



INTRA - OFFICE MEMORANDUM

TO: Sergeant William Claspell
FROM: Commander Don Kessler, Acting Undersheriff *DKK*
DATE: September 9, 1998
SUBJECT: Findings of Internal Affairs Investigation 98-35

You allegedly maintained time cards for Sheriff's Office employees in a manner not consistent with Sheriff's Office Policy. Based on this information an investigation was conducted. This memo is to inform you the investigation has been completed. The allegations and dispositions are listed below:

312.2, Violation of Rules(Attendance Records 318): To wit, you allegedly calculated overtime improperly which resulted in employees being overcompensated.

SUSTAINED

This action is a serious violation of the Sheriff's Office Policy and Procedure. Therefore, I intend to recommend you receive a Letter of Reprimand. You may appeal this decision to the Sheriff, in memorandum form or appear in person. If you desire to appeal this decision you must submit your request to the Internal Affairs Unit, in writing, by September 14, 1998 at 1600 hours, in accordance with Policy and Procedure 317, E. If you wish to review the Chain of Command findings, disciplinary recommendations and/or your statement, contact the Internal Affairs unit for an appointment.

CC: Commander Kastner
Captain Kissel
Personnel

IRM/jb

