


INTRA - OFFICE MEMORANDUM

TO: Captain Joe Kissell, Investigations
Division Commander

FROM: Lieutenant S. Washburn 
Metro VNI

DATE: July 27, 1998

SUBJECT: Internal Affairs Investigation #98-35

On March 1, 1998 after taking over my current position in Metro VNI, I conducted an audit of the timecards. The audit revealed bookkeeping practices in violation of Sheriff's Office Policy and Procedure. As a result of this audit, Internal Affairs Investigation #98-35 was initiated.

The investigation revealed that Sergeant Bill Claspell completed timecards in accordance with CSPD policy, at his supervisor's direction. As a result, I recommended that Sergeant Bill Claspell receive verbal counseling to include instruction in the appropriate method of completing EPSO timecards in accordance with Sheriff's Office Policy and Procedure. Prior to his departure from this unit, Sergeant Claspell was aware of the proper procedures to follow when completing timecards, specifically when dealing with earned time versus comp time.

Since my recommendation, Commander Kastner requested that a monetary audit be conducted for timecards completed prior to the 1998 cards, which I amended. The result of that audit showed that in 1997 timekeeping practices resulted in 112 hours of overtime/comp time being mishandled in the amount of \$2,220.63. An audit of the years 1994 through 1996, revealed similar timekeeping errors.

Despite the results of the monetary audit, I still believe that Sergeant Claspell acted in good faith when taking direction from his immediate supervisor. Although Sergeant Claspell admitted to knowing how to complete the timecards appropriately, he had just begun a new, somewhat unconventional assignment, where he trusted his supervisor for proper direction and guidance.

In my opinion, Sergeant Bill Claspell should be "exonerated" in the allegation of Violation of Rules (Attendance Records 318).

SLW/sw

