



Richmond Police Department

NOTICE OF TERMINATION

1601 Liberty Street
Richmond, TX 77469
Phone (281) 342-2849
FAX (281) 232-8327

January 28, 1998

Bill Whitworth
Chief of Police

George Paruch
Captain

Steve Waterbury
Patrol Lieutenant

Donald Kovar
C.I.D. Lieutenant

Ivory Holcomb
*Communications
and Records Supervisor*

Officer Troy Nehls:

Your repeated violations of the policies and procedures of this department, as well as your continuing disregard for orders issued to you by your supervisors, has resulted in this termination which is based on the Richmond Police Department's General Orders Section 300.08. Attached you will find a listing of the incidents that are the basis for this action.

You are required to turn in, to Captain Paruch, all items issued to you by the City of Richmond before your last pay check will be released to you.

You have five days to make a written appeal of the action to the City Manager of Richmond, if you so desire.

Bill Whitworth

Bill Whitworth
Chief of Police

WE CAN MAKE A DIFFERENCE

COR000001

1/31/97 Failed to contact a victim to obtain additional information for a report as directed by Sergeant Kovar. The sergeant was told there was no further information. The sergeant then contacted the victim himself and got the information

3/23/97 Charged a wall plaque to the police department without any authorization.

3/3/97 Failed to properly handle evidence after receiving a memo explaining the proper methods of evidence handling due to past mishandling.

4/4/97 Verbal counseling by Sergeant Dawson for improper handling of evidence.

4/23/97 Verbal counseling for issuing an improper traffic citation to avoid making an arrest.

5/16/97 Written counseling for failing to comply with written instructions on the handling of class C arrests.

5/20/97 Written memo after you were found at a store several blocks from where you checked out with dispatch.

6/3/97 Destroyed evidence after being told by Sergeant Dawson to enter it as found property.

9/26/97 Failed to follow the order of Sergeant Kovar to return property to its owner.

10/8/97 Written reprimand for failure to submit the needed information for a report by the required deadline as ordered by Lt. Waterbury through Sgt. Dawson.

10/22/97 Written counseling for being out of your vehicle in a restaurant without notifying the dispatcher as required.

10/22/97 Three day suspension without pay for disregarding a written directive denying an extra job request and misleading another supervisor about the circumstances.

11/4/97 Written request for completed response to memo dated 10/08/97 regarding city ordinance violations in assigned beat. Less than half of the issues were addressed.

11/25/97 to 12/11/97 Received three verbal and one written order from Sgt. Butinski to write citations for an ordinance violation before the proper action was taken.

12/10/97 Received a verbal reminder to fill out a liability release before taking a civilian rider in the patrol vehicle. On 1/8/98 took a rider without a release.

COR000002

12/5/97 Verbal instructions to do more house watches as required. 12/18/97 Second verbal reminder to do the house watches as required. 1/14/98 Verbal counseling for not doing house watches on 12/24 - 12/26, 12/28 - 01/98.

12/29/97 One day suspension for an improper arrest.

1/8/98 Written warning for going to a restaurant without checking out with dispatch as required.

1/14/98 Verbal warning for working an extra job without prior approval as required.

COR000003

Richmond Police Department
Interoffice Correspondence

TO : Officer Nehls

FROM: Lt. Waterbury

VIA : Sgt. Dawson

DATE: October 14, 1997

SUBJECT: Time Cards

Your Time card for this last pay period indicates that you were late reporting for work one half hour on both Friday and Saturday nights. A review of the time cards indicates that this occurs frequently on these nights of the week. Please explain in writing through the chain of command why you are consistently late. This is due in my office on 10/15/97.

Attached is a copy of the Garrity Warning please sign it and return it with your explanation.

Thank You

Steve Waterbury

Lieutenant

COR000004

Richmond Police Department
Interoffice Correspondence

TO: CHIEF WHITWORTH

DATE: OCTOBER 15, 1997

VIA: SGT DAWSON
LT WATERBURY

SUBJECT: TIME CARDS

IN REFERENCE TO YOUR MEMORANDUM CONCERNING TIME CARDS. I EXPLAINED TO SGT EITEMAN THAT I HAVE A JOB THAT WORKS UNTIL APPROXIMATELY 11:00P.M.. I RECEIVED APPROVAL FROM SGT EITEMAN TO COME IN TO WORK ON FRIDAY AND SATURDAY NIGHTS AT 11:30P.M. SGT EITEMAN IS THE SUPERVISOR ON FRIDAY AND SATURDAY NIGHTS AND SGT EITEMAN INFORMED ME THAT HE DID NOT HAVE ANY CONCERN OVER ME ARRIVING TO WORK AT 11:30P.M. AND WORKING UNTIL 7:30A.M.. I HOPE THIS ANSWERS YOUR QUESTION.

RESPECTFULLY SUBMITTED:



OFFICER T.E. NEHLS

COR000006

Richmond Police Department
Interoffice Correspondence

TO : Officer Nehls

FROM: Lt. Waterbury

VIA : Sgt. Dawson

DATE: October 15, 1997

SUBJECT: Extra Jobs

Sgt. Eiteman stated that he was lead to believe that you were requesting a change in the schedule for one weekend only. Sgt. Eiteman said that he was unaware that you were requesting a permanent change. I am very disturb by the your actions. Sgt. Dawson has advised me that he denied your request for a schedule change and explained to you that it was a violation of the general orders Sec 300.06 (300.07 Old General Orders) for outside employment to conflict with existing work schedules. See attached memo. Effective immediately you will report to work as scheduled. Your extra job is denied and any further violations of policy will result in a loss of all extra job privileges. You may still be subject to disciplinary action from Sgt. Dawson. You may appeal this decision, however do not violate the chain of command as you have done in the past.

Thank You

Steve Waterbury

Lieutenant

SIGNED

A handwritten signature in black ink, appearing to read "Steve Waterbury", is written over a horizontal line.

COR000007

RICHMOND POLICE DEPARTMENT
INTEROFFICE CORRESPONDENCE

TO: Bill Whitworth
Chief of Police

FROM: Troy Nehls
Officer - Patrol Division

VIA:

DATE: October 26, 1997

REF: Response to Reprimand

I would like to formally respond to the written reprimand given me dated October 8, 1997, in regards to Beat 4 Ordinance Violations and the events preceding it. The reprimand memo issued by Sgt. Dawson (referenced above) states that the reason as "the fact that [I] was given six days to prepare a report answering ...a request and [I] failed to comply". I wish to contend this on several points (substantiating documentation attached):

1. A memo dated October 1, 1997, originated by Lt. Waterbury to Sgt. Dawson addressing the issue of Beat Ordinance Violations with follow-up memo from Sgt. Dawson to myself (same date).

These memo's address the issue of ordinance violations within various beats. The memo stipulates that "officers submit in their reports the names and addresses of the owners of the properties in question" by "9:00 am on the 7th of October 1997."

2. Written response memo dated October 5, 1997, from Officer Nehls which addressed the issue of the property owner report.

At this point, it is important to note that the day of the October 1 memo was a Wednesday. As I work the night shift, any documentation compiled during a workday is disseminated and not received by myself until the close of such date. Due to prior work and personal commitments on Friday, I was unable to address the memo contents. At this point, the calendar date is October 3, 1997. City Hall offices are closed on Saturday and Sundays, which prevented further follow-up. So as to notify my superiors that I was concerned with the issue, I drafted a memo during my night shift duty rotation dated October 5, 1997 (reference #2).

The memo I originated requested additional time during daytime hours to complete the task I had been assigned. I received no verbal or written response to the issue of time limitations. Furthermore, Sunday October 5 and Monday October 6, 1997, are my regular off-duty days.

3. Memo dated October 8, 1997, drafted by Lt. Waterbury via Sgt. Dawson following up on Ordinance Violations.

COR000008

This memo states "[I] have failed to follow a direct order" as a result of not submitting a list of property owners by the 9:00am deadline on October 7, 1997.

I make mention of the fact that I had requested an allowance to work during the "daylight hours" to complete the task and also make a "personal visit with the property owners" (memo reference #2). Again, had I received some response to my request, the task could have feasibly been accomplished prior to the 9:00am deadline.

4. Written Reprimand Memo dated October 8, 1997, from Sgt. Dawson in reference to incidents arising from Ordinance Violations.

This memo stated I was "given six days to prepare a report ... and failed to comply".

I believe that documentation and calendar reference dates will show that I did not violate an order, nor did I fail to comply to a request. I provided a response, prior to the stipulated deadline, which requested an accommodation by my superiors to allow me an opportunity to complete the task. If any failure of duty occurred, I believe it was on the part of my superior officers who themselves failed to communicate effectively and willingly to ensure that the issues were addressed in the best possible manner. It is an established procedure within the department that any and all requests for overtime be submitted in writing and must have prior approval. My memo represents my attempt to comply with administrative practices. Had the time been approved, I would have been able to come in on my day off to complete the assignment. As any shift officer will vouch, an evening or night shift schedule does not allow for sufficient "duty hours" to complete many tasks - one of which is visiting city offices for record information.

Since my employment with the Richmond Police Department I have wholeheartedly embraced the Community Oriented Policing Philosophy - despite the obstacles imposed by working a non-standard shift. Again, I hold my response memo up to scrutiny as further proof that I was practicing this philosophy which is preached by the administration.

It is my opinion that the reprimand is unjust and another attempt to discredit my professional integrity. As such, I request that the written reprimand be removed from my personal folder. In any event, I would like to have this formal notification placed in my permanent file folder for future reference and record.

Respectfully submitted,

Troy E. Nehls
Patrol Officer

COR000009

RICHMOND POLICE DEPARTMENT
INTEROFFICE CORRESPONDENCE

To: Officer Nehls

From: Sgt. Dawson

Via:

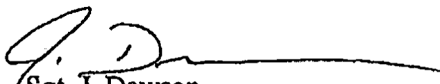
Date:10/01/97

Sub:Beat 4

Attached you will find a memo given to me by Lt. Waterbury. Please read and adhere to the request. Also in inventorying you beat several ordinance violations were found on the below listed streets.

- 1.Preston St.
- 2.Newton St.
- 3.N. Third St.
- 4.N. Fourth St.
- 5Ferry St.
- 6.Fields St.
7. N. Tenth St.
- 8.Collins St.
- 9.Cub Lane
10. Maiden Ln.

Thanks


Sgt. J. Dawson
Patrol Division

COR000010

Richmond Police Department
Interoffice Correspondence

TO : Sgt. Dawson.

FROM: Lt. Waterbury

VIA :

DATE: October 1, 1997

SUBJECT: Ordinance Violations

Attached are photos taken by Chief Whitworth concerning longstanding violations. Please distribute them to the proper Beat Officers and have each officer prepare a written report explaining any actions that they have taken to contact the property owners and solve the specific problems and what actions they are planning. Have the officers submit in their reports the names and addresses of the owners of the properties in question. These reports will be submitted through the chain of command and are to be in my office by 9:00 am on the 7th of October 1997.

Thank You

Steve Waterbury

Lieutenant

COR000011

Richmond Police Department

Interoffice Correspondence

TO: CHIEF WHITWORTH

FROM: OFFICER T.E. NEHLS

VIA: SGT DAWSON
LT WATERBURY

DATE: OCTOBER 5, 1997

SUBJECT: BEAT #4 ORDINANCE

THIS MEMORANDUM WILL ADDRESS THE CONCERNS WITH THE LONGSTANDING VIOLATIONS WITHIN BEAT #4.

AT THIS TIME I AM UNABLE TO PROVIDE THE NAMES AND ADDRESSES OF THE PROPERTY OWNERS WITH VIOLATIONS OF THE CITY OF RICHMOND ORDINANCE CODE.

I AM IN THE PROCESS OF REQUESTING THAT THE BLOCK CAPTAINS TAKE A MORE ACTIVE ROLE IN KEEPING THEIR BEAT CLEAN. I HAVE ASKED THE BLOCK CAPTAINS TO CONTACT OWNERS OF PROPERTIES WITH ASSORTED VIOLATIONS. I FEEL THAT THIS IS MY NEXT STEP IN THE COMMUNITY ORIENTED POLICING PHILOSOPHY.

THE BEAT #4 BLOCK CAPTAINS HAVE A FORM LETTER WRITTEN TO PROPERTY OWNERS WITH VIOLATIONS OF CITY ORDINANCE. THE LETTER REQUESTS THAT THE PROPERTY OWNER CLEAN UP THEIR VIOLATION OR THE RICHMOND POLICE DEPARTMENT MAY BE CONTACTED.

I WOULD LIKE TO REQUEST SOME TIME DURING THE DAYLIGHT HOURS WHERE I WOULD BE ABLE TO FOCUS TIME ON THE VIOLATIONS. I FEEL THAT I WOULD EFFECTIVELY ADDRESS THESE ISSUES WITH A PERSONAL VISIT WITH THE PROPERTY OWNERS.

PLEASE FIND ATTACHED REQUEST, WHERE I AM ASKING TO SPEND A COUPLE HOURS DURING THE AFTERNOON TO MAKE CONTACT WITH SOME OF THE PROPERTY OWNERS.

RESPECTFULLY SUBMITTED;

T.E. NEHLS

COR000012

Richmond Police Department

Interoffice Correspondence

TO: SGT DAWSON

FROM: OFFICER T.E. NEHLS

VIA:

DATE: OCTOBER 5, 1997

SUBJECT: BEAT #4

THE PURPOSE OF THIS MEMORANDUM IS TO REQUEST SOME TIME DURING THE DAYLIGHT HOURS, PREFERABLY AFTERNOON HOURS, WHERE I COULD MAKE CONTACT WITH SOME OF THE PROPERTY OWNERS WHO HAVE ASSORTED VIOLATIONS OF THE CITY OF RICHMOND ORDINANCE CODE. I AM HAVING DIFFICULTY CONTACTING PROPERTY OWNERS DURING THE NIGHT SHIFT.

I FEEL THAT I WOULD BE ABLE TO MAKE SOME PROGRESS SHOULD I BE PERMITTED THE OPPORTUNITY TO CONTACT PROPERTY OWNERS DURING AFTERNOON HOURS.

PLEASE RESOND TO THIS REQUEST.

I HAVE ALSO ATTACHED A MEMORANDUM WRITTEN TO LT WATERBURY REGARDING BEAT #4.


OFFICER T.E. NEHLS
PATROL OFFICER

COR000013

Richmond Police Department
Interoffice Correspondence

TO : Officer Nehls,

FROM: Lt. Waterbury

VIA : Sgt. Dawson 

DATE: October 8, 1997

SUBJECT: Weedy Lots and Unsafe Buildings

I have twice told you, through the chain of command to prepare a report on certain properties in your beat. I asked for specific information in the memo that was given to you. You have failed to follow a direct order. The information that I asked for was necessary for a report that I was ordered to do for the Chief. Due to the fact that my report is due I went to City Hall today and spent approximately ten minutes getting the names and addresses of the property owners. Below is a list of those people. You are directed to prepare letters to each of the property owners describing the conditions of their property and the ordinances that are being violated. Attach a copy of the ordinance to each letter. Ask the property owners to remedy the violations and give them a reasonable amount of time to comply.

Please see that copies of the letters are given to me so that I can keep track of the progress.

The property at 3rd and Clay is owned by'

The property at 7th and Austin is owned by .

The property in the 200 blk. of Preston is owned by the

The property in the 300 blk of Preston is owned by two people. Lots 1,2, 5, 6 and half of 4 are owned by
Lots 3 and half of 4 are owned

Thank You

Steve Waterbury

Lieutenant

COR000014

RICHMOND POLICE DEPARTMENT
INTEROFFICE CORRESPONDENCE

To: Officer Nehls

From: Sgt. Dawson

Via:

Date: 10/08/97

Sub: Ordinance Violations

Written Reprimand

Officer Nehls, your memo in reference to beat 4 was returned to my office, due to the fact you were given six days to prepare a report answering the below listed request and you failed to comply.

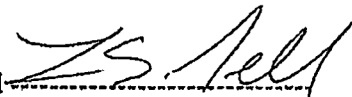
1. Explain any actions you have taken to contact the property owners and solve the problems
2. Explain the actions the property owners are planning
3. Submit names and addresses of the owners of the properties in question

You are to have these request on Lt. Waterbury's desk by 09:00am this date.

Thanks,

Sgt. Dawson
Patrol Division

Signed



Officer Troy Nehls

*I do not concur with
This reprimand.*

COR000015

Richmond Police Department Officer Performance Evaluation

Officer	TROY NEHLS	Emp. #	442	Date	9-10-97
Assignment	N/S PATROL	Supervisor	Sgt. Dawson		
Rating Period:	from MARCH 1 to AUG 31				

INSTRUCTIONS

1. After the probationary period is completed an Officer is formally evaluated two times each year. The evaluation periods are from March 1st to the end of August, and September 1st to the end of February.
2. During each evaluation period, the Supervisor and Officer meet at least twice to formally discuss the Officer's performance and progress on the Officer's established goals. These meetings will be documented on the employee's progress report form.
3. At the end of the evaluation period, the Supervisor prepares the evaluation document.
 - Performance standards are included on the evaluation document for each rating category. The number in parentheses indicates the number of performance standards that are necessary to receive a standard rating in each category. Above or below standard ratings must be explained in the narrative section.
 - The Supervisor will attach any narrative section and the current progress report forms to the evaluation form, with comments on any performance aspect that needs an explanation.
4. The Supervisor and Officer then meet for formal presentation and review of the written evaluation document.
 - If the Supervisor and Officer agree on the evaluation, both parties will sign the form and pass it on to the Division Commander.
 - The Division Commander will review the evaluation and pass it on to the Chief of Police.
5. If the Supervisor and Officer cannot agree on the evaluation:
 - The Officer will explain his/her reasons for any objections to the evaluation document to the Division Commander, in writing, within 5 days.
 - The Division Commander shall investigate the differences of opinion and forward the evaluation documents, with comments, to the Chief of Police within 5 days.

COR000016

1. PROFESSIONAL EXCELLENCE :

We take pride in our work. We continually strive to refine our competence, responsiveness, and courtesy. Our goal is excellence.

Performance Standards:

- Understands and properly applies criminal statutes and criminal procedures. Displays a current working knowledge of applicable case law.
- Maintains a professional appearance, and positive attitude at all times.
- Utilizes alternative resources, including personnel and equipment from within and outside the organization.
- Consistently writes reports that meet the standards established in the Richmond Police Department Standard Operating Procedures.
- Interviews and interrogates effectively to obtain and record needed information, develops rapport, maintains control, and ensures the protection of rights.
- Investigates cases and crime scenes thoroughly and skillfully.
- Anticipates and addresses prosecution needs.

Below Standard

Standard (5)

Above Standard

2. PERSONAL CONTRIBUTION AND GROWTH :

We support a learning environment, one which provides opportunities for personal and professional development, and we recognize the need to balance family, health, social activities and work.

Performance Standards:

- Takes advanced or specialized training, consistent with career goals, and applies the new skills to their daily tasks.
- Participates in Community Social or Service events as a Department representative.
- Accepts criticism with an open mind and uses the opportunity to evaluate oneself and improve.
- Uses earned vacation time for rest and relaxation throughout the year.
- Makes public presentations as a representative of the Department.
- Shares personal training and knowledge with other members of the department on a regular basis.

Below Standard

Standard (3)

Above Standard

3. PERSONAL AND ORGANIZATIONAL INTEGRITY :

As individuals who represent the Richmond Police Department, we commit to be trustworthy and treat all people in a none discriminatory, fair and honest manner. We strive to perform with honor.

Performance Standards:

- Adheres to values, rules and procedures of the Richmond Police Department.
- Is honest and trustworthy.
- Upholds the rights of victims and suspects.
- Deals with others in a respectful and concerned manner.
- Maintains a high level of ethics in all decisions and actions.
- Maintains a sense of commitment and resolve to each task.

Below Standard Standard (5) Above Standard

4. RESPECT FOR DIVERSITY :

We value the richness that diverse points of view bring to our society, and we encourage participation by all. We acknowledge and respect our differences.

Performance Standards:

- Treats everyone in a fair, equitable, and professional manner.
- Avoids cultural, ethnic or sexists remarks and promotes an atmosphere that discourages such behavior.
- Communicates effectively with diverse groups or individuals in different situations.

Below Standard Standard (2) Above Standard

5. INITIATIVE :

We respond to the public and our team members and carry out our responsibilities in a timely and energetic fashion. We are innovative in our approach to problems and providing service to the public. We are proactive in our approach to crime and public safety.

Performance Standards:

- Actively enforces state, municipal and traffic laws.
- Identifies problems and takes corrective action without being assigned to the task.
- Works closely with the community to identify crime and disorder problems.
- Actively engages in the problem solving process to solve identified problems.
- Is inquisitive and investigates beyond the obvious.
- Works with minimal supervision, and seeks assistance and input when appropriate.

Below Standard Standard (4) Above Standard

COR000018

6. TEAMWORK :

We support each other. We encourage open communication, collaboration, and cooperation. We learn from our mistakes together, and recognize our success.

Performance Standards:

- Treats co-workers and supervisors with respect and courtesy.
- Recognizes the needs of team members, accepts and maintains a fair share of work load.
- Maintains open lines of communication.
- Respects the opinions of others and provides input and feedback when appropriate.
- Encourages input and feedback from others.

Below Standard Standard (3) Above Standard

7. SAFETY :

While performing job duties, takes proper precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents and provide public safety. We are responsible for the safety of self, and others. We are careful in our operation and use of City materials and equipment,

Performance Standards:

- Maintains proficiency with firearms, driving skills, and defensive tactics in compliance with departmental training methods.
- Maintains and has available proper safety equipment (such as firearms, handcuffs and radios etc.).
- Maintains adequate mental and physical fitness.
- Is alert to officer safety concerns and takes appropriate precautions based on training and accepted procedures.
- Maintains the security and working function of assigned equipment and work areas. Reports problems to supervisors and seeks repair or replacement.

Below Standard Standard (4) Above Standard

8. SERVICE :

We will provide the very best in service. This will be accomplished by working with the citizens of Richmond, outside agencies, and other city departments to solve any problems that may arise in the City of Richmond.

Performance Standards

- Provides appropriate assistance for citizens.
- Identifies the causes of crime and related problems in assigned beat and develops appropriate solutions.
- Participates in community events and meetings and encourages residents to become active in police-community partnership.
- Maintains working knowledge of services provided by other agencies and makes referrals.
- Develops a knowledge of assigned beat and people who live and work there.

Below Standard Standard (4) Above Standard

9. PERSONAL GOALS :

We set individualized personal goals and performance expectations. We actively work toward meeting those goals and expectations.

- Met goals established at previous evaluation
- Personally developed self goals to meet for next evaluation:

1.

first time to use this document
BW

2.

N/A

3.

Below Standard

Standard (1)

Above Standard

*Future Personal Goals set by employee for next evaluation period:

1. *Continue To work closely with others.*

2. *Continue To provide the citizens of Richmond with professional police service.*

3. *Continue To establish effective relations with my block captains.*

COR000020

OVERALL RATING :

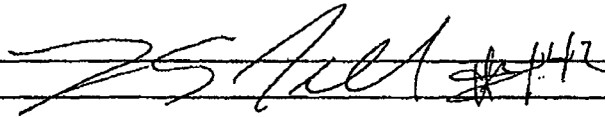
Below Standard (3 or more Below Standard ratings)

Standard (no more than 1 Below Standard rating, less than 6 Above Standard ratings)

Superior (6 or more Above Standard ratings, no Below Standard ratings)

I agree with this evaluation rating.

I disagree with this evaluation and will submit a written explanation to my Division Commander within 5 days .

Officer Signature: 

Supervisor Signature: *SGT. DAWSON*

Commander Signature: 

Chief of Police Signature: *Bill Whitworth*
