

CHAPTER 7
INVESTIGATION DOCUMENTATION
REVISED SEPTEMBER 2023
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CHAPTER 7

INVESTIGATION DOCUMENTATION

1. INTRODUCTION. Once allegation(s) of misconduct or poor performance have been thoroughly and impartially investigated, the investigation must be documented. This documentation shall consist of the specified forms and narrative formats detailed in this chapter. In a case involving multiple employees, an investigative file shall be prepared for each involved employee. Investigations shall be documented in the third person.

2. CHP 7, INTERNAL INVESTIGATION.

a. Description. The CHP 7, Internal Investigation, serves as the cover page for all administrative investigations to include adverse actions, rejections during probation (RDP), self-initiated RDPs, non-punitive terminations (NPT), and miscellaneous investigations. Detailed instructions to complete each section of the CHP 7 are located in Annex A and on the Office of Internal Affairs (OIA) intranet reference page.

(1) If there are more entries than spaces available in a given section, additional CHP 7 forms may be used for the additional information. Only the control number and the employee identification information, along with the information that necessitated the additional form are required on any subsequent pages of the CHP 7.

3. CHP 7A, INVOLVED PARTIES.

a. Description. The CHP 7A, Involved Parties, lists only those individuals who provide evidence used in the investigation. Definitions for the involved parties' roles are:

(1) Investigator. An investigator is a departmental employee who has obtained evidence to be used in the criminal or administrative investigative file. The evidence may be physical or testimonial in nature.

(a) An investigator listed on the CHP 7A is separate from the primary and secondary investigator(s) listed on the CHP 7. For example, an investigator from the Computer Crimes Investigations Unit who assists with obtaining employee emails.

(2) Victim. The party or parties harmed or injured as a result of the alleged misconduct.

(4) Representative. Representatives may be legal counsel obtained by the employee during a criminal investigation, or an individual who acts as a representative during the employee's administrative interrogation.

(3) Witness. Any individual who provides testimonial information related to the investigation. This may include complainants who are not victims and allied agency personnel who conducted a criminal investigation of the involved employee.

b. Persons Not Required on the CHP 7A. It is not necessary to include on the CHP 7A those individuals already listed on the CHP 7. This would include the involved employee, the primary and/or secondary departmental administrative investigator(s) assigned by the Area commander, and the Area and Division commander whose signatures are on the CHP 7. Detailed instructions to complete each section of the CHP 7A are located in Annex B and on the OIA intranet reference page.

4. CHP 7B, EMPLOYEE PROFILE.

a. Description. The CHP 7B, Employee Profile, serves as a summary of the employee's employment history, including performance evaluations, commendations, prior progressive discipline, and other pertinent information. Additionally, this section may contain employee-supplied responses to adverse comments entered in the employee's personnel folder. Detailed instructions to complete each section of the CHP 7B are located in Annex C and on the OIA intranet reference page.

b. Employment History Timeframes. The following time restrictions limit the information that can be included on the CHP 7B, and within the administrative investigation:

(1) Prior Adverse Actions. Only those adverse actions, which were served to the employee within five (5) years can be added to the investigative file and included on the CHP 7B.

(a) If the adverse action resulted in a penalty of "Formal Written Reprimand" only the prior three (3) years from the date the employee was served can be added.

(2) Memorandum of Direction. Only a Memorandum of Direction (MOD) received by the employee within the past three (3) years, from the date the employee was served the MOD, can be included in the investigative file.

(3) CHP 2, Incident Reports. Only a CHP 2, Incident Report, whether censurable or commendable, within the past three (3) years from the date the employee was served can be included in the investigative file.

(4) Civilians' Complaint. Civilians' complaint with a finding of Sustained or Unintentional Error, within the past five (5) years from the date the complaint was received by the Department can be included in the investigative file.

(5) Performance Appraisals. Employee performance appraisals within the past three (3) years should be included in the investigative file.

5. NARRATIVE FORMAT. The following narrative components are utilized to document the various administrative investigations described in this chapter. Each administrative investigation narrative shall have the following headings: Investigative Summary, Findings, Chronological Summary, Exhibits, and Attestation.

a. Investigative Summary. The investigative summary is used to provide an overall description of the investigative circumstances, with sufficient detail to provide a basic understanding of the case. The length of the summary will be proportional to the complexity of the investigation. The investigative summary shall provide the following information:

(1) A description of the basic facts from the initiating incident or problem (for longer term issues) which caused the investigation to be initiated. This will include the date or date range of the incident(s).

(2) How and when the Department became aware of the initiating incident or problem.

(3) The rank, name, and ID number of the Division Chief who initiated the administrative investigation (this will be the Division Aware Date used on the CHP 7).

(4) A description of any corresponding criminal investigation and disposition thereof.

(5) A numerical list of each allegation investigated.

b. Findings. This section provides a finding of either "**Founded**" or "**Unfounded**" in bold for each listed allegation.

- (1) Each allegation numerically listed will be worded as it appears in the investigative summary.
- (2) If an RDP is sought by the Department, or self-initiated by the employee, after the finding, Government Code (GC) Section 19173 shall be cited as the authority for the appointing power to reject the employee.
- (3) After the finding of each numerically listed allegation, a narrative which describes the basis for that finding shall include sufficient detail to justify how the investigation came to that conclusion. The narrative will include all relevant evidence to support the allegation was founded or unfounded.
 - (a) As evidence supporting the finding is referenced, it is recommended to separate the narrative into bulleted sections. When a particular item of evidence is referenced, the exhibit number for that evidence shall be included.
 - (b) If prior progressive disciplinary measures are a factor in the investigation, the relevant material shall be listed and discussed.
 - (c) If training received by the employee was a factor in the finding, the relevant material shall be listed and discussed.

c. Chronological Summary. The chronological summary is a detailed accounting of all investigative steps taken and evidence obtained from the Division Aware Date of the alleged misconduct until the investigation was completed. Evidence pre-dating the Division Aware Date may also be included. Descriptions and examples are located in Chapter 5, Investigative Procedures, Annex B, Chronological Summary Language Sample, of this manual, and located on the OIA intranet reference page.

d. Exhibits. The list of exhibits is a numerical listing of all exhibits used or referenced in the investigation. It is followed by the actual exhibits, each of which shall be separated by a numbered tab divider. Exhibits are not required to be in numerical order in the chronological summary. The exhibits may include, but are not limited to, the following:

- (1) Criminal Reports. Criminal reports and/or investigations of uniformed employees, or non-uniformed employees if the criminal case has been adjudicated.
- (2) Civilians' Complaint Investigations. If the administrative investigation was initiated by a civilian complaint, a printed copy of the CHP 240, Complaint Inquiry/Investigation, and all associated evidence can be documented as a single exhibit.

(3) Documentary Evidence. Documentary evidence may include printed emails, memoranda including notices, performance appraisals, receipts, vouchers, maps, diagrams, printed copies of an employee's Activity Tracking System (ATS) 415s, Daily Field Records, etc.

(4) Digital Media. Digital audio, video, or images shall be copied onto an appropriate digital storage device and securely placed in the investigative file as an exhibit.

(5) Interviews and Interrogations. A specific type of documentary evidence, which would include summaries of witness statements and interrogation transcriptions.

(a) Both the written documentation of the interview/interrogation (summary or transcription) and the digital recording of the interview/interrogation shall be included in the investigative file as exhibits.

(6) Policy and Law. Copies of relevant departmental policy, which may include Highway Patrol Manuals (HPM), General Orders, Area Standard Operating Procedures, and selections of relevant statutes.

(a) If selections of policy are highlighted for purposes of oral narration during an interview or interrogation, an unaltered copy of that policy or law must also be included in the exhibit.

(7) CHP 36, Evidence/Property Receipt/Report. A CHP 36 listing all booked physical evidence including the location the evidence is stored. All evidence shall be processed in accordance with HPM 70.1, Evidence Manual.

(a) All digital evidence included on the CHP 36 shall be included as exhibits in the investigative file.

(b) Printed material, such as policy, emails, forms, etc., do not need to be booked into evidence or included on the CHP 36.

e. Attestation. At the conclusion of the investigative narrative, the primary investigator shall sign and date the following attestation:

"I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the information contained herein is a true and complete representation of my investigative efforts and includes all information."

6. REQUIRED COMPONENTS OF AN INVESTIGATIVE FILE. All administrative investigations shall be documented in accordance with the manner described in this chapter. Components not listed for a specified investigation type are optional and may be included at the discretion of the commander.

a. Adverse Action Investigation. An adverse action investigation shall be prepared using the components specified below. A sample adverse action investigation is located in Annex D and on the OIA intranet reference page.

- (1) CHP 7.
- (2) CHP 7A (if necessary).
- (3) CHP 7B.
- (4) Investigative Summary.
- (5) Findings.
- (6) Chronological Summary.
- (7) Exhibits.
- (8) Attestation.

b. Rejection During Probation Investigation. Commanders contemplating an RDP of an employee should closely monitor the employee's probation hours and/or days required to complete probation. Probationary periods cannot be extended to allow additional time for completion of the investigation. In accordance with GC Section 19173, a probationary employee must be served with a notice of Rejection During Probation 10 to 15 days prior to the last day of their probationary period. This is to allow time for the employee's predisciplinary hearing, which must take place prior to the last day of the employee's probationary period.

An RDP shall be prepared using the components specified below. A sample RDP is located in Annex E and on the OIA intranet reference page.

- (1) CHP 7.
- (2) CHP 7A (if necessary).
- (3) CHP 7B (if necessary).
- (4) Investigative Summary.
- (5) Findings.

- (6) Chronological Summary.
- (7) Exhibits.
- (8) Attestation.

c. Self-Initiated Rejection During Probation Investigation. A self-initiated RDP shall be prepared using the components specified below. A sample self-initiated RDP is located in Annex F and on the OIA intranet reference page.

- (1) CHP 7.
- (2) CHP 7A (if necessary).
- (3) Investigative Summary.
- (4) Findings.
- (5) Chronological Summary.
- (6) Exhibits.
- (7) Attestation.

d. Non-Punitive Termination Investigation. An NPT shall be prepared using the components specified below. A sample NPT is located in Annex G and on the OIA intranet reference page.

- (1) CHP 7.
- (2) CHP 7A (if necessary).
- (3) CHP 7B.
- (4) Investigative Summary.
- (5) Findings.
- (6) Chronological Summary.
- (7) Exhibits.
- (8) Attestation.

e. Miscellaneous Investigation. If, during an administrative investigation, it is discovered the actions of the employee do not merit adverse action or rejection

during probation, or, if the employee separates from the Department prior to being served with a notice, the internal investigation shall be converted to a miscellaneous investigation. However, an employee's separation from the Department prior to the completion of the internal investigation shall not impact the thoroughness of the investigation, other than the possible absence of an administrative interrogation of the involved employee. A finding for each allegation is still required.

A miscellaneous investigation shall be prepared using the components specified below. A sample miscellaneous investigation is located in Annex H and on the OIA intranet reference page.

- (1) CHP 7.
- (2) CHP 7A (if necessary).
- (3) CHP 7B.
- (4) Investigative Summary.
- (5) Findings.
- (6) Chronological Summary. If an employee retires or resigns while the subject of an administrative investigation and prior to the service of a notice, the date and method of retirement/resignation notification shall be an entry in the chronological summary.
- (7) Exhibits. Retirement or resignation documentation from the involved employee shall be included as an exhibit in the investigative file.
- (8) Attestation.
- (9) Closing Documentation. Closing documentation to the involved employee shall be drafted when an internal investigation is converted to a miscellaneous investigation. Appropriate closing documentation will be one of the following and shall be included as the final exhibit in the investigative file:
 - (a) Memorandum of Finding.
 - (b) Censurable CHP 2, Incident Report.
 - (c) Memorandum of Direction.

NOTE: Proposed closing documentation shall not be served to the employee prior to approval of the administrative investigation's recommended penalty by the Commissioner or their designee.

(10) Government Code Section 3306 Response. Should an employee submit a written response within the appropriate timeframe to closing documentation, per GC Section 3306, the written response shall be attached to the closing documentation in the investigative file. See Chapter 3, Progressive Discipline, of this manual, for written response timeframes.

7. SENSITIVE INFORMATION. Sensitive information contained within an investigative file shall be redacted prior to being routed to OIA for analysis. Redaction is required on the original investigative file and the digital copy. The following is considered sensitive information, and shall be redacted:

- a. Social Security numbers.
- b. Financial account numbers.
- c. Dates of birth.
- d. Driver's license numbers.
- e. Medical record numbers.
- f. Other personal identifying information.
- g. Addresses and telephone numbers of uninvolved witnesses.

(1) Uninvolved witnesses are individuals who are not directly involved with the investigation and are not listed on the CHP 7A.

(2) Addresses and telephone numbers for involved witnesses (those individuals listed on the CHP 7A) should not be redacted. However, in cases involving sensitive matters, i.e., sexual assault, minors, and confidential informants, the Office of Legal Affairs may determine redactions are necessary to protect the witnesses.

(3) Areas and Divisions should contact OIA for clarification, if needed, for case-specific questions related to redactions.

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ANNEX A

CHP 7, INTERNAL INVESTIGATION

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INTERNAL INVESTIGATION
CHP 7 (Rev. 6-23) OPI 031

Print Button

Control Number
Division Code Year Seq. No.
| - | | | |

1 Request for Adverse Action
 Non-Punitive Termination

Miscellaneous Investigation
 Rejection During Probation

Routed To	Date	INCIDENT DATE(S) 3	DIVISION AWARE DATE 4	OIA NOTIFIED DATE 5
Division For Review				
Command For Corrections		MISCELLANEOUS INVESTIGATION CLOSING ACTION		PROBATION END DATE
Division For Review		<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F.		8
Command For Corrections (If applicable)		<input type="checkbox"/> Other		
Division For Review (If applicable)		CASE NUMBER (OIA USE ONLY)	SUSPENSE DATE (OIA USE ONLY)	INITIATING COMMAND 10
Office of Internal Affairs	9			EMPLOYEE ON ATO? <input type="checkbox"/> No 11

EMPLOYEE

EMPLOYEE'S NAME (LAST, FIRST, M.I.) 12	ID NUMBER	LOCATION NUMBER	RANK	SEX	AGE	YEARS EMPLOYED

INVESTIGATOR(S)

PRIMARY (LAST, FIRST, M.I.) 13	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER
SECONDARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER

CRIMINAL INVESTIGATION INFORMATION

14 Non-criminal 15 Allied Agency conducting 16 CHP conducting 17 Commissioner's office notified 18 Case submitted for prosecution 19 CHP 216/202 completed

Name: _____

Section	Felony/ Misc.	Brief Description of Violation	Prosecution Status

COMMAND/AGENCIES INVOLVED

AGENCY/DEPARTMENT NAME	CONTACT PERSON	BUSINESS TELEPHONE
DIVISION/COMMAND/SECTION		
BUSINESS ADDRESS		
AGENCY/DEPARTMENT NAME 22	CONTACT PERSON 23	BUSINESS TELEPHONE
DIVISION/COMMAND/SECTION		
BUSINESS ADDRESS		

SYNOPSIS 24	TABLE OF CONTENTS
	Involved Parties 25 <input type="checkbox"/>
	Employee Profile <input type="checkbox"/>
	Investigative Summary <input type="checkbox"/>
	Findings <input type="checkbox"/>
	Chronological Summary <input type="checkbox"/>
	Exhibits <input type="checkbox"/>

COMMANDER'S NAME 26	COMMANDER'S SIGNATURE	DATE
DIVISION REVIEWER'S NAME 27	DIVISION REVIEWER'S NAME	DATE

Chp7_0623.pdf

7-13

HPM 10.2

ANNEX A

CHP 7, INTERNAL INVESTIGATION (*continued*)

Instructions

1. Select the type of internal investigation. If the internal investigation is an RDP, a choice of "Department Initiated" or "Self-Initiated" will become available.
2. The control number will be assigned by the appropriate Division.
3. Enter the date or dates of the alleged incident(s) being investigated. If multiple incidents are alleged, a range can be indicated (e.g., October 9, 2022 - January 18, 2023).
4. Enter the date the Division Chief initiated the internal investigation. This date will start the one (1) year timeframe pursuant to GC Section 3304.
5. Enter the date notification was made to OIA utilizing the CHP 7G.
6. Enter the recommended closing action for a miscellaneous investigation. If the employee resigns or retires during the investigation, the "Other" box shall be selected with "Resigned" or "Retired" typed adjacent.
7. If the allegation(s) are "Serious Misconduct" as defined in PC Section 13510.8, the box shall be checked. Refer to HPM 10.2, Chapter 1, for definitions of serious misconduct. If the incident resulted in the completion of a CHP 268, the box shall be checked.
8. If the investigation is an RDP, indicate the probation end date of the employee.
9. Enter the date the investigative file was routed.
10. Enter the three (3) digit location code of the command initiating the internal investigation.
11. If the employee was not placed on ATO, check the "No" box. If the employee was placed on ATO, enter the start date of the ATO.
12. Enter the employee's name, ID number, rank or classification, gender, years employed, and location code of current assignment. The age of the employee will be based upon the Division Aware Date.
13. Enter the name, ID number, rank or classification, location code of current assignment, and business number or the primary and secondary (if applicable) departmental investigators.

ANNEX A

CHP 7, INTERNAL INVESTIGATION (*continued*)

14. Check the “Non-criminal” box if a criminal investigation was not completed as part of the internal investigation.
15. Check the “Allied Agency conducting” box and provide the name of the allied agency if an allied agency conducted a criminal investigation of the alleged incident(s).
16. If the Department conducted the criminal investigation, check the “CHP conducting” box. This box is not required to be checked in instances where the Department conducts follow up to an allied agency’s criminal investigation.
17. This box is a reminder the Commissioner’s Office is required to be notified immediately for all criminal investigations conducted on departmental employees.
18. Check if the criminal investigation was submitted to the prosecuting authority.
19. Check if a CHP 216, Arrest Investigation Report, or CHP 202, Driving Under the Influence Arrest-Investigation Report, was completed.
20. Enter the criminal code section, whether the code is a misdemeanor or felony, and brief description of the code section (e.g., “23152(b)VC – Misdemeanor – BAC of 0.08% or greater”).
21. Enter the prosecution status prior to the submission of the investigative file to OIA. Prosecution status will be one of the following:
 - a. Pending – if the criminal charge has not been filed with the prosecuting authority.
 - b. Filed/Pending – if the criminal charge has been filed and is waiting adjudication.
 - c. Declined – if the criminal charge has been declined by the prosecuting authority.
 - d. Adjudicated – if the criminal charge has been settled through the court system.
22. Enter the name of the allied agency and/or departmental resource that assisted either with the criminal or administrative investigation, i.e., Pinehurst PD, Computer Crimes Unit, Valley Division MAIT, etc. Include the Division, Area, or Section if a departmental resource was used.

ANNEX A

CHP 7, INTERNAL INVESTIGATION (*continued*)

23. Enter the name of the person at the allied agency or departmental resource that assisted in the internal investigation. Include the business address and phone number for that person.
24. Provide a description of the basic facts from the initiating incident or problem (for longer term issues) which caused the investigation to be initiated, and how and when the Department became aware of the incident or problem.
25. Enter the starting page number from the investigative file for the corresponding investigative sections to create a Table of Contents. If the investigation does not include an involved parties section or employee profile section, enter "N/A" in the table of contents for that section.
26. Upon completion of the investigative draft, the commander shall print their name, electronically sign, and date the CHP 7.
27. After Division review, the appropriate Division Chief, or their designee, shall print their name, electronically sign, and date the CHP 7.

ANNEX B

CHP 7A, INVOLVED PARTIES

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INVOLVED PARTIES CHP 7A (Rev. 4-23) OPI 031		Print Button		Control Number Division Code Year Sec. No. -	
NAME (LAST, FIRST, M.I.) 1		ROLE 2	I. D. NUMBER 3		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS 4		TELEPHONE			
INTERVIEW DOCUMENTATION					
5 <input type="checkbox"/> Summary memorandum in exhibit # _____ 6 <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ 7 <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			
INTERVIEW DOCUMENTATION					
<input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____					
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER		
RESIDENCE ADDRESS		TELEPHONE			
BUSINESS ADDRESS		TELEPHONE			

ANNEX B

CHP 7A, INVOLVED PARTIES (*continued*)

Instructions

1. Enter the name of the involved party.
2. Select with the drop down, whether the involved party was an investigator, victim, witness, or representative. See paragraph 3. of this chapter for definitions for each role.
3. If the involved party was a departmental employee, or allied agency investigator, enter their ID number.
4. Enter the address and phone number of the involved party. If the involved party was a departmental employee, allied agency employee, or other sensitive group (e.g., district attorney, politician), enter the business address. If a post office box is provided by the involved party to receive correspondence, a residential address is required, so that physical contact can be made with the involved party if necessary.
5. If the involved party provided testimonial evidence that was summarized in a CHP 51, Memorandum, select the "Summary memorandum" box, and enter the exhibit number of the memorandum.
6. An involved party interview that yields no testimonial evidence may be summarized in a chronological summary entry, without the need for a memorandum. In this event, select the "Synopsis in Chronological Summary" box and enter the number of the chronologic entry which contains the interview summary.
7. If the involved party's interview or interrogation was transcribed, select the "Transcribed" box and enter the exhibit number of the transcription.

ANNEX C

CHP 7B, EMPLOYEE PROFILE

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	Control Number Division Code Year Seq. No. -		
EMPLOYEE PROFILE CHP 7B (New 1-13) OPI 031					
DATE	TYPE	EXHIBIT#			
1	2	3			
SUMMARY					
4					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					
		ADD PAGE		DELETE PAGE	
Chp7B_0714.pdf					

ANNEX C


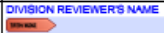
CHP 7B, EMPLOYEE PROFILE (*continued*)

Instructions

1. If a performance evaluation, enter the date range covered by the evaluation (e.g., June 1, 2022 - May 31, 2023). For commendations or prior progressive discipline, enter the date the employee was served with the CHP 2, Commendable; MOD; or Notice of Adverse Action.
2. Enter the type of employee profile documentation.
3. Enter the exhibit number of the documentation.
4. Briefly summarize the performance evaluation, commendation, or prior progressive discipline.

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INTERNAL INVESTIGATION CHP 7 (Rev. 6-23) OPI 031		<input checked="" type="checkbox"/> Request for Adverse Action <input type="checkbox"/> Non-Punitive Termination		<input type="checkbox"/> Miscellaneous Investigation <input type="checkbox"/> Rejection During Probation		Print Button
						Control Number Division Code Year Seq. No. 1-1382301
Routed To	Date	INCIDENT DATE(S)	DIVISION AWARE DATE	OIA NOTIFIED DATE		
Division For Review	08/03/2023	06/26/2023	06/26/2023	06/27/2023		
Command For Corrections	MISCELLANEOUS INVESTIGATION CLOSING ACTION		SPECIAL		PROBATION END DATE	
Division For Review	<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F. <input type="checkbox"/> Other		<input type="checkbox"/> Serious Misconduct (PC 13510.8) <input type="checkbox"/> CHP 268 Completed			
Command For Corrections (If applicable)	CASE NUMBER (OIA USE ONLY)		SUSPENSE DATE (OIA USE ONLY)	INITIATING COMMAND	EMPLOYEE ON ATOT? <input checked="" type="checkbox"/> No	
Office of Internal Affairs	09/07/2023			138		
EMPLOYEE						
EMPLOYEE'S NAME (LAST, FIRST, M.I.)	ID NUMBER	LOCATION NUMBER	RANK	SEX	AGE	YEARS EMPLOYED
Blake, Thomas	57001	138	Officer	M	32	4
INVESTIGATOR(S)						
PRIMARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER		
Cruz, Thomas	32582	Sergeant	138	(916) 555-1234		
SECONDARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER		
Nolte, Nicholas	31511	Sergeant	138	(916) 555-1234		
CRIMINAL INVESTIGATION INFORMATION						
<input type="checkbox"/> Non-criminal <input checked="" type="checkbox"/> Allied Agency conducting Name: <u>Pinehurst PD</u> <input type="checkbox"/> CHP conducting <input checked="" type="checkbox"/> Commissioner's office notified <input checked="" type="checkbox"/> Case submitted for prosecution <input type="checkbox"/> CHP 216/202 completed						
Section	Felony/ Misd.	Brief Description of Violation			Prosecution Status	
23152(a)VC	M	DUI			Pending	
23152(b)VC	M	BAC ≥ 0.08% or greater			Pending	
COMMAND/AGENCIES INVOLVED						
AGENCY/DEPARTMENT NAME		CONTACT PERSON		BUSINESS TELEPHONE		
Pinehurst Police Department		Officer E. Tackleberry, 576		(916) 555-1982		
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS				
		5543 North 8th Street, Pinehurst, CA 95123				
AGENCY/DEPARTMENT NAME		CONTACT PERSON		BUSINESS TELEPHONE		
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS				
SYNOPSIS				TABLE OF CONTENTS		
On June 26, 2023, Officer Blake was off-duty, driving his personal vehicle and was involved in a solo vehicle crash causing damage to private property in the City of Pinehurst. When contacted by the property owner, Officer Blake unsuccessfully attempted to use his position as a CHP officer to dissuade the property owner from calling law enforcement. Officer Blake was subsequently arrested by an officer of the Pinehurst Police Department for DUI.				Involved Parties	2	
				Employee Profile	3	
				Investigative Summary	4	
				Findings	4	
				Chronological Summary	7	
				Exhibits	8	
COMMANDER'S NAME		COMMANDER'S SIGNATURE		DATE		
Captain Larry Wilcox, ID 10845				08/01/2023		
DIVISION REVIEWER'S NAME		DIVISION REVIEWER'S NAME		DATE		
Chief Sonny Bonno, ID 10123				08/01/2023		

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ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	Control Number Division Code Year Sec. No. 1 - 1382201	
INVOLVED PARTIES CHP 7A (Rev. 4-23) OPI 031				
NAME (LAST, FIRST, M.I.) Tackleberry, Eugene		ROLE INVESTIGATOR	I. D. NUMBER 576	
RESIDENCE ADDRESS N/A		TELEPHONE		
BUSINESS ADDRESS Pinehurst Police Department, 5543 North 8th Street, Pinehurst, CA 95123		TELEPHONE (916) 555-1982		
INTERVIEW DOCUMENTATION <input checked="" type="checkbox"/> Summary memorandum in exhibit # 3 <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.) Maples, Maria		ROLE VICTIM	I. D. NUMBER	
RESIDENCE ADDRESS 6743 Quincy Street, Pinehurst, CA 95123		TELEPHONE (916) 555-3214		
BUSINESS ADDRESS N/A		TELEPHONE		
INTERVIEW DOCUMENTATION <input checked="" type="checkbox"/> Summary memorandum in exhibit # 5 <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.) Cochran, Johnnie		ROLE REPRESENTATIVE	I. D. NUMBER 29876	
RESIDENCE ADDRESS N/A		TELEPHONE		
BUSINESS ADDRESS 1234 Castle Rock Way, Pinehurst, CA 95123		TELEPHONE (916) 555-1234		
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS		TELEPHONE		
BUSINESS ADDRESS		TELEPHONE		
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS		TELEPHONE		
BUSINESS ADDRESS		TELEPHONE		
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS		TELEPHONE		
BUSINESS ADDRESS		TELEPHONE		
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS		TELEPHONE		
BUSINESS ADDRESS		TELEPHONE		
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	Control Number		
EMPLOYEE PROFILE CHP 7B (New 1-13) OPI 031			Division Code	Year	Seq. No.
			1-138	22	01
DATE	TYPE	EXHIBIT#			
03/18/2021	Memorandum of Direction	6			
SUMMARY					
On March 18, 2021, Officer Blake was served a Memorandum of Direction for exhibiting rude and discourteous behavior toward a party involved in a two vehicle crash, which occurred on February 2, 2021. The party filed a civilian complaint following the crash investigation, which was subsequently sustained.					
DATE	TYPE	EXHIBIT#			
05/30/2019 - 05/29/2020	CHP 118, Performance Appraisal - Annual	7			
SUMMARY					
Officer Blake received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Blake was commended for his professional uniform appearance and his enforcement activity for eight of the 12 months of the rating period.					
DATE	TYPE	EXHIBIT#			
05/30/2020 - 05/29/2021	CHP 118, Performance Appraisal - Annual	7			
SUMMARY					
Officer Blake received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Blake was commended for his perfect attendance record for the evaluation period. Additionally, Officer Blake was reminded to proof-read his reports prior to submission for review.					
DATE	TYPE	EXHIBIT#			
05/30/2021 - 05/29/2022	CHP 118, Performance Appraisal - Annual	7			
SUMMARY					
Officer Blake received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Blake was commended for his assistance with the Peel Fire, which necessitated the suspension of days off for several weeks for all Pinehurst Area personnel.					
DATE	TYPE	EXHIBIT#			
SUMMARY					
DATE	TYPE	EXHIBIT#			
SUMMARY					

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ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

1 Investigative Summary:

2

3 On June 26, 2022, at approximately 0236 hours, Officer Thomas Blake, ID 57001, was off-duty, driving
4 his personal vehicle, a blue Dodge Durango eastbound on Quincy Street, and was involved in a solo
5 vehicle crash causing damage to private property in the City of Pinehurst. Hearing the crash, property
6 owner Ms. Marla Maples contacted Officer Blake, still seated in his vehicle, and inquired if he was
7 injured. Officer Blake informed Ms. Maples he was a CHP officer and requested Ms. Maples not
8 contact law enforcement, he would personally pay for any damage. Ms. Maples observed signs
9 Officer Blake was under the influence of alcohol, ignored his request, and called the Pinehurst Police
10 Department (PPD). PPD Officer E. Tackleberry, ID 576, responded to investigate. Officer Blake was
11 subsequently arrested for driving under the influence of alcohol.

12

13 Upon PPD Officer Tackleberry's arrest and search of Officer Blake, Officer Blake's Departmental
14 identification was located, which prompted notification through PPD's dispatch to Pinehurst Area
15 Captain L. Wilcox, ID 10845.

16

17 Officer Blake was transported to the Pinehurst jail where a chemical test was administered, the results
18 determined Officer Blake's blood alcohol content (BAC) was 0.24% at 0412 hours. PPD's arrest report
19 was submitted to the Shasta County District Attorney's office for prosecution. As of August 3, 2022,
20 the criminal case against Officer Blake is still pending.

21

22 On June 26, 2022, Captain Wilcox made notification to Northern Division Chief S. Bonno, ID 10123,
23 and an internal investigation was initiated. Captain Wilcox assigned Sergeant Thomas Cruz, ID 32852,
24 as the primary investigator, and Sergeant Nicholas Nolte, ID 31511, as the secondary investigator.

25

26 The specific allegation(s) from this investigation are:

27

28 1. Officer Blake was driving his Dodge Durango while under the influence of an alcoholic beverage
29 and involved in a solo vehicle crash.

30

31 2. Officer Blake attempted to use his position as a CHP officer to dissuade Ms. Maples from
32 reporting the incident to law enforcement.

33

34 Findings:

35

36 1. Officer Blake was driving his Dodge Durango while under the influence of an alcoholic beverage
37 and involved in a solo vehicle crash – **Founded**.

38

39 The determination that the allegation was founded was based upon the following:

40

41

PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

- 1 • PPD Officer Tackleberry's crash investigation, report 2022-TC6754 (**Exhibit 1**) documented
2 that Officer Blake was driving his Dodge Durango SUV on eastbound Quincy Street, west of
3 Redland Avenue in the City of Pinehurst. Officer Blake allowed the Durango to veer off the
4 roadway to the north, which caused the front of the Durango to strike and damage 50 feet of a
5 private fence located at 6743 Quincy Street. PPD Officer Tackleberry's crash investigation
6 determined Officer Blake was at fault for the crash.
7
- 8 • PPD Officer Tackleberry's arrest report, report 2022-A324 (**Exhibit 1**) documented that
9 Officer Blake displayed signs and symptoms of alcohol intoxication. Additionally, the report
10 documented Officer Blake admitted he consumed several rum and cokes prior to his attempt to
11 drive to his girlfriend's residence. The arrest report further documented that Officer Blake
12 performed several field sobriety tests poorly, including a Preliminary Alcohol Screening Device,
13 which showed Officer Blake's BAC at 0.26% and 0.24% at 0342 hours and 0345 hours
14 respectively.
15
- 16 • The arrest report further documented that PPD Officer Tackleberry determined Officer Blake
17 had been driving a vehicle while under the influence of alcohol and at 0345 hours,
18 PPD Officer Tackleberry placed Officer Blake under arrest for violation of 23152(a) VC.
19 Officer Blake was transported to the Pinehurst jail where a chemical test was administered, the
20 results determined Officer Blake's BAC was 0.24% at 0412 hours.
21
- 22 • On July 2, 2022, Ms. Maples was interviewed by Sergeant Cruz at her residence
23 (**Exhibits 4 and 5**). During her interview, Ms. Maples related she was in her residence and
24 heard a loud bang, which prompted her to go outside and investigate. Once outside,
25 Ms. Maples observed a blue Dodge SUV stopped on her front lawn, with front-end damage and
26 approximately 50 feet of damaged fencing. Ms. Maples contacted the driver, later identified as
27 Officer Blake, to check on his welfare. Officer Blake was still seated in the driver's seat of the
28 Dodge, with his seatbelt fastened, and the vehicle engine running. Officer Blake was the sole
29 occupant of the vehicle. Ms. Maples opened the driver's door to speak with Officer Blake and
30 immediately smelled the odor of alcohol. As Ms. Maples spoke with Officer Blake, she
31 described his speech as slurred and related he appeared heavily intoxicated.
32
- 33 • On July 26, 2022, Officer Blake was administratively interrogated (**Exhibits 16 and 17**). During
34 his interrogation, Officer Blake confirmed he had completed the Advanced Roadside Impaired
35 Driving Enforcement (ARIDE) training in September 2020, and while working the graveyard
36 shift, had arrested over 70 persons for driving while intoxicated. Related to the June 26, 2022,
37 incident, Officer Blake admitted he consumed five (5) rum and cokes at his residence from
38 2300 hours to 0200 hours the following morning, June 26, 2022. Officer Blake further admitted
39 he got into his Dodge Durango and attempted to drive to his girlfriend's house located on
40 Saddler Avenue in the City of Pinehurst. Officer Blake did not recall the crash but woke up
41 when Ms. Maples opened the driver's door and asked if he was okay. Officer Blake admitted he
42 had a problem with alcohol and was scheduled to attend a 30-day treatment program.

PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

1 2. Officer Blake attempted to use his position as a CHP officer to dissuade Ms. Maples from
2 reporting the incident to law enforcement – **Founded**.

3
4 The determination that the allegation was founded was based upon the following:

- 5
6 • On June 30, 2022, PPD Officer Tackleberry was interviewed at PPD by Sergeant Cruz
7 (Exhibits 2 and 3). During his interview, PPD Officer Tackleberry related upon his arrival,
8 he contacted Ms. Maples. Ms. Maples told Officer Tackleberry the driver of the Dodge
9 claimed to be a CHP officer and had attempted to dissuade her from calling law enforcement.
10 PPD Officer Tackleberry continued that upon his arrest and search of Officer Blake,
11 Officer Blake's Departmental identification was located in his wallet. PPD Officer Tackleberry
12 related Officer Blake did not request special treatment from him, nor did he directly identify
13 himself as a CHP officer to PPD Officer Tackleberry.
14
15 • During Ms. Maples' July 2, 2022, interview (Exhibits 4 and 5), she related after she contacted
16 the driver of the Dodge to check on his welfare, he identified himself as a CHP officer.
17 Officer Blake requested she not contact law enforcement and offered to pay for any damage
18 personally. Ms. Maples did not accept Officer Blake's offer and contacted PPD. When
19 PPD Officer Tackleberry arrived, Ms. Maples related the driver's claim to be a CHP officer.
20
21 • During Officer Blake's July 26, 2022, administrative interrogation (Exhibits 16 and 17),
22 Officer Blake admitted he told Ms. Maples he was a CHP officer. Officer Blake further admitted
23 he had consumed too much alcohol the night before and would likely be arrested if law
24 enforcement responded to the scene. Officer Blake intended to pay Ms. Maples for any damage
25 he had caused but was hoping to avoid getting into further trouble by law enforcement.
26 Officer Blake admitted his actions were a violation of HPM 10.3, *Personnel Transactions*
27 *Manual*, Chapter 14, *Inconsistent and Incompatible Activities*.

28
29 Prior progressive discipline and training included the following:

- 30
31 • On March 18, 2021, Officer Blake was served a Memorandum of Direction (Exhibit 6) for
32 exhibiting rude and discourteous behavior toward a party involved in a two-vehicle crash, which
33 occurred on February 2, 2021. The party filed a civilian complaint following the crash
34 investigation, which was subsequently sustained.
35
36 • On September 28, 2020, Officer Blake completed the Advanced Roadside Impaired Driving
37 Enforcement Course (ARIDE).
38
39 • Between May 30, 2019, and May 29, 2022, Officer Blake received ratings of "proficient" in all
40 categories other than special duty, where he received no rating (Exhibit 7).

41
42
PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

1 Chronological Summary:

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1. On June 26, 2022, the Pinehurst Police Department made notification via telephone to Pinehurst Area Captain L. Wilcox, ID 10845, that Officer Blake had been involved in a solo vehicle crash and was arrested for driving under the influence of alcohol.
2. On June 26, 2022, Captain Wilcox made notification to Northern Division Chief S. Bonno, ID 10123, and an internal investigation was initiated.
3. On June 26, 2022, Captain Wilcox assigned Sergeant Thomas Cruz, ID 32852, as the primary investigator, and Sergeant Nicholas Nolte, ID 31511, as the secondary investigator.
4. On June 27, 2022, notification via email was made to Assistant Commissioner Field and the Office of Internal Affairs of the internal investigation utilizing a CHP 7G, *Notice of Internal Investigation*.
5. On June 28, 2022, Officer Blake was placed on limited duty pending the outcome of the administrative investigation.
6. On June 30, 2022, Sergeant Cruz obtained the crash investigation, report 2022-TC6754, and arrest report, report 2022-A324, of Officer Blake from the Pinehurst Police Department (PPD) (**Exhibit 1**).
7. On June 30, 2022, PPD Officer Tackleberry was interviewed at PPD by Sergeant Cruz. The interview was digitally recorded and saved onto digital media. The interview was summarized by Sergeant Cruz and both the digital file and summary were included in the investigative file (**Exhibits 2 and 3**). The digital media was placed into evidence at the Pinehurst Area Office (E20220005).
8. On July 1, 2022, Ms. Marla Maples was contacted via phone and an interview scheduled for July 2, 2022.
9. On July 2, 2022, Ms. Maples was interviewed at her residence by Sergeant Cruz. The interview was digitally recorded and saved onto digital media. The interview was summarized by Sergeant Cruz and both the digital file and summary were included in the investigative file (**Exhibits 4 and 5**). The compact disk was placed into evidence at the Pinehurst Area Office (E20220005).
10. On July 7, 2022, Sergeant Cruz retrieved Officer Blake's personnel file and reviewed Officer Blake's CHP 118s, *Performance Appraisal – Officer*, for years 2019 through 2022. Copies of Officer Blake's CHP 118s were included in the investigative file (**Exhibit 7**). Also reviewed from Officer Blake's personnel file was a Memorandum or Direction served to

PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

- 1 Officer Blake on March 18, 2021 (**Exhibit 6**) and Officer Blake’s CHP 18, *Annual Internal*
2 *Investigation Policy Review*, (**Exhibit 8**).
3
4 11. On July 10, 2022, Sergeant Cruz identified and made copies of the following relevant policies
5 and laws (**Exhibits 9, 10, 11, 12, 13, and 14** respectively):
6
7 • General Orders (GO) 0.1, *Departmental Mission Statement and Organizational Values*.
8
9 • GO 0.8, *Professional Values*.
10
11 • Highway Patrol Manual (HPM) 70.4, *Driving Under the Influence Enforcement Manual*,
12 Chapter 2, *Detection and Evaluation*.
13
14 • HPM 10.2, *Internal Investigations Manual*, Chapter 4, *Pre-Investigative Considerations*.
15
16 • HPM 10.3, *Personnel Transactions Manual*, Chapter 14, *Inconsistent and Incompatible*
17 *Activities*.
18
19 • Vehicle Code Section 23152(a) and Section 23152(b), driving under the influence of alcohol
20 with a blood alcohol concentration of 0.08% or greater.
21
22 12. On July 21, 2022, Officer Blake was issued a Notice of Administrative Interrogation by
23 Captain Wilcox to be held on July 26, 2022, at 0800 hours, at the Pinehurst Department of Public
24 Works located at 4114 Salt Place, 1st Floor, Pinehurst, California (**Exhibit 15**).
25
26 13. On July 26, 2022, at approximately 0800 hours, Sergeants Cruz and Nolte conducted an
27 administrative interrogation of Officer Blake. The interrogation was conducted in a secure room
28 at the Pinehurst Department of Public Works. Officer Blake was represented by
29 Officer J. Cochran, ID 29876, of the California Associated of Highway Patrolmen. Audio of the
30 interrogation was digitally recorded and transferred onto digital media. The digital media was
31 placed into evidence at the Pinehurst Area Office (E20220005). The audio from the
32 interrogation was transcribed and both the audio file and verified transcription were included in
33 the investigative file (**Exhibits 16 and 17**).
34
35 13. On July 26, 2022, all evidence associated with I-138-22-001 was listed on a CHP 36, *Property*
36 *Receipt*, and booked at the Pinehurst Area Office evidence number E20220005.
37
38 Exhibits:
39
40 1. Pinehurst Police Department crash investigation and arrest report, report 2022-TC6754 and
41 2022-A324 respectively.
42 2. Digital media with audio recording of PPD Officer Tackleberry’s interview.

PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

ANNEX D

SAMPLE ADVERSE ACTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Officer Thomas Blake, ID 57001

- 1 3. CHP 51, *Memorandum*, of PPD Officer Tackleberry’s interview.
- 2 4. Digital media with audio recording of Ms. Maple’s interview.
- 3 5. CHP 51, *Memorandum*, of Ms. Maple’s interview.
- 4 6. Memorandum of Direction served to Officer Blake on March 18, 2021
- 5 7. Officer Blake’s CHP 118, *Performance Appraisal – Officer*, (3 years) from 2019 through 2022.
- 6 8. Officer Blake’s signed CHP 18, *Annual Internal Investigation Policy Review*.
- 7 9. GO 0.1, *Departmental Mission Statement and Organizational Values*.
- 8 10. GO 0.8, *Professional Values*.
- 9 11. HPM 70.4, *Driving Under the Influence Manual*, Chapter 2, *Detection and Evaluation*.
- 10 12. HPM 10.2, *Internal Investigations Manual*, Chapter 4, *Pre-Investigative Considerations*.
- 11 13. HPM 10.3, *Personnel Transactions Manual*, Chapter 14, *Inconsistent and Incompatible*
- 12 *Activities*.
- 13 14. Printout of Vehicle Code Section 23152a and Section 23152b.
- 14 15. Notice of Administrative Interrogation, served to Officer Blake on July 21, 2022.
- 15 16. Digital Media with audio recording of Officer Blake’s administrative interrogation.
- 16 17. Transcript of Officer Blake’s administrative interrogation.
- 17 18. CHP 36, *Property Receipt*, evidence #E20220005.

18
19 **Attestation:**

20
21 “I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the
22 information contained herein is a true and complete representation of my investigative efforts and
23 includes all information.”

24
25
26
27 _____
28 Primary Investigator Signature

_____ Date

PREPARED BY: Sgt. T. Cruz, 32582

REVIEWED BY: Capt. L. Wilcox, 10845

8/3/2022

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ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INTERNAL INVESTIGATION CHP 7 (Rev. 6-23) OPI 031		<input type="checkbox"/> Request for Adverse Action <input type="checkbox"/> Non-Punitive Termination		<input type="checkbox"/> Miscellaneous Investigation <input checked="" type="checkbox"/> Rejection During Probation <input checked="" type="checkbox"/> Dept. Initiated <input type="checkbox"/> Self Initiated		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Print Button</div> <table border="1" style="font-size: small; border-collapse: collapse;"> <tr> <th colspan="3">Control Number</th> </tr> <tr> <td style="text-align: center;">Division Code</td> <td style="text-align: center;">Year</td> <td style="text-align: center;">Seq. No.</td> </tr> <tr> <td style="text-align: center;">1-1382201</td> <td></td> <td></td> </tr> </table>	Control Number			Division Code	Year	Seq. No.	1-1382201						
Control Number																			
Division Code	Year	Seq. No.																	
1-1382201																			
Routed To	Date	INCIDENT DATE(S)	DIVISION AWARE DATE	CIA NOTIFIED DATE															
Division For Review	7/28/2022	04/18/2022 - 07/01/2022	07/01/2022	07/04/2022															
Command For Corrections		MISCELLANEOUS INVESTIGATION CLOSING ACTION	SPECIAL	PROBATION END DATE															
Division For Review		<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F. <input type="checkbox"/> Other	<input type="checkbox"/> Serious Misconduct (PC 13510.8) <input type="checkbox"/> CHP 268 Completed	03/31/2023															
Command For Corrections (if applicable)		CASE NUMBER (CIA USE ONLY)	SUSPENSE DATE (CIA USE ONLY)	INITIATING COMMAND	EMPLOYEE ON ATOT? <input checked="" type="checkbox"/> No														
Division For Review (if applicable)	08/24/2022			138															
EMPLOYEE																			
EMPLOYEE'S NAME (LAST, FIRST, M. I.)	ID NUMBER	LOCATION NUMBER	RANK	SEX	AGE	YEARS EMPLOYED													
Lopez, Jennifer	A50003	138	Public Safety Dispatcher	F	29	3 months													
INVESTIGATOR(S)																			
PRIMARY (LAST, FIRST, M. I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER															
Carter, Linda	A24321	PSDS II	138	(916) 555-1212															
SECONDARY (LAST, FIRST, M. I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER															
Wagner, Lindsay	A59228	PSDS II	138	(916) 555-1212															
CRIMINAL INVESTIGATION INFORMATION																			
<input checked="" type="checkbox"/> Non-criminal <input type="checkbox"/> Allied Agency conducting Name: _____ <input type="checkbox"/> CHP conducting <input type="checkbox"/> Commissioner's office notified <input type="checkbox"/> Case submitted for prosecution <input type="checkbox"/> CHP 216/202 completed																			
Section	Felony/ Misc.	Brief Description of Violation	Prosecution Status																
COMMAND/AGENCIES INVOLVED																			
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE																
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS																	
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE																
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS																	
SYNOPSIS On April 1, 2022, Public Safety Dispatcher (PSD) Jennifer Lopez, ID A50003, began her employment with the Department. Despite extensive training and counseling, PSD Lopez has failed to meet satisfactory levels of performance, which included failure to satisfactorily perform Critical Tasks pertaining to the classification of public safety dispatcher.				<table border="1" style="font-size: small; border-collapse: collapse;"> <tr> <th colspan="2">TABLE OF CONTENTS</th> </tr> <tr> <td>Involved Parties</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Employee Profile</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Investigative Summary</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Findings</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Chronological Summary</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Exhibits</td> <td style="text-align: right;">7</td> </tr> </table>		TABLE OF CONTENTS		Involved Parties	2	Employee Profile	3	Investigative Summary	4	Findings	4	Chronological Summary	6	Exhibits	7
TABLE OF CONTENTS																			
Involved Parties	2																		
Employee Profile	3																		
Investigative Summary	4																		
Findings	4																		
Chronological Summary	6																		
Exhibits	7																		
COMMANDER'S NAME		COMMANDER'S SIGNATURE	DATE																
Captain Larry Wilcox, ID 10845			07/28/2022																
DIVISION REVIEWER'S NAME		DIVISION REVIEWER'S NAME	DATE																
Chief Sonny Bono, ID 10123			08/24/2022																

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ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	<table border="1" style="font-size: small;"> <tr> <th colspan="4">Control Number</th> </tr> <tr> <th>Division Code</th> <th>Year</th> <th colspan="2">Seq. No.</th> </tr> <tr> <td style="text-align: center;">1-138</td> <td style="text-align: center;">22</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </table>		Control Number				Division Code	Year	Seq. No.		1-138	22	0	1
Control Number																
Division Code	Year	Seq. No.														
1-138	22	0	1													
EMPLOYEE PROFILE																
CHP 7B (New 1-13) OPI 031																
DATE	TYPE	EXHIBITS														
06/21/2022 - 06/30/2022	CHP 157B	1														
SUMMARY																
Public Safety Dispatcher (PSD) Jennifer Lopez, A50003, demonstrated substandard performance in Critical Task 3, Written Communications, Critical Task 6, Decision Making, and Critical Task 8, Verbal Communications - Radio, as documented on her CHP 157B, Communications Training Officer Program Remedial Training Plan.																
DATE	TYPE	EXHIBITS														
04/01/2022 - 04/28/2022	CHP 157	6														
SUMMARY																
PSD Lopez's CHP 157, Communications Training Officer Program Daily Observation Report, for PSD Basic Course A.																
DATE	TYPE	EXHIBITS														
05/09/2022 - 06/06/2022	CHP 157	7														
SUMMARY																
PSD Lopez's CHP 157 for Cycle 1, In Service Desk Training, from May 9, 2022, through June 6, 2022, at the Pinehurst Communications Center (PCC).																
DATE	TYPE	EXHIBITS														
06/07/2022 - 06/21/2022	CHP 157	8														
SUMMARY																
PSD Lopez's CHP 157 for Cycle 2, In Service Desk Training, from May 9, 2022, through June 6, 2022, at PCC.																
DATE	TYPE	EXHIBITS														
SUMMARY																
DATE	TYPE	EXHIBITS														
SUMMARY																

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ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Public Safety Dispatcher Jennifer Lopez, A50003

1 **Investigative Summary:**

2

3 On April 1, 2022, Public Safety Dispatcher (PSD) Jennifer Lopez, ID A50003, began her employment
4 with the Department and participated in an extensive training program as part of her initial probation
5 period as a PSD. The Pinehurst Communications Center (PCC) has comprehensive documentation,
6 which demonstrated that PSD Lopez failed to meet performance standards and failed to perform, at an
7 acceptable level, critical tasks associated with the classification of a PSD.

8

9 The specific allegation from this investigation is:

10

- 11 1. Despite ongoing training and counseling, PSD Lopez was unable to meet performance standards
12 for her assignment at the PCC during her probationary period.

13

14 **Findings:**

15

- 16 1. Despite ongoing training and counseling, PSD Lopez was unable to meet performance standards
17 for her assignment at the PCC during her probationary period – **Founded**.

18

19 Government Code Section 19173 authorizes an appointing power to reject any probationer for
20 reasons relating to the probationer's qualifications, the good of the service, or failure to
21 demonstrate merit, efficiency, fitness, and moral responsibility. PSD Lopez's substandard
22 performance merits rejection during her probationary period.

23

24 This determination was based upon the following:

25

- 26 • PSD Lopez failed to show consistent progress or understanding of several skills required of a
27 PSD. During PSD Lopez's Cycle 2, *In Service Desk Training*, and her subsequent remedial
28 training, PSD Lopez continued to receive substandard ratings in the following Critical Tasks:
29
30 > Critical Task 3 – Written Communication.
31 > Critical Task 6 – Decision Making.
32 > Critical Task 8 – Verbal Communications-Radio.
33
34 • PSD Lopez's deficiencies were documented on a CHP 157B, *Communications Training Officer*
35 *Program Remedial Training Plan*, with an additional 40 hours of training and feedback provided
36 (**Exhibit 1**). At the conclusion of the remedial cycle, PSD Lopez continued to demonstrate
37 substandard performance in Critical Task 3, Task 6, and Task 8, despite the additional training.
38 Training was provided by PSD Brenda Stevens, ID A55656.
39
40 • During PSD Lopez's remedial training cycle, PSD Lopez struggled with multitasking,
41 identifying, selecting, and geo-verifying the correct location in a timely manner. On
42 June 23, 2022, as documented on her CHP 157B, PSD Lopez received a call and incorrectly

PREPARED BY: PSDS II L. Carter, A54321

REVIEWED BY: Capt. L. Wilcox, 10845

7/28/2022

ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Public Safety Dispatcher Jennifer Lopez, A50003

- 1 typed the location in the secondary location field, then the license plate in the primary location
2 field and continued to struggle with the log as it took her seven (7) minutes to enter the
3 information (**Exhibit 2**).
- 4
- 5 • On June 24, 2022, as documented on her CHP 157B, PSD Lopez failed to consistently maintain
6 control of her calls. As an example, PSD Lopez received a call reporting a trespasser who
7 attempted to stab the caller. The caller provided her location and even the suspect's name.
8 PSD Lopez had to ask the caller several times for her location. The caller became very angry
9 and frustrated then disconnected the call (**Exhibit 3**). Due to PSD Lopez's lack of progress, her
10 remedial training program was extended for a second week.
- 11
- 12 • On June 29, 2022, as documented on her CHP 157B, PSD Lopez continued to struggle with
13 basic call-handling skills required for Cycle 2 training. PSD Lopez's trainer noted that
14 PSD Lopez continued having issues with getting locations geo-verified, due to her putting a
15 space between the type of highway and the highway number. As PSD Lopez noticed the
16 location was not working, she tuned out the caller. This caused a delay in assistance and upset
17 the caller, as PSD Lopez had to ask the caller to repeat the information all over again
18 (**Exhibit 4**).
- 19
- 20 • On July 1, 2022, PSD Lopez received a CHP 51, *Memorandum*, removing her from the training
21 program (**Exhibit 5**).
- 22

23 Prior progressive discipline and training included the following:

- 24
- 25 • PSD Lopez attended and successfully completed Public Safety Dispatcher Basic Course,
26 Module A at the Academy, from April 1 through April 28, 2022. PSD Lopez received feedback
27 each day of the course on the CHP 157, *Communications Training Officer Program Daily*
28 *Observation Report*, (**Exhibit 6**).
- 29
- 30 • PSD Lopez received 260 hours of extensive instruction during her Cycle 1, *In Radio Training*,
31 which allowed her multiple opportunities to be successful in her new position.
- 32
- 33 • PSD Lopez completed Cycle 1, *In Service Desk Training*, from May 9, through June 6, 2022, at
34 PCC. It was recommended she progress to Cycle 2, *In Service Desk Training*. PSD Lopez
35 received feedback each day of the course on the CHP 157 (**Exhibit 7**).
- 36
- 37 • PSD Lopez completed 10 days of Cycle 2, *In Service Desk Training*, from June 7, 2022,
38 through June 21, 2022. PSD Lopez received feedback each day on the CHP 157 (**Exhibit 8**).
39 A remedial cycle was recommended due to substandard ratings in several critical tasks.
- 40
- 41
- 42
- 43

PREPARED BY: PSDS II L. Carter, A54321

REVIEWED BY: Capt. L. Wilcox, 10845

7/28/2022

ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Public Safety Dispatcher Jennifer Lopez, A50003

1 Chronological Summary:

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1. On June 29, 2022, Pinehurst Communication Center (PCC) Public Safety Dispatch Supervisor (PSDS) II Linda Carter, ID A54321, evaluated the progress of PSD Lopez. The evaluation determined PSD Lopez did not meet performance expectations during her probationary period and would not be able to perform the duties required of a PSD. The evaluation was documented on a CHP 51, *Memorandum*, (Exhibit 9).
2. On July 1, 2022, PCC Captain Larry Wilcox, ID 10845, was apprised and made notification to Northern Division Chief S. Bonno, ID 10123. A decision was made to initiate a Rejection During Probation of PSD Lopez.
3. On July 1, 2022, PSD Lopez was issued a memorandum removing her from the PCC training program and notifying her of the Department's intention to initiate a Rejection During Probation (Exhibit 5).
4. On July 1, 2022, Captain Wilcox assigned PSDS II Carter as the primary investigator and PSDS II Lindsay Wagner, ID A59228, as the secondary investigator for PSD Lopez's Rejection During Probation investigation.
5. On July 4, 2022, notification via email was made to Assistant Commissioner Field and the Office of Internal Affairs of the Rejection During Probation investigation utilizing a CHP 7G, *Notice of Internal Investigation*.
6. On July 8, 2022, PSDS II Carter obtained and made copies of PSD Lopez's training documents to include the CHP 157 (Exhibits 6 through 8) and CHP 157A (Exhibits 2 through 4).
7. On July 9, 2022, PSD Stevens was interviewed at PCC by PSDS II Carter. During her interview, PSD Stevens related the deficiencies exhibited by PSD Lopez, and provided examples from specific training days. The interview was digitally recorded and saved onto digital media. The interview was summarized by PSDS II Carter, and both the digital file and summary were included in the investigative file (Exhibits 10 and 11). The digital media was placed into evidence at Northern Division (E20220005).
8. On July 10, 2022, PSDS II Carter identified and made copies of the following relevant policies:
 - Highway Patrol Manual (HPM) 10.10, *Performance Appraisal Manual*, Chapter 7, *Performance Appraisal Process for Public Safety Dispatcher, California Highway Patrol* (Exhibit 12).
 - HPM 60.1, *Communications Operations Manual*, Chapter 7, *Dispatch Radio Communications* (Exhibit 13).

PREPARED BY: PSDS II L. Carter, A54321

REVIEWED BY: Capt. L. Wilcox, 10845

7/28/2022

ANNEX E

SAMPLE REJECTION DURING PROBATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Pinehurst Area - 138
I-138-22-001



ADMINISTRATIVE INVESTIGATION – Public Safety Dispatcher Jennifer Lopez, A50003

- 1 • HPM 60.5, *Communications Training Program Manual*, Chapter 4, *Training and*
2 *Evaluation* (Exhibit 14).
3
4 9. On July 10, 2022, PSDS II Carter identified and made copies of the California Department of
5 Human Resources, Job Specifications for Public Safety Dispatcher, California Highway Patrol
6 Series (Exhibit 15).
7

Exhibits:

- 8
9
10 1. CHP 157B, *Communications Training Officer Program Remedial Training Plan*.
11 2. PSD Lopez's June 23, 2022, CHP 157B, *Communications Training Officer Program Remedial*
12 *Training Plan*.
13 3. PSD Lopez's June 24, 2022, CHP 157B.
14 4. PSD Lopez's June 29, 2022, CHP 157B.
15 5. CHP 51, *Memorandum*, issued to PSD Lopez on July 1, 2022, removing her from Pinehurst
16 Communication Center (PCC) training.
17 6. PSD Lopez's CHP 157, *Communications Training Officer Program Daily Observation Report*,
18 for Public Safety Dispatcher Basic Course, Module A, provided at the Academy from April 1,
19 2022, through April 28, 2022.
20 7. PSD Lopez's CHP 157 for Cycle 1, *In Service Desk Training*, from May 9, 2022, through
21 June 6, 2022, at PCC.
22 8. PSD Lopez's CHP 157 for Cycle 2, *In Service Desk Training*, from June 7, 2022, through
23 June 21, 2022, at PCC.
24 9. CHP 51, *Memorandum*, probationary evaluation.
25 10. Digital media with audio recording of PSD Stevens' interview.
26 11. CHP 51, *Memorandum*, of PSD Steven's interview.
27 12. Highway Patrol Manual (HPM) 10.10, *Performance Appraisal Manual*, Chapter 7, *Performance*
28 *Appraisal Process for Public Safety Dispatcher, California Highway Patrol*.
29 13. HPM 60.1, *Communications Operations Manual*, Chapter 7, *Dispatch Radio Communications*.
30 14. HPM 60.5, *Communications Training Program Manual*, Chapter 4, *Training and Evaluation*.
31 15. California Department of Human Resources, Job Specifications for Public Safety Dispatcher,
32 California Highway Patrol Series.
33 16. CHP 36, *Property Receipt*, evidence #E20220005.
34

Attestation:

35
36
37 *"I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the*
38 *information contained herein is a true and complete representation of my investigative efforts and*
39 *includes all information."*
40
41

42 _____
43 Primary Investigator Signature

Date

PREPARED BY: PSDS II L. Carter, A54321

REVIEWED BY: Capt. L. Wilcox, 10845

7/28/2022

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ANNEX F

SAMPLE SELF-INITIATED REJECTION INVESTIGATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INTERNAL INVESTIGATION CHP 7 (Rev. 6-23) OPI 031		<input type="checkbox"/> Request for Adverse Action <input type="checkbox"/> Miscellaneous Investigation <input type="checkbox"/> Non-Punitive Termination <input checked="" type="checkbox"/> Rejection During Probation <input type="checkbox"/> Dept. Initiated <input checked="" type="checkbox"/> Self Initiated		<div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: yellow;">Print Button</div> <table border="1" style="font-size: small; border-collapse: collapse;"> <tr> <th colspan="3">Control Number</th> </tr> <tr> <td style="font-size: x-small;">Division Code</td> <td style="font-size: x-small;">Year</td> <td style="font-size: x-small;">Seq. No.</td> </tr> <tr> <td style="text-align: center;">1-020</td> <td style="text-align: center;">22</td> <td style="text-align: center;">01</td> </tr> </table>	Control Number			Division Code	Year	Seq. No.	1-020	22	01
Control Number													
Division Code	Year	Seq. No.											
1-020	22	01											
Routed To	Date	INCIDENT DATE(S)	DIVISION AWARE DATE	CIA NOTIFIED DATE									
Division For Review	9/15/2022	09/07/2022	09/07/2022	09/08/2022									
Command For Corrections		MISCELLANEOUS INVESTIGATION CLOSING ACTION	SPECIAL	PROBATION END DATE									
Division For Review		<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F. <input type="checkbox"/> Other	<input type="checkbox"/> Serious Misconduct (PC 13510.8) <input type="checkbox"/> CHP 268 Completed	02/15/2023									
Command For Corrections (if applicable)		CASE NUMBER (CIA USE ONLY)	SUSPENSE DATE (CIA USE ONLY)	INITIATING COMMAND									
Division For Review (if applicable)		Office of Internal Affairs	10/15/2022	020									
EMPLOYEE													
EMPLOYEE'S NAME (LAST, FIRST, M.I.)	ID NUMBER	LOCATION NUMBER	RANK	SEX	AGE	YEARS EMPLOYED							
Feldman, Corey	A85231	020	Associate Personnel Analyst	M	32	1 month							
INVESTIGATOR(S)													
PRIMARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER									
Brolin, Josh	A10023	SSM I	020	(916) 555-3000									
SECONDARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER									
CRIMINAL INVESTIGATION INFORMATION													
<input checked="" type="checkbox"/> Non-criminal <input type="checkbox"/> Allied Agency conducting <input type="checkbox"/> CHP conducting <input type="checkbox"/> Commissioner's office notified <input type="checkbox"/> Case submitted for prosecution <input type="checkbox"/> CHP 216/202 completed Name: _____													
Section	Felony/ Misc.	Brief Description of Violation	Prosecution Status										
COMMAND/AGENCIES INVOLVED													
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE										
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS											
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE										
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS											
SYNOPSIS On September 7, 2022, Associate Personnel Analyst Corey Feldman, ID A85231, self-initiated a Rejection During Probation when he requested to exercise his right of return to previous state service as an Office Assistant with the Department of Veteran Affairs.				TABLE OF CONTENTS									
				Involved Parties	_____								
				Employee Profile	_____								
				Investigative Summary	2								
				Findings	2								
				Chronological Summary	2								
				Exhibits	2								
COMMANDER'S NAME		COMMANDER'S SIGNATURE		DATE									
SSM I J. Brolin, ID A10023				09/15/2022									
DIVISION REVIEWER'S NAME		DIVISION REVIEWER'S NAME		DATE									
Chief Sonny Bono, ID 10123				09/15/2022									

Chp7_0623.pdf

ANNEX F

SAMPLE SELF-INITIATED REJECTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Protective Services Division - 020
020-22-001



ADMINISTRATIVE INVESTIGATION – Associate Personnel Analyst Corey Feldman, ID A85231

1 **Investigative Summary:**

2

3 On August 15, 2022, Associate Personnel Analyst (APA) Corey Feldman, ID A85231, began his
4 employment with the California Highway Patrol, Protective Services Division (PSD). On September 7,
5 2022, APA Feldman requested to be voluntarily rejected during his probationary period and return to his
6 previous employment as an Office Assistant at the Department of Veteran Affairs.

7

8 **Findings:**

9

10 1. For the good of the service, APA Feldman requested to be Rejected During Probation (RDP) and
11 expressed the desire to exercise his return rights to his previous state service as an
12 Office Assistant with the Department of Veteran Affairs – **Founded**.

13

14 Government Code Section 19173 authorizes an appointing power to reject any probationer for
15 reasons relating to the probationer's qualifications, the good of the service, or failure to
16 demonstrate merit, efficiency, fitness, and moral responsibility. APA Feldman's self-initiated
17 desire to return to his previous state service merits rejection during his probationary period.

18

19 **Chronological Summary:**

20

21 1. On September 7, 2022, at approximately 0900 hours, APA Feldman met with Staff Services
22 Manager (SSM) I Josh Brolin, ID #A10023, and expressed his desire to return to his prior state
23 service with the Department of Veteran Affairs.

24

25 2. On September 7, 2022, at approximately 1300 hours, APA Feldman submitted an email to
26 SSM I Brolin memorializing his request to be rejected during his probation and returning to his
27 prior state service (**Exhibit 1**).

28

29 3. On September 7, 2022, SSM I Brolin made notification to PSD Chief Sonny Bonno, ID 10123,
30 and APA Feldman's self-initiated RDP was approved to proceed.

31

32 4. On September 7, 2022, Chief Bonno assigned SSM I Brolin as the primary investigator for
33 APA Feldman's self-initiated RDP.

34

35 5. On September 9, 2022, SSM I Brolin obtained a CHP 129, Duty Statement, for the
36 Associate Personnel Analyst position. The CHP 129 was signed by APA Feldman (**Exhibit 2**).

37

38 **Exhibits:**

39

40 1. Email from APA Feldman to SSM I Brolin requesting to be rejected during probation.

41

42 2. CHP 129 signed by APA Feldman.

43

PREPARED BY: SSM I J. Brolin, A10023

REVIEWED BY: Chief S. Bonno, ID 10123

9/15/2022

ANNEX F

SAMPLE SELF-INITIATED REJECTION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Protective Services Division - 020
020-22-001



ADMINISTRATIVE INVESTIGATION – Associate Personnel Analyst Corey Feldman, ID A85231

1 Attestation:

2

3 *"I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the*
4 *information contained herein is a true and complete representation of my investigative efforts and*
5 *includes all information."*

6

7

8

9

10 _____
Primary Investigator Signature

Date

PREPARED BY: SSM I J. Brolin, A10023

REVIEWED BY: Chief S. Bonno, ID 10123

9/15/2022

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ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INTERNAL INVESTIGATION CHP 7 (Rev. 6-23) OPI 031		<input type="checkbox"/> Request for Adverse Action <input type="checkbox"/> Miscellaneous Investigation <input checked="" type="checkbox"/> Non-Punitive Termination <input type="checkbox"/> Rejection During Probation		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Print Button</div> <table border="1" style="font-size: small; border-collapse: collapse;"> <tr> <th colspan="3">Control Number</th> </tr> <tr> <td style="text-align: center;">Division Code</td> <td style="text-align: center;">Year</td> <td style="text-align: center;">Seq. No.</td> </tr> <tr> <td style="text-align: center;">1-301</td> <td style="text-align: center;">22</td> <td style="text-align: center;">01</td> </tr> </table>	Control Number			Division Code	Year	Seq. No.	1-301	22	01			
Control Number																
Division Code	Year	Seq. No.														
1-301	22	01														
Routed To	Date	INCIDENT DATE(S)	DIVISION AWARE DATE	CIA NOTIFIED DATE												
Division For Review	8/15/2022	07/12/2022	07/15/2022	07/18/2022												
Command For Corrections		MISCELLANEOUS INVESTIGATION CLOSING ACTION	SPECIAL	PROBATION END DATE												
Division For Review		<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F. <input type="checkbox"/> Other	<input type="checkbox"/> Serious Misconduct (PC 13510.6) <input type="checkbox"/> CHP 268 Completed													
Command For Corrections (if applicable)																
Division For Review (if applicable)		CASE NUMBER (CIA USE ONLY)	SUSPENSE DATE (CIA USE ONLY)	INITIATING COMMAND												
Office of Internal Affairs	09/08/2022			366												
EMPLOYEE																
EMPLOYEE'S NAME (LAST, FIRST, M. I.)	ID NUMBER	LOCATION NUMBER	RANK	SEX												
Diesel, Vincent	A52314	366	MCS I	M												
				AGE												
				32												
				YEARS EMPLOYED												
				5												
INVESTIGATOR(S)																
PRIMARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER												
Ortiz, John	55123	Sergeant	366	(916) 555-1234												
SECONDARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER												
CRIMINAL INVESTIGATION INFORMATION																
<input type="checkbox"/> Non-criminal <input checked="" type="checkbox"/> Allied Agency conducting <input type="checkbox"/> CHP conducting <input checked="" type="checkbox"/> Commissioner's office notified <input checked="" type="checkbox"/> Case submitted for prosecution <input type="checkbox"/> CHP 216/202 completed Name: <u>Pinehurst PD</u>																
Section	Felony/ Med.	Brief Description of Violation		Prosecution Status												
23152 (a) VC	M	DUI		Pending												
23152 (b) VC	M	BAC 0.08% or greater		Pending												
COMMAND/AGENCIES INVOLVED																
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE													
Pinehurst Police Department		Officer E. Tackleberry, 576	(916) 555-9876													
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS														
		5543 North 8th Street, Pinehurst, CA 95123														
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE													
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS														
SYNOPSIS			TABLE OF CONTENTS													
Motor Carrier Specialist I (MCS I) Vincent Diesel, ID A52314, while off-duty was arrested for driving under the influence of alcohol by the Pinehurst Police Department. MCS I Diesel did not create a nexus to the Department and made notification to his supervisor of his arrest. Therefore, no administrative action will be sought regarding the DUI arrest. However, as a result MCS I Diesel's arrest, his driver license was suspended for one (1) year. As such, MCS I Diesel no longer meets the minimum qualifications for his position, an a Non-Punitive Termination was initiated.			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Involved Parties</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Employee Profile</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Investigative Summary</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Findings</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Chronological Summary</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Exhibits</td> <td style="text-align: right;">6</td> </tr> </table>		Involved Parties	2	Employee Profile	3	Investigative Summary	4	Findings	4	Chronological Summary	5	Exhibits	6
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Findings	4															
Chronological Summary	5															
Exhibits	6															
COMMANDER'S NAME		COMMANDER'S SIGNATURE	DATE													
Captain Larry Wilcox, ID 10845			08/15/2022													
DIVISION REVIEWER'S NAME		DIVISION REVIEWER'S NAME	DATE													
Chief Sonny Bono, ID 10123			08/17/2022													

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ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	Control Number	
INVOLVED PARTIES CHP 7A (Rev. 4-23) OPI 031			Division Code	Year
			1-301	2201
NAME (LAST, FIRST, M.I.) Tackleberry, Eugene		ROLE INVESTIGATOR	I. D. NUMBER 576	
RESIDENCE ADDRESS N/A			TELEPHONE	
BUSINESS ADDRESS Pinehurst Police Department, 5543 North 8th Street, Pinehurst, CA 95123			TELEPHONE (916) 555-9876	
INTERVIEW DOCUMENTATION <input checked="" type="checkbox"/> Summary memorandum in exhibit # 6 <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____				
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER	
RESIDENCE ADDRESS			TELEPHONE	
BUSINESS ADDRESS			TELEPHONE	

ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <th colspan="3">Control Number</th> </tr> <tr> <td style="font-size: small;">Division Code</td> <td style="font-size: small;">Year</td> <td style="font-size: small;">Seq. No.</td> </tr> <tr> <td style="text-align: center;">1-301</td> <td style="text-align: center;">22</td> <td style="text-align: center;">01</td> </tr> </table>	Control Number			Division Code	Year	Seq. No.	1-301	22	01
Control Number												
Division Code	Year	Seq. No.										
1-301	22	01										
EMPLOYEE PROFILE CHP 7B (New 1-13) OPI 031												
DATE	TYPE	EXHIBIT#										
05/11/2022	CHP 188M, Performance Appraisal Motor Carrier Specialist I, CHP.	2										
SUMMARY MCS I Diesel received ratings of "Meets Performance Standards" for the ten critical tasks. MCS I Diesel was commended for only using two sick days for the period in review.												
DATE	TYPE	EXHIBIT#										
05/09/2021	CHP 188M, Performance Appraisal Motor Carrier Specialist I, CHP.	10										
SUMMARY MCS I Diesel received ratings of "Meets Performance Standards" for the ten critical tasks. MCS I Diesel was commended for his assistance with the annual internal Russel Commercial Vehicle Enforcement Facility inspection.												
DATE	TYPE	EXHIBIT#										
05/11/2020	CHP 188M, Performance Appraisal Motor Carrier Specialist I, CHP.	11										
SUMMARY MCS I Diesel received ratings of "Meets Performance Standards" for the ten critical tasks.												
DATE	TYPE	EXHIBIT#										
SUMMARY												
DATE	TYPE	EXHIBIT#										
SUMMARY												
DATE	TYPE	EXHIBIT#										
SUMMARY												
ADD PAGE		DELETE PAGE										
Chp7B_0714.pdf												

ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Golden Gate Division, Russel Commercial Vehicle Enforcement Facility - 366
301-22-001



ADMINISTRATIVE INVESTIGATION – Motor Carrier Specialist I, Vincent Diesel, ID A52314

1 **Investigative Summary:**

2

3 On July 12, 2022, at approximately 2130 hours, Motor Carrier Specialist (MCS) I Vincent Diesel,
4 ID A52314, was off-duty when he was arrested by the Pinehurst Police Department (PPD)
5 for driving under the influence (DUI) of alcoholic. According to the arresting officer,
6 PPD Officer E. Tackleberry, ID 576, MCS I Diesel did not create a nexus to the Department and did not
7 state that he was employed by the California Highway Patrol. After his release, MSC I Diesel contacted
8 the Russel Commercial Vehicle Enforcement Facility (RCVEF), spoke with Sergeant John Ortiz,
9 ID 55123, and provided notification of his arrest. Sergeant Ortiz notified the RCVEF commander,
10 Captain Larry Wilcox, ID 10845, of the incident.

11

12 On July 15, 2022, MCS I Diesel informed Sergeant Ortiz that his driver's license had been suspended
13 for one year by the Department of Motor Vehicles, and he had been unable to obtain a restricted license
14 due to a previous DUI prior to his employment with the Department.

15

16 As a result of not possessing a valid California driver's license, MCS I Diesel has failed to meet the
17 required qualifications associated with MCS I classification. RCVEF Captain Wilcox was apprised and
18 notified Golden Gate Chief Sonny Bonno, ID 10123, who initiated a Non-Punitive Termination (NPT)
19 investigation against MCS I Diesel.

20

21 The specific allegation from this investigation is:

22

- 23 1. MCS I Diesel no longer meets the minimum qualifications, per the State Personnel Board job
24 specifications/classifications, for the position of MCS I, California Highway Patrol.

25

26 **Findings:**

27

- 28 1. MCS I Diesel no longer meets the minimum qualifications, per the State Personnel Board job
29 specifications/classifications, for the position of MCS I, California Highway Patrol – **Founded**.

30

31 The determination the allegation was founded was based upon the following:

32

- 33 • On July 12, 2022, at approximately 2130 hours, MCS I Diesel was off-duty when he was
34 arrested by PPD for DUI. MCS I Diesel did not create a nexus to the Department and made
35 notification to Sergeant Ortiz of his arrest.
- 36
- 37 • On July 15, 2022, MCS I Diesel notified Sergeant Ortiz that his California driver's license had
38 been suspended and was unable to obtain a restricted license due to a prior DUI.
- 39
- 40 • MCS I Diesel failed to meet the required qualifications associated with the MCS I classification,
41 which included the possession of a valid California driver's license.

42

PREPARED BY: Sgt. J. Ortiz, ID 55123

REVIEWED BY: Capt. L. Wilcox, ID 10845

8/15/2022

ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Golden Gate Division, Russel Commercial Vehicle Enforcement Facility - 366
301-22-001



ADMINISTRATIVE INVESTIGATION – Motor Carrier Specialist I, Vincent Diesel, ID A52314

- 1 • On 12, 2022, during his administrative interrogation, MCS I Diesel admitted he knew that
2 possessing a valid California driver's license was a requirement of his job classification
3 **(Exhibit 9, Page 83, lines 3 – 9).**
4

5 Prior training included the following:
6

- 7 • On May 3, 2017, MCS I Diesel was provided and signed a Memorandum of Expectations (MOE)
8 during his orientation process at the RCVEF. The MOE noted the requirement that
9 MCS I Diesel maintain a valid California driver's license for purposes of his classification
10 **(Exhibit 1).**
11
12 • On May 11, 2022, MCS I Diesel met with Sergeant Ortiz to review his CHP 118M, *Performance*
13 *Appraisal Motor Carrier Specialist I, CHP*. During the annual review, MCS I Diesel's
14 California driver's license was checked, and the expiration date noted on the CHP 118M
15 **(Exhibit 2).**
16

17 **Chronological Summary:**
18

- 19 1. On July 12, 2022, MCS I Diesel made notification to Sergeant Ortiz that he had been arrested by
20 PPD for DUI. Sergeant Ortiz notified RCVEF Captain Wilcox of the incident.
21
22 2. On July 15, 2022, MCS I Diesel notified Sergeant Ortiz that his driver's license had been
23 suspended for one year by the Department of Motor Vehicles, and he had been unable to obtain a
24 restricted license due to a previous DUI prior to his employment with the Department.
25
26 3. On July 15, 2022, Sergeant Ortiz confirmed MCS I Diesel's driver's license was suspended
27 through the California Law Enforcement Telecommunications System (CLETS) and created a
28 printout of the return **(Exhibit 3)**.
29
30 4. On July 15, 2022, Sergeant Ortiz apprised Captain Wilcox of the situation. Captain Wilcox
31 notified Golden Gate Chief Bonno, who initiated an NPT investigation of MCS I Diesel.
32
33 5. On July 15, 2022, Captain Wilcox assigned Sergeant Ortiz as the primary investigator for
34 MCS I Diesel's NPT investigation.
35
36 6. On July 15, 2022, notification via email was made to Assistant Commissioner Field and the
37 Office of Internal Affairs of the NPT investigation utilizing a CHP 7G, Notice of Internal
38 Investigation.
39
40
41

PREPARED BY: Sgt. J. Ortiz, ID 55123

REVIEWED BY: Capt. L. Wilcox, ID 10845

8/15/2022

ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Golden Gate Division, Russel Commercial Vehicle Enforcement Facility - 366
301-22-001



ADMINISTRATIVE INVESTIGATION – Motor Carrier Specialist I, Vincent Diesel, ID A52314

- 1 7. On July 16, 2022, MCS I Diesel was placed on Administrative Time Off (ATO) with pay,
2 pending the outcome of the investigation. MCS I Diesel was served a CHP 51, *Memorandum*,
3 advising him of his change in work status. MCS I Diesel signed the memorandum and was
4 provided a copy (**Exhibit 4**).
5
6 8. On July 19, 2022, Sergeant Ortiz obtained examined MCS I Diesel's personnel folder and made
7 copies of the following:
8
9 • An MOE signed by MCS I Diesel and dated May 3, 2017. The MOE specified the
10 requirement for MCS I Diesel to maintain a valid California driver's license (**Exhibit 1**).
11
12 • MCS I Diesel's CHP 118M, which was signed by MCS I Diesel and dated on
13 May 11, 2022 (**Exhibit 2**).
14
15 9. On July 23, 2022, Sergeant Ortiz interviewed PPD Officer Tackleberry at the PPD station.
16 PPD Officer Tackleberry confirmed MCS I Diesel was arrested for DUI but did not create a
17 nexus to the Department during his arrest on July 12, 2022. The interview was digitally recorded
18 and saved onto digital media. The interview was summarized by Sergeant Ortiz and both the
19 audio file and summary were included in the investigative file (**Exhibits 5 and 6**). The digital
20 media was placed into evidence at Golden Gate Division (E20220005).
21
22 10. On July 26, 2022, MCS I Diesel was issued a Notice of Administrative Interrogation by
23 Captain Wilcox to be held on August 12, 2022, at 0800 hours, at the Pinehurst Department of
24 Public Works located at 4114 Salt Place, 1st Floor, Pinehurst, California (**Exhibit 7**).
25
26 11. On August 12, 2022, at approximately 0800 hours, Sergeants Ortiz conducted an administrative
27 interrogation of MCS I Diesel. The interrogation was conducted in a secure room at the
28 Pinehurst Department of Public Works. MCS I Diesel declined representation for the
29 interrogation. Audio of the interrogation was digitally recorded and transferred onto digital
30 media. The digital media was placed into evidence at Golden Gate Division (E20220005). The
31 audio from the interrogation was transcribed and both the audio file and verified transcription
32 were included in the investigative file (**Exhibits 8 and 9**).
33

34 **Exhibits:**

- 35
36 1. Memorandum of Expectations, provided to and signed by MCS I Diesel on May 3, 2017.
37 2. MCS I Diesel's May 11, 2022, CHP 118M, *Performance Appraisal Motor Carrier Specialist I,*
38 *CHP*.
39 3. California Law Enforcement Telecommunications System (CLETS) printout of MCS I Diesel's
40 California driver's license.
41 4. Administrative Time Off (ATO) with pay memorandum issued to MCS I Diesel on July 16,
42 2022.

PREPARED BY: Sgt. J. Ortiz, ID 55123

REVIEWED BY: Capt. L. Wilcox, ID 10845

8/15/2022

ANNEX G

SAMPLE NON-PUNITIVE TERMINATION INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Golden Gate Division, Russel Commercial Vehicle Enforcement Facility - 366
301-22-001



ADMINISTRATIVE INVESTIGATION – Motor Carrier Specialist I, Vincent Diesel, ID A52314

- 1 5. Digital media with audio recording of PPD Officer Tackleberry’s interview.
- 2 6. CHP 51, *Memorandum*, of PPD Officer Tackleberry’s interview.
- 3 7. Notice of Administrative Interrogation, served to MCS I Diesel on July 26, 2022.
- 4 8. Digital media of MCS I Diesel’s administrative interrogation.
- 5 9. Transcript of MCS I Diesel’s administrative interrogation.
- 6 10. MCS I Diesel’s May 9, 2021, CHP 118M.
- 7 11. MCS I Diesel’s May 11, 2020, CHP 118M.
- 8 12. CHP 36, evidence #E20220005.

9
10 **Attestation:**

11
12 *“I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the*
13 *information contained herein is a true and complete representation of my investigative efforts and*
14 *includes all information.”*

15
16
17
18
19 _____
Primary Investigator Signature

Date

PREPARED BY: Sgt. J. Ortiz, ID 55123 REVIEWED BY: Capt. L. Wilcox, ID 10845 8/15/2022

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ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INTERNAL INVESTIGATION CHP 7 (Rev. 6-23) OPI 031		<input type="checkbox"/> Request for Adverse Action <input type="checkbox"/> Non-Punitive Termination		<input checked="" type="checkbox"/> Miscellaneous Investigation <input type="checkbox"/> Rejection During Probation		Print Button
				Control Number Division Code Year Seq. No. 1 - 6 5 0 2 3 0 1		
Routed To	Date	INCIDENT DATE(S)	DIVISION AWARE DATE	CIA NOTIFIED DATE		
Division For Review	3/17/2023	02/13/2023	02/14/2023	02/15/2023		
Command For Corrections		MISCELLANEOUS INVESTIGATION CLOSING ACTION	SPECIAL	PROBATION END DATE		
Division For Review		<input type="checkbox"/> M.O.D. <input type="checkbox"/> Censurable CHP 2 <input type="checkbox"/> M.O.F. <input checked="" type="checkbox"/> Other Resigned	<input checked="" type="checkbox"/> Serious Misconduct (PC 13510.6) <input type="checkbox"/> CHP 268 Completed			
Command For Corrections (if applicable)						
Division For Review (if applicable)		CASE NUMBER (CIA USE ONLY)	SUSPENSE DATE (CIA USE ONLY)	INITIATING COMMAND	EMPLOYEE ON ATOT? <input type="checkbox"/> No	
Office of Internal Affairs	04/17/2023			650	02/15/2023	
EMPLOYEE						
EMPLOYEE'S NAME (LAST, FIRST, M. I.)	ID NUMBER	LOCATION NUMBER	RANK	SEX	AGE	YEARS EMPLOYED
Lime, Harry	54321	650	Officer	M	35	7
INVESTIGATOR(S)						
PRIMARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER		
McCallister, Kevin	10234	Sergeant	650	(916) 555-1234		
SECONDARY (LAST, FIRST, M.I.)	ID NUMBER	RANK	LOCATION NUMBER	TELEPHONE NUMBER		
Merchants, Marvin	10432	Sergeant	650	(916) 555-1234		
CRIMINAL INVESTIGATION INFORMATION						
<input type="checkbox"/> Non-criminal <input checked="" type="checkbox"/> Allied Agency conducting Name: <u>Oceanside PD</u> <input type="checkbox"/> CHP conducting <input checked="" type="checkbox"/> Commissioner's office notified <input checked="" type="checkbox"/> Case submitted for prosecution <input type="checkbox"/> CHP 216/202 completed						
Section	Felony/ Med.	Brief Description of Violation			Prosecution Status	
273.5 (a) PC	F	Corporal Injury to Spouse			Pending	
COMMAND/AGENCIES INVOLVED						
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE			
Oceanside Police Department		Det. Anthony Hopkins, 987	(760) 555-4900			
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS				
		3855 Mission Avenue, Oceanside, CA 92054				
AGENCY/DEPARTMENT NAME		CONTACT PERSON	BUSINESS TELEPHONE			
DIVISION/COMMAND/SECTION		BUSINESS ADDRESS				
SYNOPSIS				TABLE OF CONTENTS		
On February 14, 2023, Oceanside Police Department Detective Anthony Hopkins, ID 987, contacted Oceanside Area management and advised Officer Harry Lime, ID 54321, had been arrested for felony domestic battery. In addition, an Emergency Protective Order was issued by the North County Superior Court against Officer Lime. On February 15, 2023, Officer Lime sent an email to Oceanside Area Commander Captain Larry Wilcox, ID 10845, and resigned from the Department effective February 18, 2023.				Involved Parties 2 Employee Profile 3 Investigative Summary 4 Findings 4 Chronological Summary 7 Exhibits 8		
COMMANDER'S NAME		COMMANDER'S SIGNATURE		DATE		
Captain Larry Wilcox, ID 10845				03/17/2023		
DIVISION REVIEWER'S NAME		DIVISION REVIEWER'S NAME		DATE		
Chief Sonny Bono, ID 10123				04/01/2023		

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ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (continued)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INVOLVED PARTIES CHP 7A (Rev. 4-23) OPI 031		Print Button	Control Number Division Code Year Seq. No. I - 6 5 0 2 3 0 1
NAME (LAST, FIRST, M.I.) Tackleberry, Eugene		ROLE INVESTIGATOR	I. D. NUMBER 576
RESIDENCE ADDRESS N/A			TELEPHONE
BUSINESS ADDRESS Oceanside Police Department, 3855 Mission Ave., Oceanside, CA 92054			TELEPHONE (760) 555-4900
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.) Nolte, Nicholas		ROLE INVESTIGATOR	I. D. NUMBER 432
RESIDENCE ADDRESS N/A			TELEPHONE
BUSINESS ADDRESS Oceanside Police Department, 3855 Mission Ave., Oceanside, CA 92054			TELEPHONE (760) 555-4900
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.) Lime, Katrina		ROLE VICTIM	I. D. NUMBER
RESIDENCE ADDRESS 7293 Springdale Lane, Oceanside, CA 92054			TELEPHONE (760) 555-6543
BUSINESS ADDRESS N/A			TELEPHONE
INTERVIEW DOCUMENTATION <input checked="" type="checkbox"/> Summary memorandum in exhibit # 4 _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.) Allen, Tim		ROLE WITNESS	I. D. NUMBER
RESIDENCE ADDRESS 7295 Springdale Lane, Oceanside, CA 92054			TELEPHONE (760) 555-2398
BUSINESS ADDRESS N/A			TELEPHONE
INTERVIEW DOCUMENTATION <input checked="" type="checkbox"/> Summary memorandum in exhibit # 6 _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.) Cochran, Johnnie		ROLE REPRESENTATIVE	I. D. NUMBER 29876
RESIDENCE ADDRESS N/A			TELEPHONE
BUSINESS ADDRESS 1234 Castle Rock Way, Oceanside, CA 92054			TELEPHONE (760) 555-1234
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER
RESIDENCE ADDRESS			TELEPHONE
BUSINESS ADDRESS			TELEPHONE
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			
NAME (LAST, FIRST, M.I.)		ROLE	I. D. NUMBER
RESIDENCE ADDRESS			TELEPHONE
BUSINESS ADDRESS			TELEPHONE
INTERVIEW DOCUMENTATION <input type="checkbox"/> Summary memorandum in exhibit # _____ <input type="checkbox"/> Synopsis in Chronological Summary entry number(s) _____ <input type="checkbox"/> Transcribed in exhibit # _____			

ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		Print Button	<table border="1" style="margin: auto;"> <tr> <th colspan="3">Control Number</th> </tr> <tr> <td style="text-align: center;">Division Code</td> <td style="text-align: center;">Year</td> <td style="text-align: center;">Sec. No.</td> </tr> <tr> <td style="text-align: center;">1-650</td> <td style="text-align: center;">23</td> <td style="text-align: center;">01</td> </tr> </table>	Control Number			Division Code	Year	Sec. No.	1-650	23	01
Control Number												
Division Code	Year	Sec. No.										
1-650	23	01										
EMPLOYEE PROFILE CHP 7B (New 1-13) OPI 031												
DATE	TYPE	EXHIBIT#										
09/03/2021	Notice of Adverse Action	9										
SUMMARY Officer Lime was involved in a preventable patrol vehicle collision. On May 17, 2021, Officer Lime conducted a traffic enforcement stop for speeding. As Officer Lime exited the patrol vehicle to contact the driver, he failed to place the patrol vehicle's transmission in park. The patrol vehicle rolled forward and struck the rear of the violator vehicle causing minor damage to rear bumper. Officer Lime served a one (1) day suspension.												
DATE	TYPE	EXHIBIT#										
06/01/2019 - 05/31/2020	CHP 118, Performance Appraisal - Annual	10										
SUMMARY Officer Lime received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Lime was commended for his professional uniform appearance and his enforcement activity for eight of the 12 months of the rating period.												
DATE	TYPE	EXHIBIT#										
06/01/2020 - 05/31/2021	CHP 118, Performance Appraisal - Annual	10										
SUMMARY Officer Lime received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Lime was commended for his perfect attendance record for the evaluation period. Additionally, Officer Lime was reminded to proof-read his reports prior to submission for review.												
DATE	TYPE	EXHIBIT#										
06/01/2021 - 05/31/2022	CHP 118, Performance Appraisal - Annual	10										
SUMMARY Officer Lime received a rating of "Proficient" in all applicable categories, with "No Rating / NR" in the category for special duty. Officer Lime was commended for his assistance with the Peel Fire, which necessitated the suspension of days off for several weeks for all Oceanside Area personnel.												
DATE	TYPE	EXHIBIT#										
SUMMARY												
DATE	TYPE	EXHIBIT#										
SUMMARY												

ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
650-23-001



ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

1 Investigative Summary

2

3 On February 13, 2023, at approximately 2218 hours, Oceanside Police Department (OPD)
4 Officer E. Tackleberry, ID 576, and OPD Officer N. Nolte, ID 432, responded to a 911 call of a
5 domestic disturbance reported by neighbors of Officer Harry Lime, ID 54321. Upon OPDs arrival to
6 Officer Lime's residence, they contacted Mrs. Katrina Lime, Officer Lime's spouse, who had injuries
7 consistent with an assault, and was transported via ambulance to Glen Regional Hospital for treatment.

8

9 A neighbor, Mr. Tim Allen, who had reported the incident was contacted by OPD, and described that
10 Officer Lime had been drinking heavily at a party hosted by the couple. Officer Lime had become
11 enraged when his spouse expressed concern over Officer Lime's consumption of alcohol. OPD Officers
12 contacted Officer Lime in the master bedroom of the residence, and at approximately 2300 hours, placed
13 Officer Lime under arrest for violation of Penal Code (PC) Section 273.5 (a) – *Causing corporal*
14 *injury to a spouse*, a felony. Officer Lime was transported to Oceanside Jail and booked.
15 OPD Detective A. Hopkins, ID 987, was assigned as the primary investigator to the case. OPD's arrest
16 report was submitted to the San Diego County District Attorney's office for prosecution.

17

18 On February 14, 2023, the North County Superior Court issued an Emergency Protective Order (EPO),
19 which prohibited Officer Lime from having any contact with Mrs. Lime. As part of the EPO,
20 OPD Detective Hopkins confiscated several firearms from Officer Lime's residence. On February 14,
21 2023, OPD Detective Hopkins contacted Oceanside Area CHP Captain Larry Wilcox, ID 10845, and
22 made notification via telephone of Officer Lime's arrest and the issuance of the EPO.

23

24 On February 14, 2023, Captain Wilcox made notification to Border Division Chief S. Bonno, ID 10123,
25 and an internal investigation was initiated. Captain Wilcox assigned Sergeant Kevin McCallister,
26 ID 10234, as the primary investigator, and Sergeant Marvin Merchants, ID 10432, as the secondary
27 investigator.

28

29 On February 15, 2023, Officer Lime sent an email to Captain Wilcox and resigned from the Department
30 effective February 18, 2023.

31

32 The specific allegation(s) from this investigation are:

33

- 34 1. Officer Lime inflicted corporal injury on his spouse, a violation of PC Section 273.5 (a),
35 a felony.

36

37 Findings

38

- 39 1. Officer Lime inflicted corporal injury on his spouse, a violation of PC Section 273.5 (a),
40 a felony – **Founded**.

41

42

43

PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

03/17/2023

ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
650-23-001



ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

1 The determination that the allegation was founded was based upon the following:

2

3 • OPD Officer Tackleberry's arrest report, report #2023-F023 (**Exhibit 1**), documented upon
4 OPD's arrival at the residence located at 7293 Springdale Lane, OPD Officer Tackleberry was
5 allowed entry into the residence by Mrs. Lime. Mrs. Lime was documented as having swelling
6 and bruising about her left eye, a swollen upper lip, and a ½ inch laceration on her left temple,
7 which was still bleeding. Digital images were taken of Mrs. Lime's injuries and included in
8 OPD Officer Tackleberry's report. Due to the extent of Mrs. Lime's head injuries, an ambulance
9 was requested, and Mrs. Lime was subsequently transported to Glen Regional Hospital for
10 treatment.

11

12 • The arrest report further documented OPD Officers Tackleberry and Nolte conducted a
13 protective sweep of the residence and located Officer Lime in the residence's master bedroom in
14 a state of intoxication. Upon examination, Officer Lime's right hand, specifically his knuckles,
15 had abrasions and blood on them consistent with Officer Lime striking an object with his closed
16 right fist.

17

18 • Officer Lime was advised of his Miranda rights, and stated to OPD Officer Tackleberry
19 he had consumed too many drinks and had lost his temper with Katrina, his wife.
20 OPD Officer Tackleberry placed Officer Lime under arrest for felony corporal injury to a
21 spouse. Digital images were taken of Officer Lime's right hand and included in
22 OPD Officer Tackleberry's arrest report.

23

24 • OPD Detective Hopkins was assigned the investigation and on February 14, 2023, and obtained
25 an EPO issued by the North County Superior Court, which prohibited Officer Lime from having
26 any contact with Mrs. Lime. A copy of the EPO was included in OPD Detective Hopkin's
27 supplemental report, report #2023-SF023 (**Exhibit 2**).

28

29 • Included in OPD Detective Hopkins report was an interview conducted with Mrs. Lime on
30 February 14, 2023, at the Glen Regional Hospital. In the interview, Mrs. Lime related that the
31 couple were having a BBQ at their residence and had invited their next-door neighbor,
32 Mr. Allen. During the BBQ, Mrs. Lime observed Officer Lime consume five (5) Jack and Cokes
33 between approximately 1900 hours and 2200 hours and felt that Officer Lime was intoxicated.
34 When Mrs. Lime told Officer Lime he should stop drinking, Officer Lime became very agitated
35 and began shouting profanities at her. Mr. Allen attempted to intervene but was told to leave by
36 Officer Lime. Once Mr. Allen had left, Officer Lime continued to shout profanities at
37 Mrs. Lime, who retreated into the residence followed by her husband. In the living room,
38 Officer Lime physically assaulted Mrs. Lime, striking her in the head multiple times with his
39 closed fist. Mrs. Lime lost consciousness but woke to the sound of OPD Officers knocking on
40 the front door.

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PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

03/17/2023

ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
650-23-001



ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

- 1 • On February 15, 2023, OPD Detective Hopkins submitted the criminal investigation to the
2 San Diego County District Attorney Office, and recommended Officer Lime be charged with
3 PC Section 273.5 (a) – *Corporal Injury to Spouse*, a felony.
4
- 5 • On February 15, 2023, Officer Lime emailed Captain Wilcox his intent to resign from the
6 Department effective February 18, 2023 (**Exhibit 3**).
7
- 8 • On February 20, 2023, Mrs. Lime was interviewed by Sergeant McCallister at her residence
9 (**Exhibits 4 and 5**). During her interview, Mrs. Lime reiterated the same information provided to
10 OPD Detective Hopkins. In addition, Mrs. Lime explained the reason she told Officer Lime to
11 stop drinking the night of the BBQ was due to Officer Lime’s propensity to become aggressive
12 and belligerent when he is drunk. Mrs. Lime continued Officer Lime has never struck her to the
13 point of unconsciousness before but has been physical with her in the past resulting in bruising.
14
- 15 • On February 22, 2023, Mr. Allen was interviewed by Sergeant McCallister at his residence
16 (**Exhibits 6 and 7**). During his interview, Mr. Allen related as the BBQ progressed,
17 Officer Lime became more and more intoxicated. After many Jacks and Cokes, Mrs. Lime
18 suggested Officer Lime stop drinking. Once the comment was made, Officer Lime seemed to
19 snap. He began screaming at Mrs. Lime not to tell him what to do and spouting all sorts of
20 profanities. Mr. Allen tried to calm Officer Lime down but was told to leave and go home.
21 Believing if he left Officer Lime might cool off, Mr. Allen left the Lime’s back yard and
22 proceeded home. Several minutes later, Mr. Allen could hear what he thought was additional
23 yelling by Officer Lime and crying by Mrs. Lime. Concerned for Mrs. Lime’s welfare, he called
24 the police.
25
- 26 • On February 25, 2023, Mrs. Lime provided Sergeant McCallister with her medical records from
27 Glen Regional Hospital from the night of February 13, 2023 (**Exhibit 8**). The medical records
28 showed the laceration sustained by Mrs. Lime required five (5) sutures and Mrs. Lime suffered a
29 mild concussion.
30
- 31 Prior progressive discipline and training includes the following:
32
- 33 • On September 3, 2021, Officer Lime was served a Notice of Adverse Action for having been
34 involved in a preventable patrol vehicle collision (**Exhibit 9**). On May 17, 2021, Officer Lime
35 conducted a traffic enforcement stop for speeding. As Officer Lime exited the patrol vehicle to
36 contact the driver, he failed to place the patrol vehicle’s transmission in park. The patrol vehicle
37 rolled forward and struck the rear of the violator vehicle causing minor damage to rear bumper.
38 Officer Lime served a one (1) day suspension.
39
- 40 • Between June 1, 2019, and May 31, 2022, Officer Lime received three (3) CHP 118s,
41 *Performance Appraisal – Officer* (**Exhibit 10**). The ratings for each performance appraisal were
42 identical. Officer Lime received ratings of “proficient” in all categories other than special duty,
43 where he received no rating.

PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

03/17/2023

ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
650-23-001



ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

1 Chronological Summary

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1. On February 14, 2023, OPD Detective Hopkins made notification via telephone to Oceanside Area Captain Wilcox of the arrest of Officer Lime for violation of PC Section 273.5 (a) felony corporal injury to spouse, and subsequent issuance by the North County Superior Court of the EPO.
2. On February 14, 2023, Captain Wilcox made notification to Border Chief S. Bonno and an internal investigation was initiated.
3. On February 14, 2023, Captain Wilcox assigned Sergeant McCallister as the primary investigator, and Sergeant Merchants as the secondary investigator.
4. On February 15, 2023, notification via email was made to Assistant Commissioner Field and the Office of Internal Affairs of the internal investigation utilizing a CHP 7G, *Notice of Internal Investigation*.
5. On February 15, 2023, Officer Lime was placed an administrative time-off and his peace officer powers were removed pending the outcome of the criminal and administrative investigations (Exhibit 11).
6. On February 15, 2023, Officer Lime emailed Captain Wilcox his intent to resign from the Department effective February 18, 2023 (Exhibit 3).
7. On February 19, 2023, Sergeant McCallister obtained the criminal reports of Officer Lime, report #2023-F023 and report #2023-SF023, from OPD (Exhibits 1 and 2).
8. On February 19, 2023, Sergeant McCallister contacted Mrs. Lime via telephone and scheduled and interview for February 20, 2023.
9. On February 19, 2023, Sergeant McCallister contacted Mr. Allen via telephone and scheduled and interview for February 22, 2023.
10. On February 20, 2023, Mrs. Lime was interviewed at her residence by Sergeant McCallister. The interview was digitally recorded and saved onto digital media. The interview was summarized by Sergeant McCallister and both the audio file and summary were included in the investigative file (Exhibits 4 and 5). The digital media was placed into evidence at the Oceanside Area Office (E20230017).
11. On February 22, 2023, Mr. Allen was interviewed at his residence by Sergeant McCallister. The interview was digitally recorded and saved onto digital media. The interview was summarized by Sergeant McCallister and both the audio file and summary were included in the investigative

PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

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ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
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ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

1 file (Exhibits 6 and 7). The digital media was placed into evidence at the Oceanside Area
2 Office (E20230017).

3
4 12. On February 25, 2023, Sergeant McCallister obtained Mrs. Lime's medical records from
5 Glen Regional Hospital from the night of February 13, 2023 (Exhibit 8).

6
7 13. On March 4, 2023, Sergeant McCallister retrieved Officer Lime's personnel file and reviewed
8 Officer Lime's CHP 118s for years 2019 through 2022. Copies of Officer Lime's CHP 118s
9 were included in the investigative file (Exhibit 10). Also reviewed from Officer Limes
10 personnel file was an adverse action served to Officer Lime on September 3, 2021 (Exhibit 9),
11 and Officer Lime's signed CHP 18, Annual Internal Investigation Policy Review (Exhibit 12).

12
13 14. On March 8, 2023, Sergeant McCallister identified and made copies of the following relevant
14 policies and laws (Exhibits 13, 14, 15 and 16 respectively):

- 15
16 • General Orders (GO) 0.1, *Departmental Mission Statement and Organizational Values*.
17
18 • GO 0.8, *Professional Values*.
19
20 • HPM 10.3, *Personnel Transactions Manual*, Chapter 14, *Inconsistent and Incompatible*
21 *Activities*.
22
23 • Penal Code Section 273.5 (a), *Causing corporal injury to a spouse*.

24 Exhibits

- 25
26
27 1. OPD Officer Tackleberry's arrest report, report #2023-F023.
28 2. OPD Detective Hopkin's supplemental report, report #2023-SF023.
29 3. Email from Officer Lime, dated February 15, 2023, to Captain Wilcox expressing his intent to
30 resign from the Department effective February 18, 2023.
31 4. CHP 51, *Memorandum*, of Mrs. Lime's interview.
32 5. Digital media with audio recording of Mrs. Lime's interview.
33 6. CHP 51, *Memorandum*, of Mr. Allen's interview.
34 7. Digital media with audio recording of Mr. Allen's interview.
35 8. Mrs. Lime's medical records for the February 13, 2023, incident.
36 9. Notice of Adverse Action served to Officer Lime on September 3, 2021.
37 10. Officer Lime's CHP 118s, *Performance Appraisal – Officer*, (3 years) from 2019 through 2022.
38 11. CHP 51, *Memorandum*, dated February 15, 2023, removing Officer Lime's peace officer powers,
39 and placing him on administrative time off.
40 12. Officer Lime's signed CHP 118, *Annual Internal Investigation Policy Review*.
41 13. GO 0.1, *Departmental Mission Statement and Organizational Values*.
42 14. GO 0.8, *Professional Values*.

PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

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ANNEX H

SAMPLE MISCELLANEOUS INVESTIGATION (*continued*)

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Oceanside - 650
650-23-001



ADMINISTRATIVE INVESTIGATION – Officer Harry Lime, ID 54321

- 1 15. HPM 10.3, *Personnel Transactions Manual*, Chapter 14, *Inconsistent and Incompatible*
- 2 *Activities*.
- 3 16. Penal Code Section 273.5 (a), *Causing corporal injury to a spouse*.
- 4 17. CHP 36, *Property Receipt*, evidence #E20230017.
- 5

6 **Attestation:**

7
8 *"I have used all reasonable diligence in preparing this investigation. To the best of my knowledge, the*
9 *information contained herein is a true and complete representation of my investigative efforts and*
10 *includes all information."*

11
12
13
14
15 _____
Primary Investigator Signature

Date

PREPARED BY: Sgt. K. McCallister, 10234

REVIEWED BY: Capt. L. Wilcox, 10845

03/17/2023

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