22 | Direction (fresh) |
| 2018-03-24 | 11:52:28 | Distance (fresh) |
| 2018-03-24 | 11:53:52 | Distance (fresh) |
| 2018-03-24 | 11:55:16 | Stop (fresh) |
| 2018-03-24 | 11:55:16 | Stop (fresh) |
| 2018-03-24 | 11:55:22 | Stop Duration (fresh) |
| 2018-03-24 | 11:55:32 | Sensor (fresh) |
| 2018-03-24 | 11:55:35 | Sensor (fresh) |
| 2018-03-24 | 11:55:39 | Sensor (fresh) |
| 2018-03-24 | 12:00:28 | Stop Duration (fresh) |
| 2018-03-24 | 12:22:15 | Sensor (stale / cached) |
| 2018-03-24 | 12:22:29 | Disconnect (fresh) |
| 2018-03-24 | 12:22:35 | Connect (fresh) |
| 2018-03-24 | 12:22:40 | Connect (fresh) |
| 2018-03-24 | 12:23:02 | Stop (fresh - first) |
| 2018-03-24 | 12:23:08 | Stop Duration (fresh) |
| 2018-03-24 | 12:28:14 | Stop Duration (fresh) |
| 2018-03-24 | 12:33:21 | Stop Duration (fresh) |
| 2018-03-24 | 12:38:27 | Stop Duration (fresh) |
| 2018-03-24 | 12:41:57 | Start (fresh - first) |
| 2018-03-24 | 12:42:09 | Direction (fresh) |
| 2018-03-24 | 12:42:27 | Direction (fresh) |

AVAILWEB

03/24/2018 05:00 - 03/25/2018 05:00

| | | |
|------------|----------|--------------------------------|
| 2018-03-24 | 13:31:16 | Direction (stale/cached) |
| 2018-03-24 | 13:31:28 | Direction (fresh) |
| 2018-03-24 | 13:31:28 | Direction (stale/cached) |
| 2018-03-24 | 13:31:58 | Direction (fresh) |
| 2018-03-24 | 13:31:58 | Direction (stale/cached) |
| 2018-03-24 | 13:32:54 | Sensor (fresh) |
| 2018-03-24 | 13:32:56 | Sensor (fresh) |
| 2018-03-24 | 13:32:58 | Stop (fresh) |
| 2018-03-24 | 13:33:00 | Sensor (fresh) |
| 2018-03-24 | 13:33:04 | Stop Duration (fresh) |
| 2018-03-24 | 13:38:11 | Stop Duration (fresh) |
| 2018-03-24 | 13:46:22 | Moving (stale / cache - first) |
| 2018-03-24 | 13:46:28 | Direction (stale/cached) |
| 2018-03-24 | 13:46:30 | Connect (stale / cached) |
| 2018-03-24 | 13:46:36 | Connect (stale / cached) |
| 2018-03-24 | 13:46:36 | Connect (fresh) |
| 2018-03-24 | 13:46:40 | Direction (stale/cached) |
| 2018-03-24 | 13:46:40 | Direction (fresh) |
| 2018-03-24 | 13:47:52 | Distance (stale/cached) |
| 2018-03-24 | 13:47:52 | Distance (fresh) |
| 2018-03-24 | 13:49:58 | Distance (stale/cached) |
| 2018-03-24 | 13:49:58 | Distance (fresh) |
| 2018-03-24 | 13:51:11 | Distance (stale/cached) |
| 2018-03-24 | 13:51:11 | Distance (fresh) |
| 2018-03-24 | 13:52:17 | Distance (stale/cached) |
| 2018-03-24 | 13:52:17 | Distance (fresh) |
| 2018-03-24 | 13:52:35 | Direction (stale/cached) |
| 2018-03-24 | 13:52:35 | Direction (fresh) |
| 2018-03-24 | 13:54:29 | Distance (stale/cached) |
| 2018-03-24 | 13:54:29 | Distance (fresh) |
| 2018-03-24 | 13:54:41 | Direction (stale/cached) |
| 2018-03-24 | 13:54:41 | Direction (fresh) |
| 2018-03-24 | 13:55:17 | Direction (stale/cached) |
| 2018-03-24 | 13:55:17 | Direction (fresh) |
| 2018-03-24 | 13:55:29 | Direction (stale/cached) |
| 2018-03-24 | 13:55:29 | Direction (fresh) |
| 2018-03-24 | 13:55:55 | Sensor (stale / cached) |
| 2018-03-24 | 13:55:55 | Sensor (fresh) |
| 2018-03-24 | 13:55:56 | Sensor (stale / cached) |
| 2018-03-24 | 13:55:56 | Sensor (fresh) |
| 2018-03-24 | 13:56:17 | Stop (stale/cached) |
| 2018-03-24 | 13:56:17 | Stop Duration (stale / cached) |
| 2018-03-24 | 13:56:17 | Stop (fresh) |
| 2018-03-24 | 13:56:17 | Stop (fresh) |
| 2018-03-24 | 13:56:17 | Stop Duration (fresh) |
| 2018-03-24 | 13:56:26 | Sensor (stale / cached) |
| 2018-03-24 | 13:56:26 | Sensor (fresh) |
| 2018-03-24 | 16:42:11 | Sensor (stale / cached) |
| 2018-03-24 | 16:42:14 | Moving (stale / cache - first) |
| 2018-03-24 | 16:42:29 | Connect (fresh) |
| 2018-03-24 | 16:42:32 | Direction (fresh) |
| 2018-03-24 | 16:42:35 | Connect (fresh) |
| 2018-03-24 | 16:43:21 | Direction (fresh) |
| 2018-03-24 | 16:43:33 | Direction (fresh) |
| 2018-03-24 | 16:44:03 | Direction (fresh) |
| 2018-03-24 | 16:44:39 | Direction (fresh) |
| 2018-03-24 | 16:46:09 | Distance (fresh) |
| 2018-03-24 | 16:47:39 | Distance (fresh) |
| 2018-03-24 | 16:48:27 | Stop (fresh) |
| 2018-03-24 | 16:48:27 | Stop (fresh) |
| 2018-03-24 | 16:48:33 | Stop Duration (fresh) |
| 2018-03-24 | 16:49:15 | Start (fresh) |
| 2018-03-24 | 16:49:27 | Direction (fresh) |
| 2018-03-24 | 16:50:15 | Stop (fresh) |
| 2018-03-24 | 16:50:15 | Stop (fresh) |
| 2018-03-24 | 16:51:21 | Start (fresh) |
| 2018-03-24 | 16:52:45 | Distance (fresh) |

AVAILWEB

03/24/2018 05:00 - 03/25/2018 05:00

| | | |
|------------|----------|---------------------------|
| 2018-03-24 | 19:24:40 | Distance (fresh) |
| 2018-03-24 | 19:26:46 | Direction (fresh) |
| 2018-03-24 | 19:26:52 | Direction (fresh) |
| 2018-03-24 | 19:27:34 | Stop (fresh) |
| 2018-03-24 | 19:27:34 | Stop (fresh) |
| 2018-03-24 | 19:27:40 | Stop Duration (fresh) |
| 2018-03-24 | 19:28:58 | Start (fresh) |
| 2018-03-24 | 19:29:10 | Direction (fresh) |
| 2018-03-24 | 19:29:40 | Direction (fresh) |
| 2018-03-24 | 19:29:46 | Direction (fresh) |
| 2018-03-24 | 19:32:04 | Direction (fresh) |
| 2018-03-24 | 19:32:10 | Direction (fresh) |
| 2018-03-24 | 19:33:28 | Distance (fresh) |
| 2018-03-24 | 19:34:52 | Stop (fresh) |
| 2018-03-24 | 19:34:52 | Stop (fresh) |
| 2018-03-24 | 19:34:58 | Stop Duration (fresh) |
| 2018-03-24 | 19:35:04 | Start (fresh) |
| 2018-03-24 | 19:36:35 | Distance (fresh) |
| 2018-03-24 | 19:37:47 | Distance (stale/cached) |
| 2018-03-24 | 19:38:59 | Distance (fresh) |
| 2018-03-24 | 19:39:12 | Hard Acceleration (fresh) |
| 2018-03-24 | 19:40:17 | Distance (fresh) |
| 2018-03-24 | 19:41:29 | Distance (fresh) |
| 2018-03-24 | 19:42:35 | Distance (fresh) |
| 2018-03-24 | 19:43:41 | Distance (fresh) |
| 2018-03-24 | 19:44:04 | Hard Acceleration (fresh) |
| 2018-03-24 | 19:44:07 | Hard Braking (fresh) |
| 2018-03-24 | 19:45:29 | Stop (fresh) |
| 2018-03-24 | 19:45:29 | Stop (fresh) |
| 2018-03-24 | 19:45:35 | Stop Duration (fresh) |
| 2018-03-24 | 19:46:02 | Sensor (fresh) |
| 2018-03-24 | 19:46:08 | Sensor (fresh) |
| 2018-03-24 | 19:46:14 | Sensor (fresh) |
| 2018-03-24 | 19:50:41 | Stop Duration (fresh) |
| 2018-03-24 | 19:51:15 | Sensor (fresh) |
| 2018-03-24 | 19:51:18 | Sensor (fresh) |
| 2018-03-24 | 19:51:22 | Sensor (fresh) |
| 2018-03-24 | 19:51:47 | Start (fresh) |
| 2018-03-24 | 19:53:05 | Distance (fresh) |
| 2018-03-24 | 19:54:53 | Distance (fresh) |
| 2018-03-24 | 19:57:05 | Stop (fresh) |
| 2018-03-24 | 19:57:05 | Stop (fresh) |
| 2018-03-24 | 19:57:11 | Start (fresh) |
| 2018-03-24 | 19:57:11 | Stop Duration (fresh) |
| 2018-03-24 | 19:58:18 | Direction (fresh) |
| 2018-03-24 | 19:58:48 | Direction (fresh) |
| 2018-03-24 | 19:59:12 | Direction (fresh) |
| 2018-03-24 | 19:59:48 | Sensor (fresh) |
| 2018-03-24 | 19:59:54 | Stop (fresh) |
| 2018-03-24 | 19:59:54 | Stop (fresh) |
| 2018-03-24 | 20:00:02 | Sensor (fresh) |
| 2018-03-24 | 20:00:08 | Sensor (fresh) |
| 2018-03-24 | 20:00:10 | Sensor (fresh) |
| 2018-03-24 | 20:00:20 | Sensor (fresh) |
| 2018-03-24 | 20:02:18 | Stop Duration (fresh) |
| 2018-03-24 | 22:53:09 | Sensor (stale / cached) |
| 2018-03-24 | 22:53:28 | Disconnect (fresh) |
| 2018-03-24 | 22:53:32 | Moving (fresh - first) |
| 2018-03-24 | 22:53:35 | Connect (fresh) |
| 2018-03-24 | 22:53:41 | Connect (fresh) |
| 2018-03-24 | 22:53:56 | Direction (fresh) |
| 2018-03-24 | 22:54:38 | Stop (fresh) |
| 2018-03-24 | 22:54:38 | Stop (fresh) |
| 2018-03-24 | 22:54:44 | Stop Duration (fresh) |
| 2018-03-24 | 22:54:44 | Start (fresh) |
| 2018-03-24 | 22:54:56 | Direction (fresh) |
| 2018-03-24 | 22:57:20 | Stop (fresh) |

4/17/2018

03/24/2018 20:00 - 03/24/2018 23:00

AVAILWEB

03/24/2018 20:00 - 03/24/2018 23:00

2591 (X17-284-007)



4/17/2018

03/24/2018 20:00 - 03/24/2018 23:00

AVAILWEB

03/24/2018 20:00 - 03/24/2018 23:00

| Date | Time | Event |
|------------|----------|-------------------------|
| 2018-03-24 | 20:00:02 | Sensor (fresh) |
| 2018-03-24 | 20:00:08 | Sensor (fresh) |
| 2018-03-24 | 20:00:10 | Sensor (fresh) |
| 2018-03-24 | 20:00:20 | Sensor (fresh) |
| 2018-03-24 | 20:02:18 | Stop Duration (fresh) |
| 2018-03-24 | 22:53:09 | Sensor (stale / cached) |
| 2018-03-24 | 22:53:28 | Disconnect (fresh) |
| 2018-03-24 | 22:53:32 | Moving (fresh - first) |
| 2018-03-24 | 22:53:35 | Connect (fresh) |
| 2018-03-24 | 22:53:41 | Connect (fresh) |
| 2018-03-24 | 22:53:56 | Direction (fresh) |
| 2018-03-24 | 22:54:38 | Stop (fresh) |
| 2018-03-24 | 22:54:38 | Stop (fresh) |
| 2018-03-24 | 22:54:44 | Start (fresh) |
| 2018-03-24 | 22:54:44 | Stop Duration (fresh) |
| 2018-03-24 | 22:54:56 | Direction (fresh) |
| 2018-03-24 | 22:57:20 | Stop (fresh) |
| 2018-03-24 | 22:57:20 | Stop (fresh) |
| 2018-03-24 | 22:57:32 | Start (fresh) |
| 2018-03-24 | 22:59:08 | Distance (fresh) |

2018-03-24 20:00:02 - 2018-03-24 22:59:08

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03/28/2018 07:00 - 03/28/2018 09:00

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03/28/2018 07:00 - 03/28/2018 09:00

2591 (X17-284-007)



| Date | Time | Event |
|------------|----------|--------------------------------|
| 2018-03-28 | 07:02:10 | Sensor (stale / cached) |
| 2018-03-28 | 07:02:20 | Moving (stale / cache - first) |
| 2018-03-28 | 07:02:29 | Disconnect (stale / cached) |
| 2018-03-28 | 07:02:35 | Connect (fresh) |
| 2018-03-28 | 07:02:41 | Connect (fresh) |
| 2018-03-28 | 07:03:20 | Direction (fresh) |
| 2018-03-28 | 07:03:26 | Direction (fresh) |
| 2018-03-28 | 07:05:08 | Direction (fresh) |
| 2018-03-28 | 07:07:09 | Distance (fresh) |
| 2018-03-28 | 07:08:45 | Distance (fresh) |
| 2018-03-28 | 07:10:15 | Distance (fresh) |
| 2018-03-28 | 07:11:57 | Distance (fresh) |
| 2018-03-28 | 07:13:39 | Stop (fresh) |
| 2018-03-28 | 07:13:39 | Stop (fresh) |
| 2018-03-28 | 07:13:45 | Stop Duration (fresh) |
| 2018-03-28 | 07:13:57 | Start (fresh) |
| 2018-03-28 | 07:14:21 | Direction (fresh) |
| 2018-03-28 | 07:15:45 | Distance (fresh) |
| 2018-03-28 | 07:16:39 | Distance (fresh) |
| 2018-03-28 | 07:17:33 | Distance (fresh) |
| 2018-03-28 | 07:18:27 | Distance (fresh) |
| 2018-03-28 | 07:20:51 | Distance (fresh) |
| 2018-03-28 | 07:22:52 | Stop (fresh) |
| 2018-03-28 | 07:22:52 | Stop (fresh) |
| 2018-03-28 | 07:22:58 | Start (fresh) |
| 2018-03-28 | 07:22:58 | Stop Duration (fresh) |
| 2018-03-28 | 07:25:46 | Distance (fresh) |
| 2018-03-28 | 07:27:58 | Distance (fresh) |
| 2018-03-28 | 07:28:34 | Stop (fresh) |
| 2018-03-28 | 07:28:34 | Stop (fresh) |
| 2018-03-28 | 07:28:40 | Stop Duration (fresh) |
| 2018-03-28 | 07:29:10 | Start (fresh) |
| 2018-03-28 | 07:29:26 | Direction (fresh) |
| 2018-03-28 | 07:30:52 | Direction (fresh) |
| 2018-03-28 | 07:31:28 | Stop (fresh) |
| 2018-03-28 | 07:31:28 | Stop (fresh) |
| 2018-03-28 | 07:32:47 | Sensor (fresh) |
| 2018-03-28 | 07:32:48 | Sensor (fresh) |
| 2018-03-28 | 07:33:25 | Sensor (fresh) |
| 2018-03-28 | 07:33:46 | Stop Duration (fresh) |
| 2018-03-28 | 08:05:11 | Sensor (stale / cached) |
| 2018-03-28 | 08:05:29 | Disconnect (stale / cached) |
| 2018-03-28 | 08:05:29 | Disconnect (fresh) |
| 2018-03-28 | 08:05:33 | Stop (stale / cache - first) |
| 2018-03-28 | 08:05:33 | Stop (fresh - first) |
| 2018-03-28 | 08:05:35 | Connect (stale / cached) |
| 2018-03-28 | 08:05:35 | Connect (fresh) |
| 2018-03-28 | 08:05:39 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:05:39 | Stop Duration (fresh) |
| 2018-03-28 | 08:05:40 | Connect (stale / cached) |
| 2018-03-28 | 08:05:40 | Connect (fresh) |
| 2018-03-28 | 08:05:51 | Start (stale / cache - first) |
| 2018-03-28 | 08:05:51 | Start (fresh - first) |
| 2018-03-28 | 08:05:57 | Direction (stale/cached) |
| 2018-03-28 | 08:05:57 | Direction (fresh) |
| 2018-03-28 | 08:06:39 | Direction (stale/cached) |
| 2018-03-28 | 08:06:39 | Direction (fresh) |
| 2018-03-28 | 08:09:04 | Distance (fresh) |
| 2018-03-28 | 08:10:28 | Stop (fresh) |
| 2018-03-28 | 08:10:28 | Stop (fresh) |
| 2018-03-28 | 08:10:46 | Stop Duration (fresh) |
| 2018-03-28 | 08:10:58 | Start (fresh) |
| 2018-03-28 | 08:11:04 | Direction (fresh) |
| 2018-03-28 | 08:12:16 | Distance (fresh) |
| 2018-03-28 | 08:12:16 | Distance (stale/cached) |
| 2018-03-28 | 08:13:10 | Distance (fresh) |

03/28/2018 07:00 - 03/28/2018 09:00

| | | |
|------------|----------|--------------------------------|
| 2018-03-28 | 08:13:10 | Distance (stale/cached) |
| 2018-03-28 | 08:14:46 | Stop (fresh) |
| 2018-03-28 | 08:14:46 | Stop (fresh) |
| 2018-03-28 | 08:14:46 | Stop (stale/cached) |
| 2018-03-28 | 08:15:10 | Start (fresh) |
| 2018-03-28 | 08:15:10 | Start (stale/cached) |
| 2018-03-28 | 08:16:04 | Stop (fresh) |
| 2018-03-28 | 08:16:04 | Stop (fresh) |
| 2018-03-28 | 08:16:04 | Stop (stale/cached) |
| 2018-03-28 | 08:16:10 | Stop Duration (fresh) |
| 2018-03-28 | 08:16:10 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:17:16 | Start (fresh) |
| 2018-03-28 | 08:17:22 | Direction (fresh) |
| 2018-03-28 | 08:17:28 | Direction (fresh) |
| 2018-03-28 | 08:19:10 | Stop (fresh) |
| 2018-03-28 | 08:19:10 | Stop (fresh) |
| 2018-03-28 | 08:19:52 | Start (fresh) |
| 2018-03-28 | 08:21:46 | Stop (fresh) |
| 2018-03-28 | 08:21:46 | Stop (fresh) |
| 2018-03-28 | 08:21:52 | Start (fresh) |
| 2018-03-28 | 08:21:52 | Stop Duration (fresh) |
| 2018-03-28 | 08:23:47 | Stop (fresh) |
| 2018-03-28 | 08:23:47 | Stop (fresh) |
| 2018-03-28 | 08:24:05 | Start (fresh) |
| 2018-03-28 | 08:25:29 | Direction (fresh) |
| 2018-03-28 | 08:25:29 | Direction (stale/cached) |
| 2018-03-28 | 08:25:35 | Direction (fresh) |
| 2018-03-28 | 08:25:35 | Direction (stale/cached) |
| 2018-03-28 | 08:26:17 | Stop (fresh) |
| 2018-03-28 | 08:26:17 | Stop (fresh) |
| 2018-03-28 | 08:26:17 | Stop (stale/cached) |
| 2018-03-28 | 08:26:59 | Stop Duration (fresh) |
| 2018-03-28 | 08:26:59 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:29:59 | Start (fresh) |
| 2018-03-28 | 08:30:29 | Stop (fresh) |
| 2018-03-28 | 08:30:29 | Stop (fresh) |
| 2018-03-28 | 08:31:05 | Start (fresh) |
| 2018-03-28 | 08:32:23 | Distance (stale/cached) |
| 2018-03-28 | 08:32:23 | Distance (fresh) |
| 2018-03-28 | 08:34:29 | Distance (stale/cached) |
| 2018-03-28 | 08:34:29 | Distance (fresh) |
| 2018-03-28 | 08:35:29 | Stop (stale/cached) |
| 2018-03-28 | 08:35:29 | Stop (fresh) |
| 2018-03-28 | 08:35:29 | Stop (fresh) |
| 2018-03-28 | 08:35:35 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:35:35 | Stop Duration (fresh) |
| 2018-03-28 | 08:36:29 | Start (stale/cached) |
| 2018-03-28 | 08:36:29 | Start (fresh) |
| 2018-03-28 | 08:36:35 | Direction (stale/cached) |
| 2018-03-28 | 08:36:35 | Direction (fresh) |
| 2018-03-28 | 08:38:05 | Distance (fresh) |
| 2018-03-28 | 08:39:23 | Distance (fresh) |
| 2018-03-28 | 08:41:05 | Distance (fresh) |
| 2018-03-28 | 08:42:05 | Stop (fresh) |
| 2018-03-28 | 08:42:05 | Stop (stale/cached) |
| 2018-03-28 | 08:42:05 | Stop (fresh) |
| 2018-03-28 | 08:42:11 | Start (fresh) |
| 2018-03-28 | 08:42:11 | Stop Duration (fresh) |
| 2018-03-28 | 08:42:11 | Start (stale/cached) |
| 2018-03-28 | 08:42:11 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:42:47 | Direction (fresh) |
| 2018-03-28 | 08:42:47 | Direction (stale/cached) |
| 2018-03-28 | 08:43:23 | Direction (fresh) |
| 2018-03-28 | 08:43:23 | Direction (stale/cached) |
| 2018-03-28 | 08:43:35 | Direction (fresh) |
| 2018-03-28 | 08:43:35 | Direction (stale/cached) |
| 2018-03-28 | 08:44:29 | Direction (fresh) |

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| | | |
|------------|----------|--------------------------------|
| 2018-03-28 | 08:44:29 | Direction (stale/cached) |
| 2018-03-28 | 08:44:53 | Direction (fresh) |
| 2018-03-28 | 08:44:53 | Direction (stale/cached) |
| 2018-03-28 | 08:45:05 | Direction (fresh) |
| 2018-03-28 | 08:45:05 | Direction (stale/cached) |
| 2018-03-28 | 08:45:47 | Stop (fresh) |
| 2018-03-28 | 08:45:47 | Stop (fresh) |
| 2018-03-28 | 08:45:47 | Stop (stale/cached) |
| 2018-03-28 | 08:47:17 | Stop Duration (fresh) |
| 2018-03-28 | 08:48:53 | Start (fresh) |
| 2018-03-28 | 08:49:18 | Direction (fresh) |
| 2018-03-28 | 08:49:54 | Direction (fresh) |
| 2018-03-28 | 08:50:12 | Direction (fresh) |
| 2018-03-28 | 08:50:36 | Direction (fresh) |
| 2018-03-28 | 08:51:18 | Direction (fresh) |
| 2018-03-28 | 08:51:24 | Direction (fresh) |
| 2018-03-28 | 08:51:42 | Direction (fresh) |
| 2018-03-28 | 08:52:06 | Direction (fresh) |
| 2018-03-28 | 08:53:00 | Direction (fresh) |
| 2018-03-28 | 08:54:42 | Distance (fresh) |
| 2018-03-28 | 08:55:54 | Distance (fresh) |
| 2018-03-28 | 08:55:54 | Distance (stale/cached) |
| 2018-03-28 | 08:56:54 | Stop (fresh) |
| 2018-03-28 | 08:56:54 | Stop (stale/cached) |
| 2018-03-28 | 08:56:54 | Stop (fresh) |
| 2018-03-28 | 08:57:00 | Stop Duration (fresh) |
| 2018-03-28 | 08:57:00 | Stop Duration (stale / cached) |
| 2018-03-28 | 08:57:24 | Start (fresh) |
| 2018-03-28 | 08:59:24 | Distance (fresh) |

AVAILWEB REPORT



BUSINESS MEALS & TRAVEL

POLICIES AND PROCEDURES

Revised May 12, 2014

Approved by:

Wes Vela, Finance Director

I. Purpose

This is a policy covering all business meals, business travel, conferences and training. It is applicable to all full-time and part-time employees, contract employees, City Council, board commissioners and volunteers. The policies herein have been formulated using several resources. These resources include IRS Publications 463 and 1542, policies of other cities in Texas, and the City of Missouri City's historic and current managerial direction.

One purpose of this policy is to establish procedures for the purchase of coffee, soft drinks, bottled water, snacks and meals for City staff and activities. Coffee, drinks, and meals are employee benefits provided by the City, and may be changed each year depending on budget constraints.

The second purpose of this policy is to establish procedures for travel outside of the City. City employees are often required to travel in order to receive training, earn continuing education credits, attend conferences, or represent the City in an official capacity. These procedures have been formulated to provide consistency in submitting and processing travel requests and to establish proper accounting procedures. Reimbursement for travel will comply with these standard procedures. The **Finance Director** is responsible for the administration of this policy. All purchases must be of a reasonable and prudent nature that would pass public scrutiny and keeps in mind the taxpayers' interests.

Employees shall use their best judgment and make expenditure decisions as if they were paying for them personally. Department Heads must make their best decision if the travel need is in the best interests of the city, does not include unnecessary costs, and is in the best option at the time. All travel expenses must be clearly justified and documented as to purpose and how it relates to the employee's job performance and professional development. The documentation must adequately address the questions of "who, what, when, where and why".

Travel at a vendor's expense is prohibited unless it is authorized in a negotiated contract that has previously been approved by the City Manager. Accepting such trips can be misconstrued as a gift or bribe by the public. The employee's Department Head must authorize any travel at vendor expense.

Travel provided by a vendor or professional organization in order for the employee to present a program is acceptable, but must be approved by the Department Head and reported as any other travel even though no City funds will be expended.

II. Meals and Drinks - Local

A. Eligible Uses

This policy applies to the meals, refreshments or drinks provided to City personnel working locally in a captive work environment that prevents taking normal breaks or for adjournment for meals. "Local" is defined as at a jobsite within the City of Missouri City or at a City sponsored event outside the City that does not require overnight travel.

B. Approved meal and drink expenditures:

- Fire scenes.
- EOC activation.
- Police crime scenes or action.
- Extreme weather. Ice, drinking water, and sports drinks (such as Gatorade) are allowable for employees that work under extreme environmental conditions.
- Meals, snacks, and drinks for Council workshops or volunteer committee meetings.
- Coffee, tea, hot chocolate and related condiments for City employees.
- Hosted professional organization meetings. Refreshments are allowable if it is a peer organization that has attendance by non-employees.
- Special Events. Meals and drinks are allowable for employees and volunteers working at City sponsored special events, such as Snowfest, 4th of July, firefighter field training events, etc.; if employees are not allowed normal lunchtime or breaks.
- Trainers. Meals are allowed for non-employee trainers performing pro bono training for City employees. The City will pay for the meal of one employee that serves as the host.
- Off-site Events. Meals at professional organization meetings, seminars, or training events and the meals are provided and included in

the cost of attendance or registration. Additionally, if employees attend a professional organization meeting at a restaurant, the meeting breaks for meal but the employees only leave the meeting room to pick up their meal in the same restaurant and return with it to meeting room so that meeting can restart at a certain point and continue, the meal is allowable.

- Department assessments of candidates for promotion/hire. Employees are on the assessment team. Employee team does not take a full regular break for lunch. The City purchases take out meals and bring in to the employees to eat while they continue to work on assessment team.
- Employee Events. Meals and drinks are allowed for employee Christmas parties, United Way Luncheons, Wellness Luncheons, or other officially sanctioned City employee events.

C. Ineligible Uses

Expenditures not allowable:

- Lunch meals for trainers, consultants, or vendors under contract with the City and who are being paid for their services.
- Meetings attended only by City employees that are conducted at eating establishments.
- Off-site meetings, seminars, or training not requiring overnight travel and where a lunch break is provided for attendees to leave and purchase lunch on their own.
- Meetings with prospective employees.
- Any other expenditure deemed disallowable by the City Manager.

D. Other Information

Staff shall purchase food or catering services using the City's catering contract whenever possible. Exceptions and unusual circumstances must be approved by the Purchasing Manager for approval prior to committing City funds.

III. Travel, Training And Conference Expenses

When business trips are necessary to conduct City affairs, the trips are separated into three categories:

- 1) Overnight (In State) Travel
- 2) Out of State Travel
- 3) Day Trips

The *Local Mileage, Pre-Travel Authorization Form, and the Post-Travel Reimbursement Form* are attached. They are also available on the W drive in the Public folder within the folder called Purchasing Forms.

A. Overnight (In State) Travel

For the purpose of this policy, "overnight travel" is defined as any business trip that meets both of the following criteria:

- 1) Destination is greater than 50 miles from City Hall
- 2) Requires overnight accommodations

B. Out of State Travel

Out of State travel must be pre-approved by the Department Head and City Manager using the Pre-Travel Authorization Form, even if they do not require overnight accommodations.

B. Day Trips

Trips such as organization meetings, one day seminars, site visits, board meetings, background checks, etc. are not considered overnight travel if they do not meet the test of Sec III. (A). They are then considered day trips. Pre Travel and Post Travel reporting requirements are not applicable to day trips. Employees may use the purchasing card for approved business expenditures.

Employee meal costs incurred during day trips are NOT allowable and may not be paid with City funds, except as specified in Section II.

IV. Overnight and Out of State Travel

A. Authorized Expenses

Acceptable expenditures include transportation, lodging, meals, parking, tolls, fuel for City or rental cars, mileage for personal vehicles, phone calls, registration fees, textbooks or other educational materials, social events that are a part of the conference, and miscellaneous expenses that

are reasonable, justified and properly documented. Receipts must be submitted for all expenditures, with the following exceptions:

Mileage, M & IE Per Diem Expenses, and Tolls

All expense reports with receipts will be maintained in an Accounts Payable file under the employee's name.

Traveling employees are encouraged to use their Purchasing Card for all allowable expenditures not covered by the M&IE per diem. If an employee does not have a Purchasing Card issued, or chooses not to use it, the employee has the option to pay the expenses out-of-pocket and be reimbursed upon return submission of the *Post-Travel Expense Report*.

Expenses incurred for family members or other non-employees are not allowed. If a spouse or other non-employee travels with the employee, that person's expenses cannot be reimbursed unless that person is an employee of the City, and/or has a legitimate business purpose for traveling and representing the City of Missouri City. Such reimbursements are subject to the City Manager's approval.

B. Obtaining Permission for Overnight and Out of State Travel

Travel expenses are budgeted items in each Divisional budget. Determining who shall travel and for what purpose are administrative functions under the control of each Department Head and subject to budget restraints. Overnight (In State) travel requests must be approved by the Department Head, must have budget verification, include the purpose of the trip, and conform to this policy prior to departure.

All out-of-state travel requests must be approved by the City Manager. Requests are made using the *Pre-Travel Authorization Form*. The conference registration form and itinerary is required with Out of State *Pre-Travel Authorization Form* requests.

1. *Out of State Pre-Travel Authorization Form*

Once the employee and his/her supervisor have determined the need for travel, the employee shall complete a *Pre-Travel Authorization Form*. An electronic version is available as a Word document on the network at W:Public/Purchasing Forms. The *Pre-Travel Authorization Form* requests various information about the trip including estimated cost. Estimates should be reasonable but are not expected to be absolutely accurate.

The employee completes and signs the form, attaches the completed registration form/itinerary and submits the package to his Department Head for signature approval and then to the City Manager for final approval.

Out of State travel requests are not officially approved until the requesting employee receives back a copy of the approved *Pre-Travel Authorization from City Manager* if Out of State Travel is required.

2. *Registration and Reservations*

Once the *Pre-Travel Authorization Form* has received all necessary approvals, the employee may then begin the process for payment requests for items such as conference registration. The employee must timely submit these requests to allow for Accounts Payable to process payment. It is preferred that these items be paid by Pcard to avoid lost checks, incorrect payees, late registration fees, etc. Other reservations to consider for advance purchase are hotel, airline, shuttle, and car reservations. These immediate confirmations will allow the employee to travel without being at a disadvantage or pay out of pocket.

C. Definitions:

1. *Travel Days* - If the conference starts before Noon, and travel to the destination cannot be reasonably made that morning, then the preceding day is considered a travel day, and a hotel room is allowable for the night proceeding the conference start day.

If the conference starts at Noon or later, then the conference start day is considered a travel day, and a hotel room is not allowable for the night proceeding the conference start day.

If the conference ends before Noon, then the last day is considered a travel day, and a hotel room is not allowed for that night.

If the conference ends after Noon, and return travel cannot be reasonably made that last day, then a hotel room is allowable for that night. The following day is then considered a travel day.

Meal and Incidental Expense per diems are paid at the rate of 75% on travel days.

2. *Method of Travel* - Employees may make a choice between flying and driving to a conference destination. The employee can drive either a City vehicle or a personal vehicle. When driving, carpooling with other City employees traveling to the same destination is encouraged. If driving to the destination takes more than one day, the City will not pay for expenses beyond the customary travel days. Further, days required for travel beyond the customary travel days are not considered working days and the employee must use vacation or comp time to account for the hours if they fall on the employee's scheduled work day.
3. *Air Travel* - Airline tickets should be coach flight status or least expensive fare available for a non-stop flight. Flight insurance is not reimbursable. Personal airline miles or reward points used to purchase a city business airline ticket will not be reimbursed by the City. Tickets should be purchased online direct from the airline to avoid booking fees by travel organizations or travel websites. Employees are encouraged to include/calculate baggage fees when possible.
4. *Personal Vehicle Mileage* - When using a personal vehicle, mileage to and from the destination as well as pertinent mileage on-site allowable and is reimbursed at the standard IRS rate. Mileage reimbursement covers all expenses related to operating the vehicle, including fuel, oil and insurance. No other vehicle expense is allowed when mileage is paid to the employee. Mileage is calculated based on the distance from the point of departure (home or office) to the travel destination, and back to the final destination (home or office) that concludes the travel event.
5. *City Vehicles* - Employees may use a departmental vehicle or pool vehicle from Fleet Maintenance, if available. However, use of a City vehicle when traveling is not mandatory. All employees that drive their personal vehicle on behalf of the City must carry personal automobile liability insurance in the minimum amounts required by law. When driving a City vehicle, the City's auto liability insurance provides coverage, up to the limits of the policy.
6. *Auto Allowance and Take Home City Vehicles* - Auto allowances are provided to certain employees in lieu of a City vehicle. Certain other employees are issued a take home City vehicle as approved by the City Manager. These employees should choose the method of transportation that is most reasonable for the trip.

7. *Lodging* - Actual cost of reasonable single occupancy accommodations at the destination. Movies, in room snack bars, toiletries, dry cleaning or other personal services offered by the hotelier are not allowable. The City will not pay for hotel rooms or rental cars when the travel destination is within 50 miles of City Hall.
8. *Tolls and Parking* - Tolls to and from the airport or destination, and parking fees at the airport or destination are allowed. Valet parking shall not be used unless there is no other reasonable alternative. Tolls and parking are not required to have receipts for reimbursements.
9. *Registration* - the City will pay conference and training registration fees in full. Networking social event fees are also acceptable, if they meet the criteria under Item 13 below. However, spouse or guest registrations are not, and they are not payable by the City. Employees will make separate personal payment for spousal or guest registrations.
10. *Meals* - The City will pay a M&IE (meals and incidental expenses) per diem similar to those in provided in IRS travel regulations (IRS pub. 1542 and 463). The per diem is \$36 per day. Per diems for travel days are pro-rated at 75%. M&IE per diems are paid to the employee upon return from the travel event and receipt of a completed post travel report in the Purchasing Office.

Per diems will not be paid while attending an event where a comprehensive meal ticket is purchased by the City. (Example: National Fire Academy, FBI Academy). Per diems will be paid only on the travel days associated with these events. Meal tickets may be purchased with a City purchasing card. Meals included in the BASIC registration (no extra cost for tickets shown on the registration form) will not affect the per diem as the regular per diem will be provided.

IMPORTANT NOTE: Purchasing Cards may not be used to purchase meals when the employee is receiving a per diem. The employee must use personal funds to pay for all meal costs. Room service meals and hotel restaurant meals shall not be charged to the employee's hotel room if the hotel room is being paid by a City purchasing card. The Finance Director may grant an exception if unusual circumstances warrant. Employees may request advance permission to use the City pcard for meals if a demonstrated hardship arises. Receipts must be kept and submitted with the post travel expense report and the actual pcard expenditures deducted from the per diem on the report.

11. *Car Rental/Ground Transportation* – When traveling by other than automobile, ground transportation (i.e. taxis, buses, shuttles, etc.) is the recommended mode of transportation upon arrival at the event destination. Carpooling with other City employees traveling to the same destination is encouraged. However, the cost of any taxi or shuttle fare for the purpose of traveling to a place to eat is covered under the Meal & Incidental Expenses per diem, and may not be reimbursed separately.

Car rentals should not be used unless is the most reasonable transportation available option available. All car rental requests must be shown on the *Pre-Travel Authorization Form* and are subject to approval in advance. Rental cars should be obtained using the City's discounted rental car rates whenever possible. **Rental cars will not be approved after the fact.** When approved, rentals may be made only when an employee is traveling overnight. Unless more than two employees are traveling together, the car rented shall be a vehicle available at the midsize class rate. When two or more employees are traveling to the same travel event, employees must make every attempt to coordinate travel plans so that they share a rental vehicle. However, no more than four employees are expected to share a rental vehicle. Groups larger than four may rent additional vehicles under the same process described herein. Employees are encouraged to make advance reservation to hold the vehicle for arrival. When renting a car, the optional liability and property damage waivers (LDW) are not to be accepted. The City will not pay for the liability and damage waivers. The City's automobile liability insurance covers liability and property damage claims that may arise up to the limits of the policy.

Employees that are traveling with family or guests shall not rent a car using the City's pcard. These rentals are considered personal and unless the employee is the only City traveler to the event, the cost of the rental car will not be reimbursable. If deemed reimbursable, only the travel days and days of the event may be calculated, at no more than the mid-size rate, in the request for reimbursement.

12. *Telephone* – Employees are allowed to one personal call home of a reasonable length, per day of travel, and all calls may not exceed a total of \$20 in cost, per trip. Additional calls are not subject to reimbursement. Business calls must be documented, but are not limited in quantity. The use of cell phones for both business and the personal call is encouraged when traveling.

13. *Textbooks and Other Educational Materials* – Reference books, supplies (such as pencils, paper, and lab materials) and course materials that are of additional cost are eligible for reimbursement. These items are then considered City property.

14. *Social Events, Shirts, Fun Runs, Golf Tournaments, etc.* – Social events requiring additional registration fees, such as golf tournaments and nightclubs, as well as event shirts, are **not** reimbursable.

Events such as breakfast meetings, luncheons, social events, or banquet meals that are not included in the basic registration, (purchase is optional) and require "ordering" of tickets at an additional charge, are reimbursable by the City at 50% of their cost. Otherwise, the M & IE per diem covers the costs of all meals. If purchased in advance by the City, the employee will deduct the 50% as disallowable when completing the post travel expense report.

15. *Tips* – All tips are included under the M&IE per diem. This includes baggage carriers, meals, bellhops, hotel maids, taxis, etc.

16. *Other Expenses Not Listed* – Reimbursement for any other item not described herein must be justified in writing by the employee and is subject to the discretion of the Finance Director. Although this City travel policy may not allow reimbursement for various expenditures, nothing in this policy prevents the employee from making any legal purchases above and beyond the limits imposed as long as the employee pays for these items personally or reimburses the City upon return from the trip. As always, employees are reminded that they represent the City when traveling, and should conduct their affairs accordingly. Remember that expense reports are subject to the Open Records Act and public scrutiny.

V. Day Trips

Acceptable expenditures include airfare, parking, tolls, fuel for City cars, mileage for personal vehicles, phone calls, registration fees, textbooks or other educational materials, social events that are a part of the trip, and miscellaneous expenses that are reasonable, justified and properly documented. Receipts must be submitted for all expenditures. Receipts ARE NOT required for out of pocket cash reimbursements for mileage, parking, and tolls.

If a receipt is lost or otherwise not available to be submitted, the expense will be disallowed. Per the Purchasing Card Policy, all purchasing card

transactions must have a receipt submitted with the monthly purchasing card report.

A. Definitions:

1. *Transportation (out of town day trips)* - airline tickets should be coach flight status or least expensive fare available. The use of taxicabs and shuttles is allowable. Rental cars are not reimbursable unless it is demonstrated to be the most reasonable and cost effective option. Flight insurance is not reimbursable.
2. *Mileage* – When using a personal vehicle, mileage to and from the destination as well as pertinent mileage on-site allowable and is reimbursed at the standard IRS rate. Mileage reimbursement covers all expenses related to operating the vehicle, including fuel, oil and insurance. No other vehicle reimbursement is allowed when mileage is paid to the employee. Mileage is calculated based on the distance from the point of departure (home or office) to the travel destination, and back to the final destination (home or office) that concludes the travel event.

Carpooling with other City employees traveling to the same destination is encouraged.

3. *City Vehicles* – Employees may use a departmental vehicle or pool vehicle from Fleet Maintenance, if available. However, use of a City vehicle when traveling is not mandatory. All employees that drive their personal vehicle on behalf of the City must carry personal automobile liability insurance in the minimum amounts required by law. When driving a City vehicle, the City's auto liability insurance provides coverage, up to the limits of the policy. Carpooling with other City employees traveling to the same destination is encouraged.
4. *Tolls and Parking* - Tolls to and from the airport or destination, and parking fees at the airport or destination are allowed. Airport parking shall be in economy or shuttle lot and terminal parking should be avoided whenever possible. Valet parking shall not be used unless there is no other reasonable alternative. Tolls and parking are not required to have receipts for reimbursements.
5. *Registration* – The City will pay conference and training registration fees in full. However, spouse or guest registrations are not allowable,

and they are not to be prepaid by the City. Employees will make separate personal payment for spousal or guest registrations.

6. *Textbooks and Other Educational Materials* – Reference books, supplies (such as pencils, paper, and lab materials) and course materials that are of additional cost are eligible for reimbursement. These items are then considered City property.
7. *Social Events, Shirts, Fun Runs, Golf Tournaments, etc.* – Social events requiring additional registration fees, such as golf tournaments and nightclubs, as well as event shirts, are not reimbursable.

Events such as breakfast meetings, luncheons, social events, or banquet meals that are not included in the basic registration, (purchase is optional) and require "ordering" of tickets at an additional charge, are reimbursable.

8. *Day Trip Meals* – Day trip meals are not reimbursable and shall not be paid with the City credit card except as noted under Section II –B.
9. *Other expenses not listed* – Reimbursement for any other item not described herein must be justified in writing by the employee and is subject to the discretion of the Finance Director.

VI. Employee Personal Expenditures

Although this policy may not allow reimbursement for various expenditures, nothing in this policy prevents the employee from making legal purchases above and beyond the limits imposed as long as the employee pays for these items personally. As always, employees are reminded that they represent the City when traveling, and should conduct their affairs accordingly. Remember that expense reports are subject to the Open Records Act and public scrutiny.

VII. Post-Travel Expense Report

Upon returning, the employee shall submit all documentation including the **Pre-Travel Authorization Form** and the *Post-Travel Reimbursement Expense Report* to the Accounts Payable Office. The expense report shall be filled out completely, and signed by the employee and the Department Head. All non-per diem expenses must be documented with original receipts (copies if using the City Purchasing Card). Only valid receipts will be accepted. A valid receipt must have the date, name of vendor, description of service and amount. This information must be in printed/stamped form. Credit card receipts are valid receipts. Generic receipts (no vendor name stamped on

printed on receipt) are not acceptable. For Out-of-State business trips the signed approved Pre-Travel Form must be attached to the **Post-Travel Reimbursement Expense Report**.

Accounts Payable will review the documentation and verify the amounts. If there is a balance due the City, the employee will be contacted and will have seven calendar days to settle the account. If there is an amount due to the employee (including the M & IE per diem), a reimbursement will be issued.

Prompt submittal of *Post-Travel Expense Reports* is essential to keeping the general ledger current for monitoring the budget. If there is an outstanding travel expense due to the City, the Finance Department may deduct the amount from the employee's next paycheck. If the employee has a purchasing card, he may lose card privileges. In summary, employees will not be issued new travel authorizations until previous travel expense reports have been submitted and any disallowed expenses repaid to the City.

VIII. Appeal

Employees may appeal in writing any expense disallowed. Appeals must be made in the following order:

- 1) Finance Director
- 2) City Manager

Exceptions to this policy are subject to the City Manager's discretion.

IX. Petty Cash

Petty cash may be used only for reimbursement of day trip expenses.

X. Changes

The Finance Department will monitor changes in IRS policy regarding travel allowances that may disallow or change certain portions of this policy. Department Heads and employees will be advised of any such changes.

XI. Forms

The *Local Mileage, Pre-Travel Authorization Form, and the Post-Travel Reimbursement Form* are attached. They are also available on the W drive in the Public folder within the folder called Purchasing Forms.



CITY OF MISSOURI CITY LOCAL MILEAGE REIMBURSEMENT FORM Calendar Year 2014

| Month | Day | Beg Odometer | End Odometer | Miles Driven | Purpose | Location |
|-------|-----|--------------|--------------|--------------|---------|----------|
| | 1 | | | | | |
| | 2 | | | | | |
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| | 30 | | | | | |
| | 31 | | | | | |

For Illustrative Purposes Only
Please Use the Mileage Reimbursement Form
located in W:PurchasingForms

| | |
|----------------|-----------------------|
| Total Miles | 0.0 |
| Rate | 0.560 |
| Mileage Reimb. | \$ - |
| Other | (Tolls, parking, etc) |
| Total | \$ - |

Account# _____ (Fund-Dept-Div-Object)

Employee Name _____

Employee Signature _____

Dept Head Signature _____

Accounts Payable Approval _____



CITY OF MISSOURI CITY Pre-Travel Authorization Form For Out of State Travel

Date: _____

Employee Name _____

Department: _____

Destination (City/St): _____

Name of Event: _____

For Illustrative Purposes Only
Please Use the Pre-Travel
Authorization Form located in
W:PurchasingForms

Seminar/Event Desc: _____

Workday Leave Requested For the Following Days: _____

Requested Estimated Expenses

| | |
|---|----------|
| Transportation (Airfare, Taxi, Shuttle) | \$ _____ |
| Mileage: _____ miles @ \$.56 /mile | _____ |
| Registration | _____ |
| Hotel Accommodations | _____ |
| Gasoline (for City Car) | _____ |
| Other: _____ | _____ |
| Sub Total Estimated Expenses (not including per diem) | \$ _____ |
| Per Diem (\$27 for travel days +\$36 for non-travel days) | _____ |
| Total Estimated Cost of Travel | \$ _____ |

Comments: _____

IMPORTANT: Include a copy of the event registration, conference agenda, and any other information that describes the event. Missing information may delay approval, or cause this request to be denied. Travel is not authorized until requesting employee receives a copy of this form with City Manager approval.

Employee Signature

Dept. Head Approval

City Manager Approval

Date

Date

Date

This form must be submitted with the Post Travel Expense Report.

Post Travel Reimbursement Form
Calendar Year 2014

Employee Name: _____ Date of Request: ___ / ___ / ___
 Employee Vendor Number: _____
 Department/Division: _____ / _____ Acct#: - - -
(Fund) (Dept) (Div) (Object)

Purpose of Trip: _____
 Actual Name of the Training/Conference: _____
 Trng/Conf. Start Date: ___ / ___ / ___ Trng/Conf. End Date: ___ / ___ / ___
 Location (Complete address): _____
 Departure Date and Time: ___ / ___ / ___ (Mo/Day/Yr) Time: _____ am () pm ()
 Return Date and Time: ___ / ___ / ___ (Mo/Day/Yr) Time: _____ am () pm ()
 Odometer: Beginning: Ending: Total: 0

| | CASH Employee's own cash expenses (Receipts Must Be Attached) | PCARD / PO Expenses (Receipts must be attached) | TOTAL TRAVEL COST (Includes Pcard,PO,Cash) |
|--|---|--|--|
| Airfare | <input type="text"/> | <input type="text"/> | \$0.00 |
| Airport Parking | <input type="text"/> | <input type="text"/> | \$0.00 |
| Tolls (receipt not required) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Personal Car - Mileage @ \$.56 per mile | \$0.00 | <input type="text"/> | \$0.00 |
| Hotel: | | | |
| Room Charge & Hotel Taxes | <input type="text"/> | <input type="text"/> | \$0.00 |
| Shared Room with: _____ | <input type="text"/> | <input type="text"/> | |
| Phone/Internet/Fax | <input type="text"/> | <input type="text"/> | \$0.00 |
| Parking | <input type="text"/> | <input type="text"/> | \$0.00 |
| Other: _____ | <input type="text"/> | <input type="text"/> | \$0.00 |
| Fuel (for city vehicles only) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Per Diem: | | | |
| First Day of Travel (\$27) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Days In Between (\$36 per day) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Last Day of Travel (\$27) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Registration Fees: | <input type="text"/> | <input type="text"/> | \$0.00 |
| Other Costs: | | | |
| a. _____ | <input type="text"/> | <input type="text"/> | \$0.00 |
| b. _____ | <input type="text"/> | <input type="text"/> | \$0.00 |
| c. _____ | <input type="text"/> | <input type="text"/> | \$0.00 |
| Total Travel Cost (Includes Pcard,PO,Cash) | <input type="text"/> | <input type="text"/> | \$0.00 |
| Pcard or PO Expenses (Receipts must be attached) | <input type="text"/> | \$0.00 | <input type="text"/> |
| Total Employee Reimbursement | \$0.00 | | |

For Illustrative Purposes Only
 Please Use the Post Travel Reimbursement Form
 located in W:PurchasingForms

Employee Signature: _____ Date: _____
 Department Director Approval: _____ Date: _____
 Purchasing Manager Review: _____ Date: _____



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

On Monday March 26, 2018 I logged into Avail Web to review the activity history of the Lieutenants assigned to the patrol division. While checking Lieutenant Merritt's activity history I observed her marked vehicle (2591), with activity history well outside of the city limits of Missouri City on Saturday March 24, 2018. I utilized the zoom feature in the mapping system and observed her patrol vehicle to be in the area of Holmes Road and Almeda Road and had been idle for approximately 3 hours from approximately 8pm-10:55pm.

I utilized Google maps and was able to determine the location her vehicle had been idle at was 9401 Knight Road Houston, Texas 77045 which is Bayou City Event Center. Based on the name of this location and the time frame I believed Lieutenant Merritt may have been working an off duty extra job while utilizing her patrol vehicle. I contacted TCO Supervisor Brumfield to run CAD activity for Lieutenant Merritt for March 24, 2018 between the hours of 0000-2359 to see if in fact she was signed onto CAD as working an extra job during this time. According to CAD records there was no activity for Lieutenant Merritt during this time.

Unsure of why Lieutenant Merritt's patrol vehicle was at this location during the date and time in question, I decided to visit the location to inquire. Once on location I was unable to verify with anyone why a marked Missouri City patrol unit was on location for almost 3 hours; however I was given a business card for Kristin Massey who is the Vice President for the location to contact. I called and spoke with Kristin Massey who advised me that on Saturday March 24, 2018 during the time in question, Saint Agnes Academy hosted an evening time event. I asked Kristin if she hired a Missouri City officer for this event and she stated she had not. Kristin stated that they utilize Houston Police Department officers solely, however it is not uncommon for organization's hosting events to hire their own police officer's to work security.

I then looked on Saint Agnes Academy's website for a number to call. On their website I saw a number for Maddy Echols who is the director of Admissions. I called Ms. Echols and advised her I was trying to verify if the school hired a Missouri City police officer for their event at the Bayou City Event Center on March 24, 2018. Ms. Echols stated she could not verify this, but would have someone call me who could.

On March 27, 2018 I was contacted by Dale Grasman (832-428-0748) with Saint Agnes Academy. Mr. Grasman confirmed that on March 24, 2018 they hired Lieutenant Merritt to work an off duty job for them at the Bayou City Event Center.

On Wednesday, March 28, 2018 utilizing Avail Web, I checked other dates and times for Lieutenant Merritt's activity history to see if she possibly worked other jobs while utilizing her patrol vehicle. While doing so I noticed on 3-28-2018 at approximately 0730 her patrol vehicle was located in the 9000 block

about why Lieutenant Merritt did not receive TCOLE credit for the class. I spoke with Officer Chris Cogan who advised me that Lieutenant Merritt did not receive credit because she did not attend the first day of class. Officer Cogan advised Lieutenant Merritt only attended the second day of the two day class. Officer Cogan email me a copy of the class roster which indicates Lieutenant Merritt only attended one day of class.

Lieutenant Merritt again was untruthful when I asked her why she did not receive TCOLE credit for the two day class in Frisco Texas and further was untruthful about attending this class.

It should be noted that when I called Lieutenant Merritt on my cell phone and asked her why her patrol car was on Bellaire Blvd that morning I recorded our conversation on a city recorder and downloaded the conversation on my computer.

[04/02/2018 11:12, BDH342, 1, MCPD]

IA/PSD CASE REPORT

IA/PSD#: 140024

System #: 52

The information contained in this report is CONFIDENTIAL.

| | | |
|--|----------------------------------|----------------------------------|
| File Class: CLASS III | Date Occurred: 08/25/2014 | Date Reported: 08/28/2014 |
| Comp Type: DEPARTMENTAL | Time Occurred: 1903 | Time Reported: 1903 |
| Location: 4223 PALMER PLANTATION DR MISSOURI CITY TX | Beat: D | Zone: D |
| Date IA/PSD: 08/28/2014 | Date to Chain: | Date to Chief: |
| Status: Sustained | Status Date: 02/07/2017 | Date Expired: |
| | | Assnd To: WILLIAMS, K. D. |

ASSOCIATED NAMES

IE MERRITT, GENEANE R Sex:F Race:B Action:NONE

SUMMARY/NOTES

No summary added

RS [552.117]



Police

Mike Berezin
Chief of Police



To: Keith Jemison, Assistant Chief of Police

Subject: Phone Interaction with Lieutenant Merritt

From: Lance Bothell, Assistant Chief of Police

PSI:

Date: July 30, 2014

This statement is in reference to a phone conversation I had with Lieutenant York and a second phone conversation with Lieutenant Merritt on August 25th during the evening hours.

I was at home on that date and received a phone call from Lieutenant York. I could tell from his voice he was agitated. Lieutenant York stated that he needed me to call Lieutenant Merritt and ask her to leave his officers alone. Lieutenant York went on to say that the evening shift officers had been dispatched to a disturbance on Palmer Plantation. When they got there, they realized one of the parties involved was the [redacted] of Lieutenant Merritt. A short time later Merritt showed up at the scene and, according to officers on the scene, went to [redacted] and stood with [redacted] and group of friends. York added that according to what he was being told, Merritt was not in full uniform (no badge, collar brass, bulletproof vest or gun belt) and appeared to side with one of the groups involved instead of remaining neutral. York was also off at this time. According to York, Merritt made no effort to assist in the investigation. Lieutenant York admitted at that time that he should be the one calling her but he was frustrated and did not trust himself to do so.

117/1175

The incident in question was a disturbance between neighbors in which a gun had been displayed. Sergeant Cox (a neighbor) had intervened in this incident to prevent injury and as soon as the on-duty officers arrived, he stepped back out of the scene and allowed the officers to investigate the situation. Sergeant McClellan, Sergeant Heard and several other officers were on scene and assisting in the investigation.

Lieutenant York stated that the initial incident was cleared with a report but no arrest had been made. He stated the officers all cleared the call and Officer Charles Hill went to the police department to complete the report. York stated that Merritt began calling Hill (on his personal cell phone) at this time and wanted him to explain why an arrest was not made and questioning him about the investigation. York advised me that evening shift was very busy, Hill was trying to get off the phone but was unable to do so, without being rude or disrespectful.

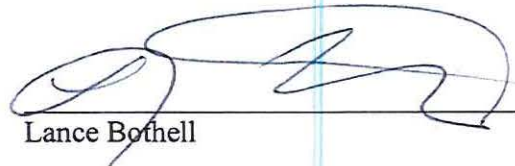


Police

Mike Berezin
Chief of Police



I called Merritt and asked her to hang up with Officer Hill and then explained that the evening shift was busy and that he was needed. Merritt then asked me why I was calling and I explained the reason to her. I asked why she was speaking with Hill and she said that she didn't think the scene was handled appropriately. I explained to her that she should be going through his supervisors and not the actual officer due to the fact that the scene investigation was over. I suggested she talk with one of the two supervisors that had been on the scene if she thought something had been mishandled. We talked for a little while longer about various things and then hung up.



Lance Bothell



Police

Michael A. Berezin
Chief of Police



To: Sgt. Phillip Englishbee
From: Sgt. Peter E Alvarado
Date: July 27, 2014
Re: Officer Complaint – Theft of Money / Case: 14-001118 – 03-28-2014

On April 29, 2014 at 1301 hrs, you referred the above stated complaint I initially entered on March 28, 2014 for me to complete.

On April 29, 2014 I requested Officers Stanley Lewis, Gloria Villarreal and Klint Landry to derive a written signed statement, in reference to the complaint. I received written signed statements from all three officers, which are attached to this memorandum.

After reviewing the video interview with the complainant on March 28, 2014, reviewing the three written statements and the in car videos, it is my recommendation to “Unfound” the complaint. There is no evidence to show that the officers in this complaint did any wrong doing.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter E Alvarado", written over a horizontal line.

Peter E Alvarado

Sergeant, Patrol Division

Missouri City Police Department

3849 Cartwright Road ~ Missouri City, Texas 77459 ~ 281-403-8700

Peter E. Alvarado

From: Phillip Englishbee
Sent: Tuesday, April 29, 2014 1:01 PM
To: Peter E. Alvarado
Cc: kevin williams; Michael Curry
Subject: Citizen Complaint
Follow Up Flag: Flag for follow up
Flag Status: Red

Sgt. Alvarado,

Based on our previous text conversation, whereas you have entered the following complaint, talked to the complainant already, received a notarized statement, and have already counseled the officers involved, you are being directed to complete the investigation into his complaint of missing currency from his arrest on March 28th.

Complainant Roshone Welch
832-659-2948
Case # 14-001118
System # 35
File # 14-0007

101/CLP

Officers Villarreal and S. Lewis.

Phillip Englishbee

Administrative Sergeant
Missouri City Police Department
3849 Cartwright Rd.
Missouri City, Texas 77459
281-403-5807
english@missouricitytx.gov

Missouri City Police Department
MISSOURI CITY, TX

INITIAL/INFORMAL COMPLAINT FORM

| | | | | |
|-------------------------|------------|------|-------|-------|
| Date Complaint Received | 03/28/2014 | Time | 19:45 | Hours |
|-------------------------|------------|------|-------|-------|

| | | | | | |
|--------------------|----------|-------------------|---------|---------------------------------|----------|
| Complaint Received | EXTERNAL | Type of Complaint | CLASS I | Nature of Complaint (check one) | CRIMINAL |
|--------------------|----------|-------------------|---------|---------------------------------|----------|

Complainant

| | | | | |
|----------------------|---|------|-----|---------------|
| Name & Personal Data | Name | Race | Sex | Date of Birth |
| | WELCH, ROSHONE MARQUIS | B | M | - 10/1/68 |
| Home Address | Street, City, State, Zip | | | Home Phone |
| | 2022 SUMMER PLACE DR, MISSOURI CITY, TX 774890000 | | | 832-659-2948 |
| Work Address | Employer, Street, City, State, Zip | | | Work Phone |
| | CATSPEC, LAPORTE TX | | | - - |

Incident

| | | | | | |
|------------------------|------------|------------------------|-------|----------------------------|---|
| Date Incident Occurred | 03/28/2014 | Time Incident Occurred | 15:58 | Location Incident Occurred | 2210 LAUREL OAK DR MISSOURI CITY, TX 77489 |
|------------------------|------------|------------------------|-------|----------------------------|---|

Narrative of the Circumstances Surrounding the Complaint

Complainant stated that on scene during the officers investigation, he was patted down and Officer S. Lewis pulled all his property out of his pockets to include \$800 something. He further stated that on scene the officer did not count the money in front of him. The complainant stated that upon conducting an inventory of his property at the Missouri City Jail, Officer Villarreal counted out \$647 and that he advised them there were \$200 something missing from his property.

The complainant stated that he knows for a fact that prior to officers arrival at the scene, he had counted his money.
[03/28/2014 20:12, PEA728, 46, MCPD]



Police

Michael A. Berezin
Interim Chief of Police



To: Sgt. Peter E. Alvarado #728
From: Officer Stanley Lewis #808
Date: 5-1-14
Re: Theft Complaint

On Friday, March 28, 2014, I, Officer S. Lewis #808, of the Missouri City Police Department, responded to a disturbance at a family residence located at 2022 Summers Place Drive (report #14-001118). Upon my arrival, I spoke to two different subjects on scene. I spoke to a Roshone Welch (B/M, DOB ^{10/1/19}) and Latisha Johnson (B/F, DOB ^{10/1/19}).

Both Welch and Johnson stated they were involved in a disturbance between the two. Both Welch and Johnson stated part of the disturbance was over a money dispute. Johnson told me that Welch took \$300.00 dollars from her and it should be on his person. Johnson stated when both subjects started pulling on each other they both were trying to take each other's property. Johnson stated Welch took \$300.00 from her so she took his glasses and somehow was able to take his cell phone also. Johnson continued on talking about how Welch took \$300.00 dollars from him.



Police

Michael A. Berezin
Interim Chief of Police



To: Sgt. Peter E Alvarado

From: Officer Gloria Villarreal

Date: April 30, 2014

Re: Officer Complaint- Theft of Money/ Case: 14-001118 / 03/28/2014

On the above date, I, Officer G. Villarreal #813 Unit: 2553, checked by with Officer S. Lewis #808 and his PPO Officer K. Landry #830 on a disturbance. I arrived at approximately 1605 hours and my vehicle was parked facing Officer Lewis'.

Upon my arrival, I observed Officer Landry speaking to Mr. Roshone Welch and Officer Lewis was speaking to Ms. Johnson.

Officers were advised of Mr. Welch having a warrant. Officer Lewis placed Mr. Welch in custody and placed him in his back seat. I did not observe Officer Lewis conduct a search on Mr. Welch due to speaking to Ms. Johnson.

Upon further investigation an arrest was made on both subjects and all parties went to the Police Department Jail for booking.

To: Sergeant P. Alvarado

From: Officer K.Landry

Date: 05/01/2014

Subject: Officer Complaint – Theft of Money/Case # 14-001118 (03/28/2014)

This letter is in response to a complaint regarding Officer Stanley Lewis and Officer Gloria Villarreal, and involving my self. Officer K.Landry received on 03/28/2014.

On March 28, 2014, at approximately 1700 hrs, I Ofc.K.Landry was dispatched to 2210 Laurel Oak Drive, in regards to a disturbance between two subjects. Upon my arrival, I observed a M/B standing near a black Buick passenger car. The subject was identified as Roshone Welch. During this time, I made contact with Welch and gathered information in regards to our call for service. Moments later, it was learned that Welch had active NCIC/TCIC warrants. I then advised Welch to walk towards the front of my patrol unit. At that time, he was Terry frisked for officer safety before being placed in the rear of my patrol unit. Welch was placed in custody after the search, and brought to the right passenger door prior to being placed into my unit. From what I can recall, I was accompanied by Officer S.Lewis during this time. Prior to placing Welch in the vehicle, Officer Lewis advised me to conduct a search incident to arrest. At that time, I reached into one or both of Welch's pockets. I recall removing a large wallet from inside one of the pants pocket, and perhaps some other smaller items. The items were placed on the roof of my patrol unit, just above the door jam. I do recall Officer Lewis assisting in the search, but cannot recall what specific pocket he removed property from. I do not recall whether I removed any loose cash, or whether Officer Lewis did either. Welch was clearly able to observe his property, and where it was placed once removed from his persons. After removing all items from Welch's pocket, all items removed were then placed back into Welch's pocket. From there, he was secured in the rear of my patrol unit and transported to the Missouri City Jail. Once we arrived at the jail, Welch was escorted to the front counter in the jail. His property was placed on the counter behind the glass, inside the lines of red tape under the camera.

At this time, I recall Officer Villarreal inventorying all of Welch's property. At one point, Officer Villarreal yelled out to Welch that he had a certain amount of cash. Welch then stated to Officer that Villarreal that she was wrong and she better recount his money. Officer Villarreal then proceeded to explain to Welch that she counted an exact amount of money (I believe \$600), to which Welch began to become irate, exclaiming he was missing \$200.00. Officer Lewis then stated to Welch that he was the Officer that searched him on scene, and if he had any complaints he would then need to notify a supervisor. At that time, Welch advised that he wished to speak to a supervisor in regards to theft of \$200.00.

I do recall that the other subject involved in the call for service was also placed under arrest. Latisha Johnson was the victim of assault in the call for service. However, I do recall Johnson having a large amount of cash money on her persons once she arrived to the jail.

In conclusion, I was unable to retrieve my Coban video of the incident recorded on scene for review. The statements mentioned above are to the best of my knowledge and recollection from the incident described above. I have nothing further to provide.

Thank you.

Officer Klint Landry
Patrol Division
Missouri City Police Department.

A handwritten signature in cursive script that reads "Klint Landry". The signature is written in dark ink and is positioned to the right of the typed name.

5-1-14



Police

**Michael Berezin (Interim)
Chief Administrator**



Notification Letter

Subject Employee: Lieutenant Geneane Merritt

Assigned Investigator: Captain Kevin Williams

CC: Assistant Chief Lance Bothell
Assistant Chief Keith Jemison
Chief of Police Mike Berezin

PSI Number: 14-0024

Date: September 2, 2014

The purpose of this correspondence is to inform you that I have been assigned to conduct a professional standards investigation and/or an administrative inquiry referencing a complaint made against you adopted by the Missouri City Police Department Administrative Division. The initial allegation includes the following policy violation(s):

| | |
|---------------------------------------|--|
| Policy 10-01 Code of Conduct V.B.10 | (Ignorance of Law, Policy, etc...) |
| Policy 10-01 Code of Conduct V.B.9.f. | (Improper Off-Duty Intervention) |
| Policy 10-01 Code of Conduct V.D.28 | (Unbecoming Conduct) |
| Policy 10-01 Code of Conduct V.G.3 | (1. Interfering with a Case Investigation) |

On 08-25-2014 you arrived at the scene of a disturbance located at 4223 Palmer Plantation while not on duty, however you were dressed in a partial department issued police uniform. Upon your arrival you immediately spoke with individuals involved in the disturbance and later spoke with the officers that responded to the scene. You subsequently called and spoke with the primary officer, Charles Hill, while he was completing the report and questioned him and the decision to not make an arrest.

Your actions during this incident did not appear to be consistent with the policy and the department's mission and core values. The Missouri City Police Department Administrative Division is investigating a complaint against you for intervening/interfering in an investigation while off duty. This memo will serve as both the notification and complaint.



Police

Michael Berezin
Chief of Police

RS (552.117)



Complaint and Statement

The complaint is based on a written statements submitted by the officers on official Missouri City Police Department letterhead. After reviewing the statements, they allege Lieutenant Merritt violated Missouri City Police Department Policies

- 10-01 section V.G.3 (1. Interfering with a Case Investigation)
- 10-01 section V.B.10 (Ignorance of Law, Policy, Etc...)
- 10-01 section V.B.9.f. (Improper Off-Duty Intervention)
- 10-01 section V.D.28 (Unbecoming Conduct)

The allegations claim Lt. Merritt arrived on the scene and was not in compliance with uniform regulations. She immediately walked over to the individuals at 4223 Palmer Plantation and began talking to them. It further alleges she never spoke with the individuals at the other residence, 4226 Palmer Plantation. She then spoke with Sergeants Heard and McClelland and asked them what was going on. Sergeant McClelland stated he was letting the officers on the scene handle things. Lt. Merritt then spoke with Officer Villarreal who stated Lt. Merritt seemed bothered that an arrest was not made. As Lt. Merritt was leaving, she stopped Officer Hill, the primary officer on scene, and asked if he had her cell phone number and she told him she would like to speak with him later.

Officer Hill spoke with Lt. Merritt via phone shortly after he began to complete the report. Lt. Merritt asked Officer Hill why he didn't arrest the subject with the weapon and he advised he didn't make an arrest because of conflicting statements. Officer Hill stated Lt. Merritt's tone was that of someone that was upset.

All officers interviewed felt as though Lt. Merritt was there for the family at 4223 Palmer Plantation because [redacted] was there] during the incident. She never interacted with the family at 4226 Palmer Plantation and was confused as to whether the Lieutenant was acting as a [redacted] or as a Police Supervisor. 11/7/17

Notification

Lieutenant Merritt was given written notification of the formal investigation. It was requested of Lt. Merritt to provide written explanation of her recollection of the events leading up to the notification.

Lieutenant Merritt's memorandum was received and attached to this case file.

RS [552.117]



Police

Michael Berezin
Chief of Police



Subject Employee Response

Lieutenant Merritt's response was similar to what was reported by officers on the scene. She stated she was in uniform shirt, pants and weapon because she was in the process of getting dressed for work when she heard the call drop. She also stated her residence is less than two minutes from the incident location so she thought she should respond since weapons were involved.

Lieutenant Merritt stated [redacted] 117/1175 called her while she was enroute to the Palmer Plantation location and informed her someone had just pulled a gun on his friend. She asked him where he was and he told her at his Marquis' house, which turned out to be 4223 Palmer Plantation. Upon her arrival, she immediately went to speak with [redacted] 117/1175 and then had [redacted] sit in her vehicle. Lieutenant Merritt stated she walked over to speak with Sgt. McClelland who mumbled something and spat tobacco onto the ground and did not clearly respond to Lt. Merritt. She then asked who the lead officer was and 'someone' told her it was Officer Hill. Shortly after that, Lt. Merritt asked Sgt. [redacted] 117/1175 heard what was going on and he replied that he was responding from an extra job because it was an assist the officer call. He also told her he did not know the details. Lieutenant Merritt told Officer Hill she was going home to finish getting dressed and she would call him about the incident.

During the interview of Lt. Merritt, she stated she did arrive on the scene and talked to [redacted] 117/1175 would [redacted] but once she made certain [redacted] was okay, she responded to the scene as a supervisor. She feels that as a Lieutenant in this organization she has a responsibility to provide direction to officers when she can foresee issues that may arise. She felt her questions were appropriate for the situation at hand and if she had left the scene and not acknowledged that it was not handled correctly would have been unethical.

Lieutenant Merritt said that her decision of advising the officers and Sergeant had nothing to do with [redacted] 117/1175

Lieutenant Merritt's statement is attached.

Witness Statements

All witness statements and video are attached to this report.



Police

Joel Fitzgerald, Sr.
Chief of Police



Investigative Synopsis

Lieutenant G. Merritt

After evaluating the available data, there is evidence to suggest that some of Lieutenant Merritt's actions are in violation of Missouri City Police Department (MCPD) Policy.

Policy mandates officers respond to calls in full uniform and their appearance is that of a Missouri City Police Officer. Lt. Merritt came to the incident scene not in full uniform (uniform pants/shirt, baseball cap and paddle holster) which caused confusion on behalf of the officers on scene. Officers were unsure if Lt. Merritt was there in an official capacity or as a parent.

Policy 10-01: Code of Conduct V.B10 (Ignorance of Law, Policy, etc...)

The investigation yielded no evidence of this charge.

Recommendation: Exonerated

Policy 10-01: Code of Conduct V.B.9.f (Improper Off-Duty Intervention)

The investigation yielded no evidence of this charge. Lt. Merritt did not intervene in the investigation. She did speak with officers but did not hinder the investigation in any way.

Recommendation: Unfounded

Policy 10-01: Code of Conduct V.D.28. (Unbecoming Conduct)

The investigation yielded no evidence of this charge.

Recommendation: Exonerated

Policy 10-01 Code of Conduct V.G.3 (1. Interfering with a Case Investigation)

The investigation yielded no evidence of this charge. Lt. Merritt did speak with the primary officer and questioned why no arrest was made but did not interfere with the officer's findings nor attempted to persuade the officer to change his findings.

Recommendation: Unfounded



Police

Joel Fitzgerald, Sr.
Chief of Police



Policy 40-16 Purpose of Policy (Uniform and Appearance)

The investigation yielded evidence that Lt. Merritt was clearly representing herself as an officer but was not in full uniform. The purpose of this policy is to ensure a consistent professional appearance of the Missouri City Police Department and Officers.

Recommendation: Sustained



RS [552.117]
Police

Michael A. Berezin
Chief of Police



To: Captain Kevin Williams
From: Lieutenant Geneane Merritt
Subject: Addition to previous statement of PSI

This statement is in addition to my previous statement in reference to the PSI. On the date of incident I stated that I had an issue with Sergeant Jay McClellan who was the supervisor in control of the scene at the time of my arrival. Upon my arrival I realized the scene was under control and I spoke to [redacted] After speaking with [redacted] I walked over to Sergeant McClellan to ask what the situation was at this point and I did not get an audible response, but the Sergeant did spit tobacco to his left as I was waiting for his response. I then asked, "Do you know what they are doing, why is there no one detained?" I believe at this point he turned to the left and spit out tobacco again and stated, "Don't know what they are doing." I felt Sergeant McClellan's responses were disrespectful and displayed lack of supervision to the officers. At this time I asked an Officer for the information and I was advised to talk with Officer Charles Hill. I spoke with Officer Hill and advised him I would be returning once I sign on for duty.

Geneane Merritt
Criminal Investigation Lieutenant
Missouri City Police Department

To: Kevin Williams, Police Captain

From: Jeff York, Police Lieutenant

Re: Phone call to Lance Bothell, Assistant Chief of Police

Date: October 17, 2014

On August 25, 2014 I received a text message from Sergeant McClellan asking to speak with me. I called Sergeant McClellan and he wanted to let me know of an incident involving Lieutenant Merritt.

Sergeant McClellan stated he was on a scene on Palmer Plantation in reference to a 117/1175 disturbance with a gun. He stated one of the parties on scene was [redacted] and that she had responded to the location. Sergeant McClellan stated he was concerned with Lt. Merritt arriving wearing only uniform pants and a t-shirt in a marked Police unit, and taking a personal interest in how the scene was being handled instead of remaining neutral due to her personal involvement. He advised the call was cleared with a report (no arrest) and he wanted to inform me as he felt Lt. Merritt may not agree with this clearance.

A short while after that conversation Sgt. McClellan called me back and was clearly upset. He stated Officer Hill was trying to write the report and was unable to because Lt. Merritt was keeping him on the phone, arguing about how the call was handled. He stated Officer Hill appeared upset that he was being questioned by Lt. Merritt and Sgt. McClellan asked that I intervene.

At this point I was displeased with Lt. Merritt's behavior both on the scene and on the phone and in lieu of calling her myself, I contacted my Captain, Lance Bothell, and requested he ask Lt. Merritt to leave Officer Hill alone so he could complete his report.

This account represents the facts of the incident to the best of my recollection.

Respectfully submitted,

Lieutenant Jeff York

**TEXAS GOVERNMENT CODE SECTION 552.024
PUBLIC ACCESS OPTION FORM**

[Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.]

Geneane Merritt
(Name)

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

| | PUBLIC ACCESS? | |
|--|----------------|-----|
| | NO | YES |
| Home Address | ✓ | |
| Home Telephone Number | ✓ | |
| Social Security Number | ✓ | |
| Emergency Contact Information | ✓ | |
| Information that reveals whether you have family members | ✓ | |

geneane merritt
(Signature)

10-29-14
(Date)

D