



A Golden Past.
A Shining Future.

GLYNN COUNTY MANAGER'S OFFICE
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MEMO

TO: The Honorable Commissioners
FROM: Alan Ours, County Manager
DATE: November 8, 2019
SUBJECT: Grand Jury Report

I am writing in response to the Grand Jury Presentment March 2019 Term that was filed and recorded on September 9, 2019. Each of the Grand Jury Findings are restated below with a response following each finding. I met with Chief Powell multiple times since the week of September 9, 2019 to discuss each finding and each conclusion and recommendation. My response outlined below is based on my conversations with Chief Powell, other police officers, and the supporting documents he provided.¹

A. GRAND JURY FINDINGS

1. *GBNET consisted of a unit of officers from the City of Brunswick Police Department and the Glynn County Police Department assigned to perform drug investigations. Both departments contributed personnel and funds to the operation of GBNET. GBNET was dissolved in February of this year, when the GBI began an investigation into alleged misconduct by a Glynn County police officer who had been assigned to the unit.*

- The decision to suspend operations of GBNET was made by Chief Powell and Chief Jones due to the allegations involving a GBNET Officer and to provide time to determine the extent of the complaint. Additionally, as spelled out below, Chief Powell requested the GBI investigation as soon as he learned about the allegations.

2. *In November 2017, GBNET Officers including Glynn County Police Department supervisors were made aware of allegations that a GBNET officer was having an improper relationship with a confidential informant. That informant had been used by GBNET to make criminal narcotics cases. Nothing was done by supervisors to document or conduct any investigation into the allegations of misconduct by the police officer in question.*

- A sergeant and a lieutenant reported an alleged improper relationship between a GBNET Officer and a criminal informant to their Captain. The Captain did not share the information with the Police Chief. Chief Powell became aware of the alleged improper relationship with a criminal informant on February 1, 2019. Chief Powell called GBI on February 1, 2019 and requested an investigation.

¹ This response is submitted on the basis of my review of the facts and events to date. It is based on current information available and provided to me during the course of my review and may be subject to change and/or revision if new information or facts are subsequently discovered.

3. *Subsequent to supervisors learning of the allegations of misconduct, the officer was allowed two months of sick leave from Glynn County for inpatient alcohol treatment. There is no documentation supporting this sick leave in the records of the Glynn County Police Department. After release from treatment, the officer returned to his duties at GBNET without any restrictions placed upon him.*

- The period of time that the GBNET Officer was out on sick leave is clearly documented on bi-weekly time sheets (see attachment A). A notice of leave form was attached to the time sheets. According to the Glynn County Personnel Policy (section 11.6) when an employee is out on extended medical leave they shall complete a FMLA form, which is approved by Human Resources. An FMLA form was not completed. As a cross check, an employee in Human Resources is assigned with reviewing time records for every pay period to determine if all of the required documents are completed for extended sick leave. The employee assigned with this task has been counseled on the requirement to review this each pay period. I have also asked the Chief Financial Officer to direct the employees in Finance who process payroll to check with Human Resources if an employee has been out on sick leave for an extended period of time, as an additional cross check. The GBNET Officer did return to work after his treatment. Treatment for alcohol addiction is covered and protected by the American Disabilities Act (See attachment B). Unless there are performance issues, the employee must be allowed to resume the duties of their position. According to past performance evaluations, the employee had no known performance issues (see attachment C).

4. *In February 2018, GBNET officers gave a confidential informant \$1000.00 and subsequently surveilled a vehicle as it traveled into Camden County, Georgia and Nassau County, Florida without notifying law enforcement authorities in those jurisdictions. After observing an apparent narcotics transaction in Fernandina Beach, Florida, GBNET officers surveilled the vehicle back to Glynn County and requested a Glynn County Patrol Officer to initiate a traffic stop. The vehicle did not stop, a chase ensued, and the Georgia State Patrol performed a "P.I.T.T." maneuver near Exit 38 on Interstate 95. The subsequent automobile crash resulted in the death of the passenger and the driver was charged with homicide by vehicle.*

- A press release (see attachment D) that was issued on February 28, 2018 is restated below: "The Glynn-Brunswick Narcotics Enforcement Team received credible information on two people identified as Katelyn Jones and Stephen Deloach Jr. about the purchase and distribution of illegal narcotics. On or about February 20, 2018, narcotics agents began conducting surveillance on Ms. Jones and Mr. Deloach as they traveled to a location in Florida, where it is believed they purchased a large quantity of illegal narcotics. As they returned to Glynn County at about 4:40 P.M. a Glynn County Police Officer who was conducting traffic enforcement on Interstate 95 near mile marker 29, checked the vehicle Ms. Jones and Mr. Deloach were traveling in, a silver Chrysler 300, traveling North on Interstate 95 at 83 MPH in a 70 MPH speed zone. The officer attempted to conduct a traffic stop on the vehicle for the speeding violation as well as the suspicion that the occupants were in possession of a large quantity of illegal narcotics. The driver, Ms. Jones, failed to stop and vehicle pursuit ensued. During the pursuit, suspected illegal narcotics were thrown from the vehicle. A Georgia State Patrol Trooper joined the pursuit near mile marker 38. The trooper initiated a P.I.T. Maneuver on the vehicle in an attempt to stop the pursuit and the inherent danger to other motorists. As a result, the Chrysler 300 struck the center guardrail and overturned. Ms. Jones was transported via ambulance to the Southeast Georgia Health System – Brunswick Campus in serious condition, and later transferred to Memorial Health in Savannah. Mr. Deloach was transported from the scene via helicopter to UF Health in Jacksonville in critical condition. Mr. Deloach was released from the hospital on Sunday, February 25, 2018. On Monday, February 26, 2018, Mr. Deloach was transported from his residence to the Southeast Georgia Health System – Brunswick Campus where he was pronounced deceased. Autopsy results are

pending, and the crash, as well as Mr. Deloach's death, is being investigated by the Georgia State Patrol Specialized Collision Reconstruction Team. If you have information about this case, please contact the Georgia State Patrol, Post #23, at (912) 262-2380."

- Attached is a statement provided by Captain Tom Jump dated 9/11/19 regarding officers informing Camden County of the case, which clearly documents that Camden County authorities were made aware of the investigation by GBNET Officers (see attachment E). However, Camden County authorities were not made aware that GBNET officers would be present in Camden County. GBNET officers never stopped in Camden County, but traveled through the county on their way to and from Nassau County. I am not aware of authorities in Nassau County being notified of the surveillance by GBNET officers. However, the County Attorney has advised me that it is not against the law to conduct surveillance in another community, provided, however, police action by GCPD officers in another community, unless they are under the protocol of another local, state or federal agency, would be against the law. Since this incident occurred, the policy of the GCPD has been changed to require notification and approval of the Police Chief and Captain prior to operations outside of Glynn County (see attachment F).
- This Grand Jury Finding states "The subsequent automobile crash resulted in the death of the passenger and the driver was charged with homicide by vehicle". Several conclusions could be drawn by the statement. Given the wording, it could be assumed that the individual died at the accident scene. The fact of the matter is the passenger was transported to the hospital and discharged on February 25, 2018. The discharge summary states that "He was discharged to home without any difficulty". It is the responsibility of the hospital to determine the health of the patient prior to release or discharge from the facility. It would not be the responsibility of the County to follow up with the patient if they are not in police custody. Technically, the above statement may be correct in that the passenger's death was the result of complications from the vehicle accident. Many other conclusions could also be drawn. The statement by the Grand Jury does not indicate that the passenger was discharged from the hospital "without any difficulty" and implies that death from the accident was more immediate.

5. The Glynn County patrol officer who initiated the stop was instructed by his supervisors at the scene of the crash to omit from his report any information concerning the GBNET operations that had taken place in Florida. When another supervisor instructed the patrol officer to change his report to include all the information leading to the chase, including GBNET involvement, an Internal affairs investigation was conducted into that supervisor's "interfering."

- It is my understanding that there are two parts to a report made by a police officer. The first part is the cover page and provides a general overview of the case, and the second part is the supplemental report that provides specific information regarding the case. The cover page of the report is available to the public and to the media. The supplemental report is not available to the public until the case is adjudicated or declined for prosecution. Attached is a copy of a statement made by Officer Yarborough, dated March 1, 2018, that states that he discussed with "GBNET investigators" what details to include in the report. Officer Yarborough states, "I informed Captain T. Tindall, while on scene of the crash, it was discussed between GBNET investigators and I of what specific details was to be included into the report...due to the ongoing narcotics investigation that the prior surveillance of the vehicle would not be included in the report, but the probable cause for the traffic stop would be" (see attachment G). Officer Yarborough does not say in his statement that he discussed this with his supervisors, but rather GBNET investigators. Also attached is a memorandum dated, March 1, 2018, from Lieutenant Bashlor to Chief Powell documenting her conversation with Captain T. Tindale regarding his directive to change Officer Yarborough's report (see attachment H). In addition,

a copy of a memorandum, dated March 3, 2018, from Captain Hassler to Chief Powell is attached regarding an internal complaint related to Captain T. Tindale's directive to Officer Yarborough to change his report (see attachment I). It is my understanding that the officer was not instructed how to write the supplemental report. It is my understanding that it is normal procedure to protect certain vital information in the initial incident reports for the integrity of an ongoing investigation. The protection of confidential informants and other assets involved in cases is standard operating procedure. Any information that could jeopardize a case should be placed in supplemental reports, which are then available at discovery or when the case has been adjudicated or declined for prosecution. An internal affairs inquiry of the "Another Supervisor" was already ongoing (initiated on 2/16/2018) at the time that the "Another Supervisor" instructed the officer to change his report. Two officers filed complaints with Chief Powell regarding the directive made by the "Another Supervisor". The complaints were added to the ongoing internal affairs investigation into the "Another Supervisor".

6. In February 2019, a GBNET officer was watching a videotaped interview of a subject that took place a year earlier in order to complete a report. While left alone in the interview room, the subject made statements that she had been engaged in a sexual relationship with a GBNET officer. The GBNET officer watching the video became alarmed and reported it to another GBNET officer. Those two officers and a supervisor then reported the information to an Assistant District Attorney, who advised them to report what they had observed to their chain of command. The GBI was contacted to conduct an investigation and the Glynn County Police Department began a simultaneous Internal Affairs investigation.

- The two GBNET Officers were City of Brunswick Police Officers assigned to GBNET. As stated earlier Chief Powell contacted GBI on February 1, 2019 to request an investigation. The GCPD internal affairs investigation regarding the GBNET officer's sexual relationship with an informant started the week of February 4, 2019.

7. During the GBI investigation, at least one Glynn County supervisor refused to be interviewed by the GBI and later testified that he would encourage others not to cooperate with the GBI. That supervisor was not disciplined and continues in his position. During the Glynn County Internal Affairs investigation, one officer was encouraged to reconsider his previous statements and testimony because it did not match the testimony of a supervisor. This resulted in the officer changing his previous statements to match the supervisor's testimony.

- Chief Powell is in agreement that the officer should have testified and cooperated with GBI. However, it is my understanding that the officer's choice to not testify is not against the law or county policy. The officer's guidance to other officers to not cooperate with the GBI is unfortunate, but I am not aware of a legal or policy violation. Therefore, if a policy violation does not exist there is not a viable reason to discipline the employee or reassign them to another position.
- A copy of former Chief of Staff Brian Scott's Internal Affairs Report, IA#19-02, is attached as a reference (see attachment J). I believe the part of the report that addresses the officer changing his testimony in question is found on pages 5,6,7,15,16 and 17. I did not read that an officer was encouraged to change their testimony because it did not match the testimony of a supervisor. What the IA report states is the officer realized, after talking with his wife, that his original testimony was not correct. The Officer knew the importance of his statements being correct and once he realized he had provided inaccurate information he worked to correct his previous testimony. Also attached is a transcription of a second interview with John Simpson from March 11, 2019 (see attachment K).

8. *Other officers who have cooperated with the GBI investigation or testified in court have been the subject of retaliation by Glynn County Police supervisors. The retaliation went so far that those supervisors contacted outside law enforcement agencies in an attempt to discredit the officers and damage their careers.*

- It is difficult for me to respond to the first sentence, since “retaliation” has not been defined. I would need to know specifically how officers have been retaliated against, so I could review the specifics of the claim.
- If a police officer has misrepresented the facts or has been involved in inappropriate actions, it is the responsibility of police supervisors, whether they be City or County, to let the superiors at the officer affiliated agencies know of the concern. This is not isolated to the Police Department. It is the professional responsibility, not retaliation, of agency officials to let other agencies know of inappropriate actions by their members.

9. *After a series of hearings in Glynn Superior Court, Judge Roger Lane entered an Order finding multiple occasions where allegations of GBNET misconduct were not documented, and were instead concealed or ignored by supervisors within the Glynn County Police Department. Cases made by GBNET over a two-year period are potentially adversely affected by the Court Order. This includes some 200 criminal cases that have been already been adjudicated. An additional 100 cases that have not yet come to court could be affected.*

- The Captain who was responsible for the supervision of GBNET where allegations of misconduct were not documented is no longer with the Police Department. It is the responsibility of the Captain to report any alleged misconduct to the Police Chief. It is my understanding that the Captain of GBNET failed to report misconduct of GBNET Officers to the Police Chief. The Captain resigned in lieu of termination on April 30, 2019.

10. *As a result of the Court order, several defendants have been released from prison thus far. One defendant charged with trafficking in excess of 400 grams of methamphetamine was pled down from the mandatory minimum sentence to a few years with the possibility of parole. The defendant charged with vehicular homicide {chase and crash which involved GBNET operations in Nassau County and Camden County} has been released by a Judge on an OR {own recognizance} bond.*

- These matters will be handled by the Court as deemed appropriate

B. FINDINGS OF PREVIOUS GRAND JURIES

11. *The September 2018 Grand Jury made recommendations that the Glynn County Police improve training and procedures in conducting investigations into allegations of child abuse, after a teacher was arrested and charged with child molestation on a warrant that was later dismissed by the District Attorney. That teacher lost his job.*

- Chief Powell recognized when he began as Chief that there was a lack of appropriate training. Officers at all levels are now participating in appropriate training. Chief Powell has sought guidance from the District Attorney on at least one occasion on what training is recommended. Please see attached e-mail dated June 26, 2019 (see attachment L). In 2016, the number of training hours for the Police Department was 7,303 with a budget of \$50,196. In 2018 a total of 11,223 hours were spent on training with a budget of \$113,596. To date in 2019 a total of 10,846 hours have been spent on training with a budget of \$136,298. In Fiscal Year 2020 a total of \$149,433 was budgeted for training. A concerted effort has been made to increase training for GCPD Officers.

12. *The March 2016 Grand Jury formed a committee to study whether the Glynn County Police Department should be merged with the Glynn County Sheriff's Office. That Grand Jury found that the issue should be placed on a referendum for vote in 2020.*

- This is a policy matter for the Board of Commissioners, but a County is not legally able (absent legislative authorization) to spend public funds to conduct a straw poll or nonbinding referendum. The political parties may, however, place straw polls on general primaries.

C. CONCLUSIONS AND RECOMMENDATIONS

1. *Glynn County commissioners are elected to supervise and be accountable for the actions the Glynn County Police Department;*
 - Glynn County Commissioners are accountable for the actions of the Glynn County Police Department, as they are for other County departments.
2. *Lack of integrity leads to a lack of moral integrity, which undermines the perceived authority of our law enforcement;*
 - Chief Powell has taken action through personnel changes to restore integrity to the department. When Chief Powell assumed the leadership of the Department in 2018, he inherited a culture of cronyism, outdated policies, lack of appropriate training, and loss of State certification. It is agreed that integrity of police officers at all levels is critical to an effective department.
3. *There is an ongoing culture of cover-up, failure to supervise, abuse of power and lack of accountability within the administration of the Glynn County Police Department;*
 - When John Powell became chief of the Glynn County Police Department, there were prior instances of a culture of cover-ups, failure to supervise, abuse of power, and lack of accountability within the Glynn County Police Department. Chief Powell has made a concerted effort to hold GCPD employees accountable for their actions and to eliminate the issues cited above. Personnel action have been taken against employees for policy violations. The four captains that were in place when Chief Powell started his role as Chief are no longer with the police department. As recommended in the IACP report two of the captain positions have been combined into one for better supervision and accountability.
4. *Glynn County commissioners need to implement and/or enforce existing policies pertaining to the failure by supervisors to document and investigate allegations of misconduct by Glynn County employees;*
 - Chief Powell has followed and enhanced County policies, both departmental policies and the County personnel policy. Chief Powell has held supervisors accountable for failure to document and investigate allegations of misconduct. At Chief Powell's recommendation, the County has contracted with Lexipol to review and revamp the entire policy manual for the police department. This continual process will ensure that policies are up to date in accordance with national and state laws as case law and legal requirements change.
5. *Glynn County commissioners need to maintain personnel files on Glynn County Police Officers independent of and outside of the Police Department with controlled access and an audit process;*
 - When John Powell became Chief of Police, he transferred all personnel files to Human Resources. County policy requires that the official personnel file of employees be housed at Human Resources. It is certainly permissible for the same information to be kept at a respective county department as a reference. However, the official employee file is maintained by Human Resources. Human Resources does maintain controlled access to the personnel files.
6. *Glynn County commissioners need to implement and/or enforce existing policies to address the actions by supervisors to retaliate against Glynn County employees who have cooperated or provided truthful information in investigations into allegations of misconduct within county government;*

- I have discussed this matter with the Director of Human Resources. The County currently does not have a “whistle blower” policy. I have asked the Director of Human Resources to develop a policy to submit to the Board for consideration.
- 7. *Glynn County commissioners need to implement and/or enforce existing policies to protect Glynn County employees who have cooperated or provided truthful information in investigations into allegations of misconduct within county government;*
 - I agree as outlined above in reference to the development of a “whistle blower” policy.
- 8. *Glynn County commissioners need to review the current Glynn County Police Department organizational chart and structure, and address discrepancies in rank within the chain of command;*
 - When Chief Powell took over as Chief of GCPD, he amended the organizational structure of the department and has made changes to align the department with best practices and modern-day policing (see attachment M).
- 9. *Glynn County commissioners need to establish criteria and policies for the selection, hiring and promotion of persons who will serve as supervisors over law enforcement officers;*
 - Upon a supervisory position becoming vacant, Glynn County Human Resources is notified and requested to verify and to post the position. After the posting is closed all applications that meet the basic qualifications are forwarded to the Police Chief. A panel of professionals who do not work at the Police Department interview each candidate. A representative from Human Resources participates in the interview. Human Resources assists with designing the questions for the interview. A numerical list is provided to the Chief by the panel and selections are made based on the list.
- 10. *Glynn County commissioners need to establish criteria and policies within the Police Department for determining when an Internal Affairs Investigation should be conducted and who is qualified to conduct such investigation, and to address the recent practice of conducting "inquiries" in lieu of an internal affairs investigation;*
 - The Internal Affairs process is as follows: The Police Department is made aware of allegations against an employee. The supervisor collects basic facts of the allegation. This could be considered an “inquiry”. If the complaint is minor in nature, it may be handled at the supervisory level and documented. If the complaint is more serious in nature, the supervisor notifies his chain of command. Based on the seriousness of the allegation, the Police Chief is notified. The Police Chief decides, based on complexity and seriousness, if a formal Internal Affairs (IA) investigation is warranted. The Police Chief assigns the case to an IA Investigator. A police officer, a sergeant, and a lieutenant have been selected to serve as IA investigators. They will receive specialized training for this role. Internal Affairs will be used for policy violations. Criminal issues will be investigated by an outside agency, such as the GBI. Once the Internal Affairs investigation is complete, it will be turned over to the individual who oversees Professional Standards for review. The case will be given to the Police Chief who will consult with Human Resources and the County Attorney, as may be appropriate, to determine the proper course of personnel action.
- 11. *Glynn County commissioners need to implement and/or enforce existing policies to ensure that County police officers prepare reports in a timely manner and include all relevant information;*
 - Chief Powell acknowledged that this was a problem when he assumed the leadership of the department. He has taken steps to provide computers in all patrol vehicles and a computer lab at the Public Safety Building to provide the resources for officers to write their reports in a timely manner. Electronic ticketing has also been implemented to increase the accuracy of the ticket and the timely filing of the ticket with State Court. It is the unwritten policy that police officers shall have all reports completed before the end of their shift rotations.
- 12. *Glynn County commissioners need to establish criteria and policies within the Police Department for ensuring that all statutory and constitutionally mandated information is provided in a timely manner for criminal prosecution;*

- Previously officers were allowed extended time to complete a report. Report completion is now a priority and information is entered into the County's Record Management System, which other judicial officials have access to. The timely completion and filing of reports is an area that will need to be monitored on a regular basis to ensure that reports are consistently completed and entered in a timely manner. Chief Powell began addressing this issue in 2018.
13. *The added layers of government (County Administration and County Commissioners) between the Glynn County Police Department and the citizens creates inefficiency and less accountability;*
- The current commission-manager form of government is a proven organizational structure that provides the efficient and effective delivery of local government services. Based on my inquiries with the Association of County Commissioners of Georgia (ACCG), there are fourteen counties in Georgia that operate a County Police Department. With the exception of one, all of these police departments report to the County Manager/Administrator. The Police Chief for the City of Brunswick, and most cities in Georgia, reports to the City Manager. Throughout the United States most local police chiefs report to the chief administrative officer.
14. *The citizens of Glynn County should have the opportunity to vote on the issue of whether to continue to have a Glynn County Police Department in November 2020, as previously recommended by the March 2016 Grand Jury, and this Grand Jury concurs;*
- This is a policy issue on which the Board of Commissioners may choose to offer guidance.
15. *If the Glynn County commissioners are unable to address the issues set forth in these recommendations, the operation of the county police department should be terminated by the County Commission and/or the state legislature;*
- The issues contained in the September 9, 2019 Grand Jury presentment have either already been addressed, are currently being addressed, or planned to be addressed.
16. *The Glynn County Police Department is supervised by added layers of government (County Administration and County Commissioners) that creates inefficiency and less accountability to the public;*
- As previously stated in finding number 13, the current commission-manager form of government is a proven organizational structure that provides the efficient and effective delivery of local government services. Based on my inquiries through the ACCG, there are fourteen counties in Georgia that operate a County Police Department. With the exception of one, all of these police departments report to the County Manager/Administrator. The Police Chief for the City of Brunswick, and most cities in Georgia, reports to the City Manager. Throughout the United States most local police chiefs report to the chief administrative officer.

Attachment A

James Cassada's Leave

Pay Period	Sick Hours Taken	Notes
11/26/2017 to 12/9/2017	40	Leave began 12/4/17
12/10/2017 to 12/23/2017	80	
12/24/2017 to 1/6/2018	68	16 hours of Holiday
1/7/2018 to 1/20/2018	72	8 hours of Holiday
1/21/2018 to 2/3/2018	40	Returned to Work 1/30/18
Total Sick Hours Taken	300	

POLICE GROUP F1

Payroll Time Sheet

from 11/26/2017 to 12/09/2017

Location Code: PF1

CHECKDATE 12/14/2017

Emp# Default Hours

Wkd Reg Extra O.T. Pre Vac Sick Other Not

Employee Name Sun Mon Tue Wed Thurs Fri Sat Tot Hrs Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

[Redacted] 80.00 F GREGORY, BRANDON J CYCLE <i>B. Gregory</i> 3330 0165712512F	11/26	11/27 22 8	11/28 8	11/29 8	11/30 8	12/01 8	12/02											212	210
	12/03	12/04 8	12/05 13 2 22/7.5 8	12/06 8	12/07 22 1.5 8	12/08 8	12/09	48	40										
[Redacted] 80.00 F HASSLER, DAVID I <i>D. Hassler</i> 3330 0165734003F	11/26	11/27 8	11/28 8	11/29 8	11/30 8	12/01 8	12/02											212	210
	12/03	12/04 8	12/05 8	12/06 8	12/07 8	12/08 8	12/09	40	40										
[Redacted] 80.00 F SIMPSON, JOHN D CYCLE <i>J. Simpson</i> 3330 0165705614F	11/26	11/27 8	11/28 8	11/29 8	11/30 8	12/01 8	12/02											212	210
	12/03	12/04 8	12/05 8	12/06 8	12/07 8	12/08 8	12/09	40	40										
[Redacted] 80.00 F SMITH, EUGENE CYCLE <i>E. Smith</i> 3330 0165733508F	11/26	11/27 8	11/28 8	11/29 8	11/30 8	12/01 8	12/02											212	210
	12/03	12/04 22 5	12/05 8	12/06 8	12/07 8	12/08 8	12/09	40	40										
[Redacted] 80.00 F STAGNER, JEREMY L CYCLE <i>J. Stagner</i> 3330 0165705613F	11/26	11/27 22 11	11/28 22 4	11/29 8	11/30 8	12/01 8	12/02											212	210
	12/03	12/04 8	12/05 8	12/06 8	12/07 8	12/08 22 6	12/09	55	40										

[Signature]

Prepared by / Approved by

[Signature] 12/14/17

Verified by / Entered by

Sub-Total Hours

Total Hours

Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
400	22 43	13 2					



POLICE GROUP F1

Payroll Time Sheet

from 11/26/2017 to 12/09/2017

Location Code: PF1

CHECKDATE 12/14/2017

Emp# Default Hours

Wkd Reg Extra O.T. Pre Vac Sick Other Not

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Tot	Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
80.00 F WRIGHT, HERSCHELL G CYCLE <u>3330</u> <i>IA. C. Wright</i> <u>0165705701F</u>	11/26	11/27	11/28	11/29	11/30	12/01	12/02							<u>212</u>	<u>210</u>	
		8	8	8	8	8		40	40							
	12/03	12/04	12/05	12/06	12/07	12/08	12/09									
		8	8	8	8	8		40	40							

[Signature]

Prepared by / Approved by

John Paul 12/11/17

Verified by / Entered by



Sub-Total Hours

Total Hours

Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
80							
780	32 219	13 2			210 40		

540

GLYNN COUNTY
BOARD OF COMMISSIONERS

NOTICE OF LEAVE

Employee No. 1678 Employee Name: James Cassada Date: 12/1/2017

Department: GBNET Program

TYPE OF LEAVE

Vacation Current Balance Hours Requested Dates:
 Medical Current Balance 511.70 Hours Requested 40 Dates: 12/04/17 - 12/08/17

Serious health condition of employee who is unable to perform job functions

Personal

Workers' Compensation Date of On-the Job Injury

Serious health condition of spouse, child or parent of employee

Illness of immediate family member residing with the employee

Family Current Balance Hours Requested Dates:

Birth of Child

Adoption of foster care of child

Funeral Relationship Dates:

Military Branch of Service Dates:

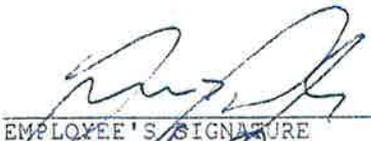
Jury Duty Time to Report Dates:

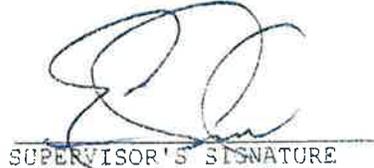
Comp Time Current Balance Hours Requested Dates:

Exempt Administrative Leave Hours Requested Dates:

Disciplinary Suspension Paid Unpaid Dates:

Personal Current Balance Hours Requested Dates:


EMPLOYEE'S SIGNATURE 12/1/17
DATE


SUPERVISOR'S SIGNATURE 12/01/17
DATE


OFFICIAL'S SIGNATURE 12/1/17
DATE

PERSONNEL REPRESENTATIVE _____ DATE _____

POLICE GROUP F1

Payroll Time Sheet

from **12/10/2017** to **12/23/2017**

Location Code: PF1

CHECKDATE 12/28/2017

Emp# Default Hours

Wkd Reg Extra O.T Pre Vac Sick Other Not
Hrs Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Tot	Reg	Extra	O.T	Pre	Vac	Sick	Other	Not
80.00 F	12/10	12/11	12/12	12/13	12/14	12/15	12/16							212	210	
CYCLE 3330	12/17	12/18	12/19	12/20	12/21	12/22	12/23									
80.00 F	12/10	12/11	12/12	12/13	12/14	12/15	12/16							212	210	
CYCLE 3330	12/17	12/18	12/19	12/20	12/21	12/22	12/23									
80.00 F	12/10	12/11	12/12	12/13	12/14	12/15	12/16							212	210	
CASSADA JAMES T CYCLE 3330	12/17	12/18	12/19	12/20	12/21	12/22	12/23	0	0					210	40	
0165705602F	12/17	12/18	12/19	12/20	12/21	12/22	12/23	0	0					40		
80.00 F	12/10	12/11	12/12	12/13	12/14	12/15	12/16							212	210	
COOPER, RONALD L CYCLE 3330	12/17	12/18	12/19	12/20	12/21	12/22	12/23	40	40					212		
0165705603F	12/17	12/18	12/19	12/20	12/21	12/22	12/23	0	0					40		
80.00 F	12/10	12/11	12/12	12/13	12/14	12/15	12/16			22				212	210	
DAVIS, ELZAVER D CYCLE 3330	12/17	12/18	12/19	12/20	12/21	12/22	12/23	50	40		10			212		
0165705604F	12/17	12/18	12/19	12/20	12/21	12/22	12/23	32	32					8		



Prepared by / Approved by

Sub-Total Hours

Verified by / Entered by

Total Hours

Reg Hrs	Extra Hrs	O.T Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
112	22			212	210		
	10			48	80		



GLYNN COUNTY
BOARD OF COMMISSIONERS

NOTICE OF LEAVE

Employee No. 1678 Employee Name: James Cassada Date: 12/1/2017

Department: GBNET Program _____

TYPE OF LEAVE

Vacation Current Balance Hours Requested Dates:
 Medical Current Balance Hours Requested 80 Dates: 12/11/17 - 12/15/17
12/18/17 - 12/22/17

Serious health condition of employee who is unable to perform job functions

Personal

Workers' Compensation Date of On-the Job Injury _____

Serious health condition of spouse, child or parent of employee

Illness of immediate family member residing with the employee

Family Current Balance Hours Requested Dates:

Birth of Child

Adoption of foster care of child

Funeral Relationship Dates:

Military Branch of Service Dates:

Jury Duty Time to Report Dates:

Comp Time Current Balance Hours Requested Dates:

Exempt Administrative Leave Hours Requested Dates:

Disciplinary Suspension Paid Unpaid Dates:

Personal Current Balance Hours Requested Dates:

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

OFFICIAL'S SIGNATURE

DATE

PERSONNEL REPRESENTATIVE

DATE

POLICE GROUP F1

Payroll Time Sheet

from **12/24/2017** to **01/06/2018**

Location Code **PF1**

CHECKDATE 01/11/2018

Emp# Default Hours
Employee Name Sun Mon Tue Wed Thurs Fri Sat Wkd Reg Extra O.T Pre Vac Sick Other Not

Emp#	Default Hours	Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Wkd Tot	Reg Hrs	Extra Hrs	O.T Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd	
80.00	F	CASSADA, JAMES T CYCLE <u>3330</u> <i>James T Cassada</i>	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206	220
				H	S	S	S	S		0	0					32	8	8	
			12/31	1/01	1/02	1/03	1/04	1/05	1/06							210	206	220	
				H	S	S	S	S		0	0					32	8	8	
80.00	F	COOPER, RONALD L CYCLE <u>3330</u> <i>Ronald L Cooper</i>	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206	220
				H	✓	✓	✓	✓		0	0					32	8	8	
			12/31	1/01	1/02	1/03	1/04	1/05	1/06										
				H	8	8	8	8		32	32						206	220	
																	8	8	
80.00	F	DAVIS, ELZAVER D CYCLE <u>3330</u> <i>Elzaver D Davis</i>	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206	220
				H	✓	✓	✓	✓		0	0					32	8	8	
			12/31	1/01	1/02	1/03	1/04	1/05	1/06										
				H	22/3	8	22/4	22/4	22/3	46	32		22/14				206	220	
					8	8	8	8									8	8	
80.00	F	GREGORY, BRANDON J CYCLE <u>3330</u> <i>Brandon J Gregory</i>	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206	220
				H	8	8	8	8		32	32								
			12/31	1/01	1/02	1/03	1/04	1/05	1/06										
				H	8	8	8	8		32	32						206	220	
																	8	8	
80.00	F	HASSLER, DAVID I CYCLE <u>3330</u> <i>David I Hassler</i>	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206	220
				H	8	8	8	8		32	32								
			12/31	1/01	1/02	1/03	1/04	1/05	1/06										
				H	8	8	8	8		32	32						206	220	
																	8	8	

[Signature]

Reg Hrs	Extra Hrs	O.T Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
192	22/14			212/64	210/64	206/16/206/64	220/64

Prepared by / Approved by *John Paul* Sub-Total Hours
 Verified by / Entered by *[Signature]* Total Hours

SR

POLICE GROUP F1

Payroll Time Sheet

from 12/24/2017 to 01/06/2018

Location Code: PF1

CHECKDATE 01/11/2018

Emp# Default Hours

Wkd Reg Extra O.T. Pre Vac Sick Other Not
Hrs Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Tot	Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd	
80.00 F SIMPSON, JOHN D CYCLE 3330 0165705614F	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206/8	220/8
	12/31	1/01	1/02	1/03	1/04	1/05	1/06									206/8	220/8
		H	8	8	8	8		32	32								
		H	8	8	8	8		32	32								
80.00 F SMITH, EUGENE CYCLE 3330 0165733508F	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206/8	220/8
	12/31	1/01	1/02	1/03	1/04	1/05	1/06									206/8	220/8
		H	8	8	8	8		32	32								
		H	8	8	8	8		32	32								
80.00 F STAGNER, JEREMY L CYCLE 3330 0165705613F	12/24	12/25	12/26	12/27	12/28	12/29	12/30							212	210	206/8	220/8
	12/31	1/01	1/02	1/03	1/04	1/05	1/06									206/8	220/8
		H	✓	✓	✓	✓		0	0				32				
		H	8	8	8	8		32	32								

[Signature]

Prepared by / Approved by

[Signature] 1/11/2018

Verified by / Entered by



Sub-Total Hours

Total Hours

Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
160	0			212		206	220
				32		48	48
350	32			212	210	206	220
	14			46	64	116	112

GLYNN COUNTY
BOARD OF COMMISSIONERS

NOTICE OF LEAVE

Employee No. 1678

Employee Name: James Cassada

Date: 12/1/2017

Department: GBNET

Program

TYPE OF LEAVE

Vacation Current Balance

Hours Requested

Dates:

Medical Current Balance 399.10

Hours Requested 640

Dates: 12/26/17 - 12/29/17

01/02/18 - 01/03/18

Serious health condition of employee who is unable to perform job functions

Personal

Workers' Compensation

Date of On-the Job Injury

Serious health condition of spouse, child or parent of employee

Illness of immediate family member residing with the employee

Family

Current Balance

Hours Requested

Dates:

Birth of Child

Adoption of foster care of child

Funeral

Relationship

Dates:

Military

Branch of Service

Dates:

Jury Duty

Time to Report

Dates:

Comp Time

Current Balance

Hours Requested

Dates:

Exempt Administrative Leave

Hours Requested

Dates:

Disciplinary Suspension

Paid

Unpaid

Dates:

Personal

Current Balance

Hours Requested

Dates:

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

OFFICIAL'S SIGNATURE

DATE

PERSONNEL REPRESENTATIVE

DATE

POLICE GROUP F1

Payroll Time Sheet

from **01/07/2018** to **01/20/2018**

Location Code: PF1

CHECKDATE 01/25/2018

Emp# Default Hours

Employee Name

Wkd Reg Extra O.T. Pre Vac Sick Other Not
Tot Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Emp#	Default Hours	Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Wkd Tot	Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
[Redacted]	80.00	F	1/07	1/08	1/09	1/10	1/11	1/12	1/13							212	210	
CASSADA, JAMES T	3330			S	S	S	S	S		0	0							40
CYCLE	3330		1/14	1/15	1/16	1/17	1/18	1/19	1/20							210	206	220
																32	8	8
0165705602F				H	S	S	S	S		0	0							
[Redacted]	80.00	F	1/07	1/08	1/09	1/10	1/11	1/12	1/13							212	210	
COOPER, RONALD L	3330			22/4	22/6	22/4	22/4	22/4				22						
CYCLE	3330		1/14	1/15	1/16	1/17	1/18	1/19	1/20	62	40							
				8	8	8	8	8				22						
0165705603F				H	8	8	8	8		40	32			12/8				
[Redacted]	80.00	F	1/07	1/08	1/09	1/10	1/11	1/12	1/13							212	210	
DAVIS, ELZAVER D	3330			22/3	22/2		22/6	22/2				22						
CYCLE	3330		1/14	1/15	1/16	1/17	1/18	1/19	1/20	57	40							
				8	8	8	8	8				17						
0165705604F				H	8	8	8	8		40	32							
[Redacted]	80.00	F	1/07	1/08	1/09	1/10	1/11	1/12	1/13							212	210	
GREGORY, BRANDON I	3330			8	8	8	Y	Y		40	40							
CYCLE	3330		1/14	1/15	1/16	1/17	1/18	1/19	1/20									
				8	13/2	22/4	22/4	13/2	22/1	57.5	48			22/5.5	13/4			206/16
0165712512F				H	8	8	8	8		40	40							
[Redacted]	80.00	F	1/07	1/08	1/09	1/10	1/11	1/12	1/13							212	210	
HASSLER, DAVID I	3330			8	8	8	8	8		40	40							
CYCLE	3330		1/14	1/15	1/16	1/17	1/18	1/19	1/20									
				8	8	8	8	8		40	40							
0165734003F				H	8	8	8	8		32	32							205/8

[Signature]

Prepared by / Approved by

Sub-Total Hours

John Paul 1/22/18

Verified by / Entered by

Total Hours

Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
320	67.5	13/4			210	205/8	220/8
		12/8			72	206/40	8



POLICE GROUP F1

Payroll Time Sheet

from **01/07/2018** to **01/20/2018**

Location Code **PF1**

CHECKDATE **01/25/2018**

Emp# Default Hours

Wkd Reg Extra O.T. Pre Vac Sick Other Not
Tot Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Employee Name

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Wkd Tot	Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
████████ 80.00 F SIMPSON, JOHN D CYCLE <u>3330</u> <i>J Simpson</i> <u>0165705614F</u>	1/07	1/08	1/09	1/10	1/11	1/12	1/13							<u>212</u>	<u>210</u>	
		8	8	8	8	8		40	40							
	1/14	1/15	1/16	1/17	1/18	1/19	1/20								<u>206</u> 8	<u>220</u> 8
		H	8	8	8	8		32	32							
████████ 80.00 F SMITH, EUGENE CYCLE <u>3330</u> <i>E Smith</i> <u>0165733508F</u>	1/07	1/08	1/09	1/10	1/11	1/12	1/13							<u>212</u> 16	<u>210</u>	
		8	8	8	✓	✓		24	24							
	1/14	1/15	1/16	1/17	1/18	1/19	1/20								<u>206</u> 8	<u>220</u> 8
		H	8	8	22 1	8		33	32		22 1					
████████ 80.00 F STAGNER, JEREMY L CYCLE <u>3330</u> <i>J Stagner</i> <u>0165705613F</u>	1/07	1/08	1/09	1/10	1/11	1/12	1/13							<u>212</u>	<u>210</u>	
		8	8	8	8 22/5	8		48	40		22 8					
	1/14	1/15	1/16	1/17	1/18	1/19	1/20								<u>206</u> 8	<u>220</u> 8
		12 5 H	8	8	8	8		37	32		12 5					

[Signature]

Prepared by / Approved by

Joh Paul 1/22/18

Sub-Total Hours

Verified by / Entered by

Total Hours

Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
200	22 9	12 5		212 16		206 24	220 24
220	22 76.5	12 13.4		212 16	210 72	206 64	220 34



**GLYNN COUNTY
BOARD OF COMMISSIONERS**

NOTICE OF LEAVE

Employee No. 1678

Employee Name: James Cassada

Date: 12/1/2017

Department: GBNET

Program _____

TYPE OF LEAVE

Vacation Current Balance 338.80 Hours Requested 72 Dates: 01/08/18 - 01/12/18
 Medical Current Balance _____ Hours Requested _____ Dates: 01/14/18 - 01/19/18

Serious health condition of employee who is unable to perform job functions

Personal

Workers' Compensation Date of On-the Job Injury _____

Serious health condition of spouse, child or parent of employee

Illness of immediate family member residing with the employee

Family Current Balance _____ Hours Requested _____ Dates: _____

Birth of Child Adoption of foster care of child

Funeral Relationship _____ Dates: _____

Military Branch of Service _____ Dates: _____

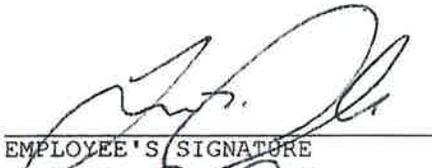
Jury Duty Time to Report _____ Dates: _____

Comp Time Current Balance _____ Hours Requested _____ Dates: _____

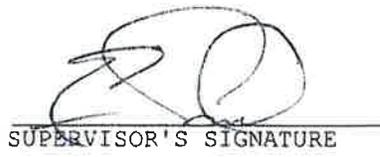
Exempt Administrative Leave Hours Requested _____ Dates: _____

Disciplinary Suspension Paid Unpaid Dates: _____

Personal Current Balance _____ Hours Requested _____ Dates: _____


EMPLOYEE'S SIGNATURE

12/1/17
DATE


SUPERVISOR'S SIGNATURE

12/1/17
DATE


OFFICIAL'S SIGNATURE

1/20/18
DATE

PERSONNEL REPRESENTATIVE

DATE

POLICE GROUP F1

Payroll Time Sheet

from **01/21/2018** to **02/03/2018**

Location Code: **PF1**

CHECKDATE 02/08/2018

Emp# Default Hours

Wkd Reg Extra O.T. Pre Vac Sick Other Not
Hrs Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Tot	Reg Hrs	Extra Hrs	O.T. Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd	
CASSADA JAMES T CYCLE <u>3330</u> <i>gh</i> <u>0165705602F</u>	1/21	1/22	1/23	1/24	1/25	1/26	1/27										212 210 40
	1/28	1/29	1/30	1/31	2/01	2/02	2/03		0	0							
			8	8	8	8	8	40	40								
COOPER, RONALD L CYCLE <u>3330</u> <i>[Signature]</i> <u>0165705603F</u>	1/21	1/22	1/23	1/24	1/25	1/26	1/27										212 210
	1/28	1/29	1/30	1/31	2/01	2/02	2/03										
		22/4 6	22/4 6	22/8 6	22/8 6	22/8 6	22/8 6	64	40			22/24					
		22/5 6	22/8 6	22/8 6	22/8 6	22/8 6	22/8 6	49	40			22/9					
DAVIS, ELZAVER D CYCLE <u>3330</u> <i>[Signature]</i> <u>0165705604F</u>	1/21	1/22	1/23	1/24	1/25	1/26	1/27										212 210
	1/28	1/29	1/30	1/31	2/01	2/02	2/03										
		22/5 8	22/8 8	22/8 8	22/8 8	22/8 8	22/8 8	56	40			22/16					
		22/6 8	22/8 8	22/8 8	22/8 8	22/8 8	22/8 8	66	40			22/26					
GREGORY, BRANDON J CYCLE <u>3330</u> <i>[Signature]</i> <u>0165712512F</u>	1/21	1/22	1/23	1/24	1/25	1/26	1/27										212 210
	1/28	1/29	1/30	1/31	2/01	2/02	2/03										
		8	8	8	8	8	8	40	40								
			8	8	8	8	8	4	40								
HASSLER, DAVID I CYCLE <u>3330</u> <i>[Signature]</i> <u>0165734003F</u>	1/21	1/22	1/23	1/24	1/25	1/26	1/27										212 210
	1/28	1/29	1/30	1/31	2/01	2/02	2/03										
		8	8	8	8	8	8	40	40								
		8	8	8	8	8	8	40	40								

Reg Hrs Extra Hrs O.T. Hrs Pre Hrs Vac Hrs Sick Hrs Other Hrs Not Wkd

Prepared by / Approved by

Sub-Total Hours

360

22/75

Verified by / Entered by

Total Hours

SR

POLICE GROUP F1

Payroll Time Sheet

from **01/21/2018** to **02/03/2018**

Location Code **PF1**

CHECKDATE 02/08/2018

Emp# Default Hours

Wkd Reg Extra O.T Pre Vac Sick Other Not
Hrs Hrs Hrs Hrs Hrs Hrs Hrs Hrs Wkd

Employee Name	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Wkd Tot	Reg Hrs	Extra Hrs	O.T Hrs	Pre Hrs	Vac Hrs	Sick Hrs	Other Hrs	Not Wkd
████████ 80.00 F SIMPSON, JOLLY D CYCLE 3330 0165705613F	1/21	1/22	1/23	1/24	1/25	1/26	1/27							<u>212</u>	<u>210</u>	
	1/28	1/29	1/30	1/31	2/01	2/02	2/03	40	40							
		8	8	8	8	8		40	40							
████████ 80.00 F	1/21	1/22	1/23	1/24	1/25	1/26	1/27							<u>212</u>	<u>210</u>	
SMITH, EUGENE CYCLE 3330 0165733508F		8	8	8	8	8		40	40							
	1/28	1/29	1/30	1/31	2/01	2/02	2/03									
	$\frac{22}{4}$	8	8	8	8	8		48	40		$\frac{22}{8}$					
████████ 80.00 F	1/21	1/22	1/23	1/24	1/25	1/26	1/27							<u>212</u>	<u>210</u>	
STAGNER, JEREMY L CYCLE 3330 0165705613F		$\frac{22}{2}$	$\frac{22}{7}$	$\frac{22}{7}$	$\frac{22}{2}$											
	1/28	1/29	1/30	1/31	2/01	2/02	2/03									
		8	8	8	8	8		56	40		$\frac{22}{16}$					
	1/28	$\frac{22}{3}$	$\frac{22}{2}$	$\frac{22}{7}$	$\frac{22}{3}$	$\frac{22}{2}$										
		8	8	8	8	8		57	40		$\frac{22}{17}$					

Reg Hrs Extra Hrs O.T. Hrs Pre Hrs Vac Hrs Sick Hrs Other Hrs Not Wkd

240	$\frac{22}{43}$															
600	$\frac{22}{112}$													$\frac{210}{40}$		

Prepared by / Approved by

Sub-Total Hours

Verified by / Entered by

Total Hours



GLYNN COUNTY
BOARD OF COMMISSIONERS

NOTICE OF LEAVE

Employee No. 1678

Employee Name: James Cassada

Date: 12/1/2017

Department: GBNET

Program

TYPE OF LEAVE

Vacation Current Balance

Hours Requested 40

Dates: 01/22/18 - 01/26/18

Medical Current Balance

Hours Requested 40

Dates: 01/22/18 - 01/26/18

Serious health condition of employee who is unable to perform job functions

Personal

Workers' Compensation

Date of On-the Job Injury

Serious health condition of spouse, child or parent of employee

Illness of immediate family member residing with the employee

Family Current Balance

Hours Requested

Dates:

Birth of Child

Adoption of foster care of child

Funeral Relationship

Dates:

Military Branch of Service

Dates:

Jury Duty Time to Report

Dates:

Comp Time Current Balance

Hours Requested

Dates:

Exempt Administrative Leave

Hours Requested

Dates:

Disciplinary Suspension

Paid

Unpaid

Dates:

Personal Current Balance

Hours Requested

Dates:

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

OFFICIAL'S SIGNATURE

DATE

PERSONNEL REPRESENTATIVE

DATE

Attachment B

JAN

Job Accommodation Network

Practical Solutions • Workplace Success

Accommodation and Compliance Series

Accommodation and Compliance Series: Employees with Alcoholism

Job Accommodation Network
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Morgantown, WV 26506-6080
(800)526-7234 (V)
(877)781-9403 (TTY)
jan@askjan.org
AskJAN.org



ODEP

Office of Disability
Employment Policy

Funded by a contract with the Office of Disability
Employment Policy, U.S. Department of Labor

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Updated 08/21/2019.

JAN'S Accommodation and Compliance Series

Introduction

JAN's Accommodation and Compliance Series is designed to help employers determine effective accommodations and comply with Title I of the Americans with Disabilities Act (ADA). Each publication in the series addresses a specific medical condition and provides information about the condition, ADA information, accommodation ideas, and resources for additional information.

The Accommodation and Compliance Series is a starting point in the accommodation process and may not address every situation. Accommodations should be made on a case by case basis, considering each employee's individual limitations and accommodation needs. Employers are encouraged to contact JAN to discuss specific situations in more detail.

For information on assistive technology and other accommodation ideas, visit JAN's Searchable Online Accommodation Resource (SOAR) at <https://askjan.org/soar>.

Information about Alcoholism

Alcoholism, also called "alcohol dependence," is a disease that includes four symptoms: craving (a strong need, or compulsion, to drink), loss of control (the inability to limit one's drinking on any given occasion), physical dependence (withdrawal symptoms, such as nausea, sweating, shakiness, and anxiety, occur when alcohol use is stopped after a period of heavy drinking), and tolerance (the need to drink greater amounts of alcohol in order to "get high"). Alcoholism treatment works for many people, but just like any chronic disease, there are varying levels of success when it comes to treatment. Alcoholism treatment programs use both counseling and medications to help a person stop drinking.

Does an employer have to allow use of alcohol at work as an accommodation?

No. The ADA specifically provides that an employer may prohibit the use of alcohol in the workplace and require that employees not be under the influence of alcohol. The Act permits employers to ensure that the workplace is free from the use of alcohol and does not interfere with employers' programs to combat the use of alcohol (EEOC, 1992).

Are tests for alcohol use considered medical tests under ADA?

Yes. Blood, urine, and breath analyses to check for alcohol use are considered medical exams, and therefore are subject to ADA limitations. According to the Equal Employment Opportunity Commission (EEOC), an employer's ability to make disability-related inquiries or require medical examinations is analyzed in three stages: pre-offer,

post-offer, and employment. At the first stage (prior to an offer of employment), the ADA prohibits disability-related inquiries and medical examinations. At the second stage (after an applicant is given a conditional job offer, but before s/he starts work), an employer may make disability-related inquiries and conduct medical examinations, regardless of whether they are related to the job, as long as it does so for all entering employees in the same job category. At the third stage (after employment begins), an employer may make disability-related inquiries and require medical examinations only if they are job-related and consistent with business necessity ([EEOC, 2000](#)).

May an employer subject an employee, who has been off from work in an alcohol rehabilitation program, to periodic alcohol testing when s/he returns to work?

Yes, according to the EEOC, “but only if the employer has a reasonable belief, based on objective evidence, that the employee will pose a direct threat in the absence of periodic testing. Such a reasonable belief requires an individualized assessment of the employee and his/her position and cannot be based on general assumptions. Employers also may conduct periodic alcohol testing pursuant to “last chance” agreements ([EEOC, 2000](#)).

In determining whether to subject an employee to periodic alcohol testing (in the absence of a “last chance” agreement), the employer should consider the safety risks associated with the position the employee holds, the consequences of the employee's inability or impaired ability to perform his/her job functions, and how recently the event(s) occurred that cause the employer to believe that the employee will pose a direct threat (e.g., how long the individual has been an employee, when s/he completed rehabilitation, whether s/he previously has relapsed). Further, the duration and frequency of the testing must be designed to address particular safety concerns and should not be used to harass, intimidate, or retaliate against the employee because of his/her disability. Where the employee repeatedly has tested negative for alcohol, continued testing may not be job-related and consistent with business necessity because the employer no longer may have a reasonable belief that the employee will pose a direct threat ([EEOC, 2000](#)).

Example A: Three months after being hired, a city bus driver informed his supervisor of his alcoholism and requested leave to enroll in a rehabilitation program. The driver explained that he had not had a drink in more than 10 years until he recently started having a couple of beers before bed to deal with the recent separation from his wife. After four months of rehabilitation and counseling, the driver was cleared to return to work. Given the safety risks associated with the bus driver's position, his short period of employment, and recent completion of rehabilitation, the city can show that it would be job-related and consistent with business necessity to subject the driver to frequent periodic alcohol tests following his return to work ([EEOC, 2000](#)).

Example B: An attorney has been off from work in a residential alcohol treatment program for six weeks and has been cleared to return to work. Her supervisor wants to perform periodic alcohol tests to determine whether the attorney has resumed drinking. Assuming that there is no evidence that the attorney will pose a direct threat, the

employer cannot show that periodic alcohol testing would be job-related and consistent with business necessity” ([EEOC, 2000](#)).

JAN's [Effective Accommodation Practices \(EAP\) Series: Executive Functioning Deficits](#) is a publication detailing accommodations for individuals with limitations related to executive functioning. These ideas may be helpful in determining accommodations.

Alcoholism and the Americans with Disabilities Act

The ADA does not contain a list of medical conditions that constitute disabilities. Instead, the ADA has a general definition of disability that each person must meet. A person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or is regarded as having an impairment. For more information about how to determine whether a person has a disability under the ADA, see [How to Determine Whether a Person Has a Disability under the Americans with Disabilities Act Amendments Act \(ADAAA\)](#).

Accommodating Employees with Alcoholism

People with alcoholism may develop some of the limitations discussed below, but seldom develop all of them. Also, the degree of limitation will vary among individuals. Be aware that not all people with alcoholism will need accommodations to perform their jobs and many others may only need a few accommodations. The following is only a sample of the possibilities available. Numerous other accommodation solutions may exist.

Questions to Consider:

1. What limitations is the employee experiencing?
2. How do these limitations affect the employee and the employee’s job performance?
3. What specific job tasks are problematic as a result of these limitations?
4. What accommodations are available to reduce or eliminate these problems? Are all possible resources being used to determine possible accommodations?
5. Has the employee been consulted regarding possible accommodations?
6. Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
7. Do supervisory personnel and employees need training?

Accommodation Ideas:

Limitations

Attentiveness/Concentration

- Alternative Lighting
- Applications (apps)
- Apps for Memory
- Behavior Modification Techniques
- Cubicle Doors, Shields, and Shades
- Electronic Organizers
- Environmental Sound Machines / Tinnitus Maskers / White Noise Machines
- Flexible Schedule
- Full Spectrum or Natural Lighting Products
- Job Coaches
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Noise Canceling Headsets
- Sound Absorption and Sound Proof Panels
- Task Separation
- Telework, Work from Home, Working Remotely
- Timers and Watches
- Uninterrupted "Off" Work Time
- Verbal Cues
- Wall Calendars and Planners
- Worksite Redesign / Modified Workspace
- Written Instructions

Decreased Stamina/Fatigue

- Aide/Assistant/Attendant
- Anti-fatigue Matting

- Elevating Wheelchairs
- Ergonomic Assessments
- Ergonomic Equipment
- Flexible Schedule
- Job Restructuring
- Periodic Rest Breaks
- Scooters
- Stand-lean Stools
- Telework, Work from Home, Working Remotely
- Walkers
- Wearable Anti-fatigue Matting
- Wheelchairs
- Worksite Redesign / Modified Workspace

Effect of/Receive Medical Treatment

- Flexible Schedule
- Telework, Work from Home, Working Remotely

Executive Functioning Deficits

- Employees with Executive Functioning Deficits

Organizing/Planning/Prioritizing

- Applications (apps)
- Apps for Organization/ Time Management
- Color-coded Manuals, Outlines, and Maps
- Electronic Organizers
- Ergonomic Equipment
- Job Coaches
- Job Restructuring
- On-site Mentoring
- Organization Software
- Professional Organizers
- Reminders

- Supervisory Methods
- Task Identification
- Task Separation
- Timers and Watches
- Wall Calendars and Planners
- Written Instructions

Stress Intolerance

- Apps for Anxiety and Stress
- Behavior Modification Techniques
- Counseling/Therapy
- Environmental Sound Machines / Tinnitus Maskers / White Noise Machines
- Flexible Schedule
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Supervisory Methods
- Support Animal
- Support Person

Work-Related Functions

Policies

- Additional Training Time / Training Refreshers
- Aide/Assistant/Attendant
- Flexible Schedule
- Marginal Functions
- Modified Break Schedule
- Periodic Rest Breaks
- Policy Modification
- Reassignment
- Service Animal

- Supervisory Methods
- Support Animal
- Telework, Work from Home, Working Remotely

Stress

- Apps for Anxiety and Stress
- Behavior Modification Techniques
- Counseling/Therapy
- Flexible Schedule
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Monitor Mirrors
- On-site Mentoring
- Service Animal
- Simulated Skylights and Windows
- Supervisory Methods
- Support Animal
- Support Person
- Telework, Work from Home, Working Remotely
- Uninterrupted Work Time

Use Cognitive Function

- Additional Training Time / Training Refreshers
- Aide/Assistant/Attendant
- Color Coded System
- Counting/Measuring Aids
- Electronic Dictionaries
- Electronic Organizers
- Extra Time
- Job Coaches
- Line Guides

- Marginal Functions
- Modified Break Schedule
- On-site Mentoring
- Reassignment
- Reminders
- Service Animal
- Support Person
- Training Modifications
- Uninterrupted Work Time

Situations and Solutions:

A sales representative with alcoholism had a relapse after going through a difficult divorce

She was facing termination for coming to work intoxicated, but when she told her employer she was ready to enter rehab, her employer gave her a last chance agreement. The agreement stated that she would not be terminated if she followed through with treatment and did not come to work intoxicated again.

An office manager returning to work after in-patient treatment for alcoholism needed to attend AA meetings.

His employer provided him with a schedule that allowed him to perform his job but also attend meetings.

A lawyer with alcoholism and stress from family problems had difficulty attending social events with clients where alcohol was served.

His employer excused him from attending the events until he was able to deal with his family problems.

A marketing manager disclosed to her employer that she has alcoholism and would like to seek treatment.

She would need to attend a 60 day residential program and requested a leave of absence to do this. She was granted job-protected leave under the FMLA for the duration of her treatment.

A maintenance worker with alcoholism came to work under the influence of alcohol.

When confronted by his employer, he disclosed that he had recently relapsed after his son was diagnosed with a serious medical condition. His employer decided not to terminate him under the circumstances, but required him to sign a last chance agreement before allowing him to return to work.

Products

There are numerous products that can be used to accommodate people with limitations. JAN's Searchable Online Accommodation Resource at <https://askjan.org/soar> is designed to let users explore various accommodation options. Many product vendor lists are accessible through this system; however, JAN provides these lists and many more that are not available on the Web site upon request. Contact JAN directly if you have specific accommodation situations, are looking for products, need vendor information, or are seeking a referral.

Resources

Job Accommodation Network

West Virginia University
PO Box 6080
Morgantown, WV 26506-6080
Toll Free: (800) 526-7234
TTY: (304) 293-7186
Fax: (304) 293-5407
jan@askjan.org
<http://AskJAN.org>

The Job Accommodation Network (JAN) is a free consulting service that provides information about job accommodations, the Americans with Disabilities Act (ADA), and the employability of people with disabilities.

Office of Disability Employment Policy

200 Constitution Avenue,
NW, Room S-1303
Washington, DC 20210
Toll Free: (866) 633-7365
odep@dol.gov
<http://dol.gov/odep>

The Office of Disability Employment Policy (ODEP) is an agency within the U.S. Department of Labor. ODEP provides national leadership to increase employment opportunities for adults and youth with disabilities while striving to eliminate barriers to employment.

Addiction Center

Recovery Worldwide LLC
121 South Orange Avenue Suite 1450
Orlando, FL 32801
Toll Free: (877) 416-1550
Contact@addictioncenter.com
<https://www.addictioncenter.com>

Addiction Center was founded by recovering addicts and health information writers. Our goal is to provide the most up-to-date information on addiction as well as reviews of top treatment centers across the country.

Addiction Center is owned and funded by Recovery Worldwide LLC, an organization that creates informational web properties on health and mental health-related topics. We are not a treatment center, but our network of centers across the country aims to provide outlets for people seeking help.

Addiction Resource Guide

P.O. Box 8612

Tarrytown, NY 10591

Direct: (914) 610-1775

Fax: (914) 631-8077

info@addictionresourceguide.com

<http://www.addictionresourceguide.com>

A comprehensive directory of addiction treatment facilities for substance abuse, alcoholism, drug and chemical dependencies and other addictions to help professionals and consumers find resources for dealing with addictive problems.

Alcoholics Anonymous

475 Riverside Drive at West 120th Street

11th Floor

New York, NY 10115

Direct: (212) 870-3400

<http://www.aa.org>

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; they are self-supporting through their own contributions.

AllTreatment.com

Toll Free: (888) 812-1137

<http://www.alltreatment.com>

AllTreatment.com is a drug rehab center directory and substance abuse information resource. Their website is dedicated to educating our users about drug and alcohol addiction. They feature a complete directory of drug addiction treatment centers, an article database about alcoholism and drug abuse, a blog about current drug news, and much more.

American Psychiatric Association

1000 Wilson Blvd

Suite 1825

Arlington, VA 22209-3901

Toll Free: (888) 357-7924

Direct: (703) 907-7300

apa@psych.org

<http://www.psych.org>

The American Psychiatric Association is an organization of psychiatrists working together to ensure humane care and effective treatment for all persons with mental illness, including substance use disorders. It is the voice and conscience of modern psychiatry. Its vision is a society that has available, accessible quality psychiatric diagnosis and treatment.

American Society of Addiction Medicine

4601 North Park Ave

Upper Arcade, Suite 101

Chevy Chase, MD 20815

Direct: (301) 656-3920

Fax: (301) 656-3815

email@asam.org

<http://www.asam.org>

ASAM is dedicated to increasing access and improving the quality of addiction treatment, educating physicians and the public, supporting research and prevention, and promoting the appropriate role of physicians in the care of patients with addiction.

Anxiety and Depression Association of America

8701 Georgia Ave.
Suite #412
Silver Spring, MD 20910
Direct: (240) 485-1001
Fax: (240) 485-1035
<http://www.adaa.org/>

ADAA is a national nonprofit organization dedicated to the prevention, treatment, and cure of anxiety and mood disorders, OCD, and PTSD and to improving the lives of all people who suffer from them through education, practice, and research.

MedlinePlus

8600 Rockville Pike
Bethesda, MD 20894
custserv@nlm.nih.gov
<https://www.nlm.nih.gov/medlineplus/>

MedlinePlus is the National Institutes of Health's Web site for patients and their families and friends. Produced by the National Library of Medicine, the world's largest medical library, it brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

Created by the U.S. National Library of Medicine

Mental Health America

500 Montgomery Street
Suite 820
Alexandria, VA 22314
Toll Free: (800) 969-6642
Direct: (703) 684-7722
Fax: (703) 684-5968
<http://www.mentalhealthamerica.net/>

Mental Health America (MHA) – founded in 1909 – is the nation's leading community-based nonprofit dedicated to addressing the needs of those living with mental illness and to promoting the overall mental health of all Americans. Our work is driven by our commitment to promote mental health as a critical part of overall wellness, including prevention services for all, early identification and intervention for those at risk, and integrated care and treatment for those who need it, with recovery as the goal.

National Association on Alcohol, Drugs & Disability

2165 Bunker Hill Drive
San Mateo, CA 94402-3801
Direct: (650) 578-8047
Fax: (650) 286-9205
solanda@sbcglobal.net
<http://www.naadd.org/>

The National Association on Alcohol, Drugs and Disability Inc., (NAADD) promotes awareness and education about substance abuse among people with co-existing disabilities. The mission of NAADD is to create public awareness of issues related to alcoholism, drug addiction, and substance abuse faced by persons with other co-existing disabilities, and to provide a peer approach to enhance access to services, information, professional helping facilities such as a drug rehab, education and prevention through the collaborative efforts of interested individuals and organizations nationwide.

National Center for Biotechnology Information

8600 Rockville Pike
Bethesda, MD 20894
pubmedcentral@ncbi.nlm.nih.gov
<http://www.ncbi.nlm.nih.gov/>

MISSION: IMS brings together an international community of health care professionals, researchers, educators, and others to improve care and transform delivery of treatment to those suffering from soft tissue pain through the promotion and exchange of globally recognized research, education, and innovation in patient care.

National Center on Addiction and Substance Abuse at Columbia University

633 Third Ave.,
19th Floor
New York, NY 10017-6706
Direct: (212) 841-5200
<http://www.casacolumbia.org/>

CASA's mission is to inform Americans of the economic and social costs of substance abuse and its impact on their lives; Assess what works in prevention, treatment, and law enforcement; Encourage every individual and institution to take responsibility to combat substance abuse and addiction; Provide those on the front lines with the tools they need to succeed; Remove the stigma of abuse and replace shame and despair with hope.

National Institute on Aging

31 Center Drive
MSC 2292
Bethesda, MD 20892
Toll Free: (800) 222-2225
niaic@nia.nih.gov
<https://www.nia.nih.gov/>

At NIA, our mission is to discover what may contribute to a healthy old age as well as to understand and address the disease and disability sometimes associated with growing older. In pursuit of these goals, our research program covers a broad range of areas, from the study of basic cellular changes that occur with age to the examination of the biomedical, social, and behavioral aspects of age-related conditions, including Alzheimer's disease.

National Institute on Alcohol Abuse and Alcoholism

National Institutes of Health
Bethesda, MD
niaaaweb-r@exchange.nih.gov
<http://www.niaaa.nih.gov/>

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) is one of the 27 institutes and centers that comprise the National Institutes of Health (NIH). NIAAA supports and conducts research on the impact of alcohol use on human health and well-being. It is the largest funder of alcohol research in the world.

Remedy's Health Communities
<http://www.healthcommunities.com>

Remedy Health Media is America's fastest growing health information and technology company. We are a leading provider of clinical resources and wellness tools that help millions of patients and caregivers live healthier, more fulfilled lives.

Our mission is to empower patients and caregivers with the information and applications needed to efficiently navigate the healthcare landscape and as a result, to permit better health outcomes through use of our products and services.

Research Institute on Addictions

1021 Main Street
Buffalo, NY 14203-1016
Direct: (716) 887-2566
Fax: (716) 887-2252
webmaster@ria.buffalo.edu
<http://www.buffalo.edu/ria.html>

The Research Institute on Addictions (RIA) is a national leader in the study of substance use and abuse, addiction and treatment.

Start Your Recovery
<https://startyourrecovery.org/>

Our goal is to offer people a single source of relatable, reliable information at any stage of their recovery journey.

We work with leading experts in effectively treating substance use issues to offer people a single source of relatable, reliable information at any stage of their recovery journey.

StartYourRecovery.org provides helpful information for people who are dealing with substance use issues — and their family members, friends, and co-workers, too. We know that there is no one-size-fits-all solution to the challenges faced by those who

misuse alcohol, prescription or illegal drugs, or other substances, and we aim to break through the clutter to help people at any stage of recovery.

Our goal is to offer people who are dealing with substance use issues a single source of reputable, objective information about signs, symptoms, conditions, treatment options, and resources — presented in a user-friendly format and in language that's easy to understand. First we asked: "Why doesn't someone offer access to these resources in one place?" Then we asked: "Why don't we?"

Substance Abuse and Mental Health Services Administration

1 Choke Cherry Road
Rockville, MD 20857
Toll Free: (877)726-4727
SAMHSAInfo@samhsa.hhs.gov
<http://www.samhsa.gov>

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

The Foundation for Peripheral Neuropathy

485 Half Day Road
Suite 350
Buffalo Grove, IL 60089
Toll Free: (877) 883-9942
Fax: (847) 883-9960
info@tffpn.org
<https://www.foundationforpn.org/>

The Foundation for Peripheral Neuropathy is a Public Charity committed to fostering collaboration among today's most gifted and dedicated neuroscientists and physicians. These specialists from around the country will help us maintain a comprehensive view of the field and determine the research areas that hold the most promise in neuropathy research and treatment to develop new and effective therapies that can reverse, reduce and one day eliminate Peripheral Neuropathy. It is our ultimate goal to utilize every means and opportunity to dramatically improve the lives of those living with this painful and debilitating disorder.

World Health Organization

525 Twenty-third Street

N.W.

Washington, DC 20037

Direct: (202) 974-3000

Fax: (202) 974-3663

<http://www.who.int/en/>

We are the directing and coordinating authority on international health within the United Nations' system.

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Attachment C

List of Equipment Returned to Department

See attached

Final Performance Evaluation (1 = Substantially below standards 2 = Below Expectations 3 = Meets Expectations 4 = Exceeds Expectations 5 = Substantially Exceeds Expectations)			
Factor (All Employees)	Factor Rating	Factor (For Supervisors)	Factor Rating
Knowledge of Job		Planning	
Quality of Work		Organizing	
Quantity of Work		Staffing	
Dependability		Leading	
Attendance		Controlling	
Initiative & Enthusiasm		Delegating	
Judgment		Decision Making	
Cooperation		Creativity	
Relationship With Others		Employee Relations	
Coordination of Work		Policy Implementation	
Safety & Housekeeping		Policy Formulation	
Overall Rating:			

Employee Resigned under investigation. D.O. not give proper notice

2/20/19

YES NO I have received a Vacation Payout Request Form and have selected my choice for paying out my vacation hours on the form.

Employee's Signature
If employee is unable to sign, please explain.

Date

Supervisor's Signature

Date

Department Director's Signature

Date

K. Munoz-Strickland

Human Resources Department Representative's Signature

2/25/2019

Date

DATE 10/10/18

ARCHER PERFORMANCE APPRAISAL FORM

Name Cassada, James -11678 Department Police

Job Position/Grade 3330 Narcotics Division – Inv. I Date assigned to Present Position _____

Review Date _____

This performance appraisal is for performances from 7.09.2016 to 07.09.2017

XX Probationary Review XX Annual Review _____ Other _____

Supervisor's Name _____

4.84

PERFORMANCE APPRAISAL SYSTEM

STEP

1 JOB DESCRIPTION:

Review the employee's job description as part of the appraisal process to be sure you both agree on what the job responsibilities are. Update the job description and submit to Human Resources or request a job audit if you feel changes should be made.

2 HOW WELL YOU DO THE JOB:

Rate the employee on each of the factors listed, based on the job requirements in the job description, work contract, procedures, etc., and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

3 HOW TO IMPROVE:

Identify areas of improvement, either to meet or exceed expectations and list specific steps (including OJT or formal training) the employee can take to improve his/her performance rating.

RECEIVED
OCT 17 2018
GLYNN COUNTY HUMAN RESOURCES

APPRAISAL FORM INSTRUCTIONS

Appraise the performance of this employee on those factors contained in this form for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of achievement by which it may be measured. Each level is defined with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. The five rating levels are defined as follows:

RATING LEVEL		DEFINITION
5	Substantially exceeds expectations	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds job requirements and results expected by a substantial degree.
4	Exceeds expectations unusual accomplishments	Superior performance; most work is characterized by beyond the job requirements; significantly and consistently performs at a level above that expected.
3	Meets expectations	Meets major job requirements; is consistently effective and competent; achieves results expected.
2	Below expectations	Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations.
1	Substantially below expectations	Performance is unacceptable; substantial improvement is necessary to meet job requirements.

To the right of the performance rating factors, you will see blank columns to help you tell the employee how well the job was done and how to improve performance.

JUSTIFICATION FOR PERFORMANCE RATING:

Give specific examples to justify why the performance factor rating was given to the employee.

SPECIFIC GOALS FOR IMPROVEMENT:

Identify steps the employee can take to improve and show when the steps should be finished.

TRAINING NEEDED TO ACCOMPLISH GOALS:

List the on-the-job or formal training you think is needed to help the employee meet the goals for improvement. The Human Resources Department will work with you to identify the training needed, to notify you of training available and to coordinate training sessions.

ADDITIONAL COMMENTS:

EMPLOYEE:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below.

Also, indicate whether you intend to submit a written statement (due within 5 days from the date of your review) for any ratings or comments in which there were significant disagreements between you and your supervisor.

Yes No Employee *[Signature]* James Casade Date 10/9/18

Appraiser *[Signature]* EUGENE SMITH Date 10/09/18

Reviewer Capt M J de Date 10-10-18

Reviewer John Paul Date 10-12-18

[Signature] Date 10/18/19
Human Resources Department Date



Leave Inquiry by Employee

Employee #

CASSADA, JAMES T

Next Action Date

For Leave Type Code

	Excel	Copy	Paste	Delete	Print	Save	F
	Action Date	Location	Leave +	Unit	Leave Type		
1			0.0000		0		
2			0.0000		0		
3			0.0000		0		
4			0.0000		0		
5			0.0000		0		
6			0.0000		0		
7			0.0000		0		
8			0.0000		0		
9			0.0000		0		
10			0.0000		0		

FOR ALL EMPLOYEES

HOW WELL YOU DO THE JOB:

FACTORS AND DEFINITIONS

KNOWLEDGE OF JOB	(1) SUBSTANTIALLY BELOW EXPECTATIONS			(2) BELOW EXPECTATIONS			(3) MEETS EXPECTATIONS			(4) EXCEEDS EXPECTATIONS			(5) SUBSTANTIALLY EXCEEDS EXPECTATIONS			RATING	AVERAGE FACTOR RATING	FACTOR WEIGHT	WEIGHTED RATING
	Technical	Conceptual	Interpersonal	Technical	Conceptual	Interpersonal	Technical	Conceptual	Interpersonal	Technical	Conceptual	Interpersonal	Technical	Conceptual	Interpersonal				
QUALITY OF WORK Clear and in Good Order	Seldom does work that is clear/in good order.	Inconsistently does work that is clear/in good order.	Usually does work that is clear/in good order.	Usually does work that is clear/in good order.	Rarely does work that is not complete/error free.	Rarely does work that is not complete/error free.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	Always does work that is clear/in good order.	5	5.00	0.11	0.55	
QUALITY OF WORK Complete/Error Free	Seldom does work that is complete/error free	Inconsistently does work that is complete/error free.	Usually does work that is complete/error free.	Usually does work that is complete/error free.	Rarely does work that is not complete/error free.	Rarely does work that is not complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	Always does work that is complete/error free.	5	5.00	0.09	0.45	
QUALITY OF WORK Meet y Goals/Standards	Seldom does work that meets goals/standards.	Inconsistently does work that meets goals/standards.	Usually does work that meets goals/standards.	Usually does work that meets goals/standards.	Rarely does work that does not meet goals/standards.	Rarely does work that does not meet goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	Always does work that meets goals/standards.	5				
QUANTITY OF WORK Technical	Seldom does expected amount of work	Inconsistently does expected amount of work	Consistently does expected amount of work	Consistently does expected amount of work	Usually does more than the expected amount of work.	Usually does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	Always does more than the expected amount of work.	5	5.00	0.04	0.20	
CONCEPTUAL Shows that work assignments are understood, knows w	Seldom shows that work assignments are understood.	Inconsistently shows that work assignments are understood.	Consistently shows that work assignments are understood.	Consistently shows that work assignments are understood.	Usually shows that work assignments are very well understood.	Usually shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	Always shows that work assignments are very well understood.	5	5.00	0.04	0.20	
INTERPERSONAL Knows when to work with others to successfully complete an assignment.	Seldom knows when to involve others to successfully complete an assignment.	Inconsistently knows when to involve others to successfully complete an assignment.	Usually knows when to involve others to successfully complete an assignment.	Usually knows when to involve others to successfully complete an assignment.	Rarely does not know when to involve others to successfully complete an assignment.	Rarely does not know when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	Always knows when to involve others to successfully complete an assignment.	5				
DEPENDABILITY Reliable in Doing Work	Cannot be relied on to do assigned work	Inconsistently reliable in doing assigned work	Consistently reliable in doing assigned work	Consistently reliable in doing assigned work	Rarely fails to do assigned work	Rarely fails to do assigned work	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	Always does assigned work; regularly helps others do theirs.	5	5.00	0.08	0.40	
DEADLINES/SCHEDULES Works towards set deadlines and schedules.	Seldom meets required deadlines/schedules.	Often fails to meet required deadlines/schedules.	Meets most deadlines/schedules.	Meets most deadlines/schedules.	Rarely fails to meet deadlines/schedules.	Rarely fails to meet deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	Completes all work well in advance of deadlines/schedules.	5				
ATTENDANCE Absences: Excludes earned time off (vacations, compensatory	Has frequent unexcused absences	Has frequent excused or unexcused absences.	Has occasional excused absences.	Has occasional excused absences.	Absent only in case of verified emergency.	Absent only in case of verified emergency.	Never absent, excused or unexcused.	4	4.33	0.11	0.48								
TARDINESS or LEAVING EARLY Includes late to work, meetings, and appointments or leaving work early	Has frequent unexcused tardiness.	Has frequent excused or unexcused tardiness.	Has occasional excused tardiness.	Has occasional excused tardiness.	Tardy only in case of verified emergency.	Tardy only in case of verified emergency.	Never tardy, excused or unexcused.	4											
WORK STATION Stays at work place as defined by the job	Consistently leaves work/work station without justification	Frequently leaves work/work station without justification.	Seldom leaves work/work station without justification.	Seldom leaves work/work station without justification.	Rarely leaves work/work station without justification.	Rarely leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	Never leaves work/work station without justification.	5				
INITIATIVE AND ATTITUDE Anticipates work to be done.	Rarely anticipates work to be done.	Inconsistently anticipates work to be done.	Usually anticipates work to be done.	Usually anticipates work to be done.	Consistently anticipates work to be done.	Consistently anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	Always anticipates work to be done.	5	5.00	0.04	0.20	
STARTS WORK Begins work without waiting to be told to start.	Never starts work without being told to start.	Sometimes starts work without being told to start.	Usually starts work without being told to start.	Usually starts work without being told to start.	Rarely has to be told to start work	Rarely has to be told to start work	Always approaches work with a positive attitude.	5	5.00	0.04	0.20								
ATTITUDE Shows interest in work; does not complain about wor	Seldom approaches work with a positive attitude.	Occasionally approaches work with a positive attitude.	Usually approaches work with a positive attitude.	Usually approaches work with a positive attitude.	Consistently approaches work with a positive attitude.	Consistently approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	Always approaches work with a positive attitude.	5				
JUDGMENT Routine	Uses poor judgment in routine situations.	Inconsistently uses good judgment in routine situations.	Usually uses good judgment in routine situations.	Usually uses good judgment in routine situations.	Frequently uses excellent judgment in routine situations.	Frequently uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	Always uses excellent judgment in routine situations.	5	4.67	0.16	0.75	
Non-Routine Chooses correct procedure to follow. Identifies alternatives to solve	Uses poor judgment in non-routine situations.	Inconsistently uses good judgment in non-routine situations.	Usually uses good judgment in non-routine situations.	Usually uses good judgment in non-routine situations.	Frequently uses excellent judgment in non-routine situations.	Frequently uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	Always uses excellent judgment in non-routine situations.	5	4.67	0.16	0.75	
CONSEQUENCES Looks at pros, cons, and impact of decisions before making a decision.	Seldom anticipates consequences of decisions.	Inconsistently anticipates consequences of decisions.	Usually anticipates consequences of decisions.	Usually anticipates consequences of decisions.	Frequently forecasts consequences of decisions with great accuracy.	Frequently forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	Always forecasts consequences of decisions with great accuracy.	4				
COOPERATION Instruction/Direction	Rarely accepts instruction and direction without argument.	Accepts instruction and direction, but questions without good cause.	Usually accepts instruction and direction, but questions only with good cause.	Usually accepts instruction and direction, but questions only with good cause.	Accepts instruction and direction, frequently offers constructive suggestions.	Accepts instruction and direction, frequently offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	Always accepts instruction and direction, always offers constructive suggestions.	5				
UNPLEASANT TASKS Willingness to do tasks that are difficult, cause problems or are	Frequently tries to avoid unpleasant tasks.	Occasionally tries to avoid unpleasant tasks.	Does not try to avoid unpleasant tasks.	Does not try to avoid unpleasant tasks.	Shows willingness to do unpleasant tasks.	Shows willingness to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	Regularly volunteers to do unpleasant tasks.	4	4.67	0.08	0.37	
EFFORT Tries hard to get the job done.	Uses minimum effort in completing assignments.	Uses moderate effort in completing assignments.	Uses good effort in completing assignments.	Uses good effort in completing assignments.	Frequently adds the extra effort in completing assignments.	Frequently adds the extra effort in completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	Always adds the extra effort toward completing assignments.	5				

RELATIONSHIPS WITH OTHERS									
Supervisor	Consistently works with and communicates poorly with supervisors	Inconsistently works with and communicates well with supervisors	Usually works with and communicates well with supervisors.	Frequently works with and communicates exceptionally well with supervisors.	Serves as a model for working and communicating with supervisors.	5			
Co-workers	Consistently works with and communicates poorly with co-workers.	Inconsistently works with and communicates well with co-workers.	Usually works with and communicates well with co-workers.	Frequently works with and communicates exceptionally well with co-workers.	Serves as a model for working and communicating with co-workers.	5	5.00	0.11	0.55
Customers/Public	Consistently works with and communicates poorly with customers/public.	Inconsistently works with and communicates well with customers/public.	Usually works with communicates well with customers/public.	Frequently works with and communicates exceptionally well with customers/public.	Serves as a model for working and communicating with customers/public.	5			
COORDINATION OF WORK Plans/Organizes	Rarely plans and organizes work/tasks efficiently.	Inconsistently plans and organizes work/tasks efficiently.	Usually plans and organizes work/tasks efficiently.	Rarely does not plan and organize work/tasks efficiently.	Always plans and organizes work/tasks efficiently.	5			
Work Redo	Frequently has to do work over again.	Often has to do work over again.	Seldom has to do work over again.	Rarely has to do work over again.	Never has to do work over again; helps others prevent duplication.	5	4.67	0.02	0.09
Use of Resources	Frequently wastes resources/supplies.	Occasionally wastes resource/supplies.	Seldom wastes resource/supplies.	Rarely wastes resources/supplies.	Serves as a role model for minimizing waste of resource/supplies.	4			
SAFETY AND WORK PLACE ENVIRONMENT Work Place Environment	Maintains a poor work place environment.	Inconsistently maintains a fair work place environment.	Maintains a good work place environment.	Maintains an excellent work place environment most of the time.	Maintains an excellent work place environment all of the time.	5			
Safety and Security Rules and Procedures	Frequently violates safety rules and regulations.	Inconsistently observes safety rules and regulations.	Consistently observes safety rules and regulations.	Shows excellent observance of safety rules and regulations; can be counted on to make suggestions for improvement.	Shows excellent observance of safety rules and regulations; can be counted on to make suggestions for improvement.	5	5.00	0.16	0.80
Follows safety rules and procedures to	Consistently takes little responsibility for the safety of co-workers.	Inconsistently takes responsibility for the safety of co-workers.	Usually takes responsibility for the safety of co-workers.	Always takes responsibility for the safety of co-workers.	Consistently persuades co-workers to take responsibility for the safety of others.	5			
Responsibility for Co-workers	Takes responsibility for the safety of others.								
Average Factor Rating = Sum of the ratings for each factor divided by the number rated - typically three.							TOTAL		4.84

HOW TO IMPROVE

JUSTIFICATION FOR PERFORMANCE RATING (REQUIRED FOR ALL RATINGS ABOVE AND BELOW A "3") **SPECIFIC GOALS FOR IMPROVEMENT AND TRAINING NEEDED TO ACCOMPLISH GOALS (INCLUDING DATES/TIMES, IF APPLICABLE)**

Invt. Cassada demonstrates an excellent working knowledge of his job requirements, and is often sought by other investigators for instruction. Invt. Cassada maintains a good working relationship with persons inside and outside of the division and knows when to involve others to complete the objective efficiently.

Invt. Cassada always conducts thorough drug investigations that are clear and complete. Invt. Cassada's case files are always in good order and error free.

Invt. Cassada often takes a team leader position during operations and coordinates with his team members to achieve an objective successfully.

Invt. Cassada requires little to no direct supervision while completing his assignments and submits his paperwork in a timely manner. Invt. Cassada regularly helps other investigators with their case work.

N/A

Invt. Cassada demonstrates a passion for drug investigation and takes pride in his work, and often asks the other investigators to do the same. Invt. Cassada completes his work in a timely manner and without being told to do so.

Invt. Cassada weighs the pros and cons for each decision made while conducting investigations and special operations, and makes sound judgments by doing so.

Invt. Cassada is always looking for and offering constructive suggestions to improve work efficiency during investigations, special operations, and within the division.

	Invt. Cassada should continue to stay up to date with GA statutes, case law, and Gwin County Police Department's policies and procedures. Invt. Cassada should continue his pursuit of obtaining a master's degree in criminal justice.
	Invt. Cassada should further his skills by attending advanced investigation classes.
	Invt. Cassada should also continue to mentor the newer investigators.
	Invt. Cassada as the senior investigator in the division, should continue to set the example on managing his case load and assisting others when needed.
	Invt. Cassada should continue to strive to have no unexcused tardies or absences.
	Invt. Cassada should maintain this work ethic.
	Invt. Cassada should maintain his sound judgment by continuing his education, advanced training, and experience.
	Invt. Cassada should continue on this course.

Inv. Cassada keeps a good rapport with co-workers and supervisors. Inv. Cassada is professional with the public and receives no complaints.	Inv. Cassada should continue on this course.
Inv. Cassada likes to plan beforehand so work is done efficiently and does not have to be duplicated.	Inv. Cassada should continue to plan and stay organized.
Inv. Cassada displays good officer safety skills, and keeps officers around him in check for doing the same. Inv. Cassada keeps his equipment in good working order.	Inv. Cassada should continue to keep his officer safety skill sharp and equipment in good order.

*Average factor rating = Sum of the ratings for each factor divided by three.

DATE 08/12/16

ARCHER PERFORMANCE APPRAISAL FORM

Name Cassada, James T Department Police

Job Position/Grade 3330 Narcotics/Vice Investigations Date assigned to Present Position _____

Review Date 08/12/16

This performance appraisal is for performances from 07.09.2015 to 07.09.2016

Probationary Review Annual Review Other _____

Supervisor's Name Sgt David Matthew Haney

PERFORMANCE APPRAISAL SYSTEM

STEP

1 JOB DESCRIPTION:

Review the employee's job description as part of the appraisal process to be sure you both agree on what the job responsibilities are. Update the job description and submit to Human Resources or request a job audit if you feel changes should be made.

2 HOW WELL YOU DO THE JOB:

Rate the employee on each of the factors listed, based on the job requirements in the job description, work contract, procedures, etc., and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

3 HOW TO IMPROVE:

Identify areas of improvement, either to meet or exceed expectations and list specific steps (including OJT or formal training) the employee can take to improve his/her performance rating.

APPRAISAL FORM INSTRUCTIONS

Appraise the performance of this employee on those factors contained in this form for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of-achievement by which it may be measured. Each level is defined with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. The five rating levels are defined as follows:

RATING LEVEL		DEFINITION
5	Substantially exceeds expectations	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds job requirements and results expected by a substantial degree.
4	Exceeds expectations	Superior performance; most work is characterized by unusual accomplishments beyond the job requirements; significantly and consistently performs at a level above that expected.
3	Meets expectations	Meets major job requirements; is consistently effective and competent; achieves results expected.
2	Below expectations	Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations.
1	Substantially below expectations	Performance is unacceptable; substantial improvement is necessary to meet job requirements.

To the right of the performance rating factors, you will see blank columns to help you tell the employee how well the job was done and how to improve performance.

JUSTIFICATION FOR PERFORMANCE RATING:

Give specific examples to justify why the performance factor rating was given to the employee.

SPECIFIC GOALS FOR IMPROVEMENT:

Identify steps the employee can take to improve and show when the steps should be finished.

TRAINING NEEDED TO ACCOMPLISH GOALS:

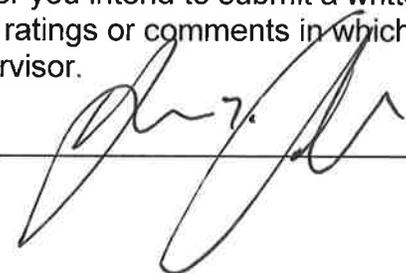
List the on-the-job or formal training you think is needed to help the employee meet the goals for improvement. The Human Resources Department will work with you to identify the training needed, to notify you of training available and to coordinate training sessions.

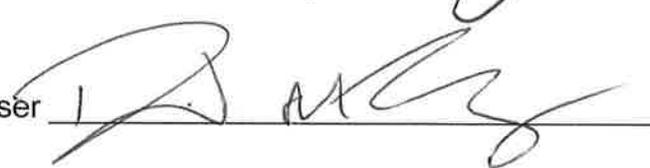
ADDITIONAL COMMENTS:

EMPLOYEE:

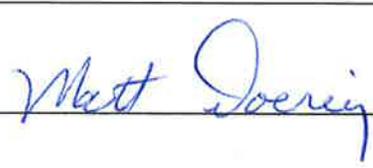
Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below.

Also, indicate whether you intend to submit a written statement (due within 5 days from the date of your review) for any ratings or comments in which there were significant disagreements between you and your supervisor.

Yes No Employee  Date 8/16/16

Appraiser  Date 08/12/16

Reviewer _____ Date _____

Reviewer  Date 8.19.16

Human Resources Department Date

Leave Inquiry by Employee

Employee #

CASSADA, JAMES T

Next Action Date

For Leave Type Code

	Excel	Copy	Paste	Delete	Print	Save
	Action Date	Location	Leave +	Unit	Leave Type	
1			0.0000		0	
2			0.0000		0	
3			0.0000		0	
4			0.0000		0	
5			0.0000		0	
6			0.0000		0	
7			0.0000		0	
8			0.0000		0	
9			0.0000		0	
10			0.0000		0	

DATE _____

ARCHER PERFORMANCE APPRAISAL FORM

Name Cassada, James Department Police

Job Position/Grade 3330 – Narcotics Inv. I Date assigned to Present Position _____

Review Date _____

This performance appraisal is for performances from 07.09.14 to 07.09.15

 Probationary Review XX Annual Review Other

Supervisor's Name _____

PERFORMANCE APPRAISAL SYSTEM

STEP

1 JOB DESCRIPTION:

Review the employee's job description as part of the appraisal process to be sure you both agree on what the job responsibilities are. Update the job description and submit to Human Resources or request a job audit if you feel changes should be made.

2 HOW WELL YOU DO THE JOB:

Rate the employee on each of the factors listed, based on the job requirements in the job description, work contract, procedures, etc., and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

3 HOW TO IMPROVE:

Identify areas of improvement, either to meet or exceed expectations and list specific steps (including OJT or formal training) the employee can take to improve his/her performance rating.

APPRAISAL FORM INSTRUCTIONS

Appraise the performance of this employee on those factors contained in this form for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of-achievement by which it may be measured. Each level is defined with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. The five rating levels are defined as follows:

RATING LEVEL		DEFINITION
5	Substantially exceeds expectations	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds job requirements and results expected by a substantial degree.
4	Exceeds expectations	Superior performance; most work is characterized by unusual accomplishments beyond the job requirements; significantly and consistently performs at a level above that expected.
3	Meets expectations	Meets major job requirements; is consistently effective and competent; achieves results expected.
2	Below expectations	Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations.
1	Substantially below expectations	Performance is unacceptable; substantial improvement is necessary to meet job requirements.

To the right of the performance rating factors, you will see blank columns to help you tell the employee how well the job was done and how to improve performance.

JUSTIFICATION FOR PERFORMANCE RATING:

Give specific examples to justify why the performance factor rating was given to the employee.

SPECIFIC GOALS FOR IMPROVEMENT:

Identify steps the employee can take to improve and show when the steps should be finished.

TRAINING NEEDED TO ACCOMPLISH GOALS:

List the on-the-job or formal training you think is needed to help the employee meet the goals for improvement. The Human Resources Department will work with you to identify the training needed, to notify you of training available and to coordinate training sessions.



RELATIONSHIPS WITH OTHERS Supervisor	Consistently works with and communicates poorly with supervisors	Inconsistently works with and communicates well with supervisors.	Usually works with and communicates well with supervisors.	Frequently works with and communicates exceptionally well with supervisors.	Serves as a model for working and communicating with supervisors	5			
Co-workers	Consistently works with and communicates poorly with co-workers	Inconsistently works with and communicates well with co-workers	Usually works with and communicates well with co-workers	Frequently works with and communicates exceptionally well with co-workers.	Serves as a model for working and communicating with co-workers	5	5.00	0.11	0.55
Shares information, works together, and gets along with	Consistently works with and communicates poorly with customers/public	Inconsistently works with and communicates well with customers/public	Usually works with customers/public	Frequently works with and communicates exceptionally well with customers/public	Serves as a model for working and communicating with customers/public	5			
Customers/Public	Consistently works with and communicates poorly with customers/public	Inconsistently works with and communicates well with customers/public	Usually works with customers/public	Frequently works with and communicates exceptionally well with customers/public	Serves as a model for working and communicating with customers/public	5			
Shares information, does work for, and provides good service to customer/organizes	Rarely plans and organizes work/tasks inefficiently.	Occasionally plans and organizes work/tasks efficiently.	Usually plans and organizes work/tasks efficiently.	Rarely does not plan and organize work/tasks efficiently.	Always plans and organizes work/tasks efficiently.	5			
COORDINATION OF WORK Plans/Organizes	Rarely plans and organizes work/tasks inefficiently.	Occasionally plans and organizes work/tasks efficiently.	Usually plans and organizes work/tasks efficiently.	Rarely does not plan and organize work/tasks efficiently.	Always plans and organizes work/tasks efficiently.	5			
Work Redo	Frequently has to do work over again	Often has to do work over again.	Seldom has to do work over again.	Rarely has to do work over again.	Never has to do work over again; helps others prevent duplication.	5	4.67	0.02	0.09
Avoids having to repeat a procedure or redo a task to get the job done.	Frequently wastes resources/supplies	Occasionally wastes resources/supplies.	Seldom wastes resources/supplies	Rarely wastes resources/supplies.	Serves as a role model for minimizing waste of resources/supplies.	4			
Use of Resources	Frequently wastes resources/supplies	Occasionally wastes resources/supplies.	Seldom wastes resources/supplies	Rarely wastes resources/supplies.	Serves as a role model for minimizing waste of resources/supplies.	4			
Uses supplies, materials, equipment and/or work it	Maintains a poor work place environment.	Inconsistently maintains a fair work place environment.	Maintains a good work place environment.	Maintains an excellent work place environment most of the time.	Maintains an excellent work place environment all of the time.	5			
SAFETY AND WORK PLACE ENVIRONMENT Work Place Environment	Maintains a poor work place environment.	Inconsistently maintains a fair work place environment.	Maintains a good work place environment.	Maintains an excellent work place environment most of the time.	Maintains an excellent work place environment all of the time.	5			
Safety and Security Rules and Procedures	Frequently violates safety rules and regulations.	Inconsistently observes safety rules and regulations.	Consistently observes safety rules and regulations.	Shows excellent observance of safety rules and regulations.	Shows excellent observance of safety rules and regulations; can be counted on to make suggestions for improvement.	5	5.00	0.16	0.80
Follows safety rules and procedures to	Consistently takes little responsibility for the safety of co-workers.	Inconsistently takes responsibility for the safety of co-workers.	Usually takes responsibility for the safety of co-workers.	Average takes responsibility for the safety of co-workers.	Consistently persuades co-workers to take responsibility for the safety of others.	5			
Responsibility for Co-workers	Consistently takes little responsibility for the safety of co-workers.	Inconsistently takes responsibility for the safety of co-workers.	Usually takes responsibility for the safety of co-workers.	Average takes responsibility for the safety of co-workers.	Consistently persuades co-workers to take responsibility for the safety of others.	5			
Takes responsibility for the safety of others							TOTAL		4.90

*Average Factor Rating = Sum of the ratings for each factor divided by the number rated - typically three.

HOW TO IMPROVE

JUSTIFICATION FOR PERFORMANCE RATING (REQUIRED FOR ALL RATINGS ABOVE AND BELOW A "3")

SPECIFIC GOALS FOR IMPROVEMENT AND TRAINING NEEDED TO ACCOMPLISH GOALS (INCLUDING DATES/TIMES, IF APPLICABLE)

<p>Inv. Cassada has proven to be very knowledgeable and performs exceptionally well as a narcotics investigator. He understands his role as a narcotics investigator. Inv. Cassada knows how to work with others and what information to share.</p>	<p>Inv. Cassada should continue to study case law, GA Law and the Gwin County Police policy in order to assist him with decision making. Inv. Cassada should continue taking graduate level courses to complete his degree. This will aid him in all aspects of his job.</p>
<p>Inv. Cassada continuously completes assignments in a very clear, logical and good order. His paper work is always complete and error free. Inv. Cassada sets the standard for how paper work should be completed.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada has fulfilled the obligations of his job assignments and often leads the division in proactive activities. Inv. Cassada knows when to involve others to successfully complete an assignment. Inv. Cassada is the senior investigator assigned to the GBN/ET unit, and he shares his expansive knowledge with the other investigators and supervisors.</p>	<p>Inv. Cassada should continue to be proactive and maintain his current level of mentorship with less experienced investigators.</p>
<p>Inv. Cassada has always makes great progress towards completing tasks, and towards making confident correct decisions. Inv. Cassada assignments are very clear and in good order. His paper work is complete and error free. Inv. Cassada never has to be told to complete tasks or meet deadlines.</p>	<p>Inv. Cassada should study Ga. Law and the Gwin County Police policy in order to assist him with decision making.</p>
<p>Number of absences this review period: 0 Number of tardies this review period: 1</p>	<p>Inv. Cassada should strive to set the example for his fellow officers and never be tardy (unexcused).</p>
<p>Inv. Cassada has consistently approached all assignments in an enthusiastic manner. He makes his time wisely and completes his reports with out being told to do so. Inv. Cassada is a very hard worker and has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public.</p>	<p>Inv. Cassada should maintain his positive attitude and desire to improve and learn. This will allow him to become more technically able to perform his duties.</p>
<p>Inv. Cassada frequently uses good judgment in his job assignments.</p>	<p>Inv. Cassada should study Ga. Law and the Gwin County Police policy in order to assist him with decision making. With better decision making this would help to improve his overall judgment.</p>
<p>Inv. Cassada is a very hard worker and has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public. Inv. Cassada has never displayed any negativity when it came to doing unpleasant tasks.</p>	<p>Inv. Cassada should continue this course.</p>

Inv. Cassada has shown very good skills in dealing with co-workers and the public. There has been no complaints from the public or co-workers.	Inv. Cassada should continue on this course.
Inv. Cassada rarely has to do work over again.	Inv. Cassada should continue on this course.
Inv. Cassada maintains on his work place. Inv. Cassada keeps equipment in good working order. Inv. Cassada has very good officer safety. He should continue to pay attention to his actions when dealing with suspects.	Inv. Cassada should be diligent in all areas of officer safety.

*Average factor rating = Sum of the ratings for each factor divided by three.

ADDITIONAL COMMENTS:

EMPLOYEE:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below.

Also, indicate whether you intend to submit a written statement (due within 5 days from the date of your review) for any ratings or comments in which there were significant disagreements between you and your supervisor.

Yes No Employee [Signature] Date 9/23/15

Appraiser [Signature] Date 8-25-2015

Reviewer [Signature] Date 9-23-2015

Reviewer Matt Doerig Date 9/25/15

[Signature] 9/30/15
Human Resources Department Date

RELATIONSHIPS WITH OTHERS											
Supervisor		Consistently works with and communicates poorly with supervisors	Inconsistently works with and communicates well with supervisors.	Usually works with and communicates well with supervisors.	Frequently works with and communicates exceptionally well with supervisors.	Serves as a model for working and communicating with supervisors.	5				
Co-workers	Shares information, works together, and gets along with	Occasionally works with and communicates poorly with co-workers	Inconsistently works with and communicates well with co-workers.	Usually works with and communicates well with co-workers.	Frequently works with and communicates exceptionally well with co-workers.	Serves as a model for working and communicating with co-workers.	5	4.67	0.11	0.51	
Customers/Public	Shares information, does work for, and provides good service to customer/organizes	Consistently works with and communicates poorly with customer/public.	Inconsistently works with and communicates well with customer/public.	Usually works with and communicates well with customer/public.	Frequently works with and communicates exceptionally well with customer/public.	Serves as a model for working and communicating with customer/public.	4				
COORDINATION OF WORK		Rarely plans and organizes work/tasks efficiently.	Inconsistently plans and organizes work/tasks efficiently.	Usually plans and organizes work/tasks efficiently.	Rarely does not plan and organize work/tasks efficiently.	Always plans and organizes work/tasks efficiently.	5				
Work Ratio	Always having to repeat a procedure or redo a task to get the job done.	Frequently has to do work over again.	Often has to do work over again.	Seldom has to do work over again.	Rarely has to do work over again.	Never has to do work over again; helps others prevent duplication.	5	4.67	0.02	0.09	
Uses of Resources	Uses supplies, materials, equipment and/or work it	Frequently wastes resource/supplies.	Occasionally wastes resource/supplies.	Seldom wastes resource/supplies.	Rarely wastes resource/supplies.	Serves as a role model for minimizing waste of resource/supplies.	4				
SAFETY AND WORK PLACE ENVIRONMENT		Maintains a poor work place environment.	Inconsistently maintains a fair work place environment.	Maintains a good work place environment.	Maintains an excellent work place environment most of the time.	Maintains an excellent work place environment all of the time.	5				
Work Place Environment		Frequently violates safety rules and regulations.	Inconsistently observes safety rules and regulations.	Consistently observes safety rules and regulations.	Shows excellent observance of safety rules and regulations.	Shows excellent observance of safety rules and regulations; can be counted on to make suggestions for improvement.	5	5.00	0.16	0.80	
Safety and Security Rules and Procedures	Follows safety rules and procedures to	Consistently takes little responsibility for the safety of co-workers.	Inconsistently takes responsibility for the safety of co-workers.	Usually takes responsibility for the safety of co-workers.	Always takes responsibility for the safety of co-workers.	Consistently persuades co-workers to take responsibility for the safety of others.	5				
Responsibility for Co-workers	Takes responsibility for the safety of others										
*Average Factor Rating = Sum of the ratings for each factor divided by the number rated - Typically three.											
TOTAL											4.71

HOW TO IMPROVE

JUSTIFICATION FOR PERFORMANCE RATING (REQUIRED FOR ALL RATINGS ABOVE AND BELOW A "3")		SPECIFIC GOALS FOR IMPROVEMENT AND TRAINING NEEDED TO ACCOMPLISH GOALS (INCLUDING DATES/TIMES, IF APPLICABLE)	
<p>Inv. Cassada has shown the necessary knowledge to perform his job functions as a narcotics investigator. He understands his position as a narcotics investigator with this department. Inv. Cassada knows how to work with others and what information to share.</p>	<p>Inv. Cassada should study case law, Ga. Law and the Gynn County Police policy in order to assist him with decision making. Inv. Cassada should continue taking college level courses to complete his degree. This will aid him in all aspects of his job.</p>		
<p>Inv. Cassada assignments are very clear and in good order. His paper work is complete and error free. Inv. Cassada is the example of how paper work should be completed.</p>	<p>Inv. Cassada should continue on this course.</p>		
<p>Inv. Cassada has fulfilled the obligations of his job assignments. Inv. Cassada knows when to involve others to successfully complete an assignment. Inv. Cassada is the senior officer assigned to the GB/NET unit, and he shares his knowledge with the other investigators.</p>	<p>Inv. Cassada should continue to work hard and maintain his positive attitude.</p>		
<p>Inv. Cassada has always makes great progress towards completing tasks, and towards making confident correct decisions. Inv. Cassada assignments are very clear and in good order. His paper work is complete and error free.</p>	<p>Inv. Cassada should study Ga. Law and the Gynn County Police policy in order to assist him with decision making.</p>		
<p>Number of absences this review period: 0 Number of tardies this review period: 0</p>	<p>Inv. Cassada should continue on this course.</p>		
<p>Inv. Cassada has consistently approached all assignments in an enthusiastic manner. He understands his time wisely and completes his reports with out being told to do so. Inv. Cassada is a very hard worker and has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public.</p>	<p>Inv. Cassada should maintain his positive attitude and desire to improve and learn. This will allow him to become more technically able to perform his duties.</p>		
<p>Inv. Cassada frequently uses good judgment in his job assignments.</p>	<p>Inv. Cassada should study Ga. Law and the Gynn County Police policy in order to assist him with decision making. With better decision making this would help to improve his overall judgment.</p>		
<p>Inv. Cassada is a very hard worker and has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public. Inv. Cassada has never displayed any negativity when it came to doing unpleasant tasks.</p>	<p>Inv. Cassada should continue this course.</p>		

<p>Inv. Cassada has shown very good skills in dealing with co-workers and the public. There has been no complaints from the public or co-workers.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada rarely has to do work over again.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada maintains an his work place. Inv. Cassada keeps equipment in good working order. Inv. Cassada has very good officer safety. He should continue to pay attention to his actions when dealing with suspects.</p>	<p>Inv. Cassada should be diligent in all areas of officer safety.</p>

*Average factor rating = Sum of the ratings for each factor divided by three.

DATE 8-6-2014

ARCHER PERFORMANCE APPRAISAL FORM

Name Cassada, James Department Police

Job Position/Grade 3330 Narcotics/ VICE Division Date assigned to Present Position _____

Review Date _____

This performance appraisal is for performances from 07.09.2013 to 07.09.2014

Probationary Review Annual Review Other _____

Supervisor's Name Lt. David Hessler

PERFORMANCE APPRAISAL SYSTEM

STEP

1 JOB DESCRIPTION:

Review the employee's job description as part of the appraisal process to be sure you both agree on what the job responsibilities are. Update the job description and submit to Human Resources or request a job audit if you feel changes should be made.

2 HOW WELL YOU DO THE JOB:

Rate the employee on each of the factors listed, based on the job requirements in the job description, work contract, procedures, etc., and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

3 HOW TO IMPROVE:

Identify areas of improvement, either to meet or exceed expectations and list specific steps (including OJT or formal training) the employee can take to improve his/her performance rating.

APPRAISAL FORM INSTRUCTIONS

Appraise the performance of this employee on those factors contained in this form for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of achievement by which it may be measured. Each level is defined with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. The five rating levels are defined as follows:

RATING LEVEL		DEFINITION
5	Substantially exceeds expectations	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds job requirements and results expected by a substantial degree.
4	Exceeds expectations	Superior performance; most work is characterized by unusual accomplishments beyond the job requirements; significantly and consistently performs at a level above that expected.
3	Meets expectations	Meets major job requirements; is consistently effective and competent; achieves results expected.
2	Below expectations	Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations.
1	Substantially below expectations	Performance is unacceptable; substantial improvement is necessary to meet job requirements.

To the right of the performance rating factors, you will see blank columns to help you tell the employee how well the job was done and how to improve performance.

JUSTIFICATION FOR PERFORMANCE RATING:

Give specific examples to justify why the performance factor rating was given to the employee.

SPECIFIC GOALS FOR IMPROVEMENT:

Identify steps the employee can take to improve and show when the steps should be finished.

TRAINING NEEDED TO ACCOMPLISH GOALS:

List the on-the-job or formal training you think is needed to help the employee meet the goals for improvement. The Human Resources Department will work with you to identify the training needed, to notify you of training available and to coordinate training sessions.

ADDITIONAL COMMENTS:

EMPLOYEE:

Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below.

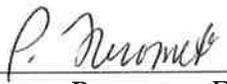
Also, indicate whether you intend to submit a written statement (due within 5 days from the date of your review) for any ratings or comments in which there were significant disagreements between you and your supervisor.

Yes No Employee  Date 8/11/14

Appraiser  Date 8-6-2014

Reviewer  Date 8/11/14

Reviewer  Date 8.12.14

 8/18/14
Human Resources Department Date

RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS		RELATIONSHIPS WITH OTHERS	
Supervisor	Consistently works with and communicates poorly with supervisors	Inconsistently works with and communicates well with supervisors	Usually works with and communicates well with supervisors	Frequently works with and communicates exceptionally well with supervisors	Serves as a model for working and communicating with supervisors	5									
Co-workers	Consistently works with and communicates poorly with co-workers	Inconsistently works with and communicates well with co-workers	Usually works with and communicates well with co-workers	Frequently works with and communicates exceptionally well with co-workers	Serves as a model for working and communicating with co-workers	5	4.67	0.11	0.51						
Customer/Public	Consistently works with and communicates poorly with customer/public	Inconsistently works with customer/public	Usually works with and communicates well with customer/public	Frequently works with and communicates exceptionally well with customer/public	Serves as a model for working and communicating with customer/public	4									
COORDINATION OF WORK	Rarely plans and organizes worktasks efficiently	Inconsistently plans and organizes worktasks efficiently	Usually plans and organizes worktasks efficiently	Rarely does not plan and organizes worktasks efficiently	Always plans and organizes worktasks efficiently	5									
Work Radio	Avoids having to repeat a procedure or redo a task to get the job done	Often has to do work over again	Seldom has to do work over again	Rarely has to do work over again	Never has to do work over again; helps others prevent duplication	5	4.67	0.02	0.09						
Use of Resources	Uses supplies, materials, equipment and/or work tools	Occasionally wastes resources/supplies	Seldom wastes resources/supplies	Rarely wastes resources/supplies	Serves as a role model for minimizing waste of resources/supplies	4									
SAFETY AND WORK PLACE ENVIRONMENT	Maintains a poor work place environment	Inconsistently maintains a fair work place environment	Maintains a good work place environment	Maintains an excellent work place environment most of the time	Maintains an excellent work place environment all of the time	5									
Safety and Security Rules and Procedures	Frequently violates safety rules and regulations	Inconsistently observes safety rules and regulations	Consistently observes safety rules and regulations	Shows excellent observance of safety rules and regulations	Shows excellent observance of safety rules and regulations; can be counted on to make suggestions for improvement	5	5.00	0.16	0.80						
Responsibility for Co-workers	Consistently takes little responsibility for the safety of co-workers	Inconsistently takes responsibility for the safety of co-workers	Usually takes responsibility for the safety of co-workers	Always takes responsibility for the safety of co-workers	Consistently persuades co-workers to take responsibility for the safety of others	5									
*Average Factor Rating = Sum of the ratings for each factor divided by the number rated - typically three.											TOTAL		4.93		

HOW TO IMPROVE

JUSTIFICATION FOR PERFORMANCE RATING (REQUIRED FOR ALL RATINGS ABOVE AND BELOW A "3")	SPECIFIC GOALS FOR IMPROVEMENT AND TRAINING NEEDED TO ACCOMPLISH GOALS (INCLUDING DATES/TIMES, IF APPLICABLE)
<p>Inv. Cassada is the senior officer assigned to the GBNET unit, and he shares his knowledge with the other investigators. Inv. Cassada has shown the necessary knowledge to perform his job functions as a narcotics investigator. He understands his position as a narcotics investigator with this department. Inv. Cassada knows how to work with others and what information to share.</p>	<p>Inv. Cassada has a very good education level. Inv. Cassada should study case law, Ga. Law and the Glynn County Police policy in order to assist him with decision making.</p> <p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada assignments are very clear and in good order. His paper work is complete and error free. Inv. Cassada is the example of how paper work should be completed.</p>	<p>Inv. Cassada should continue to work hard and maintain his positive attitude.</p>
<p>Inv. Cassada is the senior officer assigned to the GBNET unit, and he shares his knowledge with the other investigators. Inv. Cassada has fulfilled the obligations of his job assignments. Inv. Cassada knows when to involve others to successfully complete an assignment.</p>	<p>Inv. Cassada should study Ga. Law and the Glynn County Police policy in order to assist him with decision making.</p>
<p>Inv. Cassada has always makes great progress towards completing tasks, and towards making confident correct decisions. Inv. Cassada assignments are very clear and in good order. His paper work is complete and error free.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Number of absences this review period: 0 Number of tardies this review period: 0</p>	
<p>Inv. Cassada has consistently approached all assignments in an enthusiastic manner. He has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public. Inv. Cassada has never displayed any negativity when it came to doing unpleasant tasks.</p>	<p>Inv. Cassada should maintain his positive attitude and desire to improve and learn. This will allow him to become more technically able to perform his duties.</p>
<p>Inv. Cassada uses good judgment in his job assignments.</p>	<p>Inv. Cassada should study Ga. Law and the Glynn County Police policy in order to assist him with decision making. With better decision making this would help to improve his overall judgment.</p>
<p>Inv. Cassada is a very hard worker and has shown a willingness to try very hard in all areas. He has shown he is willing to assist other officers and the public. Inv. Cassada has never displayed any negativity when it came to doing unpleasant tasks.</p>	<p>Inv. Cassada should continue this course.</p>

<p>Inv. Cassada has shown very good skills in dealing with co-workers and the public. There has been no complaints from the public or co-workers.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada rarely has to do work over again.</p>	<p>Inv. Cassada should continue on this course.</p>
<p>Inv. Cassada maintains an his work place. Inv. Cassada keeps equipment in good working order. Inv. Cassada has very good officer safety. He should continue to pay attention to his actions when dealing with suspects.</p>	<p>Inv. Cassada should be diligent in all areas of officer safety.</p>

*Average factor rating = Sum of the ratings for each factor divided by three

Attachment D

GLYNN COUNTY POLICE DEPARTMENT

Chief John Powell

HEADQUARTERS
157 Public Safety Boulevard
Brunswick, GA 31525
912-554-7800

ISLANDS SUBSTATION
1965 Demere Road
St. Simons Island, GA 31522
912-279-2891

Dispatch: 912-554-3645
www.police.glynncounty-ga.org



PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: Brian Scott, Chief of Staff

DATE: 02/28/2018

Phone: 912-554-7842

The Glynn-Brunswick Narcotics Enforcement Team received credible information on two people identified as Katelyn Jones and Stephen Deloach Jr. about the purchase and distribution of illegal narcotics. On or about February 20, 2018, narcotics agents began conducting surveillance on Ms. Jones and Mr. Deloach. On February 22, 2018, narcotics agents conducted surveillance on Ms. Jones and Mr. Deloach as they traveled to a location in Florida, where it is believed they purchased a large quantity of illegal narcotics.

As they returned to Glynn County at about 4:40 P.M. a Glynn County Police Officer who was conducting traffic enforcement on Interstate 95 near mile marker 29, checked the vehicle Ms. Jones and Mr. Deloach were traveling in, a silver Chrysler 300, traveling North on Interstate 95 at 83 MPH in a 70 MPH speed zone. The officer attempted to conduct a traffic stop on the vehicle for the speeding violation as well as the suspicion that the occupants were in possession of a large quantity of illegal narcotics. The driver, Ms. Jones, failed to stop and a vehicle pursuit ensued. During the pursuit, suspected illegal narcotics were thrown from the vehicle. A Georgia State Patrol Trooper joined the pursuit near mile marker 38. The trooper initiated a P.I.T. Maneuver on the vehicle in an attempt to stop the pursuit and the inherent danger to other motorists. As a result, the Chrysler 300 struck the center guardrail and overturned.

Ms. Jones was transported via ambulance to the Southeast Georgia Health System – Brunswick Campus in serious condition, and later transferred to Memorial Health in Savannah. Mr. Deloach was transported from the scene via helicopter to UF Health in Jacksonville in critical condition.

Mr. Deloach was released from the hospital on Sunday, February 25, 2018. On Monday, February 26, 2018, Mr. Deloach was transported from his residence to the Southeast Georgia Health System – Brunswick Campus where he was pronounced deceased.

Autopsy results are pending, and the crash, as well as Mr. Deloach's death, is being investigated by the Georgia State Patrol Specialized Collision Reconstruction Team. If you have information about this case, please contact the Georgia State Patrol, Post #23, at (912) 262-2380.

###



A Golden Past.
A Shining Future.

Attachment E

On Tuesday, September 10, 2019, at approximately 4:50 P.M., I meet with Sgt. Joey Creswell. Sgt. Creswell said he was working with GBNET on February 22, 2018 when a surveillance detail was being conducted. According to Sgt. Creswell, he called Deputy Eddie Hardman with the Camden County Sheriffs Office and reported that the target was going to the Exit 14 to meet a female with a street name of Ice Queen. According to Sgt. Creswell, the target passed Exit 14 and traveled to Florida. The target left Florida and traveled back into Glynn County. See G18-11381.

On Wednesday, September 11, 2019, at approximately 8:00 A.M., I made phone contact with Deputy Eddie Hardman with the Camden County Sheriffs Office. Deputy Hardman confirmed that he did receive a phone call from Sgt. Creswell on February 22, 2018. Deputy Hardman confirmed that he received information about a female drug dealer with the street name of Ice Queen. According to Deputy Hardman, he received information from other sources that identified Ice Queen as being Christy Pope. On April 26, 2018, Deputy Hardman arrested Christy Pope for Trafficking Methamphetamine. The arrest took place at Exit 14. See Camden County Sheriffs report #2018-00026538.

Capt. T. Jump

 9-11-19

Attachment F

**Brunswick-Glynn Special Investigations Unit
Policy**

EFFECTIVE DATE: 04/01/19 - REVISED: 04/01/19 - REVIEW DATE: 04/01/20

POLICY STATEMENT: 146

SUBJECT: JURISDICTION-WORKING OUTSIDE OF GLYNN COUNTY

AUTHORITY: JOHN POWELL, GLYNN COUNTY POLICE CHIEF
KEVIN JONES, BRUNSWICK POLICE CHIEF

GENERAL PURPOSE:

The purpose of this policy is to provide law enforcement officers with guidelines for working outside of Glynn County.

POLICY

It is the policy of the Brunswick-Glynn Special Investigations Unit that no officer shall travel outside of Glynn County in an official work capacity without first getting approval from the Chief of Police, or Division Commander. The Chief of Police, or Division Commander, will contact the Sherriff, or Chief of Police, of the respective jurisdiction and notify them of the investigation. Anytime any officer from the Special Investigations Unit travels outside of Glynn County jurisdiction in an official work capacity the Chief of Police, or Division Commander, will document the incident internally.

Attachment G



Glynn County Police Department

157 Public Safety Boulevard Brunswick, Georgia 31525

Dispatch (912) 554-3645 Fax (912) 554-7885

Administration (912) 554-7800

www.police.glynncounty-ga.org



To: Chief J. Powell

From: Ofc. K. Yarborough

Date: March 01, 2018

Re: Directives to Alter Original Report (G18-11381)

On February 28, 2018 at 19:30 hours, I had ended my patrol shift and was walking out to my personal vehicle to go home. Lt. Bashlor called me over the radio and requested that I step back inside and come to her office.

While in her office and in the presence of Captain T. Tindall. She told me there was a problem with one of my reports. She directed my attention to a narrative I recently wrote in reference to a vehicle pursuit on Interstate 95 where the Georgia State Patrol conducted a PIT Maneuver to terminate a chase I had initiated, case G18-11381.

When I asked what was wrong with it, she inquired if I was randomly performing traffic enforcement on the Interstate or was I told to go stop a specific vehicle? I told her GBNET Inv. D. Davis contacted me and informed me that they were following a vehicle from Florida and were seeking my assistance in legally stopping the vehicle when it entered Glynn County.

Capt. T. Tindall then made the comment of something along the lines of, "why didn't you put that in your report?" I informed Capt. T. Tindall, while on scene of the crash, it was discussed between GBNET investigators and I of what specific details was to be included into the report. It was discussed due to the ongoing narcotics investigation that the prior surveillance of the vehicle would not be included in the report, but the probable cause for the traffic stop would be.

Capt. T. Tindall then implied that I submitted a falsified report because it was not truthful due to the fact that I was not on the interstate running regular speeding enforcement. He also told me that all the other GBNET investigators added all the details of the events prior to the vehicle pursuit, to include the surveillance of the suspect vehicle in Fernandina Beach, Fl. He directed me to change my report to match what the other GBNET investigators report was reporting in reference to acknowledging the vehicle I had pursued was previously being followed and that I knew it was possibly in possession of narcotics.

I confirmed with Capt. T. Tindall that he wanted me to add the new information to the beginning of the already approved report. He confirmed and said it would look bad in

court if a defense attorney read all these reports and they all said the same thing except for mine. He did not want me to get caught in a lie on the stand. I agreed to make the changes to the report as directed by Capt. T. Tindall.

After making my changes, I walked down to the office of Lt. Baslor and with Capt. T. Tindall still in our presence, I asked Lt. Bashlor to review the added paragraph for approval. While checking my added paragraph, Capt. T. Tindall made the statement that he was going to make sure Capt. M. Tindall put a stop to GBNET investigators telling officers not to put specific things in reports.

Signature Kevin Yarborough
Title Police Officer

Attachment H

GLYNN COUNTY POLICE DEPARTMENT

Chief John Powell

HEADQUARTERS
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Brunswick, GA 31525
912-554-7800

Dispatch: 912-554-3645
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ISLANDS SUBSTATION
1965 Demere Road
St. Simons Island, GA 31522
912-279-2891



TO: Chief J. Powell
FROM: Lt. C. Bashlor
DATE: 03/01/2018
RE: Directive to alter report

On Wednesday, 02/28/2018 at approximately 1915 hours, Capt. T. Tindale, came to my office and said he had been reading the pursuit report from last week and believed Officer Yarborough was not telling the truth. I asked him what he meant. Capt. Tindale said he also read the drug investigator's report and they told a completely different story. Capt. Tindale then said I needed to change the report regarding the pursuit since Bubba Deloach died. Capt. Tindale said the Coroner's report specifically stated Deloach died from a ruptured spleen as a result of a motor vehicle crash. I asked him how he had been released from the hospital if he had all the injuries he had. Capt. Tindale said he didn't know if he had been released or if he had walked out. Capt. Tindale said he heard his sister had posted he had broken vertebrae and had his jaw wired shut. I told him a ruptured spleen would have shown up right away as internal bleeding would have presented immediately in the ER or before and that something had to have happened to for the spleen to suddenly rupture after he was home.

Capt. Tindale said Officer Yarborough's report had been falsified – citing "he was up there doing more than just running traffic" at Exit 29. I argued the point that nothing had been falsified - just not all of the information had been added as it was an active investigation. We argued the point for a bit longer. I finally told him the report, at the least the beginning, was what we were told to put in it – that Officer Yarborough was following orders as it was an active investigation. Capt. T. Tindale continued to state it was lying and if he got up on the stand and lied then his credibility was gone. I told him as long as he told the truth on the stand, and I knew there would not be an issue. Capt. Tindale said "you don't know that, he may just say he was up there running traffic." I again told him that Officer Yarborough lying on the stand wasn't even in question. I told him this had been going on since I had been here, when we stopped vehicles for probable cause when working with CID and GBNET. That I had developed PC when GBNET needed a vehicle stopped and done so legally, just as Officer Yarborough had.

GLYNN COUNTY POLICE DEPARTMENT

Chief John Powell

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Capt. Tindale then said there had been a meeting with GSP and in that meeting Chief Powell said "we were going to support GSP and assist them as needed in this investigation." I told him I would expect nothing less. Capt. Tindale then used the comparison of the drug investigator's supplemental which had ALL of the information in it versus what Officer Yarborough's had. I pulled up the supplemental and read it. I said well we did as we were told due to it being an active investigation. I commented I wonder why they put all of it in their supplemental, and he said because Chief Powell told them to put everything in their reports. Capt. Tindale said it looks like they were going to "hang you out to dry."

I again reminded him Officer Yarborough and I had done exactly what we were told to do. Capt. Tindale asked who told him that and I didn't tell him. Capt. Tindale said we were both lying in the report and I argued we didn't lie we just didn't put "the rest of the reason" Officer Yarborough was running traffic at Exit 29. Capt. Tindale said, "I don't give a damn, it's lying and the reports needs to be changed."

I called Officer Yarborough to come back to the office, via radio, as I had observed him walking down the hall to leave as I knew he was working day shift. Officer Yarborough came in the office and I asked if he had been at Exit 29 running traffic or if he was up there because he was told to be there. When he answered, Capt. Tindale told him, "why didn't you put that in your report." I told him that Capt. Tindale said the report needs to be changed to reflect the real reason he was at Exit 29 regarding the pursuit. Capt. Tindale said not to change the report would be filing a false report/falsifying records. Capt. Tindale asked Officer Yarborough if he had read the drug investigator's supplemental and he said he had not. As I had it pulled up, and he read Inv. Cassada's supplemental. Officer Yarborough told Capt. Tindale he wrote the report the way he was supposed to. Capt. Tindale asked him who told him that. I stepped in and said he was doing what he was told to do, again to it being an active investigation. Capt. Tindale said the truth should be in the initial report and if GBNET wanted to lock the report they could. I agreed the report should have been locked. Officer Yarborough left the office to change his report.

Capt. Tindale closed the door and we argued the point of whether Officer Yarborough was falsifying his report. Capt. Tindale asked me again who told us not to put be all of the information in the report. I told him I would handle that issue and he said Marissa was going up there on Sunday and she needed to make sure that the investigator's weren't telling officers to not put information in their reports.

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A few minutes later, Officer Yarborough came back to my office and asked to check his initial narrative after he "made corrections." I checked it and told him it was ok. Capt. Tindale stated, "I want to know who told you to write your report that way. I answered for him, and said "I was standing there with Officer Yarborough when Capt. Hassler and Inv. Dustin Davis told him not to put that they had contacted him. That will be addressed in our supplementals." I told Officer Yarborough he could go home. Capt. Tindale said Marissa needed to know this and they agreed that all of the reports needed to be done correctly and information did not need to be left out. Capt. Tindale left the office.

I changed the Pursuit After Action Report as directed to reflect the information Officer Yarborough added to his.

At 1951 hours, I received a text message from Capt. M. Tindale stating, "Do you mind telling me who told Yarborough not to put it in the report about drug squad asking him to stop the car? You don't have to tell me if you don't want to." At 1956 hours, I received another text message, "If its Gene then I can handle it. If its Hassler you need to address it with Chief Powell." At 1958 hours, I received another text message, "Actually Chief probably needs to know anyway." At 2014 hours, I responded, "I will take care of it. It was not Gene. They weren't through with their investigation is the reason." At 2016 hours, Capt. M. Tindale responded, "ok."

At 2030 hours, I contacted Chief Powell and advised him of the above.

At approximately 2330 hours, Capt. Tindale came back to my office and said he "didn't mean to start a firestorm." I told him he didn't need to contact Marissa who had texted me. Capt. Tindale said I did because she needs to know what's going on because a stop needs to be put to this kind of stuff. The report needs to reflect the truth or it is falsifying reports. I told him it was not falsifying reports and he argued his point. I informed him both reports had been changed. Capt. Tindale brought up the traffic stop which involved Officer Lightsey, "do you think he just happened to be up on the interstate and stopped that vehicle with all of the dope hidden in the spare tire." I told him no, that I was sure he had been provided information. Capt. Tindale said we had the media up in the EOC with Lightsey regarding his stop and all that had been seized in that stop. What do you think the media is going to do when they find out we've been lying to them all these years? I told Capt. Tindale it was time for me to go home and left.

Attachment I

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To: John Powell, Police Chief

From: D.I. Hassler, Captain

Date: March 8, 2018

Ref: Internal Complaint (The findings of this internal complaint are warranted to be assigned to an Internal Affairs Investigation.)

Allegations: Rules of Conduct, Unbecoming Conduct 16-2-1(A)(2)

- (14) Other Acts of the employee that might bring discredit upon the employee or department.

Rules of Conduct, Specific Violations 16-2-1(A)(5)

- (K) Criticism of Officer or Department, (1)(2)(3)
- (FF) Courtesy

Rules of Conduct, Intervention 16-2.1 (A) 5 Q

1. Officers shall not interfere with cases being handled by other officers of the department or by any other governmental agency unless:

Glynn County Policy Against Harassment and Discrimination

- For purposes of this policy, the term "harassment" includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

Sir, as you directed, I conducted an inquiry of a complaint into the above allegations brought to your attention by Sgt. M. Davis, Lt. Cheri Bashlor, Officer Yarborough. My conclusion is as follows:

Summary:

On Thursday March 1, 2018 I was contacted by Sgt M. Davis. Sgt Davis advised me he needed to speak with me about an officer being ordered to change a report. Sgt Davis told me Officer Yarborough was ordered to change a report by Capt. T. Tindale. I asked Sgt. Davis if he knew why he was told to change the report. Sgt Davis said Ofc. Yarborough was told by Capt. T. Tindale he was lying in his report and needed to change it to reflect he had been contacted by Inv. Davis about stopping a vehicle. Sgt Davis went on to tell me a copy of the report prior to it being changed had already been given to Georgia State Patrol (GSP). Sgt Davis told me the report he gave to GSP had already been approved for release. I asked Sgt Davis if there was information in Ofc. Yarborough's report that was untrue. Sgt Davis told me all of the

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information in the report was correct. Sgt Davis advised me the report had been written like he had been directed to do by Capt. Hassler about the incident.

After speaking to Sgt Davis about the matter, Lt. Smith, Sgt. Davis and I spoke to Chief Powell. I informed Chief Powell of what occurred. I expressed my concern that the department now had two versions of the same report. I was asked by Chief Powell if there was any reason why Capt. T. Tindale would have any need to make Ofc. Yarborough change his report. I told Chief Powell he did not. I advised Chief Powell that Capt. T. Tindale was in no way involved in the case and had no reason to address anyone involving this case. I told Chief Powell the information Ofc. Yarborough had in his report prior to being ordered to change it was the information we (Chief Powell, Chief of Staff Scott and I) had directed to be written in the report (due to being an ongoing investigation). At this time, Chief Powell had to leave to go to a prior engagement. I was asked By Chief Powell to get copies of the reports and he would get back with me after his meeting.

After speaking with Chief Powell, I was walking back to my office when I briefly spoke to Lt Bashlor in the hallway. Lt Bashlor told me she was sorry about the chase report. I asked her what she was talking about. She advised me that she too was ordered to change her report by Capt. T. Tindale. I asked her if she knew why Capt. T. Tindale told her to change her report. Lt Bashlor told me Capt. T. Tindale told her that she and Yarborough were lying in their reports. Lt Bashlor told me Capt. T. Tindale was very rude and disrespectful about the matter and would not listen to reason from her. Lt Bashlor said Capt. T. Tindale asked her several times who told them to write their reports the way they did. Lt Bashlor said she advised Capt. T. Tindale that I (Capt. Hassler) told them to write their initial reports with minimal information due to it being an open investigation. All other information would be put in to supplemental reports. I told Lt Bashlor not to worry about the report and I would talk to her more about it later.

On March 1, 2018, I conducted an interview with Lt Bashlor. I informed Lt Bashlor I had been directed to conduct an Internal Investigation pertaining to Capt.T. Tindale ordering Ofc. Yarborough and herself to change their reports as well as negative statements made about officers and unites in the department. I asked Lt Bashlor for a written statement as to her contact with Capt. T. Tindale over the matter. Lt Bashlor advised she would have it ready for me by March 2, 2018.

On March 1, 2018 I conducted an interview with Ofc. Yarborough. I informed Ofc. Yarborough that I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering him (Ofc. Yarborough) and Lt Bashlor to change their reports as well as negative

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statements made about officers and unites in the department. I asked Ofc. Yarborough for a written statement as to his contact with Capt. T. Tindale over the matter. Ofc. Yarborough advised he would have it ready for me by March 2, 2018.

On March 2, 2018, I spoke to Sgt M. Davis. I informed Sgt. Davis I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt. Bashlor to change their reports. I asked Sgt Davis for a written statement as to his knowledge of Capt. T. Tindale Ordering officers to change their reports. I asked Sgt Davis if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Sgt. Davis told me I should speak to Inv. D. Davis, Inv. E. Butler and Inv, J. Butler. Sgt. Davis advised he had heard these officers making statements about statements and actions of Capt. T. Tindale.

On March 2, 2018, I spoke to Inv. E. Butler. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Inv. Butler for a written statement as to his knowledge of Capt. T. Tindale Ordering officers to change their reports or negative statements about officers or units in the department. I asked Inv. E. Butler if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Inv. Butler advised I need to speak to Ofc. Duggan, J. Butler , and Inv. D. Davis.

On March 2, 2018, I spoke to Inv. J. Butler. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Inv. J. Butler for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units. I asked Inv. J. Butler if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Inv. J. Butler advised I need to speak to Ofc. Duggan, Inv. D. Davis, BPD Ofc. Hurst and Inv. E. Butler. Inv. J. Butler further advised me he had spoken to Lt. Smith and Sgt Gregory about statements made by Capt. T. Tindale.

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On March 2, 2018, I spoke to Inv. D. Davis. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Inv. D. Davis for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked Inv. D. Davis if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Inv. D. Davis advised I needed to speak to Ofc. Duggan, BPD Ofc. Hurst, Inv. J. Butler, and Inv. E. Butler.

On March 2, 2018, I spoke to Ofc. B. Duggan, I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Ofc. B. Duggan for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked Ofc. B. Duggan if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Ofc. Duggan advised I needed to speak to Inv. J. Butler, BPD Ofc. Hurst, and Inv. E. Butler.

On March 8, 2018, I spoke to BPD Ofc. Hurst. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked BPD Ofc. Hurst for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked BPD Ofc. Hurst if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. BPD Ofc. Hurst advised I needed to speak to Ofc. Duggan, and, Inv. J. Butler.

On March 8, 2018, I spoke to Lt. E. Smith. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Lt. E. Smith for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked Lt. E. Smith if he knew of any other officers that may have information regarding this

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report or statements made about other officers or units in the department. Lt. E. Smith advised I needed to speak to Sgt. Gregory, Sgt. Davis, Inv. J. Butler, and Inv. D. Davis.

On March 8, 2018, I spoke to Sgt. Gregory. I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Sgt. Gregory for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked Sgt. Gregory if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department. Lt. E. Smith advised I needed to speak to Lt. E. Smith, Sgt. Davis, Inv. J. Butler, and Inv. D. Davis.

On March 9, 2018, I spoke to Lt. Bergquest I informed him I had been directed to conduct an Internal Investigation pertaining to Capt. T. Tindale ordering Ofc. Yarborough and Lt Bashlor to change their reports as well as negative statements about officers or units in the department. I asked Lt. Bergquest for a written statement as to his knowledge of Capt. T. Tindale ordering officers to change their reports or negative statements about officers or units in the department. I asked Ofc. B. Duggan if he knew of any other officers that may have information regarding this report or statements made about other officers or units in the department.

I received written statements from the above listed officers detailing the events which lead to the reports be changed and statements made by Capt. T. Tindale of a negative nature.

On March 8, 2018 I spoke to Lt. Shipman who is in charge of open records. I asked Lt. Shipman if anyone had requested and received a copy of report number G18-11381. I was advised by Lt. Shipman a copy was sent to Larry Hobbs with the Brunswick News on 02-23-2018. Upon further investigation I was able to determine The Brunswick News received the first draft of the report Ofc. Yarborough submitted prior to Capt. T. Tindale ordering him to change it.

I have in no way found any deception in Ofc. Yarborough's initial report. Ofc. Yarborough advised he was told not to put the information in the initial due to this still being an ongoing active investigation by GB/NET.

GLYNN COUNTY POLICE DEPARTMENT

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Chief John Powell

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he expressed concern that the report had been approved already. Ofc. Yarborough said Capt. T. Tindale was there and implied that he (Ofc. Yarborough) had submitted a falsified police report. Ofc. Yarborough said he confirmed with Capt. T. Tindale that he wanted him to add new information to a report that had already been approved. Ofc. Yarborough stated Capt. T. Tindale said to change it, saying he didn't want him (Ofc. Yarborough) to get caught in a lie on the witness stand. Ofc. Yarborough said, after changing the report, he was in the office with Lt Bashlor and Capt. T. Tindale. Ofc. Yarborough said it was at this time Capt. T. Tindale made the statement that he was going to make sure Capt. M. Tindale put a stop to GB/NET investigators telling officers not to put specific things in reports.

Lt Bashlor

Lt Bashlor advised in her written statement that she was ordered to change her report by Capt. T. Tindale. I asked her if she knew why Capt. T. Tindale told her to change her report. Lt Bashlor told me Capt. T. Tindale told her that she and Yarborough were lying in their reports. Lt Bashlor told me Capt. T. Tindale was very rude and disrespectful about the matter and would not listen to reason from her. Lt Bashlor said Capt. T. Tindale asked her several times who told them to write their reports that way they did. Lt Bashlor said she advised Capt. T. Tindale that I (Capt. Hassler) told them write their initial reports with minimal information due to it being an open investigation. All other information would be put in to supplemental reports. Lt Bashlor advised she followed the order given to her by Capt. T. Tindale and made the changes to the report. Lt Bashlor further advised that at 1951 hours (same date) she received a text message from Capt. M. Tindale asking "Do you mind telling me who told Yarborough not to put it in the report about drug squad asking him to stop the car? You don't have to tell me if you don't want to." At 1956 hours, she received another text message, "If its Gene then I can handle it. If its Hassler you need to address it with Chief Powell." At 1958 hours, she received another text message, "Actually Chief probably needs to know anyway." At 2014 hours, she responded, "I will take care of it. It was not Gene. They weren't through with their investigation is the reason." At 2016 hours, Capt. M. Tindale responded, "ok." Lt Bashlor said she contacted Chief Powell and advised him of the above.

Lt Bashlor advised at approximately 2330 hours, Capt. T. Tindale came back to her office and said he "didn't mean to start a firestorm." She told him he didn't need to contact Capt. M. Tindale. Capt. T. Tindale said he did because she needs to know what's going on because a stop needs to be put to this kind of stuff; the report needs to reflect the truth or it is falsifying reports.

Attachment J



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IA #19-02

INITIAL COMPLAINT

On Friday, February 1, 2019, Chief of Staff (COS) Brian Scott was notified by Captain Tom Jump of possible inappropriate behavior involving Investigator James Cassada. Inv. Cassada was assigned to the joint City-County narcotics unit. Capt. Jump informed me that he had received information that Inv. Cassada was possibly involved in a sexual relationship with a confidential informant. Capt. Jump also stated that Inv. Cassada was possibly using illegal narcotics. I immediately notified Chief John Powell of the information from Capt. Jump.

On February 1, 2019, at approximately 2:30 PM, COS Scott along with Chief Powell, Capt. Jump, and Lieutenant Jeremiah Bergquist met to discuss the allegations. The following is a synopsis of the allegations:

On or about February 4, 2018, Brunswick police Investigator Meredith Tolley, who is assigned to the joint City-County narcotics unit, arrested a female on narcotics charges. The female is identified as confidential informant number 13NCI-014. On or about January 30, 2019, Inv. Tolley was working on case preparation for trial concerning this informant. While she was reviewing the video and audio recorded interview with the confidential informant, she heard the informant making comments on video implicating an unnamed investigator as being involved in a sexual relationship with her and distributing and using narcotics with her. These comments were made after the original interview but while the recording system was still activated.

Inv. Tolley contacted Investigator Dustin Davis who listened to the comments made by the confidential informant. Inv. Davis assumed that the informant was referring to Inv. Cassada. This assumption was made based from the fact that Inv. Cassada's wife had previously contacted Inv. Davis' wife and made allegations that she caught Inv. Cassada at a hotel with an informant.

Inv. Tolley contacted Brunswick Police Sergeant Michael Davis, who was also assigned to the joint City-County narcotics unit, and informed him that she and Inv. Davis needed to talk to him. On Thursday, January 31, 2019, Inv. Tolley, Inv. Davis, and Sgt. Davis met at which time Sgt. Davis was informed of the allegations made by the informant. On the morning of February 1, 2019, the three of them went to the District Attorney's Office and met with Assistant District Attorney (ADA) Liberty Stewart. ADA Stewart was informed of the allegations made by the informant on the recorded interview file. ADA Stewart directed them to contact Lt. Bergquist and make him aware of the allegations, which they did. Lt. Bergquist contacted Capt. Jump who then notified COS Scott.



On February 1, 2019, at about 4:00 PM, Chief Powell contacted Special Agent in Charge (SAC) Stacy Carson with the Georgia Bureau of investigations' Kingsland office and requested the GBI investigate the allegations. On Monday, February 3, 2019, at about 3:00 PM, Chief Powell, Capt. Jump, and COS Scott met with GBI Special Agent (SA) James Feller. SA Feller was briefed on the allegations and told COS Scott would be conducting an internal investigation into the allegations for policy violations.

INVESTIGATION AND REVIEW

February 1, 2019

Chief Powell was made aware of the allegations against Investigator James Cassada. Chief Powell contacted SAC Stacey Carson of the GBI Kingsland Office. Chief Powell requested the GBI investigate the allegations for possible criminal charges.

February 3, 2019

Chief Powell, COS Scott, Capt. Jump, and SA James Feller met regarding the GBI investigation.

February 4, 2019

Chief Powell and Brunswick Police Chief Kevin Jones met with personnel assigned to the joint narcotics unit. They were advised of the investigation, and informed the joint unit would be suspended until the investigation was complete.

February 5, 2019

SA Feller interviewed CI# 13NCI-014 at the Glynn County Police Department. The interview was video and audio taped. CI# 13NCI-014 stated that she and Inv. Cassada had sexual intercourse and smoked methamphetamine on different occasions. CI# 13NCI-014 stated that she has been a Confidential Informant for Inv. Cassada since 2014.

CI# 13NCI-014 remembered on one date, she and Inv. Cassada met up at the Wee Pub. The two of them confided in each other about their marital problems. CI# 13NCI-014 stated that Inv. Cassada gave her \$250.00 for payment of a bill, and when asked she denied it was payment for sex. CI# 13NCI-014 said later that night, she and Inv. Cassada went to a motel on Perry Lane Road to have sex and smoke meth. She said it was late when they arrived at the hotel. She could not remember the name of the motel or the room number, but did say the room was the second room to the right of the motel lobby. CI# 13NCI-014 could not remember the date of this encounter, but did say it was prior to Inv. Cassada going to rehab. She also said Inv. Cassada provided an eight ball of meth. CI# 13NCI-014 stated Inv. Cassada previously used cocaine but preferred meth.

CI# 13NCI-014 also remembered a time she met with Inv. Cassada in the Home Depot parking lot where the two of them smoked meth together. She could not recall the exact date, but said it was about 5 months prior (to February 5, 2019). She said at the time, Inv. Cassada

was in his county owned silver van. CI# 13NCI-014 stated that Inv. Cassada provided her with some meth on many occasions, but she had only smoked meth with him twice.

CI# 13NCI-014 stated about 4-6 months prior (to February 5, 2019), Inv. Cassada told her she had a sell charge, but he would take care of it if she acted right and stayed clean. CI# 13NCI-014 did not know what the sell charge was from, but did know that Inv. Cassada asked either Inv. Dustin Davis or Inv. Dustin Simpson to not pursue the sell charge. She said she has not heard anything else about the charge against her.

CI# 13NCI-014 advised that she and Inv. Cassada would communicate with each other using Facebook Messenger. Inv. Cassada's Facebook account is under the name "Philmore Joseph". CI# 13NCI-014 stated that Inv. Cassada's wife found out about their relationship and told his supervisor about their relationship.

February 6, 2019

Capt. Jump and COS Scott went to the EconoLodge motel on Perry Lane Road. They requested motel records relating to James Cassada dating back to January 1, 2017. The motel clerk was able to produce a document which showed that James Cassada did rent a room at the motel during the timeframe in question. The document indicated that James Cassada check into the motel on November 15, 2017, and checked out on November 17, 2017. The clerk stated that James Cassada actually arrived at the motel at 1:16AM on November 16, 2017, but was charged for the night of November 15, 2017, since he checked in during the middle of the night. Inv. Cassada stayed in room #121. This room is the second room to the right of the motel lobby. This is consistent with the room described by CI# 13NCI-014 as being the room she stayed the night in with Inv. Cassada.

February 6, 2019

Chief Powell met with ADA Liberty Stewart at the police station regarding the investigation. He inquired as to whether the DA's Office knew how many, if any, cases would be affected due to the allegations against Inv. Cassada. ADA Stewart indicated she did not know yet. Chief Powell also asked ADA Stewart if DA Jackie Johnson had been notified of the allegations. She indicated she had.

February 6, 2019

Capt. Jump and COS Scott went to Inv. Cassada's residence. COS Scott served Inv. Cassada notice of an internal investigation and also notice that he was being placed on administrative leave pending the outcome of the investigation. COS Scott picked up his county assigned vehicle, all of his department issued weapons, as well as his badge, ID card, and keys to the police building.

February 7, 2019

At 10:27AM COS Scott conducted an interview with Glynn County Police Inv. Dustin Davis in his office. The interview with Inv. Davis was audio taped. Prior to the interview, COS Scott advised Inv. Davis of his Garrity Administrative Proceedings Rights.

Inv. Davis indicated that Inv. Cassada's wife Hope contacted his wife Crystal via telephone. This contact occurred sometime towards the end of 2017 or the beginning of 2018. Hope told Crystal that she had caught Inv. Cassada at a motel with an informant, CI# 13NCI-014. Inv. Davis said he told Captain David Hassler, who was the Division Commander at the time, about the allegations.

Inv. Davis said recently, Inv. Meredith Tolley came to him and asked him to watch a video of an interview she conducted with CI# 13NCI-014 (which occurred in February 2018), in which CI# 13NCI-014 was making allegations about she and an unnamed investigator having sex and using drugs together.

Inv. Davis said he and Inv. Tolley met with Sergeant Michael Davis after watching the video and reported the allegations to him. Inv. Davis said the three of them then met with ADA Liberty Stewart and reported the allegations to her. They met with ADA Stewart because the DA's Office was going to trial on a case against CI# 13NCI-014 and they did not want the allegations to compromise the pending case.

Inv. Davis advised that in 2018 he was working on a large operation called "De ja vu". CI# 13NCI-014 was a target as Inv. Davis had a sell charge on her for meth. Inv. Davis said Inv. Cassada approached him and asked him not to charge the informant at the time. Inv. Davis had not yet obtained an arrest warrant for her. Inv. Davis asked Inv. Cassada why and he told Inv. Davis to save face at the house. Inv. Cassada told Inv. Davis that if it (the arrest) goes public, it would spark up a fight between he and his wife.

Inv. Davis also provided information about an incident that occurred at the WeePub in the Fall of 2017. Investigators with G/B NET were at the bar conducting an undercover operation when another one of Inv. Cassada's informants showed up with her girlfriend. The informant is identified by CI# 16NCI-028. The girlfriend confronted Inv. Cassada and caused a scene, accusing Inv. Cassada of having an inappropriate relationship with the informant. See the transcription of COS Scott's interview with Inv. Davis for further.

February 7, 2019

At 11:45AM COS Scott conducted an interview with Brunswick Police Inv. Dallas Harper in his office. The interview with Inv. Harper was audio taped. Prior to the interview, COS Scott advised Inv. Harper of his Garrity Administrative Proceedings Rights.

Inv. Harper was not able to provide much information regarding the investigation. He did remember being present for an operation at the WeePub in 2017 but was part of the outside takedown team. Inv. Harper remembered hearing talk about an incident where CI# 16NCI-028 showed up with her girlfriend. According to Inv. Harper, the girlfriend was hollering at Inv. Cassada accusing him of having sex with informants, cheating on his wife, and calling him names. See the transcription of COS Scott's interview with Inv. Harper for further.

February 7, 2019

At 12:34PM COS Scott conducted an interview with Brunswick Police Inv. Meredith Tolley in his office. The interview with Inv. Tolley was audio taped. Prior to the interview, COS Scott advised Inv. Tolley of her Garrity Administrative Proceedings Rights.

Inv. Tolley advised that she arrested CI# 13NCI-014 in February 2018. She advised she was recently trying to get caught up on case files and recently watched the interview video from the arrest of the informant. Inv. Tolley said after her interview was complete, the informant made some statements while in the interview room alone. Inv. Tolley said the informant was upset at the time of the arrest because she was being arrested. Inv. Tolley said the informant made statements about having sex with an officer and had it on video. Inv. Tolley said the informant also made a statement about drugs. She could not remember if the informant said she and the officer had used drugs together, bought drugs together, or if she had bought drugs for the officer. Inv. Tolley said she must have been watching or listening from the monitor room because the video showed she confronted the informant about the comments. The informant did not mention a specific officer by name. Inv. Tolley said she asked the informant what she was talking about and the informant did not acknowledge her.

Inv. Tolley said lightbulbs started going off because of something she previously heard Inv. Davis say. Inv. Tolley said she heard that Inv. Cassada's wife had called Inv. Davis' wife and said some things about this particular informant. Inv. Tolley said she felt Inv. Davis would know more so she called him down to listen to what was said by the informant. Inv. Tolley said after Inv. Davis listened to what the informant said, they decided to contact Sgt. Michael Davis. The two of them met with Sgt. Davis who was briefed about the comments made by the informant and how they felt she was speaking about Inv. Cassada. Inv. Tolley said Sgt. Davis immediately called ADA Liberty Stewart who agreed to meet with them the next morning. She stated after meeting with ADA Stewart, they contacted Lt. Bergquist at ADA Stewart's direction.

Inv. Tolley said she remembered talk of Inv. Cassada's wife calling Inv. Davis' wife about catching him at a hotel with his informant. Inv. Tolley said it was her understanding that Inv. Davis went to Capt. Hassler with the information.

Inv. Tolley advised that there was an incident at the WeePub involving another informant, CI# 16NCI-028. Inv. Tolley said she wasn't present for the incident at the WeePub but heard about it sometime later. According to Inv. Tolley, the informant's girlfriend approached Inv. Cassada about having some type of relationship with the informant. Inv. Tolley said since that incident, Inv. Cassada asked her to handle all of his female informants. See the transcription of COS Scott's interview with Inv. Tolley for further.

February 7, 2019

At 3:50PM COS Scott conducted an interview with Glynn County Police Inv. John Simpson in his office. The interview with Inv. Simpson was audio taped. Prior to the interview, COS Scott advised Inv. Simpson of his Garrity Administrative Proceedings Rights.

Inv. Simpson said prior to Inv. Cassada going to rehab, Inv. Cassada's wife Hope called his wife Tara. Hope told Tara that Inv. Cassada had been sleeping with one of his informants, and smoking dope with her while staying in hotel rooms. Inv. Simpson said he did not believe the allegations because Inv. Cassada and his wife were always fighting. He wasn't sure if Hope was just trying to stir something up or what. Inv. Simpson said that Hope contacted him directly and said she had caught Inv. Cassada with another informant.

During the interview, COS Scott clarified that Inv. Simpson was speaking of two different informants. Hope called Tara and was speaking about CI# 16NCI-028. Hope then called Inv. Simpson and was speaking about CI# 13NCI-014.

Inv. Simpson said when Hope called him, she told him Inv. Cassada did not come home one night and she found his vehicle at a hotel. Hope said she set up surveillance and shortly before 10:00AM, Inv. Cassada exited the hotel room with CI# 13NCI-014. According to Inv. Simpson, Inv. Cassada was alleged to have smoked meth with CI# 13NCI-014 and smoked crack with CI# 16NCI-028. Inv. Simpson could not tell COS Scott how Hope knew Inv. Cassada was using drugs with the informants.

Inv. Simpson said he took the allegations with a grain of salt at the time because Inv. Cassada and his wife were constantly arguing. Inv. Cassada said he did tell Lt. David Haney (Sgt. at the time) about the allegations made by Hope. Inv. Simpson said Inv. Cassada told him he and Hope were going to have a meeting with Lt. Haney so he went to Lt. Haney about the allegations to keep from getting too many people involved. Inv. Simpson said he called Lt. Haney and told him what he heard. Inv. Simpson said he asked Lt. Haney if he needed to go higher with what he knew, and Lt. Haney told him no.

Inv. Simpson was asked if he ever confronted Inv. Cassada about Hope calling he and Tara. Inv. Simpson said he did. Inv. Simpson said he told Inv. Cassada he needed to know if there was any truth to what Hope said. Inv. Simpson said Inv. Cassada never denied the allegations made by Hope, and only said "I fucked up".

Inv. Simpson said he did hear about Hope also calling Inv. Davis' wife. According to Inv. Simpson, what Hope told Inv. Davis' wife was along the same lines as what she told him and Tara. Inv. Simpson did say that Inv. Cassada told him the girlfriend of CI# 16NCI-028 had called Hope and told her what was going on.

Inv. Simpson said he was present during the operation at the WeePub but was part of the outside takedown team. He said CI# 16NCI-028 arrived with her girlfriend and the girlfriend tried to start trouble with Inv. Cassada about his relationship with the informant.

COS Scott then questioned Inv. Simpson about his relationship with John Brian Highsmith. COS Scott received information from Federal Probation Officer Brad Chapman about Inv. Simpson having a friendship with Highsmith. According to PO Chapman, Highsmith has been twice convicted in Federal Court for manufacturing and selling meth.

Inv. Simpson said he and Highsmith are not related, and that Highsmith is a good friend of his. Inv. Simpson said the two of them grew up together but split ways after high school. Inv.

Simpson said he ran into Highsmith about three years ago. According to Inv. Simpson, Highsmith had got out of jail, done his time, and learned his lesson. Inv. Simpson agreed to have a friendship with Highsmith as long as he was doing right. Inv. Simpson was aware that Highsmith had been convicted twice for manufacturing meth, and was aware that he was sent to prison twice. Inv. Simpson said he was not aware of the Department policy which prohibits employees from associating with convicted felons. Inv. Simpson agreed that it does not look good for a narcotics investigator to be socializing with someone convicted of manufacturing meth. Inv. Simpson asserted that he believes Highsmith is a changed person and that he has not seen any signs that he is continuing his illegal behavior. See the transcription of COS Scott's interview with Inv. Simpson for further.

February 7, 2019

At 5:05PM COS Scott conducted an interview with Glynn County Police Inv. Stephan Lowrey in his office. The interview with Inv. Lowrey was audio taped. Prior to the interview, COS Scott advised Inv. Lowrey of his Garrity Administrative Proceedings Rights.

Inv. Lowrey stated that CI# 16NCI-028 is his sister. He said that he remembered a conversation he had in the past with CI# 16NCI-028. Inv. Lowrey said he did not remember many details, but she was saying Inv. Cassada was not a good person. He knew Inv. Cassada was the informants control agent. Inv. Lowrey said the informant said Inv. Cassada was not who Inv. Lowrey thought he was. Inv. Lowrey said the conversation he had with CI# 16NCI-028 took place around the time Inv. Cassada went to rehab. Inv. Lowrey said he put things together when he learned Inv. Cassada was under investigation, and thought his conversation with CI# 16NCI-028 may have some relevance.

Inv. Lowrey said he had not heard any chatter while in narcotics about Inv. Cassada having inappropriate relationships with informants.

Inv. Lowrey said he was present at the WeePub during an operation that investigators were conducting in the Fall of 2017. He said CI# 16NCI-028 did show up with her girlfriend and there was an issue. Inv. Lowrey said the informant and her girlfriend got into a shouting match with each other. Inv. Lowrey said the informant's girlfriend said something about Inv. Cassada having relations with the informant, but in a more explicit term. Inv. Lowrey said the informant said something about the girlfriend being jealous. Inv. Lowrey said he really did not think the allegations were a legit thing. Inv. Lowrey said that to his knowledge, the girlfriend did not confront Inv. Cassada. See the transcription of COS Scott's interview with Inv. Lowrey for further.

February 7, 2019

COS Scott contacted Inv. Cassada via telephone. COS Scott set up a time of 9:00AM on February 8, 2019 for Inv. Cassada to meet with COS Scott.

February 7, 2019

SA Feller interviewed CI# 16NCI-028 at the Glynn County Police Department. The interview was video and audio taped. CI# 16NCI-028 started being a Confidential Informant for Inv. Cassada on May 18, 2017, and has assisted Inv. Cassada with multiple drug investigations. CI# 16NCI-028 stated sometime around August 2017, Inv. Cassada asked her to meet him at the Wee Pub so the two of them could have some drinks. They met several times for drinks. CI# 16NCI-028 stated Inv. Cassada eventually asked her how much would it cost him to have sex with her. CI# 16NCI-028 told Inv. Cassada she was not a prostitute.

CI# 16NCI-028 stated that she eventually became attracted to Inv. Cassada but did not know he was married. CI# 16NCI-028 said she met Inv. Cassada twice under the Sidney Lanier Bridge, and both times the two of them had sex. CI# 16NCI-028 stated Inv. Cassada was driving a black SUV at the time which was his department issued vehicle. She further stated both sexual encounters were mutual, and Inv. Cassada never been promised her anything or threatened her.

CI# 16NCI-028 stated during one of the meeting under the bridge, Inv. Cassada showed up and appeared to have cocaine under his nose. CI# 16NCI-028 stated she asked Inv. Cassada about the suspected cocaine, at which time he wiped his nose and said it was nothing. CI# 16NCI-028 said she did not know if Inv. Cassada used drugs and she had never seen him use drugs. CI# 16NCI-028 did say that Inv. Cassada asked her to purchase a gram of cocaine for him personally, but she never did.

CI# 16NCI-028 stated that the last time she had any communication with Inv. Cassada was at the Wee Pub. CI# 16NCI-028 stated that her significant other found out about their relationship. CI# 16NCI-028 stated she was at the Wee Pub one night while Inv. Cassada and others were working. She said her significant other showed up and confronted him about having sex with her. SA Feller determined that this incident occurred on November 8, 2017.

Around that time CI# 16NCI-028 stopped being a CI for Inv. Cassada. CI# 16NCI-028 was contacted by Inv. Cassada's wife Hope via Facebook about wanting to meet up with CI# 16NCI-028 and discuss the relationship between the two of them. CI# 16NCI-028 stated that Hope told her Inv. Cassada was a bad alcoholic and that she had caught Inv. Cassada with other informants in the past.

February 8, 2019

At approximately 8:30AM COS Scott received a telephone call from Inv. Cassada. Inv. Cassada inquired as to whether COS Scott was planning on interviewing him, with COS Scott responding he was. Inv. Cassada indicated that he had not been able to retain counsel yet. COS Scott told Inv. Cassada that he did not have a right to counsel during an administrative interview. Inv. Cassada then told COS Scott that he was resigning effective immediately. Inv. Cassada did not show up for the scheduled 9:00AM interview.

February 8, 2019

Chief Powell spoke with United States Attorney Bobby Christine, Southern District of Georgia, and made him aware of the investigation.

February 8, 2019

At 12:28PM COS Scott received an e-mail from a sender identified as James Cassada. The email indicated the sender was resigning from the Glynn County Police Department effective immediately.

February 8, 2019

CI# 13NCI-014 met with the GBI at the Glynn County Police Department. CI# 13NCI-014 allowed the GBI to extract data from her current cellular telephone, as well as a cellular telephone owned by CI# 13NCI-014 which was in the Glynn County Police Department's evidence room.

February 8, 2019

COS Scott conducted an interview with Glynn County Police Captain Eugene Smith in his office. The interview with Captain Smith was audio taped. Prior to the interview, COS Scott advised Captain Smith of his Garrity Administrative Proceedings Rights. Capt. Smith was previously assigned as a Lieutenant in the narcotics unit.

Capt. Smith said when he was assigned to the narcotics unit, he heard Inv. Cassada had disclosed in a group meeting (while in rehab) that he was having sex with an informant. Capt. Smith also said he heard Inv. Cassada's wife had been calling the wives of other investigators saying their husbands were sleeping with informants. Capt. Smith said he did not know if David (Hassler) spoke with Inv. Cassada about the allegations when he returned from rehab or not. Capt. Smith said he never heard rumors about Inv. Cassada using narcotics. Capt. Smith also said he could not remember if anyone (other investigators) came to him directly and spoke to him about the allegations, but he did remember them (other investigators) talking in the office about the allegations.

Capt. Smith first said he could not remember if he told Capt. Hassler about the allegations or not. He then said he was pretty sure he spoke with Capt. Hassler he was sure Capt. Hassler also knew about the allegations. Capt. Smith then said he took the allegations to Capt. Hassler when he heard the Dustins (Davis and Simpson) talking about it. See the transcription of COS Scott's interview with Capt. Smith for further.

February 11, 2019

At 10:15AM COS Scott conducted an interview with Brunswick Police Sergeant Michael Davis in his office. The interview with Sergeant Davis was audio taped. Prior to the interview, COS Scott advised Sergeant Davis of his Garrity Administrative Proceedings Rights.

Sgt. Davis first said he did not have any knowledge of Inv. Cassada having inappropriate sexual relationships with informants and providing illegal narcotics to them. When asked specifically about hearing talk about any phone calls, Sgt. Davis said he knew that Inv. Cassada's wife Hope had called (Dustin) Davis' wife and said that. Sgt. Davis said Hope

called Inv. Davis' wife and said Inv. Cassada was cheating on her, but there was no mention of it being an informant.

Sgt. Davis said he was present for the operation at the WeePub in the Fall of 2017. He said he had no knowledge of any issues involving CI# 16NCI-028. Sgt. Davis said the first time he heard anything about Inv. Cassada and CI# 13NCI-014 was when Inv. Tolley came to him about the comments made in the interview video. See the transcription of COS Scott's interview with Sgt. Davis for further.

February 11, 2019

At 11:40AM COS Scott conducted an interview with Glynn County Police Captain David Hassler in his office. The interview with Captain Hassler was audio taped. Prior to the interview, COS Scott advised Captain Hassler of his Garrity Administrative Proceedings Rights. Capt. Hassler was assigned to the narcotics unit in 2010 as a Lieutenant, and was promoted to Captain over the unit upon the retirement of Terry Wright in the Summer of 2016.

Capt. Hassler was asked if he had any information on allegations made against Inv. Cassada pertaining to sexual relationships with informants and distribution and use of illegal narcotics. He responded no.

When asked if he had received a phone call from Inv. Cassada's wife Hope in the Fall of 2017, Capt. Hassler said he could give me an exact date. He said he got a call from Hope the night of November 17 / the morning of November 18, 2017. Capt. Hassler said he was on vacation in Missouri and in bed sleeping when she called. He said Hope was "raising hell", saying Inv. Cassada was a drunk, mean, and cheating on her. He said he told her he was out-of-town and would call her when he returned. Capt. Hassler went on to say Hope told him Inv. Cassada was "a drunk bastard, beating on her, and all kinds of shit". Capt. Hassler said Hope sent him a text the next morning (November 18) at 10:05AM "Hey, I wanted to apologize for calling and waking you up. I was just completely broken. I adore you and respect you and thank you for at least taking my call. Please pray for us." **NOTE** This is consistent with the timeframe of when Inv. Cassada stayed at the EconoLodge motel with CI# 13NCI-014 and with the timeframe Inv. Cassada's wife alleged she caught him leaving a motel with an informant.

Capt. Hassler said the only conversation he had with Inv. Cassada was when Inv. Cassada came to him about drinking too much. Capt. Hassler denied that he found out what was going on with Inv. Cassada and told him that he needed to go to rehab to keep his job. Capt. Hassler had no recollection of any phone calls made by Hope to any investigators or their wives. When asked if he remembered Inv. Davis coming to him and telling him that Hope had contacted his wife, Capt. Hassler said he didn't remember that. He then added that Inv. Davis may have but he didn't remember. COS Scott told Capt. Hassler that Inv. Davis said he went to him and told him the allegations. Capt. Hassler said he didn't remember talking to Inv. Davis about it. Capt. Hassler was adamant he did not remember talking with Inv. Davis, and added that all he knew was the "cheating part". Capt. Hassler said he doesn't know anything about nothing to do with informants. COS Scott told Capt. Hassler that Inv. Davis said he

told him the allegation was that Inv. Cassada was having an affair with an informant. Capt Hassler's response was that he did not recall that. He said he may have talked to Inv. Davis about Hope calling him but it was a domestic issue.

Capt. Hassler was asked if Inv. Davis had come to him and said Inv. Cassada was having sex with an informant, what would he have done with the information. Capt. Hassler said if he's having sex with informants that would be criminal and it would need to be investigated. However, Capt. Hassler confirmed that no investigation into these allegations against Inv. Cassada were ever investigated.

During the interview with Capt. Hassler, he made several contradictory statements. Capt. Hassler claimed to not have any information about the allegations against Inv. Cassada, and could not recall anyone telling him about any allegations. See the transcription of COS Scott's interview with Capt. Hassler for further.

February 12, 2019

COS Scott had previously asked Capt. Jump for a list of female confidential informants that Inv. Cassada had contact with since January 1, 2017. On February 12, 2019, Capt. Jump provided COS Scott with confidential source profile sheets for four female informants. These females were identified by Capt. Jump from records of payments made by Inv. Cassada as having been paid for work frequently since January 1, 2017. The informants were CI# 13NCI-014, 14NCI-022, 16NCI-028, and 18-NCI-012. CI# 13NCI-014 and 16-NCI-028 had already been interviewed by SA Feller.

Capt. Jump and COS Scott met with CI# 14NCI-022 at her residence. Based on information provided, COS Scott requested CI# 14NCI-022 submit to an interview at the police station on February 13, 2019. CI# 14NCI-022 agreed to be interviewed and have her cellular telephone downloaded at 10:00AM on February 13, 2019.

Capt. Jump and COS Scott met with CI# 18-NCI-012 at her residence. She was briefly questioned about whether she had knowledge of any investigator doing anything she felt was illegal, unethical, or immoral. CI# 18-NCI-012 stated she did not. She was asked if she knew Inv. Cassada and she indicated she did not (at least by name). She stated Inv. Dustin Davis was her control agent and the person she mainly dealt with. CI# 18-NCI-012 stated she had never met with Inv. Davis (or any investigator) alone. Based on the information provided, CI# 18-NCI-012 was not asked to submit to a follow-up interview.

February 13, 2019

COS Scott conducted an interview with CI# 14NCI-022 at the Glynn County Police Department. CI# 14NCI-022 was not in custody at the time of his interview with her and she was at the police station on her own free will. Capt. Jump was also present during the interview. The interview was not recorded. COS Scott thought the interview was being recorded audibly but it was not. The following is a synopsis of the interview with CI# 14NCI-022:

CI# 14NCI-022 stated she has been an informant for years. She confirmed that she primarily did work most recently for Inv. Cassada but has also done work for other investigators. CI# 14NCI-022 was asked if any investigator had ever done anything that she had knowledge of that was immoral, unethical, or illegal. She stated yes.

CI# 14NCI-022 said that back in August 2017, at about 3:00AM or 4:00AM, she received a series of text messages from Inv. Cassada. She said initially she did not know who the messages were from. CI# 14NCI-022 said after the series of messages, she called the number and found that it was Inv. Cassada, who was drunk. CI# 14NCI-022 said the messages were inappropriate and she was in bed at the time with her boyfriend who got upset. She pulled the messages up on her phone and showed them to me. The messages were from telephone number 912-580-6751, and were received on August 20, 2017 starting at 3:48AM. The first incoming message read "Yoooooo" with CI# 14NCI-022 responding "Whos this". The second incoming message read "Yo baby daddy" with CI# 14NCI-022 responding "Who". The third incoming message read "The one put a hurting on that thang". There was a fourth incoming message that read "Girl don't be acting like that". CI# 14NCI-022 signed a consent to search form for her phone and the phone was turned over to Lt. Resden Talbert. Lt. Talbert extracted data from CI# 14NCI-022's cell phone using CellBrite. The report showed the messages being received from 912-580-6751 with a name of "Jt*".

CI# 14NCI-022 was asked if he ever met with any investigators who were alone. She stated typically there would always be more than one investigator present when she was working. She stated she could think of four times that she made buys for Inv. Cassada when he was alone. She stated the best she could remember, the buys occurred during the Summer of 2017. She said she would either meet Inv. Cassada in the back of the cemetery off Ross Rd or behind College Place Church on Altama Avenue. She stated Inv. Cassada was driving a blue truck (county assigned) at the time. She said the four buys she is referring to were from Sherman on Magnolia Street, 42nd at the Budget Motel, Guala at Skeebo's house, and JR at the Conoco. CI# 14NCI-022 stated she would either buy Roxys (\$50 worth) or powder (\$100 worth) at a time. She stated Inv. Cassada would pay her an amount equivalent to the amount purchased. CI# 14NCI-022 stated she does not know if these buys were for Inv. Cassada personally or if they were official buys. She stated she has not made any official buys in about 1 to 1 ½ years.

CI# 14NCI-022 was asked if she and Inv. Cassada were ever involved in a sexual relationship and she said no. She also said he had not sent her any other inappropriate text messages other than those she showed me. CI# 14NCI-022 was asked whether Inv. Cassada ever paid or offered to pay her for sexual favors. She laughed and replied no. She then said he could not afford her. CI# 14NCI-022 was asked if she had any knowledge of any females Inv. Cassada has been in contact with sexually. She stated she heard at one time that he was messing around with a prostitute who had a street name of "Buttercup". CI# 14NCI-022 did not know the prostitute's real name but described her as having blond hair with a scar on her face. She said the prostitute was known to frequent the L Street and G Street areas.

CI# 14NCI-022 was asked if any other investigators had done anything immoral, unethical, or illegal that she had knowledge of. She stated once (Matt) Wilson was in the cemetery with other investigators when he made the comment to her "I bet I could pay you \$100 to suck

my dick”. CI# 14NCI-022 stated she almost “beat his ass”. CI# 14NCI-022 also stated that a “bald guy” who drove a red car “copped a feel” once when he was searching her prior to a buy. She couldn’t provide any further information on this investigator nor could she provide a timeframe of when either of these incidents took place.

February 25, 2019

COS conducted a second interview with Capt. Smith to clarify a couple topics discussed during the first interview. The interview with Capt. Smith was audio taped. Prior to the interview, COS Scott advised Capt. Smith that he had previously been interviewed on February 8, 2019, at which time he was advised of his Garrity Administrative Proceedings Rights. COS Scott told Capt. Smith he was still under Garrity for the second interview.

Capt. Smith said he never heard any investigators name a specific informant that Inv. Cassada was having sex with. Capt. Smith said he went to Capt. Hassler and told him that the investigators were upset because Inv. Cassada’s wife had called their wives and told them to watch their husbands. Capt. Smith said he told Capt. Hassler that Inv. Cassada’s wife had said her husband was sleeping with a CI and their husbands were probably doing the same thing. Capt. Smith said that he believes Capt. Hassler said he would look into it but Capt. Smith wasn’t sure exactly what he said. When asked, Capt. Smith said his impression after talking with Capt. Hassler was that he was going to take care of it and look into the allegations. Capt. Smith could not tell me if Capt. Hassler ever investigated the allegations. Capt. Smith said Capt. Hassler never talked with him again about the allegations. See the transcription of COS Scott’s interview with Capt. Smith for further.

February 28, 2019

At 2:25PM COS Scott conducted an interview with Glynn County Police Lieutenant David Haney in his office. His interview with Lieutenant Haney was audio taped. Prior to the interview, COS Scott advised Lieutenant Haney of his Garrity Administrative Proceedings Rights. Lt. Haney was previously assigned to the narcotics unit as a Sergeant until about May 2017.

Lt. Haney denied having any knowledge of Inv. Cassada having inappropriate relationships with informants and using and/or distributing narcotics to them. Lt. Haney said he did have a meeting with Inv. Cassada and his wife Hope. The meeting took place while he was assigned to the Support Services Division (now Administrative Division), sometime between May 2017 and when Inv. Cassada went into rehab. He said during the meeting, it was talked about that they were having marital problems and there were inferences to infidelity, but not with informants. Lt. Haney said the best he could remember; the main purpose of the meeting was that Inv. Cassada had an alcohol problem which was causing problems in his marriage. Lt. Haney assured Inv. Cassada that his job would not be in jeopardy if he sought treatment for alcohol abuse. Lt. Haney said he recommended the Glynn County employee assistance program as a starting point.

Lt. Haney was asked about Inv. Simpson saying he had told Lt. Haney about the allegations made by Inv. Cassada’s wife. Lt. Haney said he recalled a conversation, either in-person or

via telephone, with Inv. Simpson where Inv. Simpson said something to the effect of “Hey do you know what’s going on with Cass?” Lt. Haney recalled telling Inv. Simpson something to the effect of “Yeah he is going to be fine.” Lt. Haney indicated that when Inv. Simpson asked if he knew what was going on, he assumed Inv. Simpson was talking about Inv. Cassada’s alcohol issues. See the transcription of COS Scott’s interview with Lt. Haney for further.

March 1, 2019

COS Scott reviewed copies of the GBNET payroll for the end of 2017 and beginning of 2018 to try and determine when Inv. Cassada was out of work for alcohol rehabilitation. COS Scott found that Inv. Cassada was out for an extended period of time in December 2017 through January 2018 utilizing sick time. This is the only extended period of time Inv. Cassada was out and would be consistent with the timeframe suggested that he was in alcohol rehabilitation. He used 296 hours of sick time. Those dates are as follows:

December 4 – 8, 2017 sick use
December 11 – 15, 2017 sick use
December 18 – 22, 2017 sick use
December 25, 2017 holiday
December 26 – 29, 2017 sick use
January 1, 2018 holiday
January 2 – 5, 2018 sick use
January 8 – 12, 2018 sick use
January 15, 2018 holiday
January 16 – 19, 2018 sick use
January 22 – 26, 2018 sick use

March 5, 2019

On March 4, 2019, COS Scott checked the Spillman RMS employee database for James Cassada to see which telephone number was listed. The database listed telephone number 912-580-0863. COS Scott sent a request to Brandon Westberry, Glynn County Information Technology, requesting he provide a phone number history for Inv. Cassada’s Spillman record. On March 5, 2019, Westberry sent the requested information via e-mail. The history record showed a previous telephone number for Inv. Cassada as being 912-580-6751. This number is the same telephone number that sent inappropriate text messages to CI# 14NCI-022. The record was updated on February 7, 2018 to a new telephone number.

March 6, 2019

On February 7, 2019, COS Scott interviewed Inv. John Simpson. During that interview, Inv. Simpson said that Inv. Cassada’s wife Hope had contacted his wife Tara via telephone. This call took place sometime prior to or while Inv. Cassada was in rehab. During said call, Hope told Tara that she had caught Inv. Cassada at a motel with an informant. Inv. Cassada was asked if he told anyone at the time about the allegations, and he said he had told Lt. David Haney (Sgt. At the time). On February 28, 2019, COS Scott interviewed Lt. Haney. During

that interview, Lt. Haney indicated that he remembered a conversation with Inv. Simpson. Lt. Haney said that Inv. Simpson asked if he knew what was going on with Inv. Cassada, and Lt. Haney responded that he did. Lt. Haney said that Inv. Simpson never said anything to him about Inv. Cassada being sexually involved with an informant. He went on to say that he believed Inv. Simpson was talking about Inv. Cassada's alcohol problem when he asked whether Lt. Haney knew what was going on. A conflict existed between what Inv. Simpson told COS Scott and what Lt. Haney told COS Scott.

On March 6, 2019, COS Scott spoke with Inv. Simpson, who was working dayshift on patrol. COS Scott asked him to clarify what exactly he had told Lt. Haney when he called him. Inv. Simpson told COS Scott he was "Almost 100% certain" he told Lt. Haney that Hope said Inv. Cassada was having sex with an informant. Inv. Simpson added "as a matter of fact, my wife heard the whole conversation". Inv. Simpson said he was sitting on the back porch at his residence when he called Lt. Haney, and had his phone on speakerphone so his wife could hear it. COS Scott told Inv. Simpson he would like to speak with his wife if possible.

At approximately 6:45PM Inv. Simpson contacted COS Scott via telephone. Inv. Simpson told COS Scott that he was wrong in what he original said in his interview. Inv. Simpson said that he went home after work and talked with his wife Tara. Inv. Simpson said Tara told him that he never actually told Lt. Haney what the allegations were. Inv. Simpson said that his wife helped refresh his memory that he tried to tell Lt. Haney but Lt. Haney said he knew already. Inv. Simpson said that he asked Lt. Haney "Do you know what's going on with Cass", and Lt. Haney responded "Yeah". Inv. Simpson said he then asked Lt. Haney "Do I need to take this up the chain of command", and Lt. Haney said, "No I'll handle it". Inv. Simpson was concerned that he had testified in court under a defense subpoena to what he originally told COS Scott in an interview, and did not want it to appear that he had lied under oath. Inv. Simpson said he really thought he had told Lt. Haney what Hope said.

The perceived conflict in statements made by Lt. Haney and Inv. Simpson was cleared up in a follow-up interview with Inv. Simpson on March 11, 2019.

March 7, 2019

On February 13, 2019 COS Scott and Capt. Jump conducted an interview with CI# 14NCI-022. During that interview, CI# 14NCI-022 indicated that she made four purchases of narcotics for Inv. Cassada during the Summer of 2017. CI# 14NCI-022 indicated that Inv. Cassada was alone for the purchases. The buys CI# 14NCI-022 described are as follows:

1. Sherman on Magnolia Street
2. 42nd at the Budget Motel
3. Guala at Skeebo's house
4. JR at the Conoco

COS Scott wanted to attempt to determine whether the four buys CI# 14NCI-022 spoke about were official narcotics buys. COS Scott requested Lt. Bergquist pull the file for CI# 14NCI-022. COS looked at the file but did not find any payment receipts for 2017. COS Scott did

locate four payment receipts connected with three buys made by CI# 14NCI-022 during the Summer of 2016. The information for those buys are as follows:

Voucher # GB15-228 Case # G15-17306 Date: 06/04/16

CI purchased crack cocaine from Sherman Mitchell at 9 Magnolia Street. Inv. Cassada was not alone at the time of this buy. He was accompanied by Inv. Simpson and Inv. Davis.

Voucher # GB16-002 Case # G16-31609 Date: 07/09/16

CI purchased crack cocaine from "Black" (John Hardy) at 3814 Emanuel Avenue. Inv. Cassada was not alone at the time of the buy. He was accompanied by Inv. Shawn Ferguson and Sgt. David Haney.

Voucher # GB16-003 Case # G16-31614 Date: 07/09/16

Voucher # GB16-004 Case # G16-31614 Date: 07/09/16
G16-31609

CI purchased crack cocaine from Charmanee Carmena at a residence on Townsend Street. Inv. Cassada was not alone at the time of this buy. He was accompanied by Inv. Ferguson and Sgt. Haney.

It does not appear that the buys made during the Summer of 2016 are the four buys CI# 14NCI-022 said she made for Inv. Cassada. During all of these buys, Inv. Cassada had other personnel present. If CI# 14NCI-022 did indeed make four buys for Inv. Cassada during the Summer of 2017, there is no record of said buys.

March 11, 2019

COS Scott received information from Capt. Jump regarding Inv. Tolley. Inv. Joseph Butler had gone to Capt. Jump with information that Inv. Tolley may have come to work in the past smelling of marijuana. Capt. Jump said he was told that Inv. Dustin Davis had smelled marijuana on Inv. Tolley in the past and told Sgt. Michael Davis of his concerns.

COS Scott spoke with Inv. Davis regarding this information. Inv. Davis stated he has never smelled marijuana on Inv. Tolley, nor has he ever told Sgt. Davis such. Inv. Davis related that back when Inv. Tolley was selected to transfer to the narcotics unit there was rumor from patrol officers, who worked with her at the Brunswick Police Department, that she would show up for shift briefings smelling like marijuana. Inv. Davis said he did not know that to be fact.

March 11, 2019

At 10:30AM COS Scott conducted a second interview with Glynn County Police Inv. John Simpson in his office to clarify a discrepancy in what Inv. Simpson said in his first interview and what Lt. Haney said in his interview. The interview with Inv. Simpson was audio taped. Prior to the interview, COS Scott advised Inv. Simpson that he had previously been interviewed on February 7, 2019, at which time he was advised of his Garrity Administrative Proceedings Rights. COS Scott told Inv. Simpson he was still under Garrity for the second interview.

Inv. Simpson said that after he and COS Scott talked on March 6, 2019, he went home and talked to his wife about the telephone call he made to Lt. Haney (that she overheard). Inv. Simpson said he did not tell Lt. Haney everything he initially said he told him, as he thought he had. Inv. Simpson explained that his wife reminded him that he had went over with her what he was going to tell Lt. Haney before making the telephone call. Inv. Simpson said once he called Lt. Haney, he did not actually tell him what the allegations were. Inv. Simpson said his wife reminded him that he asked Lt. Haney if he knew what was going on with "Cass", with him saying he did. Inv. Simpson said he asked if he needed to carry the information he knew up the chain of command and Lt. Haney told him no. COS Scott asked Inv. Simpson if he ever told Lt. Haney that Inv. Cassada was having an inappropriate relationship with an informant. Inv. Simpson said he did not. He said he originally thought he did but after talking with his wife he did not. Inv. Simpson was asked if anyone had contacted him and promised him anything, threatened him, or coerced him into changing his statement. He said no. See the transcription of COS Scott's interview with Inv. Simpson for further.

March 11, 2019

At approximately 3:00PM COS Scott met with Bill Johnson from the Public Defender's Office. The meeting took place at the police station. COS Scott informed Mr. Johnson of the discrepancy in what Lt. Haney said in his interview and what Inv. Simpson said in his first interview. COS Scott also explained to Mr. Johnson that Inv. Simpson had changed his account of the conversation he had with Lt. Haney, and COS Scott also explained the circumstances surrounding Inv. Simpson's change in account of the conversation. COS Scott asked Mr. Johnson for guidance since Inv. Simpson had testified under oath to the conversation which he did not remember accurately. Inv. Simpson was under a subpoena from the Public Defender's Office at the time of the testimony. COS Scott asked Mr. Johnson whether Inv. Simpson needed to appear in court again to correct his testimony under oath. Mr. Johnson said he did not think that was necessary at the time. COS Scott told Mr. Johnson that Inv. Simpson was concerned that his testimony wasn't correct and did not want to get into trouble. Mr. Johnson said he did not believe there was any intent on Inv. Simpson's part and added, "your asking someone to testify from memory to something that happened over a year ago". COS Scott told Mr. Johnson to contact him if he would like to speak with Inv. Simpson and he would arrange a meeting.

March 19, 2019

At 9:25AM COS Scott conducted an interview with Glynn County Police Sergeant Brandon Gregory in his office. The interview with Sgt. Gregory was audio taped. Prior to the interview, COS Scott advised Sgt. Gregory of his Garrity Administrative Proceedings Rights. Sgt. Gregory was assigned to the narcotics unit around May 2017 as a Sergeant.

Sgt. Gregory stated he recalled being present during an undercover operation conducted at the WeePub in the Fall of 2017, during which time CI# 16NCI-028 showed up with her girlfriend. Sgt. Gregory stated the girlfriend became irate and started screaming at Inv. Cassada that he was having some kind of sexual interaction with the informant. Sgt. Gregory could not remember the exact content of what the informant's girlfriend was saying. He

indicated they had to end the operation early because of the incident. Sgt. Gregory said he remembered there being some small chat after the incident amongst the investigators, with Inv. Cassada saying something like “What the heck was that?” He said Inv. Cassada indicated that the girlfriend did not like the informant disappearing and meeting with him, and she assumed something was going on between the two of them but there was not.

Sgt. Gregory said on the next business day after the undercover operation, he met with Capt. Hassler and Lt. Smith in Lt. Smith’s office. He said he explained to them what occurred at the WeePub. He said he was left with the impression that it was going to be looked into. Sgt. Gregory did not know if anyone ever investigated the incident or talked with Inv. Cassada. He said a short time later, Lt. Smith called an impromptu meeting in the narcotics office and said CI# 16NCI-028 was being deactivated. He said she was deactivated because she was compromised as an informant. ****NOTE**** Documentation shows this informant was deactivated on November 9, 2017, for being compromised.

In regard to the telephone calls made by Inv. Cassada’s wife Hope to other investigators or their wives, Sgt. Gregory did not have much information. He said he caught a glimpse of a conversation one time about someone being upset that Inv. Cassada’s wife had called someone, but Sgt. Gregory never heard what exactly the call was about.

Sgt. Gregory remembered a meeting with the other supervisors and Inv. Cassada, in which Inv. Cassada said his wife thought he had a drinking problem. According to Sgt. Gregory, Inv. Cassada said he did not think he had an alcohol problem but was going into rehab to appease his wife. Sgt. Gregory said Inv. Cassada then took leave and was out for an extended period of time. See the transcription of COS Scott’s interview with Sgt. Gregory for further.

March 20, 2019

COS Scott spoke with SA James Feller regarding the status of his criminal investigation. SA Feller stated his investigation was complete and he was waiting on supervisor approval. SA Feller stated that his investigation had not identified any other employees as being involved, other than Inv. James Cassada. SA Feller said that he did not have any intention of obtaining arrest warrants on James Cassada for any crime. He said he would provide a copy of his investigation to DA Jackie Johnson, who could seek indictment via a Grand Jury if she felt a crime(s) was committed by James Cassada.

SUMMARY AND CONCLUSION

On February 4, 2019, COS Brian Scott was ordered by Chief John Powell to conduct an internal affairs investigation into allegations against Investigator James Cassada, who was assigned to the joint City-County narcotics unit. The allegations were that he was possibly involved in a sexual relationship with a female confidential informant and that he was possibly using and/or providing illegal narcotics to the informant. The allegations made were alleged to have taken place during the last half of 2017 and the first part of 2018.

***FOUNDED* - There is a preponderance of evidence to support that Inv. James Cassada violated the following policies:**

- Glynn County Personnel Policy 9.2.4 (B) (Behavior) - (4) Willful or negligent violation of rules, regulations, policies, or related directives; (14) Violation of written department operational rules formulated by the department director or the elected or appointed official which the employees have previously been made aware of and have acknowledged this awareness in writing;
- Glynn County Police Policy 16.2.1 A) 1. (Violation of Rules) - Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, orders, or policies of the department, whether stated in a General Order or elsewhere. Ignorance of a rule, directive general order, or policy, shall not be considered a justification for any violation of it.

Investigator Cassada violated several Glynn County Personnel, Police Department, and Glynn-Brunswick Narcotics Enforcement Team policies.

- Glynn County Personnel Policy 9.2.4 (B) (Behavior) - (3) Engaging in criminal, dishonest, immoral or disgraceful conduct or conviction of a crime which is in opposition to the best interests of the County;
- Glynn County Police Policy 16.2.1 A) 2. 14. (Unbecoming Conduct) - Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming shall include that which brings the department into disrepute or reflects discredit upon the employee as a member of the department, or that that impairs the operation or efficiency of the department or employee. Conduct unbecoming shall also include that conduct which adversely affects the morale of the department personnel and/or has a tendency to destroy public respect for department personnel and/or confidence in the department. Conduct unbecoming includes but is not limited to: 14. Other acts of the employee that might bring discredit upon the employee or department.
- Glynn County Police Policy 16.2.1 A) 5. F. (Association with Undesirables) - Members shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, convicted felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary for the performance of official duties, or where unavoidable because of other personal relationships of the members.
- Glynn-Brunswick Narcotics Enforcement Team Policy 125 VI. (Guidelines for Handling Informants)
 - A. (Prohibited Activity) – 1. No employee will knowingly maintain a social relationship with an active or inactive informant or otherwise become personally involved with an informant.

- B. (Meetings) – 1. Investigator will always be accompanied by another investigator, agent, or law enforcement officer when meeting with an informant.

Investigator Cassada engaged in personal and sexual relationships with two confidential informants that he had control over as informants. Investigator Cassada send inappropriate text messages to a third informant. In developing personal intimate relationships with informants, Investigator Cassada was engaging in immoral or disgraceful conduct. He was also maintaining regular and continuous association with the informants whom he knew or should have known have a reputation in the community for involvement in felonious or criminal behavior. Investigator Cassada's involvement with the informants in this manner was not necessary for the performance of his official duties.

- Glynn County Police Policy 16.2.1 A) 5. Q. 1. (Intervention) - Officers shall not interfere with cases being handled by other officers of the department or by any other governmental agency unless:
 - a. Ordered to intervene by a superior officer, or
 - b. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.

During 2018, prior to November, Investigator Dustin Davis was conducting a large undercover operation coined De ja vu. During the operation, one of Investigator Davis' confidential informants was able to purchase methamphetamine from one of the female informants Investigator Cassada had a sexual relationship with. Once Investigator learned that the informant was a target in Investigator Davis' operation, Investigator Cassada went to Investigator Davis and asked him not to pursue charges against the informant.

- Glynn County Police Policy 16.2.1 A) 5. Y. (Cooperation with Internal Investigations) - Employees shall respond to lawful orders, render material and relevant statements, in an internal departmental investigation when such orders, questions, and statements are directly related to the job responsibilities. Nothing in this rule shall be a violation of an employee's federal or state constitutional rights.

On February 6, 2019, Investigator Cassada was notified in writing that he was the subject of an internal investigation and he was placed on administrative leave with pay. He was ordered by Chief Powell, in writing, to cooperate with COS Scott during the investigation to include his appearance at any interview scheduled. On February 7, 2019, COS Scott spoke with Investigator Cassada via telephone and sent up an interview with him for the following day. On February 8, 2019, Investigator Cassada contacted COS Scott via telephone just prior to the scheduled interview and indicate he was not coming. Investigator Cassada verbally tendered his resignation effective immediately when he was reminded that he did not have an option.

INCONCLUSIVE – There is insufficient evidence to support that Inv. James Cassada violated the following policies:

- Glynn County Police Policy 16.2.1 A) 4. (Conformance to Laws) – 1. Employees shall obey all laws of the United States and of any state and local jurisdiction in which the employees are present.
- Glynn County Police Policy 16.2.1 A) 5. B. (Possession and Use of Drugs) - Members shall not possess or use any controlled substances, hallucinogens, narcotic or other drugs except when prescribed for treatment by a physician or dentist. When an employee must take prescription drugs he/she must advise their immediate supervisor.

Although there were allegations that Investigator Cassada used and supplied cocaine and methamphetamine two confidential informants, there is insufficient evidence to support the allegations.

During the course of the investigation, it was learned that Investigator John Simpson was holding a personal friendship with a convicted felon.

FOUNDED - There is a preponderance of evidence to support that Inv. John Simpson violated the following policies:

- Glynn County Personnel Policy 9.2.4 (B) (Behavior) - (14) Violation of written department operational rules formulated by the department director or the elected or appointed official which the employees have previously been made aware of and have acknowledged this awareness in writing;
- Glynn County Police Policy 16.2.1 A) 1. (Violation of Rules) - Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, orders, or policies of the department, whether stated in a General Order or elsewhere. Ignorance of a rule, directive general order, or policy, shall not be considered a justification for any violation of it.

Investigator Simpson violated Glynn County Police Department policy 16.2.1 A) 5. F.

- Glynn County Police Policy 16.2.1 A) 5. F. (Association with Undesirables) - Members shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, convicted felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary for the performance of official duties, or where unavoidable because of other personal relationships of the members.

In or around 2016, Investigator Simpson rekindled a friendship with John Brian Highsmith, a person who he knew growing up. Investigator Simpson maintained a close friendship with Highsmith up until February 7, 2019. At the time Investigator Simpson rekindled his friendship with Highsmith, Investigator Simpson was employed by the Glynn County Police Department and assigned to the City-County narcotics unit. Investigator Simpson stated during a recorded interview that he knew that Highsmith was twice convicted in Federal Court for manufacturing methamphetamine. Investigator Simpson maintained a regular or continuous association with Highsmith even after knowing Highsmith was a convicted felon. Investigator Simpson indicated in the interview that he believed Highsmith was a changed person and was trying to keep Highsmith straight. Investigator Simpson also indicated that he was unaware of the Glynn County Police Department policy which prohibits an employee from having regular or continuous association with convicted felons.

Captain David Hassler was assigned as the division commander of the narcotics unit from the Summer of 2016 until March of 2018.

During the investigation, the preponderance of evidence supported that Investigator Cassada was involved sexually with two confidential informants. The investigation revealed that three subordinate officers under Captain Hassler's command had knowledge of the allegations against Investigator Cassada and made Captain Hassler aware of said allegations:

1. In the Fall of 2017, investigators with the City-County narcotics unit were conducting an undercover operation at the WeePub. During the operation, one of Investigator James Cassada's confidential informants (CI# 16NCI-028) arrived at the restaurant with her girlfriend. The girlfriend began causing a scene and confronted Investigator Cassada. The girlfriend was accusing Investigator Cassada of having an inappropriate or sexual relationship with the informant. The incident was witnessed by other investigators, including Sergeant Brandon Gregory who was one of the supervisors for the operation. According to Sergeant Gregory, the incident was such that they had to end the undercover operation. Sergeant Gregory provided statements during a recorded interview that on the next business day, he met with Lieutenant Smith and Captain Hassler. Sergeant Gregory stated that he told both about the incident and allegations that were made. Sergeant Gregory advised that Captain Hassler indicated the incident would be investigated. Sergeant Gregory said a few days later, Lieutenant Smith held an impromptu meeting and announced that CI# 16NCI-028 had been compromised and was being deactivated. A record of deactivation shows this occurred on November 9, 2017.
2. Investigator Dustin Davis' wife received a telephone call on or about the latter part of 2017 from Investigator Cassada's wife, Hope. She told Investigator Davis' wife that Investigator Cassada was having an affair with one of his informants (CI# 13NCI-014), as she had caught the two of them exiting at a motel after spending the night together. Investigator Dustin Davis provided statements in a recorded interview that he went to Captain Hassler and told him about the allegations Investigator Cassada's wife Hope was

making. Investigator Davis provided testimony that Captain Hassler said he was already aware of the allegations as he had talked with Hope.

3. Captain Eugene Smith was assigned as a Lieutenant in the City-County narcotics unit from about the Summer of 2016 until February 2019. In addition to Investigator Davis' wife receiving a call from Hope (Cassada), Investigator John Simpson and his wife also received calls from her making the same allegations. Investigators in the narcotics office were upset that Hope was contacting their wives about Investigator Cassada's actions. Sometime around the end of 2017 or beginning of 2018, the investigators were discussing this in the narcotics office. Captain Smith provided statements in a recorded interview that he could not remember if investigators came to him directly or if he had overheard the conversations, but he reported the allegations to Captain Hassler. Captain Smith could not recall Captain Hassler's exact response but said he was under the impression Captain Hassler was going to look into the allegations and handle it.

During a recorded interview with Captain Hassler, he was told by COS Scott that the investigation centered around allegations against Investigator Cassada and what the allegations were. COS Scott asked Captain Hassler "Do you have any information about any of that?" Captain Hassler responded "No".

During the recorded interview, Captain Hassler stated he received a telephone call from Investigator Cassada's wife Hope late the night of November 17, 2017, or early in the morning on November 18, 2017. Captain Hassler said he was out-of-town on vacation and sleeping at the time of the call. He said Hope told him Investigator Cassada was a drunk, mean, cheating on her, and beating her.

Captain Hassler maintained that she never said anything about him cheating with one of his informants. Captain Hassler denied having any knowledge of investigators or their wives receiving telephone calls from Investigator Cassada's wife. Captain Hassler stated he did not remember talking with Investigator Davis about the allegations made by Hope. Captain Hassler also stated during the interview that he had no knowledge of the incident at the WeePub. Captain Hassler went on during the interview to say, "I don't know anything about nothing to do with CI's" despite the fact that three subordinate employees gave statements of the opposite.

Captain Hassler stated in the interview that if an employee had come to him with the allegations, he would have investigated them. Captain Hassler also said he never conducted an investigation on Investigator Cassada.

FOUNDED - There is a preponderance of evidence to support that Capt. Davis Hassler violated the following policies:

- Glynn County Personnel Policy 9.2.4 (B) (Behavior) - (4) Willful or negligent violation of rules, regulations, policies, or related directives; (14) Violation of written department operational rules formulated by the department director or the elected or

appointed official which the employees have previously been made aware of and have acknowledged this awareness in writing;

- Glynn County Police Policy 16.2.1 A) 1. (Violation of Rules) - Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, orders, or policies of the department, whether stated in a General Order or elsewhere. Ignorance of a rule, directive general order, or policy, shall not be considered a justification for any violation of it.

Captain Hassler violated several Glynn County Personnel and Police Department policies.

- Glynn County Personnel Policy 9.2.4 (C) (Performance) – (1) Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt and competent manner;

The job description for the position of Police Captain, which was last revised in March 2014, reads in part “Conducts internal/external investigations of major/serious complaints or accidents involving personnel, vehicles, equipment or operations of assigned division; researches complaints from citizens and initiates problem resolution; investigates accidents involving injuries and fatalities; reviews internal affairs investigation reports forwarded to Disciplinary Review Committee; reports findings of investigations and recommendations to Police Chief.”

Captain Hassler was incompetent or negligent in the performance of his duties as Police Captain when he was made aware of immoral, unethical, and possible criminal allegations against a subordinate employee and failed to investigate the allegations or make the Police Chief aware of the allegations.

- Glynn County Police Policy 16.2.1 A) 2. 14. (Unbecoming Conduct) - Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming shall include that which brings the department into disrepute or reflects discredit upon the employee as a member of the department, or that that impairs the operation or efficiency of the department or employee. Conduct unbecoming shall also include that conduct which adversely affects the morale of the department personnel and/or has a tendency to destroy public respect for department personnel and/or confidence in the department. Conduct unbecoming includes but is not limited to: 2. Making of false statements or withholding facts or information during department investigations.
- Glynn County Police Policy 16.2.1 A) 5. T. (Truthfulness) - Upon the order of the Police Chief, the Chief's designee, or a superior officer, employees shall truthfully

answer all questions specifically directed and narrowly related to the scope of employment and operations of the department that may be asked of them.

Captain Hassler either made false statements or withheld facts known to him during an internal investigation. Captain Hassler stated he did not have any knowledge of allegations that Investigator James Cassada was possibly involved in sexual relationships with confidential informants, however, three of his subordinate employees provided statements that they made him aware of the allegations.

- Glynn County Police Policy 30.1.1 (Policy Statement, Internal Affairs) - Maintenance of professional conduct in law enforcement and continuous public support of law enforcement efforts are determined largely by the ability of an organization to police itself. The integrity of an organization is dependent entirely upon personal integrity and discipline. It is the policy of this Department to respond to, record and appropriately dispose of all allegations whether made in person, writing, or anonymously of actions or conduct by members of this Department of misconduct, violations of law, departmental policy or any inappropriate behavior that brings discredit and or disrespect upon members of this Department and the law enforcement profession.

The preponderance of evidence supports that three employees reported allegations of misconduct against Investigator James Cassada to Captain Hassler. Additionally, during COS Scott's interview with Captain Hassler he indicated that Investigator Cassada's wife Hope made allegations that he had committed an act of domestic violence on her. While speaking about the content of a telephone call he received from Hope on November 17 or November 18, 2017, Captain Hassler stated: "She's bitching and ranting and raving saying he's a drunk bastard, he's beating her and all kinds of shit." Later in the interview, Captain Hassler stated, "I assumed they were fighting and had an ugly domestic and she's ranting and raving."

Captain Hassler did not respond to, record, or appropriately dispose of the allegations of misconduct.

- Glynn County Police Policy 30.1.2 (Authority) - All major violations (30.1.3) shall be referred to the Office of the Chief who will, at his discretion, route them to the Internal Affairs Investigator for investigation and or review....
- Glynn County Police Policy 30.1.3 (Classification of Complaints) – Major Violations - Crime: Complaint regarding the involvement in illegal behavior, such as bribery, theft perjury or drug violations.
- Glynn County Police Policy 30.2.1 (Complaint Processing) – The Glynn County Police Department shall investigate and record findings of all major and serious complaints made against employees or of Departmental procedures regardless of circumstances perceived or the apparent degree of absurdity associated with the complaint. The nature of the complaint will dictate the extent of the investigation.

By properly receiving and disposing of major or serious complaints, the Department demonstrates a desire to actively police itself and thereby can gain and retain public trust. A complaint of a minor violation requires the immediate supervisor to investigate. It is the supervisors discretion to keep a record of a minor complaint based on a case-by-case basis, e.g., history of the officer, etcetera. Unless, however, the complaint is made using a departmental complaint form that must be filed with the I.A. officer for record keeping purposes of formal complaints received.

Glynn County Police policy 30.1.2 reads in part “all major violations shall be referred to the Office of the Chief”, and 30.1.3 defines what type of complaints would be considered major violations. The allegations reported to Captain Hassler are considered major violations and were not investigated nor were they reported to the Office of the Chief for investigation.

Investigation Conducted by: COS Brian Scott
Report Completed by: COS Brian Scott
Date: March 26, 2019

Attachment K

IA# 19-02
TRANSCRIPTION – 2ND INTERVIEW WITH JOHN SIMPSON
MARCH 11, 2019

BS – Brian Scott
JS – John Simpson

BS: Alright today is March 11, 2019, it's 10:30 am this is a follow-up interview with investigator John Dustin Simpson. Dustin, back on 2/7/19, I conducted an interview with you. At that time, I read you your Garrity rights, this is to advise you that you are still under your Garrity rights for this interview as well, Ok?

JS: Ok.

BS: The reason for this follow up interview is that back on 2/7 when I interviewed you concerning the investigation surrounding James Cassada, you indicated that his wife had contacted your wife and made allegations that Inv. Cassada was having sex or involved in some type of inappropriate relationship with a Confidential Informant. At that time, I asked you had you told anybody about it and you indicated that you had told Lt. David Haney who was a Sergeant at the time. Since our interview on 2/7 I have interviewed Lt. Haney. Lt. Haney indicated to me when I interviewed him that you had not come out and directly said what it was involved. That you said something to the effect of, hey do you know what's going on with Cass and he said yes. Back on March 6, last week, I talked with you and asked you or told you what Lt Haney had said and you indicated at that time that you were certain, almost 100 percent certain that you had told Lt. Haney about these allegations against Cassada. Is that correct?

JS: Yes.

BS: OK and you indicated when I talked to you on March 6 that your wife, your phone was on speaker phone when you initially called LT. Haney back last year or whenever it was and told him about these allegations. And I'm following up with you because you contacted me the night of March 6, after you got home, and said what you had initially told me was incorrect. Is that right?

JS: Correct.

BS: Can you go into that and kind of explain to me how that?

JS: Yes. After I talked to you on March 6, I got to really thinking about it and went home and talked to my wife about it and told her that, you know, I'd talked to you again and that I'd told you again that I'd told Haney everything I'd heard from Cass's wife through my wife and me and her got in a discussion about it and after me and her talked, uh, everything I said that I had told to Lt. Haney which was Sgt. Haney then, was what I had actually told my wife this is what I'm going to tell him as soon as I get on the phone with him. I'm going to tell him everything. And, after

speaking with her, and us having a conversation about it, she advised that I actually did not tell Haney what I thought I told him. I told her that's what I was going to tell him but I never did tell him. That when I contacted him I asked him if he knew what was going on with Cass and told me he did. I asked him did I need to carry what I knew basically up any higher up the chain of command and he advised me no, that he would take care of it.

BS: Alright, so, I just want to make sure I understand what you're saying. So, when you got home the evening, you were working March 6 when initially I talked to you here at the station.

JS: Yep.

BS: When you got home that evening when you got off you talked to your wife Tara.

JS: Yes.

BS: Ok, and was that to make sure that, I know when I talked to you, you said I'm almost 100% sure I told Lt. Haney. Matter of fact my wife heard it, cause it was on speaker phone.

JS: Right.

BS: The conversation. So, when you got home you talked to your wife about that conversation you had that she overheard on speaker phone last year?

JS: Yes.

BS: And she told you that you were wrong, is that basically what you're saying?

JS: Yes.

BS: Ok, so, when you called Lt. Haney, who was Sgt Haney at the time, sometime, prior to Cassada going to rehab

JS: Correct.

BS: You asked him do you know what's going on

JS: yes.

BS: and he said yes.

JS: Mmm hmm

BS: Ok. Did you ever tell him the information that you had that Inv. Cassada was having some type of a inappropriate relationship with an informant?

JS: No. I thought I did but I didn't. But after talking to my wife I didn't.

BS: OK. You had planned on telling him and you had went over all this in your head with your wife.

JS:Right.

BS: Ok. And you testified to this in court?

JS: I did. Superior Court.

BS: Has anybody contacted, other than me, I talked to you on March 6 for clarification on what you had originally told me on February 7.

JS: Correct.

BS: Has anybody contacted you and promised you anything, coerced you into changing your statement that you initially gave, threatened you in any way?

JS: No.

BS: Ok. And would your wife be willing to talk to me as well?

JS: I'll have to ask her

BS: OK. Do you have anything that you need to add either to your initial interview that we conducted on February 7 or anything?

JS:I don't think so.

BS: Ok. Alright if I have any more questions I'll get with you and we'll do this again.

JS: Sounds good.

BS: We'll end interview it is 10:36 am.

Attachment L

John Powell

From: John Powell
Sent: Wednesday, June 26, 2019 2:54 PM
To: John Powell
Subject: FW: [External] Upcoming PAC Events

From: John Powell
Sent: Wednesday, June 26, 2019 2:54 PM
To: Jackie Johnson (DA Office) (jackiejohnson@pacga.org) <jackiejohnson@pacga.org>
Subject: FW: [External] Upcoming PAC Events

Good afternoon...

Jackie,

I was provided this list of training opportunities that is being presented in the near future. I wanted to reach out and see if you had any suggestions or recommendations on classes for personnel to attend? Any suggestions is appreciated and based off of your suggestions, I would try to facilitate scheduling for attendance.

Thank you in advance...

John Powell

PAC has spots available for the trainings listed below. Please click on the link(s) to register. If you have any questions, please contact the Training Department at training@pacga.org or call (770) 282-6300.

CONFERENCES:

2019 Summer Conference

Jekyll Island, GA

June 8-13, 2019

[Click Here to Register](#)

2019 Lethal Weapon

Forsyth, GA

September 4-6, 2019

[Click Here to Register](#)

JOINT LAW ENFORCEMENT & PROSECUTOR ONE-DAY TRAININGS:

Joint Law Enforcement & Prosecutor DUI Training

July 10, 2019

Jesup, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor Drug Impaired Driving Training

July 11, 2019

Jesup, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor DUI Training

August 5, 2019

Macon, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor Drug Impaired Driving Training

August 6, 2019

Macon, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor DUI Training

August 14, 2019

Thomson, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor Drug Impaired Driving Training

August 15, 2019

Thomson, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor DUI Training

August 28, 2019

Douglasville, GA

[Click Here to Register](#)

Joint Law Enforcement & Prosecutor Drug Impaired Driving Training

August 29, 2019

Douglasville, GA

[Click Here to Register](#)

FAMILY VIOLENCE ONE-DAY TRAININGS:

Family Violence

August 1, 2019

Cedartown, GA

[Click Here to Register](#)

Family Violence

September 25, 2019

Hazlehurst, GA

[Click Here to Register](#)

Family Violence

September 26, 2019

Richmond Hill, GA

[Click Here to Register](#)

WEBINAR TRAININGS:

Walking the Talk: A Victim's Right to be Heard

July 1, 2019

[Click Here to Register](#)

Uniform Superior Court Rule 7.3

July 17, 2019

[Click Here to Register](#)

OTHER ONE-DAY TRAININGS:

ARIDE for Prosecutors

June 26, 2019

Morrow, GA

[Click Here to Register](#)

Asset Forfeiture (Law Enforcement Edition)

June 27, 2019

Forsyth, GA

[Click Here to Register](#)

Asset Forfeiture (Prosecutor Edition)

July 1, 2019

Savannah, GA

[Click Here to Register](#)

Open Records Training

August 6, 2019

Morrow, GA

[Click Here to Register](#)

Open Records Training

September 12, 2019

Carrollton, GA

[Click Here to Register](#)

If you have any questions, please contact the Training Department at training@pacga.org.

If you need a correction or modification in your name or email address, or to request addition or deletion to the list, please email your request to Roger Hayes (rhayes@gohs.ga.gov) Thank you.

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Captain William L. Hires, Coordinator
Coastal Area Traffic Enforcement Network
912-424-8998

Attachment M

GLYNN COUNTY

POLICE DEPARTMENT

2019

119 F/T Sworn Officers
2 F/T Sworn Officers (Airport)
13 F/T Non-Sworn Positions
3 P/T Non-Sworn Positions

138 TOTAL

1 Police Chief

OFFICE OF THE CHIEF

1 Administrative Assistant

BUDGETING/FINANCE

1 Budget Analyst

PROFESSIONAL STANDARDS

1 Programs Analyst

INTERNAL AFFAIRS

PUBLIC INFORMATION

1 Officer

PATROL DIVISION

1 Captain

1 Lieutenant

TRAFFIC ENFORCEMENT
UNIT 4 Officers
H.E.A.T. UNIT
3 Officers

AIRPORT OPERATIONS UNIT
2 Officers

1 Lieutenant
Asst. Commander - Mainland

1 Lieutenant
Asst. Commander - Islands
1 Administrative Secretary

COMMUNITY RELATIONS UNIT 4
Officers (Bike Unit)

1 Lieutenant

MAINLAND
1 Sergeant
9 Officers
1 K-9 Officer

ISLANDS

1 Sergeant
4 Officers

1 Lieutenant

MAINLAND
1 Sergeant
9 Officers
1 K-9 Officer

ISLANDS

1 Sergeant
4 Officers

1 Lieutenant

MAINLAND
1 Sergeant
9 Officers
1 K-9 Officer

ISLANDS

1 Sergeant
4 Officers

1 Lieutenant

MAINLAND
1 Sergeant
9 Officers
1 K-9 Officer

ISLANDS

1 Sergeant
4 Officers

INVESTIGATIONS DIVISION

1 Captain

GENERAL INVESTIGATIONS UNIT
1 Administrative Secretary
1 Lieutenant
1 Sergeant
12 Investigators

SPECIAL INVESTIGATIONS UNIT
1 Administrative Secretary
1 Lieutenant
1 City Sergeant
8 Investigators
2 FBI Task Force Investigators

CRIME SCENE, EVIDENCE, AND VICTIM SERVICES UNIT
1 Sergeant
1 Investigator
2 Crime Scene Technicians
GCFD Arson Inv. Unit
1 Crime Victim Liaison

ADMINISTRATIVE DIVISION

1 Captain (VACANT)

2 Lieutenants
1 Sergeant
3 Officers
1 Administrative Assistant
2 Administrative Technicians / Secretaries
3 P/T Community Service Officers

Records Section, GCIC Compliance, Front Desk,
Open Records, Wrecker Compliance, Crime
Analysis, Online Reporting, CSOs

Recruiting, Hiring, Training, Travel,
Equipment, Fleet, Armory, Facilities



GLYNN COUNTY
POLICE DEPARTMENT