

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 17, 2014 at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

2. Roll Call

Mayor German, Vice Mayor Baker, Councilors Bruce George, Carol German, Brad Gordon, Jessie Jones, and Robin Whatley were present.

Also Present: Town Manager Russ Martin, Marshall Nancy Gardner, Library Director Kathy Hellman, Finance Director Mike Showers, Deputy Town Clerk Virginia Jones, and Recording Secretary Marie Moore.

3. Pledge of Allegiance

Mayor German led the pledge..

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Regular Session – September 3, 2014
- 2) Special/Work Session – August 27, 2014
- 3) Executive Session – August 18, 2014 (Recorded)

b) Set Next Meeting, Date and Time:

- 1) September 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 2) October 1, 2014 at 6:30 p.m. – Regular Session
- 3) October 8, 2014 at 5:30 p.m. – Work Session
- 4) October 15, 2014 at 6:30 p.m. – Regular Session
- 5) October 22, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval of an agreement with the Verde Valley Humane Society to accept stray animals that are unclaimed after five (5) days and unable to be given to a rescue for a fee of \$70.00 per animal. Staff Resource: Marshal Gardner

d) Possible authorization to move \$14,865 from the FY13-14 Contingency Budget line item into the Community Development department budget lines as shown on the attached re-appropriation forms for the purpose of abatement costs associated with nuisance and dangerous buildings. Staff Resource: Mike Showers

e) Possible approval of Yavapai County Flood Control Intergovernmental Agreement Change Order #2, carrying forward \$110,353.88 FY 13/14 unspent funds for Phase 2 of the Finnie Flat/Cliffs Drainage Project, A and Yavapai County Flood Control 2014/15 Gaddis Wash improvements in the amount of \$75,000. Staff Resource: Ron Long.

f) Possible approval of and authorization for the Mayor to sign on behalf of the Town to accept two (2) Permanent Access and Drainage Easements for the acquisition of permanent drainage easements on parcels 404-12-051A, and 404-16-213. Staff Resource: Ron Long

g) Possible authorization for the Mayor to sign on behalf of the Town for future Permanent Access and Drainage Easements obtained by staff in the 14/15 Budget Year. Staff Resource: Ron Long

h) Possible authorization to begin opening the library for Teens Only on Saturdays from 5:30 p.m. to 10:00 p.m. Staff Resource: Kathy Hellman

On a Motion by George, seconded by Gordon, Council approved the consent agenda with a 6-1 vote, including a change of the work session to be held on the 10th. Baker opposed.

Mayor German requested to pull item 4.B (3).noting that he and the Town Manager are unavailable for that work session and proposed moving the work session to October 10th at 9:00 a.m.

Vice Mayor Baker requested to pull item 4G.Vice Mayor Baker requested the vagueness of item G. Town Manager, Russ Martin, explained that this was added to simply help alleviate time consumption and streamline the process. Council discussed the pros and cons and agreed that it would streamline the process.

5. **Special Announcements and presentations:**

- **Yavapai County Supervisor Tom Thurman and County Administrator Phil Bourdon will update and discuss with the Council on activities in Yavapai County, to include the Jail District proposal.**

Yavapai County Supervisor, Tom Thurman, updated and provided a pamphlet regarding the proposed Jail District sales tax, up to a maximum of ½ cent per dollar of sales, within the County for a period of 20 years that will be on the November Ballot. Mr. Thurman explained the Board of Supervisors had considered three different choices and the most logical was to build a new facility near Prescott Lakes Parkway, with construction to be completed in 2019. Thurman stated the County currently absorbs the cost of transporting inmates between Camp Verde and Prescott at a cost of close to one million dollars per year, and the current busses must now be replaced. Supervisor Thurman the Jail District Tax Levy

6. **Call to the Public for Items not on the Agenda.**

Rob Witt addressed Council regarding his recently filed referendum against Ordinance 2014-A401, adoption of the 2012 International Code Council Codes. Mr. Witt stated that he had collected 325 signatures, individuals who wanted the Council to place something on the ballot. Mr. Witt admitted the rejected petitions were his fault but requested Council acknowledge that there were 325 people who wanted to see the decision changed and requested the item be put on the ballot for vote.

Mark Pentacost requested that Council review item 4H of the consent agenda and referenced a document stating that the library could not be open or closed for exclusive use, but when open, must be open to the public.

Murray Lichty requested that the Agenda's be written in plain English and that all information listed have full titles rather than abbreviations. Mr. Lichty stated that the Town Resolutions are not available on the web for the public to review. Mr. Lichty finished by warning Council not to spend money they do not have.

Cheri Wischmeyer addressed Council in regards to what she refers to as a long-term problem at the Marshal's Office. Ms. Wischmeyer stated she felt she is now a target because she followed through with public information requests after current and past employees voiced concerns to her. Wischmeyer submitted a report to Council and requested a full investigation be followed through with, concerning past and current issues.

Tom Pitts advised Council he had attended recent meetings including the Sedona Verde Valley Tourism Council meeting and stated that they are in the process of conducting a broad based tourism survey. Mr. Pitts also attended the Verde Valley Regional Broadband Coalition meeting and they are in the process of an aggregate use study, which is a tool to get broadband internet to Camp Verde. Mr. Pitts stated that he also attended a press meeting regarding a grant for Alcatara Vineyards, and was happy to report that they

have received a grant from USDA in the amount of for marketing and product development.

Steve Goetting informed Council that Spur Ventures is collaborating with the Camp Verde Library to bring the 'Y Commentator' online classes to the community, which is sponsored by Stanford University.

7. **Public Hearing, discussion, consideration & possible recommendation of approval of a Class 12 Micro-Brewery and Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde. Staff Resource: Debbie Barber**

On a motion by George, seconded by Baker, Council unanimously approved the Class 12 Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde.

The applicant, Alex Goetting, stated the Verde Brewing has been open for 8 months and has started distributing to Blazing M Ranch. Mr. Goetting informed Council of his intentions to research the current location, Bolers Bar, and is looking into the historic value and restoration of the building.

Deputy Clerk, Virginia Jones, informed Council of a typographical error and stated that item 7 should only state Restaurant Liquor License and item 8 should only state Micro-Brewery Liquor License.

8. **Public Hearing, discussion, consideration & possible recommendation of approval of a Class 3 Micro-Brewery and Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde. Staff Resource: Debbie Barber**

On a motion by Whatley, seconded by George, Council unanimously approved the Class 3 Micro-Brewery Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde.

The applicant, Alex Goetting thanked Council for their consideration in the application.

9. **Discussion, consideration and possible approval of one of the following Ordinances:**
 - a) **Ordinance 2014-A398, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax: amending the Tax Code of the Town of Camp Verde, Arizona by removing exemption (Q) sales of food for home consumption, under Section 8-465 retail Sales: Exemptions.**
 - b) **Ordinance 2014-A398 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax; Amending the Tax Code of the Town of Camp Verde, Arizona by changing Exemption (Q) sales of food for Home consumption, under Section 8-465 Retail Sales; Exemptions to read, sales of food for home consumption at 1 percentage point less than the current retail sales tax rate. Staff Resource: Russ Martin and Michael Showers**

On a Motion by George, seconded by Whatley, Council approved in a 4-3 vote Ordinance 2014-A398, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax: amending the Tax Code of the Town of Camp Verde, Arizona by removing exemption (Q) sales of food for home consumption, under Section 8-465 retail Sales: Exemptions. The Ordinance shall include a sunset clause of 3 years. Baker, German and Gordon opposed.

Town Manager, Russ Martin explained to Council the options that were on the agenda, explaining that if

option A is chosen, the exemption would be removed completely and a 3% tax would be imposed on food. If option B were to be selected, the exemption would be modified to a 2% tax increase of food for home consumption. Martin explained that the Town has a balanced budget; however, there are not enough funds for the Capital Improvement Projects that need to be completed. Martin explained that currently the Town does not have a food tax or a property tax that some of our surrounding communities currently have, with Sedona being an exception. Martin expressed that a food tax was the most stable option when deciding on which tax amount to increase.

Mayor German questioned the effective date if Council approved the tax increase. Martin stated the effective date would be December 1, 2014.

Public Input:

Jim Meredith, an 8-year resident stated that the residents of Camp Verde live in an economically depressed area and to place a tax on food that is a necessity is morally wrong. Meredith indicated that the State Legislature has turned down a food tax every time it has been discussed. Mr. Meredith stated he favors a property tax over a food tax.

BJ Davis indicated that he is not generally in favor of taxes; however, he does see the need for a new economy. Mr. Davis stated that he feels this is good for the Town and more revenue is necessary to move forward. Mr. Davis suggested the Town implement a sunset clause to see how well the tax increase works and is in favor of either a food or property tax in Camp Verde.

Greg Blue stated he felt the Council was putting the cart before the horse and spoke of the imbalance in the Town due to lack of commerce. Blue indicated he would rather see the Council focus on new development and commerce in the community before imposing a tax. Mr. Blue indicated that taxing an essential item to live on is extortion and suggested the Council put the matter on the ballot to see how the community truly feels about the increase.

Steve Goetting suggested that if a tax is necessary, the tax should be placed on something other than food, and recommended an increase in sales tax.

Bill Feldmeyer questioned if there was already a list of CIP projects the Town intended to fund with the food tax because it was not included in the agenda packet and it is difficult to support the matter without having better knowledge of what the needs being funded are. Mr. Feldmeyer suggested the Town mirror the process the County is using regarding the Jail Tax increase so that community members are confident and vetted in the tax increase.

Irene People indicated that the Camp Verde school system has, or has had, one of the largest numbers of free and reduced lunch programs, which is due to the poverty level in Camp Verde. Mrs. People referenced the large amount of the Camp Verde population that are using food stamps and voiced her lack of support for a food tax.

Tom Bast recommended the Council raise the sales tax .7% because it is more reasonable and it would be funded by more than local residents.

John Bassous outlined the many taxes that all residents are currently subject to paying and stated that most Americans currently pay 25-30% of their income to taxes. Mr. Bassous warned Council that historically when a community reaches almost 40% taxation, it fails. Mr. Bassous stated that the solution is more taxpayers, not more taxes.

Tom Pitts voiced his concern with the food tax and stated he felt this was the wrong way to try to fund

projects. Mr. Pitts indicated he favored an increase in sales tax and stated that it can be accomplished quickly, where a property tax would require a vote.

Rob Witt stated he felt that this idea would be taking away from what is already existing without adding any production. Mr. Witt agreed that the Town needs more revenue but does not agree that a food tax is the solution and indicated that the community in general is very opposed. Mr. Witt warned Council that if they pass a food tax they would be sending a message that the Council does not care about the residents.

Town Manager, Russ Martin addressed the concerns voiced by the public and stated that the information regarding how the revenue increase would be used has been discussed on several occasions, including the prior week's meeting and recommended the public attend the October 10th work session where it will be discussed. Martin stated that a detailed description of the projects are available to the public on line and indicated that a 3% increase in tax would generate \$400,000.00 annually for the Town.

Councilor Gordon stated that he was comfortable with working on the Town budget but not comfortable with taking more of the resident's money and felt that it was Council's responsibility for making the case for the need of increased revenue. Councilor Gordon explained that if the residents of the Town wanted to have better facilities and things available then the funding would have to come from somewhere eventually.

Councilor German voiced her disapproval of a food tax and doesn't feel a property tax is an option either. German requested the finance director bring back to Council information regarding revenue increases with a .25% increase in sales tax, and suggested that this also include a sunset clause. Councilor German indicated that this option would not affect low-income residents. Councilor German also suggested that the tax increase be designated for the CIP. Councilor German indicated that previous Councils had promised the food tax would remain exempt and feels the current Council should uphold that.

Manager Martin indicated to Council that a .25% increase would be equivalent to \$200,000.00 and a .50% increase would be equivalent to approximately \$400,000.00. Martin reiterated that the half cent increase would be the same as a 3% raise in food tax.

Councilor George stated that out of 90 cities in Arizona, 65 have a food tax, and indicated that if there is to be any progress in the town there must be a revenue increase. Councilor George stated he would be in favor of a property tax but the process would take 8 to 9 months along with voter approval.

Councilor Whatley stated she preferred to spend a few more cents at Bashas' than have a large increase in property tax, indicated that people already struggle with making mortgage payments. Councilor Whatley reminded Council, and the public, that the improvements are not free and stated the people who advocate for improvements are the same people who do not support investing in the Town.

Councilor Jones informed Council that if a person were to spend \$150 a week in groceries at Bashas', they would see an increase in their bill of \$4.50 from the added tax, which comes to a total of \$216.00 a year. Councilor Jones explained that she supports this tax, a property tax or any tax increase to help make the Town a better place.

Mayor German stated the importance of investing in ourselves and indicated the importance of a balanced process. Mayor stated he favors the raise of .7 cents in sales tax as well as a property tax and repeated the importance of investing in "ourselves".

Vice Mayor Baker indicated there was no way she could support any type of tax increase at this time and stated that it is not as if the Town is unable to make any improvements at all, and suggested the Town make the improvements that are priority with the money previously budgeted.

Mayor German called a recess at 8:41 pm. Mayor German called the meeting back to order at 8:51 p.m.

10. **Discussion, consideration, and possible approval of Resolution 2014-912, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona approving the form and authorizing the execution and delivery of a second purchase agreement, a second trust agreement and other necessary agreements, instruments and documents; approving the sale and execution and delivery of a not to exceed \$5,000,000 aggregate principal amount pledged revenue and revenue refunding obligation, series 2014, evidencing the interest of the owner thereof in the purchase agreement; delegating authority to the Mayor, Manager and Finance Director of the Town to determine certain matters and terms with respect to the foregoing; adopting post-issuance tax compliance procedures in connection with issuance of obligations of the town; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution and declaring an emergency. Staff Resource: Russ Martin**

On a Motion by George, seconded by Baker, Council approved Resolution 2014-912, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona approving the form and authorizing the execution and delivery of a second purchase agreement, a second trust agreement and other necessary agreements, instruments and documents; approving the sale and execution and delivery of a not to exceed \$5,000,000 aggregate principal amount pledged revenue and revenue refunding obligation, series 2014, evidencing the interest of the owner thereof in the purchase agreement; delegating authority to the Mayor, Manager and Finance Director of the Town to determine certain matters and terms with respect to the foregoing; adopting post-issuance tax compliance procedures in connection with issuance of obligations of the town; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution and declaring an emergency.

Finance Director Mike Showers explained that approval of the Resolution allows the Town to execute all necessary documents for the Town to have money-in-hand when bids for the Library are received and the contracts are signed. Mr. Showers presented a power-point presentation, which is attached and becomes a permanent part of the record.

In response to Councilor Baker's question, Manager Martin explained that closing costs have been factored in.

Public Input:

Tom Pitts informed Council that a rate such as this on a project is historically impossible and supports involving the payoff of the Marshal's office.

11. **Discussion, consideration, and possible direction to staff regarding the appointment of a new Magistrate. Staff Resource: Russ Martin**

On a Motion by Gordon, seconded by George, Council directed staff to schedule interviews on Wednesday, September 24, 2014 with the two new candidates for consideration of appointment as Magistrate.

Manager Martin stated that the newly appointed magistrate had notified the Town that he would not be accepting the position of Magistrate, therefore staff is seeking direction from Council.

Council discussed the previous two candidates that had been interviewed. Martin indicated that the current Magistrate, Harry Cipriano, has requested another applicant be considered who was not available at the previous interviews. Councilor Gordon stated he favored interviewing new applicants. Vice Mayor Baker

stated that Council had previously made a decision on who they considered first, second and third choice candidates and strongly felt the second choice candidate should be contacted and offered the position. Councilor Whatley indicated that the order of candidates was not unanimous and requested other applicants be interviewed.

12. **Discussion, consideration, and possible selection of an independent attorney to review employee complaints and Council conduct as it relates to Town Council Policies, Rules, and Procedures.** Staff Resource: Russ Martin/Bill Sims

On a Motion by Gordon, seconded by George, Council voted 5-2 to select Amy Lieberman as an independent attorney to review employee complaints and Council conduct as it relates to Town Council Policies, Rules, and Procedures. Baker opposed, German abstained.

Council discussed the various choices with Vice Mayor Baker requesting Council reconsider the idea of an independent source to handle the matter and felt that the issues could be resolved by simply listening to a video or utilizing the Human Resource Department through the League. Mayor German indicated that the matter is beyond the point to resolve without an independent review and there was a majority vote from Council to follow through with utilizing an independent source.

Councilor Carol German requested Item #13

13. **Discussion, consideration, and possible direction to staff to research the costs associated with replacing the sound system in Council Chambers and to bring this information back to Council for consideration at the next regular meeting.**

On a motion by German, seconded by Baker, Council directed staff to research the costs associated with replacing or enhancing the sound system in Council Chambers and bring this information back to Council for consideration at the next regular meeting.

Councilor German stated she had asked for this item because of several complaints she had received from citizens regarding the audio on the web and the sound system. Councilor Deputy Clerk Jones informed Council that the current sound system was installed in 1997. Council discussed options and costs related to fixing, upgrading or replaced the system.

14. **Call to the Public for items not on the agenda.**

No input.

15. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilman George attended the Verde River Basin meeting and participated in the discussion regarding wild fires. Councilor George passed out a brochure to Council members regarding water preservation.

Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

There was no report from the Manager.

16. **Adjournment**

Meeting adjourned at 9:43 pm.



Charles German, Mayor



Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on September 17, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16th day of October, 2014.



Debbie Barber, Town Clerk

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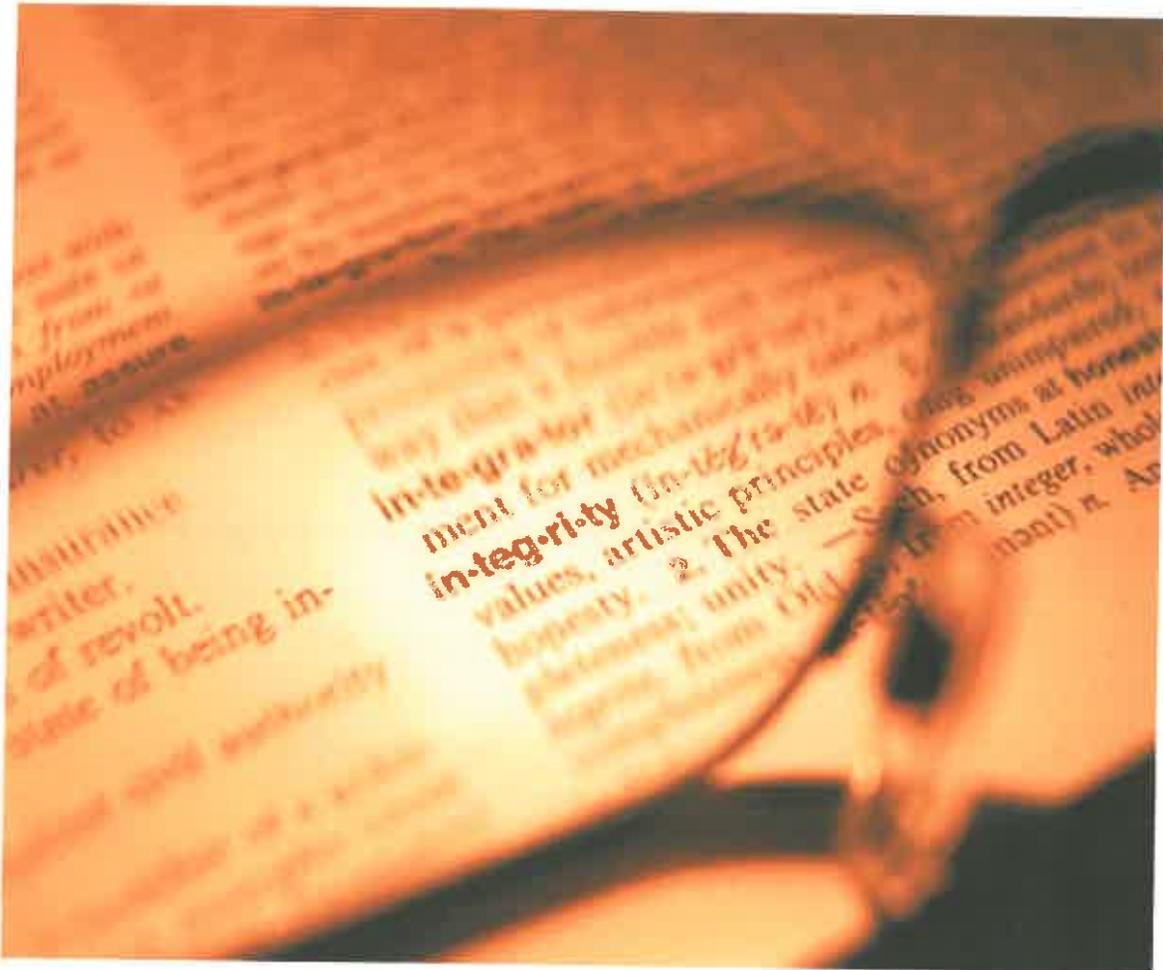
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Town of Camp Verde

Incident and Document Review



By: Cheri Wischmeyer

September 17, 2014

9-17-2014
M'd during meeting by
C. Wischmeyer

Memo: Response to Employee Complaint

Author: Cheri Wischmeyer

Date: September 17, 2014

Table of Contents

Topic of Discussion	Page
Table of Contents	2
Executive Summary	5
Part I: Response to Employee Complaint	6
History of Review	14
Part II: Review of Documents and Concerns	17
Complaints to Town Manager	17
Turnover	18
Anonymous Letter # 1	18
Brian Andrews	22
Travis Todd	25
Earl Huff	26
Civilian Polygraph Testing	28
Employee Performance Reviews	29
Marshal's Department Employee Turnover	30
Town-Wide Pay Adjustments	31
Darby Martin: Wage Increases, Perks, and Job Title	32
HIPAA Violation	33
Anonymous Letter #2	34
Questionable Employment/Hiring Practices	35
Records Retention Practices at the Marshal's Office	39
VIP Program	40
Union Activity	42

Outside Attorney	43
Marshal's Department Policy Manual and Directives	44
Summary	46
Part III Supporting Documentation	47
Employee Complaint Dated 07/30/2014	48
Debbie Barber Complaint Response Dated 08/14/2014	52
Russ Martin E-Mail RE Scanner Dated 02/18/2014	57
Bill Sims E-Mail RE Scanner Dated 02/25/2014	58
Cailin Lizotte E-Mail RE Scanner Dated 02/19/2014	59
Owsley, Andrews, Huff, & Todd Complaint Dated 02/18/2014	60
Huff Request for Formal Review Dated 05/12/12	66
Huff Notice of Demotion Dated 05/01/2012	70
Huff Resignation Dated 06/15/2012	71
Huff Personnel Action Form Dated 06/30/2012	72
Huff E-Mail to Department Dated 05/02/2012	73
Huff E-Mail Dated 05/14/2012	74
Huff Memo RE Reassignment Dated 05/02/2012	75
Andrews AZ POST Document Dated 07/31/2012	77
Andrews Retirement Memo Dated 07/13/2012	78
Andrews Personnel Action Form Dated 07/27/2012	79
Todd Personnel Action Form Dated 06/14/2012	80
Todd AZ POST Document Dated 06/21/2012	81
Todd AZ POST Case Overview Dated 12/19/2012	82
Todd CVMO Complaint/Commendation Report Dated 07/26/2012	84
Todd AZ POST Letter Dated 12/21/2012	85

Todd Resignation Letter Dated 05/31/2012	87
AZ POST Blank Termination Report	88
Todd Notice of Investigation Dated 05/04/2012	89
Russ Martin E-Mail RE Assault by N. Gardner Dated 03/19/13	92
Todd Complaint on Nancy Gardner Dated 05/02/2012	95
Termination Report	99
Anonymous Complaint Letter # 1 Received 02/24/14	100
Wischmeyer Records Release Complaint Dated 02/24/2014	104
Russ Martin Complaint Response #1 Dated 03/07/2014	107
Russ Martin Complaint Response #2 Dated 06/09/2014	108
Polygraph Billing Dated 05/04/2012	109
HR Performance Review Report Dated 01/01/2012 to 01/31/2015	110
Town of Camp Verde Wage Comparison	114
Darby Martin Personnel Action Form Dated 06/24/2013	123
Darby Martin Actual Wage – Payroll Report	124
Camp Verde Salary Plan Dated 01/01/2009	125
Camp Verde Salary Plan Dated 07/01/2013	127
Salary Plan Council Discussion Notes	129
Anonymous Complaint Letter #2 Dated 10/8/2013	130
Meet and Confer Resolution 2008-741	131
Contract for Legal Services Edwards & Ginn Dated 06/20/2012	137
Town Code Section 3-2-7 Town Attorney	144

Executive Summary

TO: Mayor Charlie German and Council Members for the Town of Camp Verde

FROM: Cheri Wischmeyer

SUBJECT: Response to Employee Complaint

DATE: September 17, 2014

CC: Outside Legal Investigator

Mr. Mayor and Town Council:

I am responding to the complaint that is addressed to Russ Martin, Town Manager and dated July 30, 2014. This document was discussed by the Town Council in public and executive session on August 18, 2014. On August 19, 2014 I received a copy of this complaint and several of the allegations voiced in this document are directed at me. Since these allegations have been leveled at me publically, I feel I have no recourse but to defend myself and provide an accounting of the concerns that were shared with me and the information I received during my review of public documents.

I will continue to attempt to protect the names of the individuals involved, whether or not they are ones to whom I have spoken. The first part of my response will be directly related to the employee complaint while the second section of my response will relate to the reasons for my review of public documents and my findings pursuant to those document reviews. The third section will contain supporting documentation relating to this document.

Part I: Response to Employee Complaint

In the complaint it is alleged that *“Cheri Wischmeyer and certain members of the Town Council have submitted numerous public records requests, both verbally and written through the Town Clerk’s office. These requests include targeted employee’s pay, performance, disciplinary, background, polygraph, and job qualifications.”* I do not deny that I have requested numerous public records under the state statute that allows citizens access to public records. As a citizen it is my right to look at what our tax payer dollars are being spent on and whether or not the employees who are working for the governmental agency are qualified or performing up-to-standard. I do however deny ever requesting, receiving, or reviewing employee background or polygraph results. I did review polygraph billing documents to determine whether or not polygraphs had been administered. Again, this information is public record and can be reviewed by anyone at any time.

The complaint goes on to state *“I am sure as a council you will see these requests as we do, as blatant harassment and employee headhunting. The targeted employees in these requests and of the Camp Verde Marshal’s Office see these requests as threatening and the cause of a hostile work environment.”* There should never have been any reason for these employees to be involved in these public records requests. Employees should never be involved in any requests for public documents unless they are the individuals responsible for fulfilling the requests. The requests should have gone from the Town Clerk to the individual who needs to complete them and then back to the Town Clerk for dissemination to the requesting person. It is obvious that this did not occur and I feel that as a governing body you should be questioning how this turmoil started. Who notified these employees that requests were being made about them? Who actually created this environment of concern? Did this person violate confidentiality or gossip rules in doing so?

Hostile work environment can only be created by direct interaction with an individual in their work environment. I have not interacted with these individuals in their work environment and therefore the allegation of a hostile work environment is inaccurately stated. The Town’s Anti-Harassment Policy states:

Section 1-1-5 Anti-Harassment Policy

The Town of Camp Verde strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran or status in any group protected by federal, state, or local law. Harassment is unwelcome conduct that is based on the above listed protected groups. Such harassment is unlawful if:

The offensive conduct is a condition of continued employment, or

The conduct is severe or pervasive causing a work environment that a reasonable person would find intimidating, hostile or abusive.

It appears that the individuals who signed this letter are misinformed relating to the definition of "hostile work environment." Additionally, I have had no direct communication with these individuals and therefore cannot be accused of threatening them in any manner. The public has a perfect right to review public documents and if these individuals are intimidated by open government, perhaps they should seek employment in the private sector.

The complaint further alleges "*some of the requests, provided information, and activities are in violation of "Town Code, Town Record Management Policies, and Town Council Policies, Rules, and Procedures."* I am unsure what the author of this document is referring to relating to violations of Town Code. The Town Record Management Policies appears to be in conflict with state statute relating to the release of public records. The Town should review the document and update it to avoid confusion in the future. The employees need to understand that when a Town policy, law, or code is in direct opposition to a State Statute, the State Statute supersedes the local document. That is the case in relation to the release of employee records; therefore it does not appear that there is any violation. Additionally, as a citizen, I have a right to request to view any documents. It is the responsibility of the keeper of the individual records to determine whether or not the request is valid and whether or not information should be withheld or redacted prior to review.

The complaint goes on to state "*These unnecessary and unjustified request have cost the town and the citizens of Camp Verde countless hours of employee time and have distracted them from their normal job duties. Numerous employees in various departments have researched, copied, and scanned thousands of documents to fulfill the requests on one individual. To make matters worse, the town had no chance of recouping any of these expenses due to the fact, not a dime was charged for any of the public records requests.*" First and foremost, this statement insinuates that my review of Town records has been of a frivolous nature. There is no way that these employees have any idea why I might have reviewed public documents. In the second part of this response I will provide a detailed explanation for my requests and the results of my evaluation of town documents. Second, state law allows for open government, allowing for the review of public documents by any individual, for any reason. If the Town were to charge citizens for the review of documents or the receipt of electronic copies, it would deter the perception of open government. Additionally, individuals who could not afford the fees would be prohibited from taking part in open government.

I have received numerous records from the Town of Camp Verde. All of them, with the exception of one document, were provided to me electronically, with the Manager's knowledge and approval. Therefore these records releases comply with the Town's policy of no charge. In addition, most of these requests were either electronic documents or documents that should have been electronic and therefore, there was little or no labor or research involved. The reports requested were a simple matter of feeding the parameters into the Town's computer systems and running the reports. In many of my requests I asked to review documents. In an effort to reduce staff observation time, I was provided with electronic copies. The Town Manager was aware of my requests and how they were being handled by the Clerk. I met with him on several occasions to discuss my requests and how the information would be provided to me. He is the one who advised me that an electronic copy was a more efficient use of Town resources versus live review of original documents.

The Town now has equipment that makes it possible for documents to be quickly scanned and e-mailed, reducing the need for staff to observe a citizen while they are reviewing the original documents. This saves time and allows staff to be more efficient in performing their daily responsibilities. It also provides an electronic record of documents requested and reviewed for the Clerk's office.

Additionally, many of the records that were requested came from the Marshal's Office. Some of these requests were unduly delayed and required multiple requests before they were provided to me. One instance took sixty days for the request to be complied with. This is a direct violation of the public records law. This particular request was for the copy of a letter and should have been provided in a minimum amount of time; however, there was delay after delay, after delay.

The Manager also advised me that one delay was the result of the need to develop a data base for internal affairs. I had requested a listing of internal investigations completed within the department. The Marshal's Department policy 5.01.B.3.a.1.states, "A Complaint Tracking number shall be assigned by the Office of the Town Marshal to all complaints." This tracking method was not in place so they had to develop it before they could provide me with the requested list. Had the policy been complied with, my request would once again have been a simple matter of requesting a computer generated report. Because it had not been complied with, the employee had to create the database before they could provide me with the requested information.

Another request was to review Town expenditures. The Town Manager advised me that this information was available on the Town web site, so this request was withdrawn. Multiple reviews of the Town web site revealed that this information was not available on the web site as indicated by the Town Manager. During the budget meetings, I asked

the Town Finance Director where this information was housed. He advised that it is available on a State web site. He agreed to place a link to this site on the Town's web site, which I believe is a State requirement. Once again, misinformation from the Town Manager resulted in a delay for accessing public information.

Finally, the Town is not in the business of generating revenue through the release of public information. They are however, in the position to provide an open access to public information that is paid for through taxpayer dollars. The concern that revenue was not generated through the release of information indicates that all public information should be paid for and this is simply not the case. The public pays the wages of all Town employees and therefore should have unfettered access to records generated in the conducting of Town business. In today's electronic society there is no reason why most records cannot be electronically provided at no cost to the citizen and minimal labor to the Town's employees.

The Employee Complaint goes on to state *"By providing Wischmeyer with countless free town records, the purpose stated in the Town of Camp Verde Records Management Policy is being disregarded... Furthermore Wischmeyer, to avoid record request fees, has been given the right to bring in her own scanner/copier to make personal copies of town records."*

Once again, I will refer to state law that provides access to this type of information. The State of Arizona Attorney General has made decisions relating to electronic records and therefore I will defer to his/her knowledge in this matter. Additionally, I had made requests repeatedly for information from the Marshal's office over an extended period of time. In fact, this was the request that took over 60 days for completion and ultimately was only partially complied with. My requests were being disregarded and ultimately the Town Manager sent me an e-mail that indicated the records were being housed at the Marshal's office and that I could schedule an appointment to review, copy or scan the documents. Based on his e-mail I went to a local office supply store and purchased a scanner and microchip for over \$100.00. I then scheduled the meeting as recommended. The day before my meeting I received an e-mail from the Records Specialist confirming my meeting and advising which documents were available for review. The e-mail also indicated that I WOULD NOT be allowed to take a scanner into the department, indicating that the Town Attorney, Bill Sims had indicated this was not appropriate. According to the Town Manager, the Town Attorney, Bill Sims had approved the use of the scanner, but rather than argue, I went to the meeting without the scanner. I am concerned about the extreme delays and contradictory information that is coming from town departments. After the meeting I again spoke with the Town Manager who was visibly upset that I had not been allowed to take my scanner to the

department. He stated "I TOLD HER" he paused and then continued, saying "I will take care of this."

During the review of documents at the Marshal's Office, I was given many documents that I had not requested to review. The first part of my review was conducted in the office of Detective Sergeant Steve Butler. He was working on an active criminal investigation which he openly discussed in front of me with other officers. This was a concern to me, since this investigation was ongoing and the information discussed was of a sensitive nature.

One item I had requested was information relating to the VIP program. I had been advised on repeated occasions that there was no VIP manual, but I had been shown this document by an individual associated with the program. I had also confirmed that there was a manual and training program previously in place through discussions with the previous Town Marshal and a VIP who had previously attended the VIP academy. I had been told repeatedly, both by e-mail and verbally by Marshal Gardner that no information existed relating to the VIP program. When I arrived for my scheduled document review, I was taken into the Detective Sergeant's office and shown two filing cabinets and a stack of three-ring binders. I was told that this was all of the information relating to the VIP program and that I was welcome to review any and/or all of the documents in the filing cabinets or binders. I was advised that Detective Sergeant Butler was going to be observing my examination of these records and that he could answer any of my questions relating to the material.

It was suggested by Detective Sergeant Butler that I begin my review with one of the three-ring binders. He advised that this binder had been borrowed from one of the current VIPs. The binder was a VIP training binder, belonging to VIP Carolanne Moore. Ms. Moore is one of the original VIP members and had attended the VIP academy under the previous Marshal. The manual was very well put together and had a wide variety of training material and handouts. I asked Detective Sergeant Butler what training currently exists for VIP members and he advised that there is no training program in place. He stated that they were trying to put together one, but during the current Marshal's employment there had been no academy training. In other words, new VIPs did not receive the benefit of the material or training that VIP Moore had acquired.

Review of the VIP program and information acquired from Detective Sergeant Butler, who stated he was responsible for program oversight, indicated that these individuals sometimes drive a marked unit, have access to sensitive police information, are authorized to write parking tickets, and even transport prisoners; all of this with little to

no training. This confirmed the information I had previously received and was the reason for my requesting an opportunity to review these documents.

As I moved through the review of documents, the majority of the documents provided were handbooks from other agencies; many dated several years previously. The filing cabinet contained personnel files for the VIP members. These documents contained sensitive information that had not been redacted, including information such as home phone numbers and addresses. Additionally there were logs relating to assignments completed. There were no training records contained in these files. I had not asked to review these personnel files, but Detective Sergeant Butler made it a point to inform me that the files were there and available for my review.

During the second phase of my document review at the Marshal's Office I was placed in a conference room. I was advised that a VIP would be observing my review of documents. The VIP was present in the conference room; however she was working on other documents at the far end of the conference table. It appeared that she had another assignment, but was also observing my review of the public documents.

I was given a manila folder that contained some anonymous complaint letters I had asked to review. There was also a folder containing employee memos that contained information relating to employee behavior that I had previously requested and been told did not exist. The final item to be reviewed was a three-ring binder and stack of papers relating to an internal investigation. This final document was an item that the Marshal had suggested I might enjoy reviewing during a previous visit. She had indicated that if I ever had extra time I might want to review the internal affair document.

At one point during the review of documents I had a questions relating to some information that I had requested, but was not present. Darby Martin advised that she thought the information had been disposed of, but that she would ask the Marshal. The Marshal came into the room and when I asked about the missing documents she stated she was not going to answer any questions, insinuating that I was gathering information to take legal action against the Town. This behavior was extremely unprofessional and embarrassing to me since it was done in front of the volunteer. The accusation was also completely unfounded and untrue. I was simply reviewing documents because of information I had received that was concerning to me.

After working for a period of time I decided to take a break for lunch. When I returned the VIP had left for the day and I was allowed to continue reviewing documents without anyone observing my access to public documents for approximately two to three hours. As I reviewed these documents, I discovered that there was sensitive information that

had not been redacted. This was the second incident within the Marshal's Office where I was given access to protected information. Although I did nothing with this information, I do have serious concerns that the Marshal would allow this type of access to occur. I believe this to be a serious infraction and could be cause for litigation by those individuals whose information I was given access to.

Additionally, it should be noted that I have not used a scanner/copier to acquire documents from the Town of Camp Verde during my 2013-2014 review of public documents. Every request I have made went through the Town Clerk's Office. The only reason I went to the Marshal's Office to review documents was due to the Marshal denying the existence of certain documents and the subsequent delay by the Marshal's Office in releasing this information to the Town Clerk. After several follow-up e-mails relating to documents that I knew existed, the Town Manager finally directed me to the Marshal's Office and directed the Marshal to cooperate with me in reviewing these documents. Once again, I did not take a scanner to the Town Offices, nor did I use one in acquiring information as alleged in the employee complaint.

In the third complaint the employees allege *"Employee files have also been released to Cheri Wischmeyer against the provisions in the Town of Camp Verde Records Management Policy section 7 'Records Request for Personnel Files and Evaluation; The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee."* In answering this allegation I will say that I have requested and received items from employee personnel files. These items are public documents as determined by the State Attorney General. Each item that I received from the Clerk's Office was properly redacted to remove sensitive information. There was one incident in which the Marshal's Office attempted to redact non-protected information. It took me several requests to acquire this information, another violation of the public records law. The Town's policy is flawed and unfortunately our Town Manager has failed to correct this problem. He is the individual who is responsible for ensuring that all Town policies are current, up-to-date, and in compliance with state and federal laws.

If the Town had failed to provide me with the requested information they would have been in violation of public records laws. I had experienced no difficulty in receiving requested information until the Marshal became involved. One recent request required several requests for documents that are housed in the Marshal's Office instead of in the employee personnel files where they belong. I received the information piece meal and

had to keep asking for the information. Once again, this request took several attempts and a number of weeks to complete. A less patient individual would probably have taken several of my requests to the State Attorney General because of extensive delay and attempts to block access.

It is unfortunate that these employees have been provided with bad information and guidance relating to public records requests. This has resulted in several employees becoming agitated when these routine records releases should have been handled in a professional and discrete manner. The Town Clerk's Office has always behaved professionally and discretely when handling requests. It is unfortunate that other Town employees and/or department heads have not followed their lead. The Council should seriously consider the inappropriate actions of these individuals and the resulting frustration and expense to the Town that their behavior has caused.

In Part Two I wish to outline how I came to be conducting a review of Town records and what I have found during this review. I also wish to provide information on how I proceeded with the information that came to my attention and the lack of action by Town Management relating to the concerns of myself, town employees, and ex-town employees.

History of Review

In October, 2013 there were Town Council meetings relating to the Marshal's residency within the Town of Camp Verde. During one of these meetings I spoke, expressing my personal opinion relating to the need for the Marshal to reside within the community. Many other citizens spoke during this meeting as well, expressing their desire to have a Marshal who lived and was actively involved in the community. During that meeting Darby Martin, administrative assistant to the Marshal, disagreed with the public's opinion relating to the need for the Marshal to reside in the community. She seemed to take personal affront to the public's desire to have a resident Marshal.

Ms. Martin then went online to a blog attached to the local newspaper and maligned my opinion and made false statements relating to my husband. I was unaware of these comments since I do not read the local newspaper in print or online on a routine basis. After the blogs were posted, I began to receive numerous telephone calls and visits from both past and current employees of the Marshal's office. These individuals provided me with a wide variety of information relating to operations within the Marshal's Office. Many of the individuals who contacted me stated that they felt I might be able to assist them based on my extensive human resource and internal auditing background.

The information they provided me made me concerned relating to the morale and professionalism within the Marshal's department, not to mention some serious human resource concerns relating to employee treatment. I was also advised about the blogs and decided to discuss this matter with the Town Manager. I reviewed the blogs and following a Town Council meeting approached the Town Manager to discuss the situation. He advised that he was aware of the situation and that he had already dealt with the situation; having discussed the matter with the employee and reprimanded her for her behavior.

The first thing that some of the ex-employees stressed was that there had been complaints filed with the Town Manager relating to the Marshal. They also indicated that there had been a high level of turn-over since the Marshal took her position. Many of the ex-employees indicated that they had not received exit interviews with the Town Manager as required by the Town's personnel manual. Some ex-employees indicated that they had filed complaints with the Town Manager and there had been no response or investigation.

I decided to systematically review the concerns that had been shared with me through a review of public records. As an HR professional, I did not feel comfortable accepting the information given without confirming it with actual documentation. My review of public

records confirmed many of the allegations made by the individuals who had contacted me. Below is a summary of some of the concerns that were shared with me and that I was able to confirm through review of town public documents, discussions with the Town Manager, the Town Marshal, and town employees. Additionally, where I was unable to acquire information from the Town, I sought other public documents from alternative public entities such as AZ POST.

I also would like to point out that I met with the Manager on several occasions to discuss the issues that were being brought to me and concerns that I personally had. When I did not feel that I was getting an appropriate response from the Town Manager, I contacted two Council members who I felt comfortable with. I felt this was a better alternative than coming to a public Council meeting and airing the Town's laundry in a public venue.

These two Council Members were concerned with the information I provided them, and after I shared my concerns, they directed me to the Mayor. I then shared all of the information I had, at that time, with the Mayor and he too appeared to be concerned with the information I had acquired. He then asked that I meet with the Town Attorney. I would like to stress that each of these individuals appeared to be concerned relating to the information that I was presenting. The Town Attorney and the Mayor asked that I keep the information I had as confidential as possible; allowing the Town an opportunity to handle the concerns in a discreet manner. I was assured that there would be a thorough investigation into the concerns and that every effort would be made to evaluate the work conditions at the Marshal's Office. To my knowledge, through discussions with the Town Manager and Town employees, this has never occurred.

I was advised that the Town Manager would be the individual in charge of the investigation, but there was some discussion of utilizing an outside professional who was an expert in Human Resource issues. I was asked if I would meet with the Town Manager to discuss all of the concerns in depth and to provide him with copies of the material I had collected over several months.

I scheduled a meeting with the Town Manager and made copies and/or computer discs of all of my supporting documentation. When I arrived at the meeting, it was obvious that he was very frustrated with me for going over his head and speaking to the Mayor and Council Members. I explained to him that I felt he had taken no steps to resolve the problems and I was getting feedback that he was sharing information that employees had given him with the Marshal, resulting in an uncomfortable working environment. I further explained that there was a feeling of distrust relating to his relationship with the Marshal. I stressed that I could not give him names so it was very important that he

1 speak with ALL employees at the Marshal's Office to get a clear feeling for the work environment. I also relayed my understanding that an outside party may be involved in the investigation and he was adamant that he was going to be the one conducting the investigation and that he would do it the way he saw fit. This was stated over and over, even though he knew some employees did not feel he would conduct a fair, thorough, and unbiased investigation. In response to the voiced concerns of distrust he repeatedly stated "That is their problem, not mine." This statement was made in relation to my feedback that some employees had indicated to me that they did not feel comfortable speaking with him. I was very concerned that the Manager was entering into a sensitive investigation with this attitude relating to employees of the Town.

The Manager assured me he would interview the department employees, but I am advised that he never conducted individual interviews with all members of the department. There continues to be a feeling of distrust for the Manager and his relationship with the Marshal within the department and some feel he has done nothing to resolve the concerns that have been shared with him, both by me and others. Again, according to my resources, these interviews have never occurred. In a follow-up conversation with the Mayor, he advised that the Manager had assured him that this was occurring. Unfortunately, my discussions with current and ex-employees indicate that it did not.

I agreed to keep the sensitive information confidential in an effort to allow the Town to handle the matter in a discrete manner. I was assured that the Council would be briefed on my concerns and those of the current and ex-employees. To my knowledge this never occurred. Additionally, I made it clear if the problems were not resolved that I retained the right to share my findings with whomever I felt it was appropriate in an effort to seek resolution.

Unfortunately there has now been allegations made that I am seeking to cause harm to employees within the department and that I am wasting taxpayer money, when in fact, I, as a concerned citizen, was attempting to assist current and ex-employees in dealing with unresolved concerns. Since these allegations have been leveled at me publically, I feel I have no recourse but to defend myself and provide an accounting of the concerns that were shared with me and the information I received during my review of public documents. I will continue to attempt to protect the names of the individuals involved, whether or not they are ones to whom I have spoken.

Part II: Review of Documents and Concerns

<p>Complaints to Town Manager</p>	<p>One of the first things that ex-employees stressed was that there had been complaints filed with the Town Manager relating to Marshal Gardner. They indicated that although they had filed complaints, they had never been interviewed by the Town Manager, nor had their complaints been addressed.</p> <p>On November 20, 2013 I requested a copy of any and all complaints relating to the current Town Marshal whether anonymous, verbal or written. I also included a request for the anonymous letter that had been received by some council members and a list of current and prior employees of the Camp Verde Marshal's Office over the last 24 months. According to town records the request was sent to human resources, Russ Martin, Mike Showers, and Nancy Gardner.</p> <p>This came to be a very important issue as I moved through my review of the employee and ex-employee complaints because the Town Manager repeatedly advised me that there had NEVER been any complaints filed with him relating to the Marshal Gardner. One of my first requests was to review any and all complaints that had been filed relating to the Town Marshal over the past two years. I expressly requested any complaints that were written, verbal; a known complainant or anonymous. The Manager, on more than one occasions advised me in writing and verbally that he had received no complaints. He stated that he was surprised that this was the case, because usually there are at least a few. As my review of information continued, I discovered that several employees (both current and ex-employees) had spoken to the manager or provided him with written concerns. By his own admission, in discussions with me, he had responded to none of them. Additionally, there were two anonymous complaint letters that were received by the Town that the Town Manager was aware of. He also admitted to not looking into any of the allegations contained in these letters; some of which contained allegations of federal employment violations. In discussions with the Town Manager, he admitted that he should probably have done a better job of investigating these problems.</p> <p>At one point the Manager provided me with a citizen complaint that was directed toward Marshal Gardner. I</p>
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	<p>asked what the outcome of the complaint was, and the Manager advised that he had never spoken with the individual who filed the complaint. He said that he had been told by Marshal Gardner that the case was under investigation (the call that precipitated the complaint), and that he thought he would wait until it had been resolved. He stated that later he was told that the person who filed the complaint had moved from the area.</p> <p>This response was unacceptable. Any time a citizen files a complaint they should be contacted immediately. The complaint filed should have not been put off until the other case was closed. We see simultaneous investigation in these types of cases regularly on the nightly news. This person left our community without her complaint ever being addressed, a direct violation of our town complaint process.</p>
Turnover	<p>The Marshal's Department experienced a high level of turnover during the first 18 months of the Marshal's tenure. Many of these employees left the Town's employment by choice. A review of Town turnover documents indicated that the Marshal's Office had a greater than 50% turnover ratio during this time period. This is significantly higher than previous time periods and should have been a red flag to any human resource professional. Additionally, the Town has a policy that indicates that exit interviews will be scheduled prior to the employee's last day of work. The process is not mandatory for the employee, but this process was not followed on any ex-employee I have spoken to. Additionally, the Manager admitted that he did not conduct exit interviews because he did not have time. By the manager's own admission these employees left the Town's employment without being given the opportunity to express why they were choosing to leave an agency where they had worked; many for an extended period of time.</p>
Anonymous Letter #1	<p>I received numerous reports relating to an anonymous letter that was mailed to the Marshal and employees within the Marshal's Office. This letter was a complaint letter, but individuals with whom I spoke did not have the particulars of the letter. Their complaint was that the letter was addressed to specific individuals and that the letters were removed from their mail boxes, opened, fingerprinted, and never returned to those who had received the letters. Some never even had the opportunity to read the letter. The employees were then brought in and interrogated relating to who had written the</p>

letter. Additionally, those who did read the letter said that the letter indicated that it had also been mailed to the Town Manager and the Town Council. It was felt that the letter never made it to the Town Council.

This complaint has several aspects, not the least of which is theft of mail. The U. S. Postal Service prosecutes individuals for theft of mail on a regular basis. I am sure that any person reading this document understands the severity of infringing on another person's rights as it relates to personal mail.

The Marshal and the Town Manager have taken the stand that mail sent to the Town address is the property of the Town and therefore can be opened, regardless of who it is addressed to. I do not agree with this perspective.

As an HR professional, I have attended many training classes as it relates to this topic. In these training sessions we were advised that our business could have a policy that prohibited personal mail from being sent to the business location. The trainer stressed, in each session, that the existence of a policy did not give us the authority to seize an individual's personal mail. We were advised that we had two choices. We could return the mail, unopened, to the U. S. Postal Service or we could, if we had a policy, give the mail to the employee and coach them to avoid receiving personal mail. This was only the case if the mail was solicited by the employee, since employees have no control over unsolicited mail. If the behavior of receiving solicited mail continued the employee could be disciplined, up to and including termination after a proper period of progressive discipline. Neither of these methods was followed in the incident involving this letter.

These letters were sent through the U. S. Postal Service, first class mail, with the appropriate postage. They were not simply envelopes that someone placed in each employee's mailbox. The letters were addressed to specific individuals, and were then obviously meant for that person, not the Town Marshal. As citizens we like to feel that the U. S. Postal service is sacred in its delivery of mail. The Town Manager explains it away because the individual who wrote the letter wished to remain anonymous. That is not an acceptable excuse.

I spoke with the Manager several times relating to this

particular incident because I felt that if this behavior was allowed to continue any variety of infringement of personal rights could occur. By the Manager and Marshal's thinking, it would have been perfectly acceptable to open mail from a bank, attorney, or any other source. This is completely unacceptable.

The Town Manager went on to explain that even the Town Council's mail is opened by a Town employee. Although I find it disconcerting to know that a personal concern I wish to share with one Councilperson is shared with all Councilpersons, I have no right to question that. It was a decision of the Council as a sitting body to allow this to occur. I do not believe that the Town employees waive their personal right to privacy just because someone chose to mail a letter to them at work. The Town can enforce the policy through discipline if the employee was complicit in the action, but the Town does not have the right to deprive the employee of their right to their mail or their right to privacy of that mail. This has occurred to several employees and needs to be dealt with.

The second aspect of this complaint is the manner by which the employees of the Town of Camp Verde were treated because they received an anonymous letter. They were treated as if they had committed some crime, which is again completely unacceptable. They were interviewed and made to feel as if they had done something wrong.

During a discussion with the Marshal she admitted to having the letters collected. She also admitted to having the items fingerprinted and to having the employees interviewed relating to the letters. She admitted that this was done in an effort to determine who had written the letter.

Another concern is the Marshal and Manager's blatant attempt to prevent access to this document. Once the document was inappropriately seized, both the document and the envelope became public property. It took several requests to receive this document and on several occasions I was told there were no complaints.

This letter should have been provided during the original request for release of any complaints relating to the Marshal. That did not occur, even though both the Marshal and the Town Manager were aware of my request and of the existence of this letter. Additionally, it took several requests

over a sixty day period before I was finally given a copy of the letter.

I continued to request the envelopes, but finally I was told that they did not have them and that it was believed that they had been destroyed. Additionally, there is no documentation of this investigation as would have been appropriate. Individuals were interrogated and documents were fingerprinted, but no departmental report number was taken and no documented report exists relating to the time spent conducting this investigation.

Finally, I was treated in a very unprofessional manner by Marshal Gardner while reviewing these documents at the Marshal's Office. After filing a complaint relating to the incident, I once again received nothing but excuses from the Manager. There was no apology for the behavior, just excuses why she felt it was appropriate to treat a citizen who was exercising their rights to review documents in that manner.

During a review of documents, I inquired what had happened to the envelopes. The Marshal refused to answer and indicated she felt I was preparing for litigation. No indication of this had ever been given to the Marshal by me. I was simply exercising my rights as a citizen to review public documents relating to information I had been given by several ex-employees of the department. Furthermore, since public records have been destroyed, I felt I had a right to request information relating to the destroyed documents.

A review of the documents revealed seven individual letters, all of which were tri-folded to the size that would fit in a standard envelope. The letters had stains on them that were consistent with what appeared to be pink/purple fingerprint ink.

Following my discussion with the Marshal I filed a formal written complaint with the Town Manager. I requested that I be given the names of the individuals to whom the letters had been addressed since the Marshal's Department had destroyed public documents that were part of an investigation.

The Marshal claimed she did not recall who the letters were addressed to. She did not recall who had been interviewed

	<p>relating to the event; which only goes to stress the importance of documenting the investigation at the time it occurs. The Manager admitted that he found it interesting that the Marshal could not recall who she had interviewed; indicating that at the time it was a huge deal to the Marshal. He admitted to me that he was aware of the letter at the time it was received. I inquired if he knew who had removed the letters from the Town Council mail, and he indicated that he did not recall.</p> <p>I requested that the Manager interview those who had participated in the investigation to see if they had better recall. Although normally a Town is only required to provide documents of Town activity, in this case, the documents had existed and were destroyed. I felt that it was appropriate to make this request as a follow-up to inappropriately destroyed Town documents. The Marshal had taken the stand that the documents belonged to the Town since they were mailed to the Town address, even though they were properly addressed to specific individuals and sent through the U.S. Postal Service.</p> <p>The Manager indicated that if I would give him additional time he would conduct a thorough investigation into my complaint. To this day, he has failed to provide me with the requested information. He did provide me two written responses, but neither responded appropriately to my complaint (See attached complaint and responses). I have spoken to an individual who was part of the investigation and he said that if he had been asked he would have been able to provide the names of those individuals who received the letters and who were interrogated relating to the incident.</p>
Brian Andrews	<p>An internal investigation into behavioral concerns was conducted by the Town Marshal. This investigation began less than two months after the Marshal began working for the Town of Camp Verde and the incident had occurred prior to her employment. According to the previous Marshal, Dave Smith, this incident had been looked into by him and therefore it should never have been revisited. He stated that the incident was the result of a directive that he had given that had been taken a little too far and that he had simply coached the individuals involved relating to how he wished the situation to be handled in the future.</p> <p>A review of Brian Andrew's personnel file indicated that he</p>

was a twenty-two year veteran of the department whose final position was that of Patrol Sergeant. He had minimal discipline in his personnel file, even though he had been assigned to numerous supervisors and Marshals throughout his career with the Town of Camp Verde. All performance reviews in the personnel file were either meets or meets and exceeds. Sergeant Andrews was a long-time employee who had been shot in the line of duty and had an above average personnel file. Marshal Gardner had issued no discipline prior to implementing the investigation and had not completed any performance reviews on this individual.

Information was received that the Marshal had filed documents with AZ POST in an effort to have Sgt. Andrews police certification revoked. The personnel file did not contain these documents or any indication that a member of the Town of Camp Verde Management team had taken this action, as would have been appropriate.

A request was made to review the documents that had been sent to AZ POST and I was advised that the Marshal's Office did not have a copy of the documents. I could not understand how information relating to an ex-employee could be sent out of the Department and no record maintained. I made several requests and ultimately the Town Manager responded that they did not have the documents and he was sorry that there was not a copy in the personnel file as I felt there should be. I was then referred to AZ POST to review the documents that Marshal Gardner and her department had failed to maintain.

I did ultimately review these documents, along with others, at AZ POST. There was a document filed with AZ POST by the Camp Verde Marshal's Office on behalf of Marshal Gardner by Darby Martin. This document indicated that Sgt. Andrews had left the Camp Verde Marshal's Office due to misconduct. This is in direct opposition to Town of Camp Verde payroll records which indicate that Sgt. Andrews retired. AZ POST reviewed the submitted documentation and did not feel that Sgt. Andrew's certification should be revoked or suspended.

During a meeting with Marshal Gardner she pointed out a large three-ring binder that was housed on a shelf in her office and indicated that if I ever had time that I might find the report in the binder interesting reading. At a later date I

scheduled an appointment to review other documents and asked to review the investigation. It should be noted that the Marshal provided me this report and all of the supporting documentation including phone records, police reports, and other documents; all of which had not been appropriately redacted as required by law.

The Marshal referred this investigation to the Arizona Department of Public Safety in early April of 2012. It was noted that this employee was not appropriately noticed as required in the Marshal's Department policy manual. The Marshal requested the investigation on April 10, 2012 – less than two months after she started employment with the Town.

At the beginning of the investigation there was a question as to whether or not the investigation would be criminal or administrative by the Marshal. Additionally, it should be noted that a memo is referenced in the investigation that was provided to the investigator by the Camp Verde Marshal's Office. According to the report, the memo is dated February 10, 2012, approximately two to three weeks before Marshal Gardner became an employee of the Town of Camp Verde.

On April 18, 2012 two interviews were conducted with members of the Camp Verde Marshal's Office. At that time the Department of Public Safety investigator decided that the investigation would be administrative. The Marshal's Department policy indicates that an officer will receive written notice of a complaint within five days of the complaint, yet Sgt. Andrews was not notified of the purpose of the investigation until May 4, 2012 when he arrived at the D.P.S. offices in Phoenix for his interviews. At this point it was too late for him to have an observer or to arrange for witnesses into the allegations. This is in direct opposition to the concept of a fair investigation and the method in which things are conducted in the American judicial process, not to mention several violations of internal policies.

This investigation was referred to a large metropolitan organization that is not familiar with the workings of a small town department. A great deal of this investigation stemmed from the use of an informant with a criminal background to develop cases. This process has been a long-time process in small town law enforcement agencies, but not one that

	<p>would be necessarily utilized in a large agency that has numerous departments available to work leads and develop cases. When a police officer received informational leads into criminal activity, it is not all-ending, but simply a starting place for a good law enforcement officer to begin to develop a case. Where the initial information comes from is not nearly as important as the quality of law enforcement that follows in developing a case to thwart criminal activity.</p> <p>Additionally, allegations of communicating with a known felon were made. In a town such as Camp Verde, there are many individuals who have made mistakes in their lives. These individuals are not ostracized by our community and if they have paid their debt to society should not be ostracized by our local police department. Many times, the information they provide could lead to the conviction of others and the return of property to victims. Certainly officers would need to use prudence when accepting information, but to direct officers to ignore these tips would be bad judgment and might result in unsolved crimes.</p> <p>Sgt. Andrews was part of a joint complaint that was filed against the Marshal in 2013. I do not believe the Council was ever given the opportunity to review that complaint and therefore I have attached a copy for your review. I also do not believe that Sgt. Andrews was ever spoken to regarding this complaint and he did not get an exit interview when he left the Town, even though he was a long-term employee. Sergeant Andrews was not terminated, but chose to leave the Town's employment due to the work environment and his personal reasons.</p>
Travis Todd	<p>Travis Todd was subjected to the same treatment as outlined above. He also never received a performance review and yet he was subjected to an investigation by the Marshal less than two months after the start of her employment; as previously stated, a complaint that the previous Marshal had already dealt with.</p> <p>As indicated in Sgt. Andrew's narrative, AZ POST received documentation that indicated that Deputy Todd had left the agency for misconduct. Again, the Town of Camp Verde payroll reports indicate that he resigned. There is definite concern that documents were filed with an outside agency alleging that an individual had been terminated for cause</p>

	<p>when they had left of their own accord to work at another agency.</p> <p>Travis had been an employee with the Town of Camp Verde for five years and all of his performance reviews indicated meets expectations. He loved his job with the town and wrote a letter of concern to the Town Manager relating to the Town Marshal. He was never contacted for an interview after he left the town, even though his phone number was in his personnel file, he went to work for an agency that is dispatched by the Town of Camp Verde, and his residence remained the same. Travis also left the Town's employment because of the environment created by Marshal Gardner.</p> <p>This individual did not receive an exit interview per town policy even after writing a complaint to the Town Manager. The Marshal attempted to have this individual's police certification revoked and an investigation was conducted. Again, review of AZ POST records demonstrated that they did not feel revocation was appropriate. Deputy Todd was also a signer on the 2013 complaint that is attached.</p>
Earl Huff	<p>Earl Huff was a long term employee who started with the Marshal's department as a dispatcher. Earl had been with the department over twenty years. He had worked his way up to Dispatch Supervisor, Reserve Deputy Marshal, Deputy Marshal, Sergeant, and finally Lieutenant. Less than two months after Marshal Gardner took her position she served him with a demotion letter, demoting him from Lieutenant to Deputy (see attached letter). This was a multi-step demotion and ultimately should have been reviewed by the Town Manager/Director of Human Resources before it occurred.</p> <p>Marshal Gardner convinced Lieutenant Huff to write an e-mail to the department indicating he was stepping down voluntarily (see attached e-mail). Lt. Huff left the following day for a scheduled FMLA leave of absence where he was scheduled to have a surgical procedure. As soon as he was physically able, Lt. Huff wrote an appeal to the proposed demotion (See attached letter of appeal). The letter, when it was received, was filed in his personnel file and never responded to by the Town Manager.</p> <p>A review of Earl Huff's personnel file revealed that he was a twenty year veteran of the Town of Camp Verde. He started straight out of Camp Verde High School as a police</p>

dispatcher and was ultimately promoted to dispatch supervisor. He worked full-time while attending the reserve police officer academy. He was eventually hired as a full-time police officer and promoted through the ranks to a final rank of Lieutenant. All of his previous performance reviews were meets and exceeds. There was NO discipline in his file in his twenty year tenure with the Town; he did however have several commendations from other agencies and citizens. Marshal Gardner never wrote any performance reviews or discipline on Lt. Huff prior to the demotion letter.

Marshal Gardner started working for the Town of Camp Verde on February 27, 2012. Lt. Huff received a notice dated May 1, 2012, notifying him of his demotion from Lieutenant to Patrol. According to Lt. Huff's response to the demotion he was asked to write an e-mail indicating that the step-down was voluntary to department employees. He was advised this would allow the demotion to remain confidential, which it did not.

There was no progressive discipline offered to Lt. Huff, nor were any of the stated reasons for demotion supported with examples. More importantly, there was NO intervention by the Town Manager who serves as Director of Human Resources. The demotion of a long-term police officer is serious and the Director of HR should have been involved from the onset. This did not occur and he NEVER met with Lt. Huff to discuss the situation.

Lt. Huff went out on medical leave the day following the receipt of the letter. He was having surgery and was unable to respond immediately to the document he was served with no warning. After a brief recuperation period, Lt. Huff wrote a response to the proposed demotion. He did not receive any response from the Town Manager or the Marshal.

There are serious concerns that this could have violated FMLA and ADA rules since this employee was on an approved FMLA leave and there was knowledge of his disability.

After no response was received to his complaint this employee resigned. Although the town records indicate this resignation was voluntary and for medical reasons; in fact this employee, a twenty year veteran of the Town and a home-grown employee left because he could not get any due process for his concerns and could no longer work in

	<p>the environment created by Marshal Gardner.</p> <p>When I discussed this with the Town Manager he stated that he probably should have handled this differently. He attempted to indicate that the response was received outside the policy guidelines and therefore it was not appropriate to accept it. The point is that this employee was on an approved FMLA leave of absence and cannot be required to communicate with the town for town business while on leave. This matter was not of an urgent nature and should have been tabled until this employee was healthy enough to sufficiently discuss the matter. Additionally, the law gives employees a great deal of latitude when they are on an approved FMLA. As an HR professional it is my opinion that the Town was very lucky that litigation did not occur in this incident.</p> <p>This employee is another example where no exit interview occurred. An employee, who had an exceptional personnel file, was not even given the courtesy of an interview from the Town Manager after twenty years of service. Additionally, Lt. Huff's concerns that were provided in writing went unacknowledged.</p>
<p>Civilian Polygraph Testing</p>	<p>Several employees expressed concern relating to a polygraph that was given to a long-term civilian employee. This employee had been hired under a previous administration and had worked for the Marshal's office for several years. The position this employee held was not one that previously required polygraph testing and previous administration had completed a full background. In discussions with the previous Town Marshal, there was nothing in this individual's background that previous management felt was detrimental to the individual performing the civilian position for which they were hired.</p> <p>I requested a list of all non-sworn personnel who had been given a polygraph over the previous two years. I was approached at a Town Council meeting by Marshal Gardner. She advised that she had never done a polygraph on any civilian employee except new hires. She then invited me to the Marshal's Office for a tour and meeting. When I went to the meeting she gave me a tour and in front of Dispatch Supervisor Mary Newton she again reiterated that she had never given any employee a polygraph except for new hires. She also advised that she did not have a listing of individuals</p>

	<p>who had taken polygraphs and therefore she did not have to provide me with the information.</p> <p>I then requested that the Town Clerk provide me with an opportunity to review all polygraph billing documents over the last two years. A review of polygraph billings indicated that a new-hire polygraph test was given to the ex-employee in question. A direct contradiction to what the Marshal had told me on two separate occasions. As an HR professional I have serious concerns about a new-hire polygraph examination being given to a long-term employee when polygraph testing was not a condition of employment when she was hired. Normally, a polygraph is only given if it is a condition of hiring or if there is an ongoing investigation. A new-hire polygraph is historically an in-depth evaluation where a polygraph relating to an investigation is focused solely on the matter being investigated. Neither of these conditions existed in this situation, yet the polygraph invoice indicated that a full new-hire polygraph was billed (see attached billing).</p> <p>Although I never spoke to this ex-employee I was advised by several current and ex-employees of the Marshal's office that this individual left the department because of this situation. This individual refused to speak to me for fear of retaliation by Marshal Gardner. Once again, an employee left because they could not tolerate the environment created by Marshal Gardner.</p> <p>Another long-term civilian employee advised that she too had been advised that she was going to have to take a polygraph. She advised that she was going out of town on a personal matter when she was advised. When she returned the matter was not brought up again. This employee also advised that she left the Marshal's Office because of Marshal Gardner; indicating the environment was not one she felt comfortable working in. She too advised that she was not given an exit interview by the Town Manager.</p>
Employee Performance Reviews	<p>Current and past employees indicated that the Marshal had not performed or caused to be performed any performance appraisals since she had been hired.</p> <p>I requested a report relating to performance reviews performed for town employees since 2011 (see attached report). Initial review of employees of the Camp Verde</p>

	<p>Marshal's Office employees indicated that no performance reviews had been completed on Marshal's Department employees since 2011. An expanded review of the report indicated that very few Town of Camp Verde employees had received performance reviews since 2011. In fact, no direct subordinates of the Town Manager had received a performance review since he was hired by the Town. This behavior sets precedence for members of management that performance reviews have no value and therefore it is okay to not complete them.</p> <p>This situation was a serious concern to me on several levels. First, the Town of Camp Verde Personnel Manual has very specific policies relating to performance reviews. These rules indicate all new employees are to receive a performance review prior to the end of their probationary period. All non-probationary employees are to receive a performance review annually. This is not happening.</p> <p>Second, performance reviews are a key component in employee coaching and development. This process allows management to provide employees with feedback on performance and goal setting for future performance. They also give the employee an opportunity to discuss concerns and challenges they are experiencing in the work environment. They are also instrumental in promotions, demotions, and terminations.</p> <p>Additionally, in instances where litigation is pending, performance reviews are one of the first documents that are requested by attorneys for individuals who are suing an employer or business for wrong doing. These documents demonstrate performance history, training, development, and work knowledge. A lack of performance reviews can increase the Town's risk in these types of situations.</p>
<p>Marshal's Department Employee Turnover</p>	<p>On November 26, I received a list of current and past employees of the Camp Verde Marshal's Office including separation dates of ex-employees. A review of this information indicated that in less than two years the Marshal's Office had experienced a turnover of greater than 50%, a significantly higher number than past years. It also indicated that there was a significant turnover ratio during the first four months of Marshal Gardner's employment with the Town.</p>

	<p>Over the next few months I had an opportunity to speak with many of the terminated employees listed on the report provided by the Town of Camp Verde. Although there were a variety of reasons listed for these employees leaving, every employee that I spoke to indicated that they had left the Town's employment because of the work environment in the Marshal's office. Several of them indicated that they had filed complaints with the Town relating to Marshal Gardner, but none of them had received any response relating to their expressed concerns or an exit interview from the Town Manager as required by Town policy.</p>
<p>Town-Wide Pay Adjustments</p>	<p>The Town Council approved a 3% across the board wage increase in the 2013/2014 budget year. In the 2014/2015 budget year, an additional 1.67 increase was allocated with a \$75,000 allocation for wage adjustments.</p> <p>I received information during the 2013/2014 budget period that increases were being given to Town employees that far exceeded the allocated funds approved by the Town Council. A review of increases during the 2013/2014 period indicated that wage increases ranged from the approved 3% to 21%. Although I am a firm believer that employees should be paid for a job well done, I also believe that when dealing with public funds, the expenditure of these funds should be done in accordance with directions that are given by the public body. Unfortunately, the 2014/2015 increases were handled in much the same manner and there are a significant number of individuals who were given increases that far exceeded the 1.67 percent that was allocated by the Town Council. These increases were also outside the scope of the report that was given to the Town Council for the special wage adjustments (see attached wage documents and spreadsheet).</p> <p>It is the Council's responsibility to set policy and the Manager's responsibility to carry out the wishes of the elected body. Unfortunately, that does not appear to occur in many situations, resulting in expenditures that were not approved by the Council. Citizens should be able to be confident that the actions taken in public are being carried out in practice, but currently I do not have that confidence level.</p> <p>The wage increases of some employees over the last two years have been excessive and there is no documentation</p>

	<p>or explanation for these actions by the Manager. In fact, most of these employees have not even received performance reviews to justify the financial actions of the Town.</p>
<p>Darby Martin – Wage Increases, perks, and job title</p>	<p>One such employee is Darby Martin. Ms. Martin was moved to the position of HR Clerk. When she was placed into this position she was given a wage increase, purportedly due to increased job responsibilities. Ms. Martin had no HR experience and therefore the Town agreed to pay for her to attend a local college, at the Town's expense, to acquire the necessary education for her new position.</p> <p>After a short period of time, Ms. Martin decided that she no longer wished to perform as the HR Clerk and requested a transfer to an Administrative Assistant position at the Camp Verde Marshal's Office. This position was a lower position in the Town's pay scale, yet instead of losing the extra pay she was receiving for performing as the Town's HR Clerk, Ms. Martin was again given an increase.</p> <p>Nine months later, Ms. Martin was given another increase, even though she had not yet been in her new position for a year. The two increases resulted in a 14% increase for Ms. Martin in a 9 month period of time.</p> <p>A review of Ms. Martin's personnel actions forms indicate that there is a \$.60 per hour discrepancy in the documents in her personnel file and what she is making. This discrepancy indicates a potential overpayment to Ms. Martin of \$.60 per hour over an extended period of time.</p> <p>Additionally Ms. Martin receives a uniform allowance of \$900.00 per year. Ms. Martin does not wear a uniform. I have been to the department on several occasions and she was not dressed in a clearly identified uniform on any of those occasions. I am told this money is to offset the cost of special pants she wears when she responds to crime scenes, but records indicate she has responded to very few crime scenes in the two years she has been receiving this allowance. It would be more cost effective if the Town simply provided her with a pair of pants every year.</p> <p>Police Officers receive \$1200 a year, but this money is spent not only on uniforms but equipment such as clip boards, uniform belts, guns, ammo, and other ancillary equipment</p>

	<p>necessary to perform their daily duties. Why is an Administrative Assistant being given \$900.00 a year for uniforms that she does not wear and would have no reason to wear in her current position.</p> <p>A review of the Town's wage scale indicates that Ms. Martin's wage is outside the wage for an Administrative Assistant. In fact, this Administrative Assistant makes a higher wage than several of the sworn police officers who are required to put their lives on the line on a daily basis for the citizens of Camp Verde.</p> <p>Additionally, at one point, it is reported that Ms. Martin was being allowed to have a take home town vehicle. This is inappropriate and federal tax laws require that this type of perk be treated as taxable income. The reason, I am told, is that Ms. Martin was responsible for responding to crime scenes, but she has responded to a limited number of scenes and this action was never appropriate.</p> <p>Ms. Martin was also given a job title that according to Town records requested has never been approved. This job title was placed onto the Town's wage scale and a job description was created, but I have been unable to locate any Council meeting records where actions was taken to approve the position or addition to the Town's wage scale.</p> <p>A review of the Town's wage scale and notations related to position additions over the last several years did not reveal the addition of this position or its placement as a new item on the Town's wage scale through Town Council approval as required by Town policy (See attached report and Town policy). This is just another incident of circumventing Town policy that requires new job descriptions and additions to the Town's wage scale be approved by the Town Council.</p>
<p>HIPAA Violation</p>	<p>An ex-employee advised that she discussed a personal medical condition with HR Clerk, Darby Martin. The employee had asked whether there were other positions open within the Town that would better suit her medical condition. She was advised that none were available, but that she would be notified if any positions opened. She was also assured that the conversation would be kept confidential as is required under federal law. Ms. Martin provided this sensitive medical information to the Marshal and the employee's job assignment was altered to a less desirable position. She had not requested any</p>

	<p>accommodation, but had simply been discussing her sensitive situation with the HR Department. Sensitive medical information is to be treated in a confidential manner, being shared only with those who have a legal right to know. The employee had not requested accommodation and therefore there was no legal reason to share the information.</p> <p>The actions of Ms. Martin and the Marshal violated HIPPA and resulted in an employee being placed on restricted duty without a medical note from her physician or a fit for duty exam. The employee found the situation so uncomfortable that she ultimately resigned her position.</p> <p>Once again the Town Manager, in his position as Director of Human Resources allowed a long-term employee to leave without an exit interview. Additionally, the Town again escaped legal action due to a Town employee sharing protected information and the Marshal taking employment action inappropriately.</p> <p>These actions may have violated several federal laws such as HIPPA and ADA.</p>
<p>Anonymous Letter #2</p>	<p>The Town of Camp Verde Town Council received an anonymous letter reported to be from a Town employee. The letter alleged that the Marshal had made fun of a disabled employee. No appropriate investigation was conducted into this serious allegation.</p> <p>Discussions with the Town Manager indicated that he had asked the Marshal about the incident and that she had denied that it occurred. He stopped his investigation at that point. He failed to ask other employees about the incident. I have spoken to several current and ex-employees who have witnessed this behavior.</p> <p>In speaking to others about this incident I was advised that another individual had asked the Manager about this incident. In his response to them, he claimed that when he asked the Marshal about the incident, she admitted doing it. This individual was told that the Marshal apologized for her behavior, indicating that she was just joking around.</p> <p>The two responses from the Manager are of great concern to me. My first concern relates to the conflicting answers given to myself and another relating to this incident. Second, the lack of a thorough investigation into serious hostile work</p>

	<p>environment allegations is tantamount to condoning this type of behavior.</p> <p>Additionally, under federal law, even anonymous complaints of illegal behavior toward protected classes must be investigated. The law indicates that the employer is culpable if they knew or should have known about the behavior and did nothing to correct it. In this case, not only was a minimal investigation conducted, there is no documentation of the investigation. The Manager admitted that he simply spoke to the Marshal.</p> <p>This situation is another one where the Town was fortunate that no legal action was taken by the wronged parties. Not only was the disabled employee wronged, but each employee who was subjected to their Manager's inappropriate behavior could potentially have had a claim of hostile work environment. Additionally the Manager was setting an example that this type of behavior was acceptable in the workplace contrary to Town policy and Federal law.</p> <p>Even though the Manager was made aware of these concerns in an anonymous letter by an employee who was clearly fearful of retaliation, no proper investigation occurred. Additionally, just the tone of the letter, coupled with the multiple employee complaints he had previously received should have sent warning signs to the Town's Director of Human Resources and resulted in a thorough investigation of activities in the Marshal's office; yet still, to this day, that has not occurred.</p>
<p>Questionable Employment/Hiring Practices by Marshal Gardner</p>	<p>One area of concern was the fact that long-term employees with good employment records were being forced out and were being replaced with individuals whose backgrounds were less than stellar. During my review of this allegation I requested information relating to the employees who were no longer with the Town. I reviewed personnel records and found that the three ex-employees whose files I reviewed all had above average work history.</p> <p>I requested information on the documentation that had been sent to AZ POST on two of these individuals and was advised that it was unavailable. The Marshal's Office had failed to maintain a copy of the information sent. I asked that they contact AZ POST to acquire the requested information and my requests were denied. I was finally told in writing by</p>

both the Marshal and the Manager that the records were housed in Phoenix at AZ POST and that if I wished to view them I could go there.

I decided to go to AZ POST to review these files. At the same time I decided I would review the files of two active employees of the Camp Verde Marshal's Office. I made this decision because I had received information that these two employees had committed infractions at other agencies that had resulted in the suspension of their police certification. This concerned me because I was hearing that Marshal Gardner had caused above average employees to leave the department and it appeared she was employing individuals who had a tainted past.

I contacted AZ POST via mail and provided them with the names of the four individuals whose files I wished to review. I was advised that the documents would be pulled, reviewed by legal for redaction and I would be contacted when they were available. Approximately a week later I was notified that the files were ready for my review. I scheduled an appointment and upon arrival at AZ POST I was given four files and placed in a room. During my review of these documents I found that both Travis Todd and Brian Andrew's files indicated that a review of charges had occurred and that their cases had been closed with no action. In other words they received no discipline from AZ POST and they maintained their police certification.

The review of the other two individuals revealed a different story. Since these two individuals are still employees of the Town of Camp Verde, I choose not to put their names in this report, but the documents from AZ POST are available for review at AZ POST by the investigator or members of the Town Council.

The findings of AZ POST on these two individuals reads as follows:

- On July 14, 2004 the Arizona Peace Officer Standards and Training Board (AZ POST) voted in open meeting to adopt the following Findings of Fact and Conclusions of Law and to suspend the peace officer certification of _____ for a period of three months from June 11, 2004 until September 11, 2004.

On October 29, 2003, Officer _____ misused the ACJIS system by running a license plate for personal reasons.

Conclusions of Law: The above conduct violates the following rules:

R13-4-109.A The board may deny suspend or revoke the certified status of a peace officer for:

8. Malfeasance, misfeasance, or nonfeasance in office; or

9. Any conduct or pattern of conduct that tends to disrupt, diminish or otherwise jeopardize public trust in law enforcement.

Additional statements of fact on this individual indicated that an individual was assigned to:

...handle the administrative investigation regarding the reckless display of the duty weapon and the misuse of ACJIS.

Interviews indicated:

He stated "some days I feel like this... At which point he drew his service weapon and pointed it at the side of his head near his temple area for 3 to 4 seconds, holstering, and then walked out of the building.

The report indicates that the individual was using the ACJIS system to run the license plate of the individual's daughter's boyfriend for personal use, which is a state violation for the use of this system.

* Respondent _____ became a certified peace officer on December 9, 2010.

On June 29, 2011 at around 7:30 p.m. _____ and _____ had an argument. The two were separated and living apart at times. They began a discussion that became heated and escalated into an argument. There was physical contact in the form of pushing

There was yelling and it upset their three children.

_____ and _____ were charged with disorderly conduct. _____ pled guilty on December 7, 2011. To criminal nuisance and was placed on one year unsupervised probation. _____ completed a 26-session anger management treatment program, paid a fine, and performed community service. _____ probation was terminated on July 19, 2012, nearly five months early...

The parties agree that the Board may impose a six month suspension of peace officer certification concurrent with _____ probation, beginning on December 7, 2011, and ending on June 6, 2012.

This individual was hired at CVMO in late 2012. This individual had only been a certified police officer for less than seven months before the above incident occurred. This person was then hired by CVMO in December 2012, just six months after completing criminal probation and anger management treatment.

Additionally, an employee who had a questionable performance history over the past several years has been placed in a position of authority or responsibility. This employee who has been with the Town for several years had received a number of performance reviews that indicated a needs improvement rating. A memo had been given to this individual prior to Marshal Gardner's employment with the Town indicating that he needed to either improve his performance or seek employment elsewhere. The individual was given a day off to consider his options and elected to stay with the department. According to some, this individual has not improved, yet he was placed in charge of the VIP program. According to Sergeant Butler, he did nothing to develop a training program while he was in charge of the program. He was also made a Field Training Officer by Marshal Gardner. This position is responsible for training new hires in how they are to perform their duties as a Camp Verde Deputy Marshal. He was then removed from that position and placed in the school system as a School Resource Officer. Most recently he has been removed from there and returned to Field Training Officer.

All of these assignments are critical to the success of the

	<p>department and they have all been given to an individual whose performance reviews all indicated that he needed to improve his abilities as a deputy.</p> <p>One of the individuals discussed above, whose certification had been suspended for a domestic violence situation, was given the prime assignment of acting as a School Resource Officer. This individual has close interaction with children daily after having a police certification suspension for becoming involved in domestic violence behavior and being required to attend anger management treatment as a part of the adjudication agreement.</p> <p>Finally, the other individual discussed above was suspended by AZ POST because of inappropriately utilizing a police data base for a personal reason and placing a loaded service weapon to the head in the squad room of the police department while allegedly joking around. This person was hired by Marshal Gardner and placed into a sergeant position.</p> <p>Here my concern lies with the actions of the Marshal. She has caused individuals with exceptional police records to leave the department while hiring individuals with tainted backgrounds.</p>
<p>Records Retention Practices at the Marshal's Office</p>	<p>During my requests for records several areas of concern were demonstrated over and over. I was given access to protected, records that had not been redacted by the Marshal and her staff. Additionally, numerous requests were delayed because the records could not be located or had been destroyed.</p> <p>At one point I requested the information that had been sent from the Town of Camp Verde Marshal's Office to AZ Post and was told that the Marshal's Office submits the files electronically and that they do not keep a record of what is sent. The Town is supposed to maintain an accurate record of business that is conducted and therefore if there is no mechanism for the Marshal's Office to retrieve data once it is submitted, a hard copy of the data submitted should be maintained in the employee's file. This did not occur. Additionally, information supporting the Marshal's request for a POST review was submitted and the Marshal was unable to confirm what, if anything was submitted. This could probably cause a litigation nightmare if the employees</p>

	<p>involved had followed through with legal action.</p> <p>In addition to personnel file issues, the Marshal's Department failed to follow department procedure in maintaining a numerical record of internal affair investigations. This created a delay in my requests for records and the entire database is suspect since it was created at one time. There is no method of confirming whether investigations are missing from the database due to the extreme delay in assigning the numbers to the incidents.</p> <p>Records have been destroyed by the Marshal or at her direction relating to an investigation that she caused to be conducted. Additionally there was never a report created or a number assigned to this particular investigation. The Marshal denies that this was an investigation, however when one brings officers into a room and interviews them relating to an incident I would argue that this was an investigation. This incident is an example of how the above referenced IA records may be tainted since this investigation was never issued a number or documented.</p> <p>These matters have been brought to the Town Manager in his capacity of Director of Human Resources and in each incident he made excuses for the lack of following proper procedures. In fact, it appears that he does not find it inappropriate that a file of documents relating to incidents involving department employees never made it to the employee files. In one incident an employee was given days off to write a plan of improvement or to determine whether or not he wished to seek employment elsewhere. The file in question also contained memos from employees relating to allegations of other employees. These memos were serious employee issues and the Marshal, when she became aware of the file should have taken steps to ensure that the documents were handled appropriately.</p>
VIP Program	<p>Citizens are allowed to participate in the Camp Verde Marshal's Office VIP Program without benefit of adequate training. I was informed by several individuals that citizens are being allowed to sign up for the program and are being allowed to participate in a variety of law enforcement activity without being properly trained. I was advised that these individuals were allowed to have access to sensitive police records, drive a marked and lighted VIP police vehicle, write parking citations, and even on occasion transport prisoners.</p>

The VIP Program is a program that allows for citizens to participate in the protection on their community. Citizens may enroll in the program and actively participate in law enforcement in a variety of methods. This type of program is encouraged in a significant number of communities throughout the state and if properly administered can provide a significant benefit to a community.

Upon receiving the above information I requested the opportunity to review a copy of the VIP manual and training materials. In fact, I made this request several times and each time I was told that no manual or VIP training existed.

This surprised and concerned me since I knew that CVMO had an active VIP program. I contacted the previous Town Marshal and was advised that not only had he previously created a manual, but that there had been an extensive forty hour training academy in place for those wishing to participate in the program. I acquired a copy of the old VIP manual and reviewed the responsibilities outlined therein.

I wondered if Marshal Gardner had misunderstood my request and again requested an opportunity to review the current documents relating to the VIP program. I was initially advised there were no documents and then I was contacted and advised that I could go to the Marshal's Office to review the records.

I have previously discussed my review of these documents and the information that was provided that had not been properly redacted. In addition, the training that had been received by VIP Moore was obviously extensive and well done. The more recent VIPs had received no formal training. This situation creates a high level of liability to both the VIP and the Town. These individuals are being given access to sensitive information with little to no training. They are being asked to transport prisoners, something that police officers have extensive training in, with no proper training.

I agree that this program can have a beneficial impact on the work load at the Marshal's office and do not suggest that it should be discontinued. I do however believe that the Risk Retention Pool would be very interested in the fact that we are using untrained individuals to conduct these sensitive and dangerous tasks.

<p>Union Activity</p>	<p>The Town of Camp Verde Town Council passed a resolution allowing the formation of a bargaining unit within the Camp Verde Marshal's Office. There are certain requirements that must be met in order for this organization to continue functioning as a viable unit. It appears that at this time there is no active resolution in place because the union has not complied with required actions. Be that as it may, concerted activity is protected by the National Labor Relations Board and the Town has continued to collect union dues from active union members, thereby acknowledging their rights as union members.</p> <p>During a meeting with the Marshal, she indicated to me that she has encouraged the union to get up and running so she could use this as a bargaining chip with the Town Council for raises and other things. This is inappropriate for a member of management to encourage or discourage union activity. It may even be a violation under NLRB standards.</p> <p>The Union has, it is my understanding, experienced significant difficulties in working with the Manager to prepare and present a document to the Town Council to comply with the resolution requirements. On one occasions, the union representatives indicated that they wished to include the right to take a vote of no confidence in their list of bargaining objectives. This request did not mean that the action was going to take place, but was simply a desire by union members to ask that the Council consider allowing this as one of their approved activities. The Manager advised that he did not wish to allow this in the document. This is interfering with concerted activity and goes above his authority as outlined in the resolution.</p> <p>Additionally, whenever the union representatives met with the Manager to discuss the items they wished to present to the Town Council, the Manager had the Town Marshal and/or the Commander attend the meetings. This presented an adversarial environment for the union representative and was inappropriate. The Marshal and the Commander, as department heads should not have been allowed to be present during these meetings.</p> <p>The resolution is very specific on who is allowed to be a member of the union. Darby Martin, administrative assistant, attempted to join the union and was advised that she was not eligible. The Manager and Marshal Gardner attempted to</p>
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	<p>lobby the union in an effort to have the rule changed to benefit one individual. This again was an improper use of their authority as it relates to collective bargaining. I am certain that the National Labor Relations Board would be very interested in these efforts to thwart concerted activity. The resolution that currently exists is very specific about what each entity in the bargaining agreement is responsible for and how it is to be carried out. It would appear that the Manager and the Town Marshal may have overstepped their authority relating to their actions where union activity is concerned.</p>
<p>Outside Attorney</p>	<p>The Marshal's Office utilizes an outside attorney. This attorney is under contract to provide training of department personnel and to give guidance relating to police matters.</p> <p>The Marshal has utilized this attorney on more than one occasion for matters that are outside the scope of the contracted police matters. In fact, by her own admission, she sought his opinion relating to the release of public records to me on more than one occasion. Questions relating to matters of public records requests or other town business should be directed to the appropriate member of the Town's government and then to the Town Attorney. The Town Clerk is the keeper of town records and has extensive knowledge relating to the release of public records. In the event of a disagreement, her direct supervisor is the Town Manager. If they are unable to answer questions relating to this matter it should go through the Town Attorney. He is the individual who will have to defend litigation should it occur and should therefore be the party to whom the Town employees seek legal counsel. To seek advice from an alternative source creates a potential for bad advice since the individual being asked does not have access to all information relating to Town policies.</p> <p>The Town Code is very specific about the Town Attorney's responsibilities and to the responsibilities of contract attorneys (see attached Town Code). The Marshal frequently utilizing this attorney group without any audit conducted by the Town Attorney or the Marshal's direct supervisor. As the Chief Legal Counsel for the Town of Camp Verde, the Town Attorney should be apprised of all legal advice sought and/or given through contracted attorneys per the Town Code.</p>

Marshal's Policy Manual
and Internal Directives

Any changes to policy manuals are required to go through the Town Council prior to being implemented. This allows for review to ensure that the policies are not violating any state or federal laws and to verify there is no conflict with existing policies. This also ensures that policies are conforming with the direction that town government wished to go.

The Camp Verde Marshal's Office manual has been changed numerous times over the last couple of years without any approval from the Camp Verde Town Council. Some of the policies contained in the manual are in conflict with the Town of Camp Verde policy manual and therefore create confusion among Town employees. I brought this to Marshal Gardner on one occasion and her response was that it wasn't a problem because the Town's Personnel Manual took precedence. This is a concern to me that the Marshal doesn't understand that it is a problem when employees are confused on what the rules are.

Additionally, when changes occur, they are placed on the web version, but employees do not receive a copy of the policy changes. There is also no record maintained relating to old versus new and when a policy was implemented. This has been brought to the attention of the Town Manager several months ago, but to date no resolution has occurred.

Additionally, the department experiences frequent directives on procedural changes via e-mail. This makes it difficult for employees to know from day to day how they are to perform certain tasks. Do they follow the Town policy manual, the Marshal's Manual, or the most recent e-mail directive.

Change is inevitable and must occur to move forward. However, in order to manage it appropriately, individuals involved must be notified sufficiently in advance to adapt to the change and to be aware that it is coming. It also should not occur frequently as this creates confusion and frustration.

It is the department head's responsibility to write good policy and get it approved by the Town Manager. The Town Manager should ensure that the proposed policy is not in conflict with any existing policy or federal, state, or local laws. It does not appear that this is occurring. Additionally, the Town Council has indicated that they wish to approve any policy changes. This has not occurred and should

litigation occur relating to one of these policies, the Town would stand to lose because it had failed to follow its own policy relating to departmental policy change procedures.

Employees want to do a good job, but it is difficult when conflicting messages and barriers are put in place. A confused employee is a frustrated employee and their work performance suffers when this occurs.

Summary

There have been many concerns relayed to me over the last year relating to conditions at the Camp Verde Marshal's Office. I have made several attempts to get the Town Manager involved in resolving these issues, either personally or through a neutral party. He has resisted, and unfortunately his relationship with the Marshal has created an environment of distrust with both current and past employees.

There is a significant lack of importance placed on human resource issues and at one time the Town Manager told me that he felt a high school student could perform the tasks that are necessary as a human resource professional. Unfortunately, this attitude is probably one of the reasons why the Town is in the current situation.

The following section of this report contain documents that will provide reference material and verification of the statements made in this report. I would be happy to provide additional information to any council member or investigator, should you wish to discuss the matter with me. I do, however, stand on the earlier statements that I will not release the names of any current employees with whom I have spoken. I take this stand at the request of these current employees that they may avoid any retaliation for their part in providing information relating to this report.

I also feel confident, that if there were an unbiased, neutral investigation, where each employee was spoken to by a third party in a confidential manner and assured protection from retaliation, the employees would be willing to share the information they have. This would allow the Council to feel confident that the information received was first-hand information, while allowing the employees the security of anonymity and/or retaliation.

It is my sincere hope that this report provides the Town Council and Investigator with a clear understanding of why I was reviewing public documents and the information I acquired during these reviews. Many times it was necessary to review multiple documents to verify information provided in order to avoid confusion and false information being returned to the Town's governing body and management team.

More importantly, it is my sincere desire that the Town Council ensures that the concerns of these employees are heard and addressed in a fair and unbiased manner. I have heard repeatedly of unfair treatment and employees who were subjected to an uncomfortable working environment and incidents of retaliation. The Town has been fortunate to avoid expensive litigation, and if these situations continue to go unaddressed, the Town is at risk of expensive litigation and negative publicity.

Part III: Supporting Documentation

July 30, 2014

To: Russ Martin, Town Manager

Re: Employee Complaint and Town Council Concerns

Cheri Wischmeyer and certain members of the Town Council have submitted numerous public records requests, both verbally and written through the Town Clerk's office. These requests include targeted employee's pay, performance, disciplinary, background, polygraph, and job qualifications.

I am sure as a council you will see these requests as we do, as blatant harassment and employee hounding. The targeted employees in these requests and of the Camp Verde Marshal's Office see these requests as threatening and the cause of a hostile work environment. At this point some employees are questioning their job security and others are in constant fear of becoming the next target. Not to mention, some of the requests, provided information, and activities are in violation of Town Code, Town Record Management Policies, and Town Council Policies, Rules, and Procedure.

These unnecessary and unjustified requests have cost the town and the citizens of Camp Verde countless hours of employee time and have distracted them from their normal job duties. Numerous employees in various departments have researched, copied, and scanned thousands of documents to fulfill the requests of one individual. To make matters worse, the town had no chance of recouping any of these expenses due to the fact, not a dime was charged for any of the public records requests.

Complaint #1

By providing Wischmeyer with countless free town records, the purpose stated in the Town of Camp Verde Records Management Policy is being disregarded. Ref section 7 (A) to "maximize cost recovery, and ensure the appropriate distribution of monies received in connection with providing public records".

Furthermore Wischmeyer, to avoid record request fees, has been given the right to bring in her own scanner/copier to make personal copies of town records.

Complaint #2

Numerous employee documents and employee file content have been requested by Councilor Jackie Baker and Carol German. Some of these records have been released without being provided to the rest of the council and without the knowledge of the Town Manager. This action

is a direct violation of Town Council Policies, Rules, and Procedure section 15.5 (B) *Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.*

Two specific employee's pre-employment backgrounds were requested by Council member Carol German and were requested with the intention to be given to an ex-employee of the Marshal's Office.

Complaint # 3

Employee files have also been released to Cheri Wischmeyer against the provisions in the Town of Camp Verde Records Management Policy section 7 "Records Request for Personnel Files and Evaluation" *The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee.*

Complaint # 4

Town Council members have been able to verbally request personnel file information from the town clerk, with no documentation of what was requested or what was provide. These acts are in contrary to Town of Camp Verde Records Management Policy section (B) *The Town of Camp Verde, as a public body, and its officers are responsible for maintaining records reasonably necessary or appropriate to preserve an accurate record of their activities.*

This type of activity also violates the Town Council Policies, Rules, and Procedure section 15.5 (B) *Questions of Town staff and/or requests for additional background information should be directed through the Town Manager, Town Clerk or Department Heads, or the Department Head's designee. The Town Manager should be copied on any request.* Most importantly, this activities violate Town Code section 3-2-2 (B) 1. Records. *The clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the Town or that the Council directs. The clerk shall number, plainly label, and file separately in a suitable manner all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.*

These undocumented and non-traceable requests give the appearance of council's attempt to become involved or circumvent the Town Manager in personnel matters, or the plotting of the demise of certain employees.

Complaint # 5

Recently, in a regular Town Council meeting, Councilor Garman falsely accused the Town Marshal (employee of the town) of violating town code and wanted her criminally cited and disciplined. This is again a violation of Town Council Policies, Rules, and Procedure 15.5 (D) *Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.*

Complaint # 6

Recently, in a civil court hearing a local known felon testified under oath that "Vice Mayor" Baker assisted him in verifying information on the activities of an employee and provided him with guidance in his effort to discredit this potential ex-employee of the Marshal's Office. The known felon (Michael Dunegan) also testified that he was communicating with the Vice Mayor through her personal cell phone.

Complaint # 7

Conflict of interest and nepotism between the Vice Mayor and Town Clerk. It is known that the Town Clerk and the Vice Mayor are mother and daughter. This relationship constitutes numerous Town Code violations.

Per Town Code Section 3-2-1.1 (A) *For a temporary absence or disability of the Town Manager, the Town Marshal will serve as Acting Town Manager. If the Town Marshal is not available, the Town Clerk will serve as Acting Manager. (The acting Manager is under the direct supervision of the Council)*

Per Town Code Section 3-2-1.1 (B) *For a vacancy in the position, the Acting Town Manager shall be appointed by resolution of the Council*

Town Code Section 3-2-1 (C) *Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council.*

Town Code Section 3-2-1 (B) 6 & 8

6. Election Official. *The clerk shall be the Town election official and perform those duties required by state statute and as directed by the Council. (the town clerk is a direct subordinate of the council)*

8. Administrative Duties. *The clerk shall perform those administrative responsibilities and duties that are conferred upon the clerk by the Council*

Based on the above alleged violations, we, the employees, perceive these acts to be an attempt to discredit and undermine the town and its employees.

We beg of you as council members, to cease and prohibit the release of pending request for employee information, until an official investigation can be completed in reference to the listed allegations.

Through this complaint, we are also requesting a written response of the findings.

Respectfully submitted,

Martin Martin
J. Zwart J. Zwart
Steve Butler Steve Butler
S. GANKS S. GANKS
DB GRIFFIN DB Griffin
O. FERRELL O. FERRELL
Neil LAOW, NC Neil LAOW, NC
David Freeman David Freeman
Donald Caldwell Donald Caldwell
Eric M. Scott Eric M. Scott
Laura M. Stone Laura M. Stone

RYINTEROFFICE MEMORANDUM

TO: RUSS MARTIN, TOWN MANAGER
FROM: DEBBIE BAREBE, TOWN CLERK
SUBJECT: RESPONSE TO COMPLAINT
DATE: AUGUST 14, 2014
CC: BILL SIMS, TOWN ATTORNEY

Russ,

I am responding to the complaint because the majority of the complaints are specifically directed to the performance of the Clerk's Office. In reference to the complaint dated July 30, 2014 filed by CVMAO employees Darby Martin, Jennifer Zwaik, Steve Butler, Steve Ganis, Bruce Girnt, Oscar Berrelez, Neal Lanning, David Freeman, Donald Caldwell, Julie Scott, and Lana Stine, I have the following responses:

Complaint #1

"By providing Wischmeyer with countless free town records, the purpose stated in the Town of Camp Verde Records Management policy is disregarded. Ref: Section 7(1) to maximize cost recovery and ensure the appropriate distribution of monies received in connection with providing public records."

Response:

This allegation is false. Resolution 2013-895 that sets the fees for FY13-14 does not set fees for electronic copies. As I have explained on numerous occasions both to staff and to Council, it is much more cost effective to scan a record, store it, and transmit the record digitally than it is to create a paper record that must be stored in a filing cabinet. Digital copies take less staff time, saves an enormous amount on our paper and copier costs, allows us to have quick access to the record for future requests, and allows us to manage destruction schedules accurately without requiring additional floor space. Clerk's Office staff encourage all persons requesting public information to accept it electronically, noting that there are no fees attached.

By this point in time, all departments should have their records stored and indexed electronically to maximize cost savings to the Town and to provide immediate access to public documents.

Complaint #2

"Numerous employee documents and employee file content have been requested by Councilor Ja(c)kie Baker and Carol German. Some of these records have been released without being provided to the rest of the council and without the knowledge of the Town Manager. This action is a direct violation of Town Council Policies, Rules, and Procedure section 15.5(B) Materials supplied to a Council Member in response to a request will be made available to all member of the Council so that all have equal access to information.

"Two specific employees pre-employment backgrounds were requested by Council member Carol German and were requested with the intention to be given to an ex-employee of the Marshal's Office."

Response:

The portion of the complaint relating to material not being distributed to all Council members is correct. Staff informed me that this policy had not been followed because certain Council members had advised that they did not want to be copied on all information. Several Council members have asked me on more than one occasion why they were getting information. We discussed this at length in two retreats and it was evident during the discussion that the majority of Council no longer wanted everything that other Council members got. Based on these facts, I do not feel that any sort of disciplinary action for my staff is required. However, they have been instructed to follow written policy from this point forward. This includes ALL written policies. We will no longer take verbal instruction to deviate from any Council policy.

As for the second part of this complaint, Councilor German has never requested 'pre-employment backgrounds', but rather, requested background checks. According to our records, you advised the Deputy Clerk that this request had been withdrawn. The information that she requested was not provided to her through our office. I cannot speak to Councilor German's intent.

Vice Mayor Baker has never requested information on a specific employee, so this statement in the complaint is untrue.

Complaint #3

"Employee files have also been released to Cheri Wischneyer against the provisions in the Town of Camp Verde Records Management Policy section 7 "Records Request for Personnel Files and Evaluation" The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee."

Response:

As I have explained to Marshal Gardner, state law trumps the Town's written policies. Many laws have changed since Council approved the Records Management Manual. This Manual and others need to be updated. In the meantime, we are required to follow state statutes. The Town Attorney has affirmed this requirement as well. Failing to follow state statutes could have serious repercussions and subject the Town to liability.

Complaint #4

"Town Council members have been able to verbally request personnel file information from the town clerk, with no documentation of what was requested or what was provide [sic]. These acts are in contrary to Town of Verde Records Management Policy section (B) The Town of Camp Verde, as a public body, and its officers are responsible for maintain records reasonable necessary or appropriate to preserve an accurate record of their activities.

This type of activity also violates the Town Council Policies, Rules, and Procedure section 15.5 (B) Questions of Town staff and/or requests for additional background information should be directed through the Town Manager, Town Clerk or Department Heads, or the Department Head's designee. The Town Manager should be copied on any request. Most importantly, this activities violate Town Code section 3-2-2(B) 1. Records The Clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the Town or that the Council directs. The clerk shall number, plainly label, and file separately in a suitable manner all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.

These undocumented and non-traceable requests give the appearance of council's attempt to become involved or circumvent the Town Manager in personnel matters, or the plotting of the demise of certain employees."

Response:

When elected as a public official, the Public Officer does not give up his or her rights as an American citizen. Every citizen has a right to access public information. Our policies allow department heads to determine if a written request is necessary. In our department, where we serve as liaisons between the public and their governing bodies, it is our policy to be as open, transparent, and accommodating as possible in order to foster trust in the government. Based on this philosophy that has been in place since I began as Deputy Clerk in 1996 and that has been applied equally to all, I have determined that verbal requests are sufficient, except in cases where a substantial amount of information is requested. This written requirement does not apply to staff or Council members. Moreover, in my nearly 25 years of employment with the Town, we have NEVER required a Council member to make a written request for anything because they are the policy makers.

Council policies were not violated, as the requests came through the Town Clerk. Further, the Town Code Section 3-2-2.B.3 states: "Public Inspection of Records. The clerk shall keep convenient for public inspection all public reports and public documents under the control of the clerk, as provided by state statute."

There are no written policies or state statutes that require the Clerk's Office to create a record each time a person requests information, whether it comes from a citizen, a staff member, or a Council member. If there were such a requirement, we would not have sufficient staffing or filing space. I have also explained this to Marshal Gardner in detail and had the Town Attorney weigh in. Therefore, there are no undocumented records as stated above.

It is evident that the complainants are misinterpreting the word "Council" in this context, believing that Council refers to an individual member, as opposed to the correct definition of the Council as a whole governing body. Records of the Council are kept and indexed in accordance with the Town Code, policies, and statutes.

There was an underline emphasis under the word 'orders'. I would like to make it absolutely clear that at no time has any Council member ever given us an order. An order would not be a record unless it was given in a duly convened meeting at the governing body.

I would like to point out at this time that though you might not have received copies, both Virginia and I have verbally informed you of most, if not all of the requests. From this point on, you will receive copies of every request that Council members make.

Complaint #5

"Recently, in a regular Town Council meeting, Councilor German falsely accused the Town Marshal (employee of the town) of violating town code and wanted her criminally cited and disciplined. This is again a violation of Town Council Policies, Rules, and Procedure 15.5 (d) Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation."

Response:

Though this complaint is directed at Councilor German, I feel the need to clarify that the record reflects that Councilor German clearly stated in her discussion that she was not talking about Marshal Gardner's performance and that she was quite pleased with what she had accomplished in a short time. German explained that she was unhappy that Gardner chose to move outside the Town limits without a Council waiver. The video and minutes are available online.

This is not a false accusation, as her decision to live outside the Town limits without Council approval was a violation of Town Code Section 3-2-4.

Complaint #6

"Recently, in a civil court hearing a local known felon testified under oath that "Vice Mayor" Baker assisted him in verifying information on the activities of an employee and provided him with guidance in his effort to discredit this potential ex-employee of the Marshal's Office. The known felon (Michael Dunegan) also testified that he was communicating with the Vice Mayor through her personal cell phone."

Response:

After hearing this same information from Darby Martin on that fateful day that all this information came to light and that I relayed to you, I listened to the entire recording of the court proceedings. Every statement in Complaint #6 is a blatant lie.

Complaint #7

Conflict of Interest and nepotism between the Vice Mayor [sic] and Town Clerk. It is known that the Town Clerk and Vice Mayor are mother and daughter. This relationship constitutes numerous Town Code Violations. The complainants cite Town Code, Sections 3-2-1.I (A) Acting Town Manager; 3-2-1.I(B) Acting Town Manager appointment; 3-2-1(C) Town Manager Eligibility; 3-2-1(?) 6 & 8 Election Official and Administrative Duties.

Response:

This complaint appears to be one of complete disrespect and disregard of both my position as an officer of the Town and that of the office held by my mother. These allegations are not only false, but also harmful to my career. I have been an employee of the Town for almost 23 years. My mother has been a Council member for 14 years. Do the complainants not consider that if there were something untoward going on, it would have been settled long before now? I have a friend in Gilda Beard who is the Clerk and her husband is the Vice Mayor. It is not illegal to have a relative on the Council, nor does it rise to the level of a charge of nepotism.

I am not a direct report to, or subordinate of the Council.

The Acting Town Manager has limited authority and is appointed by Council Resolution when there is no Manager. I have never been "appointed" as Acting Town Manager, but if I were and I received additional compensation, my mother would not be allowed to vote. Remember, she is but one of seven members and because of our relationship, she would not be permitted to vote on anything that directly related to me alone.

The Acting Town Manager and the Town Manager are two different positions with differing authorities.

The references to "as directed by Council and conferred upon the Clerk" are references to State Statutes wherein the Clerk takes on the duties that are performed by the Secretary of State. This in no way implies that the Clerk is a subordinate of the Council.

It is clear that the complainants do not understand the charge of nepotism. For example, my mother is allowed to vote on the budget because it does not apply solely to me. Yet, she voted against the budget that included a raise for me. Therefore, I do not understand how serving in our respective positions with all the safeguards put in place by ARS could possibly be construed as nepotism or a conflict of interest. Her vote on the budget was not a benefit to me, financial or otherwise.

Finally, the complainants have requested that Council prohibit the release of pending requests for employee information until an official investigation can be completed in reference to these allegations. Please note that Council lacks the statutory authority to prohibit the release of public information in a prompt manner. (ARS §39-121.01.D.1 & F)

In closing, I noticed that though the complaint letter was addressed to you, they plead for Council intervention for relief from these perceived wrong doings. Thus, I would really appreciate it if you would send this response to all of Council so that they might consider both sides of the story.

Thank you.

Debbie Barber

From: Russ Martin <Russ.Martin@campverde.az.gov>

To: Cheri Wischmeyer <mycvtc@aol.com>

Cc: Debbie Barber <Debbie.Barber@campverde.az.gov>; Virginia Jones <Virginia.Jones@campverde.az.gov>;
Nancy Gardner <Nancy.Gardner@campverde.az.gov>; Cailin Lizotte <Cailin.Lizotte@campverde.az.gov>

Subject: Re: Records Requests

Date: Tue, Feb 18, 2014 6:12 pm

As I stated in the previous email I will try to get that Todd email out of IT. As for the following you have requested. Those documents are at CVMO and can be reviewed and copied or scanned there if you can set up a time with Cailin tomorrow. 554-8300.

POST records are available from POST I am sorry they are not in their file as you believe they should be but we don't have those records.

As for the new requests staff will work to have those available as well with your appointment.

The IT bill request is similar to the request Councilor German made last week and I will do my best to answer any questions you may have there as well.

I apologize I was off Friday thru Monday.

Russ Martin

Sent from my Verizon Wireless 4G LTE DROID

Debbie Barber

From: Bill Sims <wjsims@sismurray.com>
Sent: Tuesday, February 25, 2014 6:11 AM
To: Debbie Barber

Here is an extract from an AG Opinion:

Arizona's public records law allows a public body to impose copying fees in response to public records requests for noncommercial purposes. Under that law, a public body can impose copying fees to offset copying costs only when a requesting party asks the public body to furnish copies of records. A public body should not impose copying fees on a party making a public records request when the requesting party asks only to inspect records or uses a personal device to make his or her own copies.

William J. Sims III
Sims Murray, Ltd.
2020 N. Central Avenue, Suite 670
Phoenix AZ 85004
Direct: 602-772-5501
Fax: 602-772-5509
Cell: 602-524-0575
Legal Assistant: 602-772-5502
wjsims@sismurray.com

All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. § 39-121 et seq.). Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. The content of this message may contain the private views and opinions of the sender and does not constitute a formal view and/or opinion of the Town unless specifically stated. The contents of this email and any attachments may contain confidential and/or proprietary information, and is intended only for the person(s) to whom it was originally addressed. Any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error please notify the sender immediately by return e-mail and delete this message and any attachments from your system.

Furthermore, to ensure compliance with the Open Meeting Law, Council or Board / Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde, Council Meetings or Board / Commission / Committee meetings may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email.

Debbie Barber

From: Cailin Lizotte
Sent: Wednesday, February 19, 2014 5:04 PM
To: myotc@aol.com
Cc: Russ Martin; Nancy Gardner; Debbie Barber; Darby Martin
Subject: Public Records Request

Good Afternoon Cheri—

In an attempt to gather the requested information several of us have worked on this throughout the day for you to review tomorrow.

- There are several folders and file cabinets with old manuals as well as training and other documentation pertaining to VIFs for you to review. Sgt. Butler was able to retrieve this information and it is in his office where you can look at it first thing when you arrive.
- The IAFs are available for you to review
- The anonymous letters are available for you to review (no envelopes exist)
- The stack of papers and memos are available for your review
- The AZ POST forms you requested do not exist in the personnel folders therefore are not available. The custodian of records who retains these forms is AZ POST, based on the fact that it is an electronic process.

There will be a room for you to review the requested documents (with a CVMO representative observing).

This afternoon at approximately 3:15 p.m. Town Attorney Bill Sims was consulted and it was determined that no scanners or copy machines are permitted to be brought to the facility per ARS39-121.03 D3. In addition you will be required to sign our records request form (your email request will be attached to the form).

In an attempt to stay fair and consistent with what we do with all citizens, employees, and victims of certain crimes, we will need to charge \$.25 per page (we can 2 side copy).

Debbie Barber was also consulted and understands that the Marshal's Office operates under different requirements for public records release. We do not scan/email records requests to anyone other than Government entities.

Should you have any questions please feel free to contact Marshal Gardner or Russ Martin.

Cailin Lizotte
Records Specialist

Camp Verde Marshal's Office
645 S. 1st Street
Camp Verde AZ 86322
Phone 928-554-8343
Fax 928-567-6238

Written complaint against Marshal Nancy Gardner

RECEIVED
MAR 03 2014
BY:

Complainant: Roccus Owsley, Currently a Deputy Marshal with the Camp Verde Marshal's Office.
Previously a Patrol Supervisor (20 plus Years) with the Camp Verde Marshal's Office.

Date: February 16th 2014

Preface:

Nancy Gardner was appointed to the position of Town Marshal in February of 2012. Since her appointment several incidents of mismanagement or possible malfeasance of office have occurred. The resulting effect has been the loss of 40 % of the Marshal's Office personnel. The demoralization of the remaining personnel.

Marshal Gardner has created an atmosphere of fear and intimidation. Which has affected the overall work product of the office. In some instances it could be said that she has created a hostile work environment for many of the employees.

Complaint #1 Internal administrative investigation reference, Deputy Travis Todd and Sgt. Brian Andrews.

Per available documents Marshal Gardner requested that the Department of Public Safety conduct an investigation on 04-10-12. There is no record of the initiation of an internal investigation or official complaint by either a citizen or concerned departmental employee. There is no indication as to how this reported conduct came to the Marshal Gardner's knowledge, ~~since~~ most of what is alleged occurred prior to her appointment as Marshal. As of this date no complaint has been received or a case file containing all documentation received. Violation of CVMO Policy 5.01 D2.

Allegations against Deputy Todd.

Allegation #1 Policy 1.05.C.17, Criminal associates. The alleged criminal associate (Michael Dunegan) is in fact a convicted felon. At the age of 17 he was convicted of a criminal traffic violation ARS 26-622.01 Unlawful Flight.

The explanation for this allegation is a simple statement by Marshal Gardner, "You associate with Michael Dunegan on a regular basis on your time off, Mr. Dunegan is a convicted felon."

There is no stated evidence or listed dates and times or incidents referred to, that substantiates this ambiguous and simplistic allegation and statement. Quite simply, how did Marshal Gardner come to the conclusion that Deputy Todd associated with Michael Dunegan while off duty.

Allegation #2, Policy 1.03.D.1 Prohibited Conduct

This allegation relates to a criminal investigation conducted by Deputy Todd at the direction of his supervisor Sgt. Dortt. If the allegation is understood correctly it is alleged that Deputy Todd falsified his supplemental report, when he told a suspect that he observed him, when in fact he stated in the original report that he was unable to observe the suspect.

Taking into account that Deputy Todd was conducting an interview/interrogation of the suspect, and he was attempting to get the suspect to admit to the offense. The courts have regularly ruled that Law Enforcement were allowed to use trickery and deceit in the interview/interrogation of a suspect.

This tactic has been and continues to be used by every Law Enforcement officer in the United States.

Allegation #3 Policy 4.16.C.2 Informants. No member of this agency shall knowingly maintain a social relationship with CI's while off duty, or otherwise become personally involved. Members of the agency shall not solicit, accept gratuities or engage in any private business transaction with a CI.

The noted points of this allegation; are again very unambiguous and lack factual basis. Deputy Todd is accused of having a Facebook relationship with known felons, and having used other deputies to violate the civil rights of citizens.

As in allegation #1 there is no referenced evidence to prove this allegation points. These points are stated in the manner of a personal opinion, not factual in nature.

Allegation #4 Policy 5.09.A1 Citizen observer program. Permission will be refused to persons with extensive police records, criminal reputations, or unacceptable appearance, or to anyone else if in the opinion of the Town Marshal or his designee, it would be detrimental to the employee or the department.

Allegation point. "You have allowed Mr. Dunegan to participate in the citizen observer program. Mr. Dunegan is a convicted felon"

The incident referred to in this allegation not only occurred in 2011, during Marshal Dave Smith's administration, but it had already been investigated by Lt. Huff. Just for information purposes, Deputy Todd was found un-responsible due to him seeking and obtaining permission from his supervisor prior to the citizen ride along.

Complaint #2

This internal administrative investigation was conducted by DPS, but to this date Deputy Todd has not received the complete investigative report. His written request was presented to the Marshal's Office on 02-13-13.

Failure to provide the complete copy of the investigative file is a violation of Arizona Revised Statutes 38-1101.E1 (Within three business days after receipt of a written request from the officer, for a copy of the investigative file. The employer shall provide a complete copy of the Investigative file as well as Names, Addresses, Phone numbers of all witnesses interviewed).

As of this date 02-18-14 Travis Todd has not received the complete copy of the investigative report.

Complaint #3

On 05-31-12 Travis Todd submitted his resignation of employment from the Town of Camp Verde/ Marshal's Office. On 05-05-12 Marshal Gardner completed a Town of Camp Verde personnel action form indicating his employment was voluntary termination.

Per, AZ POST compliance Specialist: Gary Maschner's report dated December 19th 2012.

On June 21st 2012 a termination report (known as an A1 POST report form), was received by AZ POST from the Camp Verde Marshal's Office which was marked for cause.

Note: AZ POST R13-4-108.A2, A report of the termination of a peace officer .

The report shall be submitted to the board within 15 days of the termination and include:

- A. The nature of the termination and effective date;
- B. A detailed description of, any termination for cause; and
- C. A detailed description of, and supporting documentation for, any cause existing for suspension or revocation of certified status.

An AZ POST A1, listing termination for cause, would require AZ Post to conduct an investigation to determine if the termination for cause would result in action against the peace officer's certification. Which just such an investigation was conducted by Compliance Specialist Gary Maschner.

In forwarding the AZ Post A1 to AZ POST with a termination for cause, this was not just a falsification of a public document, but also a vindictive and malicious act.

Complaint #4

On May 1st 2012 Marshal Gardner issued Lt. Earl Huff a written departmental memo, informing him that effective May 12th 2012 he would be demoted to a patrol deputy.

Marshal Gardner listed two points for this disciplinary action along with several references.

The disciplinary action it's self in in violation of Town Personnel Policy section 5-5-A1 0 (In general, the concept of progressive discipline means that a series of increasingly sever disciplinary actions will be administered to correct employee behavior or performance.

There had been no documented previous, oral warning or counseling, written reprimands, Suspension with pay, or Suspension without pay.

Marshal Gardner also violated the Camp Verde Marshal's Office Disciplinary/Corrective action policy 5.02.K of the Policy and procedures . Which states that discipline will normally be progressive in nature.

Marshal Garner also violated Arizona Revised Statute 38-1104.A (A Law Enforcement officer shall not be subject to disciplinary action, except for cause.

The demotion of a officer of rank not just to his previously held position, but to a level below his previously held position, not only violated all precepts of modern personnel management doctrine. But would normally only be applied in a category 1 Complaint/Violation.

Per Department Policy 5.01A (Category 1 complaints include, but are not limited to Excessive Force, False Arrest, Civil Rights Violations or Criminal Conduct, or Major Infractions of Department Policy.

None of the points or references enumerated in Marshal Gardner's re-assignment/demotion memo to Lt. Huff even comes close to a category 1 violation/complaint.

Complaint #5

At the time that Lt. Huff was served with the demotion/re-assignment memo by Marshal Gardner she instructed him that he was required to complete a memorandum to all Camp Verde Marshal's Office personnel. Indicating that this re-assignment/demotion was his personal decision. See attached memo dated May 2nd 2012.

Marshal Gardner then referred to Lt. Huff's demotion as a self-demotion at his request. This omission of the facts and her actions. Constitutes dishonesty to Department personnel and the Town Council, along with the town at large.

Lt. Huff was not only deprived of his due process rights as a town of Camp Verde employee, his forced demotion without cause. Was a demoralizing act that has caused departmental personnel to become apprehensive and concerned about their own positions.

Complaint #6

At the time of the 2012-2013 budget Marshal Gardner presented a request to obtain a legal adviser for her and the department. Marshal Gardner stated that there were no current legal services available to her and the department.

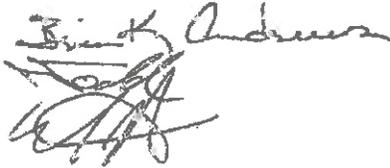
In her presentation she neglected or knowingly omitted the fact that the Yavapai County Attorney's Office is and has always been available 24 hours a day. There is always an on call County Attorney on nights and weekends, for advised or to respond to a crime scene to assist.

It was reported that the services requested by Marshal Gardner was to be a line item on the Marshal's Office budget of \$15'000.00 per year.

Marshal Gardner was dishonest in her presentation and request which resulted in the Town of Camp Verde incurring an expense for services, which was already available for free.

In conclusion: This complaint is the product of information brought to me by others who wished to have these issues brought to light and dealt with in the appropriate manner.


Roscoe Owsley





**Camp Verde Marshal's Office
Memorandum**

To: Human Resources
From: Earl J. Huff
Date: May 12, 2012
Re: Request for Formal Review
CC:

Under Chapter 5 section 6 of the Town of Camp Verde Employee Manual, I hereby request a formal review as a result of the action taken against me as an employee of the Town of Camp Verde.

On April 30th, 2012, I was served notice that I was being involuntarily demoted from my position as a Lieutenant to a Deputy.

My basis for appeal is the following:

- Upon service of the demotion I was not given 14 days' notice as afforded in Chapter 3 section 1
- Upon service of the demotion I was not given a date and time for a pre-action meeting as afforded in Chapter 5 section 5
- Only two of the reasons listed on the demotion memo had been discussed with me prior to the service of demotion
- I have, prior to this memo, received no discipline in over 15 years of service
- My performance evaluations over the past 7 years have been satisfactory rated or above

In response to allegations listed on the demotion memo (in order as listed):

- Employees were held to policy standards- over the past seven years as a Lieutenant I took direction from the Town Marshal on numerous citizen complaints and internally generated complaints. Every complaint was investigated and if warranted, discipline administered.
- I am confused by the meaning of this statement. Small decisions were given to others as I believe in teaching others and not always being the person to render the decision. If decisions are justified properly they are supported. I believe in supervisors thinking for themselves rather than being robots.

- Spillway issues began to surface in the fall of 2011. Robin Armo and IT began working on the issues and I was kept up to date constantly by Robin. There were several meetings attended trying to determine the problem in which IT was the lead. During these meetings I offered input as issues were presented. Around January 2012, the Town Manager informed me to use "whatever it takes" to get the problem fixed. This was relayed to Robin and around this time is when we began to discover where the problem existed. To indicate I did not provide guidance is un true. I will admit that I have limited knowledge on its functionality and I expressed that in several meetings.
- A procedure has always been in place when ACO or the charter volunteer is off. ACO has always known that if they take vacation they need to coordinate with the volunteer to feed and water or the other ACO. On numerous occasions camp fire or overfira has been given to the other ACO because of vacations or illness. If no one else is available, the on duty supervisor or deputy would handle these duties.
- Since being promoted as Lieutenant our department has been experienced several employee cutbacks. Such as the elimination of the community resource officer and admin assistant. Someone had to pick up these duties. We tried to manage what we had with the employees we had. Everything was delegated to appropriate people the Marshal felt that could be managed.
- I take great offense to this charge. Prior to my promotion as a lieutenant our department had no one that employees could vent to, talk to in confidence, or share ideas without being ridiculed. I made it a personal goal that this would not happen further. Since that time, most employees feel great confidence in coming to me with personal problems or internal problems and just needing advice. I have given money out of my pocket to employees who could not afford a bill that pay day or medication. I have provided support and related employees to the proper help for personal problems. This charge is completely unwarranted.
- I will fully admit that I have not adjusted my shift. Marshal Gardner expressed her wishes for me to do this and in our conversations I felt that we had agreed once we had finished our department budget, I would start working different shifts. I had every intention of fulfilling this request once the budget was in a position that my attention to it, was not longer needed.
- I believe there was a miscommunication in this charge. However, if I misunderstood it was my responsibility to make sure that I was clear. I felt the message given to me for this task was to research what it would take to do this task. Not implement a plan.
- I would request specific calls that I did not respond to. During the month of April I responded to multiple calls for service and even took responsibility for the call on several.

While I respect that Marshal Gardner is trying to move this department forward, I do not feel that in two months she can fairly evaluate my performance. I also believe that my performance over the past several years should be considered, especially the last several years with the Marshal at that time was the Town Manager and Human Resource Director.

I would also like to request consideration to start to my current situation. As of today I have not been released from medical leave and my benefits would require some advance notice so I may arrange for transportation.

OFFICE OF THE TOWN MARSHAL



DATE: May 1, 2012
TO: Lieutenant Bert Huff
FROM: Marshal Nancy Gardner
Re: Re-Assignment

Effective May 12, 2012 you will no longer be functioning as the Lieutenant for the Camp Verde Marshal's Office. You will be reporting as a Deputy and you will be assigned to patrol. The reasons for your reassignment are as follows:

- Failure to provide leadership, guidance and direction to your subordinates.
 - Employees are not held to policy standards.
 - Pushing small decision making off.
 - Lack of providing guidance on Spillman issues.
 - Failure to create animal control procedure when ACO/VIP are off.
 - Failure to follow-up on programs implemented.
 - Poor leadership with employee support (retirement, listening to needs, coming up with incentives).
- Failure to follow direction.
 - To date you have not adjusted your shift to oversee what issues may be occurring on various shifts.
 - You were instructed to come up with a plan to inform citizens of pet licensing, instead you recommended against the process.
 - You were instructed to respond to in progress calls for service and on several occasions you have not done so.

Based on the lack of supervisory skills you have demonstrated, you are being assigned to patrol as a deputy. Your pay will reflect the maximum wage assignment of \$58,860.00 annually in the deputy pay classification..



**Camp Verde Marshal's Office
Memorandum**

To: Nancy Gardner, Marshal
From: Earl J. Huff, Lieutenant
Date: June 16, 2012
Re: Resignation
CC: Steve Gonis, Interim Commander

Due to my medical issues and impending medical retirement, I hereby tender my resignation effective June 30, 2012.

I have already turned in all my issued equipment to Commander Gonis. If for some reason I forgot some piece of equipment, I will immediately surrender it.

**Town of Camp Verde
Personnel Action Form**

Employee's Name: Earl Hall Department: SVMO

Type of Action: Exempt Non-exempt

Temporary Appointment

Present Job Title: Lieutenant

Probationary Appointment

Salary Range/Step: 72

Permanent Appointment

Yearly Amount: \$51,238.62

Promotion

Hourly Amount: \$25.73

Merit/Step Increase

Cost of Living Adjustment

New Job/Assignment Title: _____

Reinstatement

Salary Range/Step: _____

Demotion

Dismissal (Specify below)

Yearly Amount: _____

Voluntary Termination

Hourly Amount: _____

Suspension

Retirement

TERMINATION
Employee should be paid for _____ hours of worked time.
Did employee leave in Good Standing?
Yes No

Leave of Absence

Other (Specify below)

Reclassification

Comments: _____

Effective Date: 06/25/12

Initiated by: _____

Date: 06-25-12

Reviewed by: _____

Date: 06-28-12

Approved by: _____

Date: _____

Town Manager

Original: Human Resources

Copy: Finance

Copy: Employees



**Camp Verde Marshal's Office
Memorandum**

To: All CYMO Personnel
From: Earl J. Huff, Lieutenant
Date: May 2, 2012
Re: Re-Assignment
CC:

Effective the date I am released to full duty from my eye surgery, I will be returning to Patrol as a Deputy.

I cannot give you an exact date of my return to full duty. I am sure I will have some light duty and if that is the case, I will be doing office work. When my doctor decides to release me to full duty, I will inform the Marshal immediately. I would only be guessing if I said around June 1st for full release.

This is a personal decision to return to Patrol and the needs of the department will be better fulfilled.

Either my wife or I will call with my progress periodically.

On a personal note, it has been my pleasure to supervise and lead you over the past 7 years. Through the tough and good times I appreciate the support those of you gave me. I tried my best to give it back and will continue to do so.

Darby Martin

From: Earl Huff
Sent: Monday, May 14, 2012 4:05 PM
To: Darby Martin
CC: Nancy Gardner; Russ Martin
Subject: RE: Request Formal Review

Darby,

I was served with a memo demoting me on April 5th from Marshal Gardner. In that conversation, it was discussed what and how those in the department would be informed. In the interest of moral and efficiency, they were verbally told it was a voluntary demotion. I was assured this event would be kept. On the following weekend, I was informed by another who was employed they knew of my demotion and it was not voluntary.

My memo or affidavit to all who were present was two fold. First to inform everyone of the change in the chain of command and that it was a personal decision, going back to the decision as to what to tell the other employees, to again keep morale at a level so the efficiency of the office is not effected. At no time did I voluntarily resign nor does my memo indicate that this is the notion that was taken or I wished to take. I was also never asked to submit a memo to indicate that I wanted to voluntarily demote.

In answer to your question, Marshal Gardner can provide you with a copy of the above mentioned memo that was served upon me. I am aware of the town policy requirements and that I am outside the timeframe needed to ask for such a hearing, but due to my medical procedures and recovery, this is the first chance I have had to request a hearing.

I would like to request a hearing and if granted, I would request copies of all investigations, discipline, or other relevant documents as afforded in Arizona Revised Statutes 29-1101E, relevant to those allegations listed in the memo of demotion.

If a hearing is granted, again I would request advance notice to arrange transportation, as I have not been released to drive by my doctor.

From: Darby Martin
Sent: Monday, May 14, 2012 7:05 PM
To: Earl Huff
CC: Nancy Gardner; Russ Martin
Subject: RE: Request Formal Review

Good Afternoon Earl,

I am in receipt of your Request for Formal Review dated May 02, 2012. I will be forwarding your request to the department head at the marshal's office as stated in 5-6-7 of the town personnel manual. However, I am a little confused on the nature of the request, you indicated the request was in reference to your demotion. The only change I am in receipt of is your memorandum dated May 2, 2012, this memorandum indicated upon your return from medical leave you will be voluntarily stepping down from your position of Lieutenant. You also indicated your decision was a personal one and thought it would better suit the needs of the department. In order to properly process your request I am in need of further clarification as to your wishes.

*Darby Martin
Hawaii Resources Specialist / IT Coordinator
Kona of Camp Verde*



**Camp Verde Marshal's Office
Memorandum**

To: All CVMO Personnel
From: Earl J. Huff, Lieutenant
Date: May 2, 2012
Re: Re-Assignment
CC:

Effective the date I am released to full duty from my eye surgery, I will be returning to Patrol as a Deputy.

I cannot give you an exact date of my return to full duty. I am sure I will have some light duty and if that is the case, I will be doing office work. When my doctor decides to release me to full duty, I will inform the Marshal immediately. I would only be guessing if I said around June 1st for full release.

This is a personal decision to return to Patrol and the needs of the department will be better utilized.

Either my wife or I will call with my progress periodically.

On a personal note, it has been my pleasure to supervise and train you over the past 7 years. Through the tough and good times I appreciate the support that you gave me. I tried my best to give it back and will continue to do so.

Laura Miller

From: Earl Huff
Sent: Wednesday, May 02, 2012 7:18 AM
To: _CYMO
Subject: Lieutenant Re Assignment
Attachments: Reassign.doc

Please see the attached. This is the information so rumors to the contrary do not start.

I would appreciate that if you do hear rumors to the contrary that you come to me or the Marshal.

Earl Huff
Lieutenant
Camp Verde Marshals Office
648 S. 1st Street
Camp Verde, AZ 86322
(928)587-8821
(928)587-5238 fax
Earl.Huff@campverde.az.gov

Effective January 18, 2010, Town offices are closed on Friday. Hours of operations are Monday - Thursday 7 am to 6 pm.

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ARIZONA PRACE OFFICER STANDARDS AND TRAINING BOARD

ELECTRONIC PRACE OFFICER TERMINATION REPORT

REPORTING AGENCY: Camp Verde Marshal's Office

REPORT ID: 20120628074014227466426755

The below information is for informational purposes only and is not intended to be used as evidence in any legal proceeding. This information is provided for your information only and is not intended to be used as evidence in any legal proceeding.

LAST NAME	FIRST NAME	MIDDLE NAME	SSN	DOB	DOB
ANDREWS	BRIAN	R			
CHRG TYPE	MISCONDUCT	INVEST	INVEST	INVEST	TERM DATE
	YES/NO	CONTACT	PHONE	INVEST E-MAIL	
FULL AUTHORITY PRACE OFFICER	Approved: YES	Garber, Nancy	888676621	nancy.garber@campverdemarshals.com	07-07-2012
ADDRESS 1	ADDRESS 2	CITY / STATE	ZIP	PHONE	E-MAIL
REQUESTING AGENCY	REQUESTING OFFICIAL	OFFICIALS TITLE			
Camp Verde Marshal's Office	Garber, Nancy	NO Standing			
OFFICIALS PHONE	OFFICIALS E-MAIL	SUBMISSION DATE	PRECEDENCE DATE		
888676621	nancy.garber@campverdemarshals.com	07-07-2012	07-07-2012		

CAMP VERDE MARSHAL'S OFFICE
MEMORANDUM

TO: Town Marshal
FROM: Sgt. Brian Andrews
REF: Retirement final date
DATE: 7/13/2012

Marshal,

This notification is to inform you that my official last day as a Camp Verde Marshal's Office employee will be on July 27, 2012. Thank you and God Bless.

Sincerely,

Brian Andrews

Brian Andrews
Sergeant

*Received
07-14-12
A. S. L.*

**Town of Camp Verde
Personnel Action Form**

Employee's Name: Brian K. Andrews Department: CVMO

Type of Action: Exempt: Non-exempt:

Temporary Appointment	<input type="checkbox"/>	Present Job Title	<u>Sergeant</u>								
Probationary Appointment	<input type="checkbox"/>	Salary Range/Step	<u>62</u>								
Permanent Appointment	<input type="checkbox"/>	Yearly Amount:	<u>\$65,790.40</u>								
Promotion	<input type="checkbox"/>	Hourly Amount:	<u>\$31.63</u>								
Merit/Step Increase	<input type="checkbox"/>	New Job/Assignment Title	_____								
Cost of Living Adjustment	<input type="checkbox"/>	Salary Range/Step	_____								
Reinstatement	<input type="checkbox"/>	Yearly Amount:	_____								
Demotion	<input type="checkbox"/>	Hourly Amount:	_____								
Dismissal (Specify below)	<input type="checkbox"/>	<table border="1"> <tr> <th align="center" colspan="2">TERMINATION</th> </tr> <tr> <td colspan="2">Employee should be paid for: _____ hours of accrued leave</td> </tr> <tr> <td colspan="2">Did employee leave in Good Standing?</td> </tr> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>		TERMINATION		Employee should be paid for: _____ hours of accrued leave		Did employee leave in Good Standing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
TERMINATION											
Employee should be paid for: _____ hours of accrued leave											
Did employee leave in Good Standing?											
Yes <input type="checkbox"/>	No <input type="checkbox"/>										
Voluntary Termination	<input checked="" type="checkbox"/>										
Suspension	<input type="checkbox"/>										
Retirement	<input type="checkbox"/>										
Leave of Absence	<input type="checkbox"/>										
Other: (Specify below)	<input type="checkbox"/>										
Reclassification	<input type="checkbox"/>										

Comments: _____

Effective Date: 07/27/2012

Submitted by: *[Signature]*
Department Head

Received by: *[Signature]*
Human Resources Director

Approved by: _____
Town Manager

Date: 07-16-12

Date: 7-16-12

Date: _____

Original: Human Resources

Copy: Finance

Copy: Employee

**Town of Camp Verde
Personnel Action Form**

Employee's Name: Travis Todd Department: CVMO

Type of Action:

Exempt Non-exempt

Temporary Appointment

Present Job Title: Deputy

Probationary Appointment

Salary Range/Step: 53

Permanent Appointment

Yearly Amount: \$39,844.80

Promotion

Hourly Amount: \$19.08

Merit/Step Increase

Cost of Living Adjustment

New Job/Assignment Title: _____

Reinstatement

Salary Range/Step: _____

Demotion

Dismissal (Specify below)

Yearly Amount: _____

Voluntary Termination

Hourly Amount: _____

Suspension

Retirement

Leave of Absence

Other (Specify below)

Reclassification

TERMINATION	
Employee should be paid for: _____ hours of accrued leave	
Did employee leave in Good Standing?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments: _____

Effective Date: 08/14/2012

Submitted by: [Signature]

Date: 06-05-12

Received by: [Signature]
Human Resources Director

Date: 6-5-12

Approved by: _____
Town Manager

Date: _____

Original: Human Resources

Copy: Finance

Copy: Employee



ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD

ELECTRONIC PEACE OFFICER TERMINATION REPORT

REPORTING AGENCY: Camp Verde Maricopa Office

AP POST R-40RM ID: 78566e3-ed66-48f4-bc77-72e3a6b392f



The below listed individual's appointment as a peace officer with the indicated agency has terminated.

Termination occurs the end of employment or service with an agency as a peace officer, either through resignation, discharge, suspension, retirement, failure of probation or otherwise.

LAST NAME	FIRST NAME	WORK #	SSN	SEX	DOB
TRAVIS	TRAVIS	01		M	
OFFICE TYPE	REGISTRATION INVEST	INVEST	INVEST E-MAIL	TERM DATE	
FULL	AGENCY	ADDRESS	CITY / STATE	ZIP	PHONE
REQUESTING AGENCY	REQUESTING OFFICER	OFFICIALS TITLE			
Camp Verde Maricopa Office	WALTER BARBY	HR SPECIALIST			
OFFICER'S EMAIL	OFFICER'S E-MAIL	SUBMISSION DATE	PROCESS DATE		

--- 111111 ---

6/21/2012

**AZ POST
CASE OVERVIEW
CHARGING BOARD
December 19, 2012
Compliance Specialist: Gary Hagginner**

OFFICER:	Todd, Travis W.	Case No. 12-084
AGE:	31	
AGENCY:	Camp Verde Marshal's Office	
EMPLOYMENT DATES:	January 14, 2007 to June 14, 2012	
TRAINING ACADEMY:	NARTA	
GRADUATION DATE:	May 11, 2007	
SOURCE OF COMPLAINT:	Termination Report (Resignation)	
BOARD ACTION NEEDED:	NA/RFP	

ALLEGED CONDUCT:

During 2012, Deputy Travis Todd may have violated Camp Verde Marshal's Office (CVMO) policy regarding the use of confidential informants.

VIOLATION OF POST RULES:

Staff notes that although violations of POST rules may exist, they may not rise to the level requiring a formal disciplinary proceeding. The alleged misconduct, however, is an important matter that is appropriately within a hiring agency's discretion.

CASE SUMMARY:

CVMO Deputy Marshal Travis Todd utilized a non-established informant in violation of the CVMO policy and procedures. The use of the informant was with the knowledge and approval of his immediate supervisor.

CASE NOTES:

1. On June 21, 2012, a Termination Report Marked for cause was received on Deputy Travis Todd. The Internal Affairs Investigation Summary report was received on September 18, 2012.
2. It had come to the attention of Marshal Nancy Gardner that Deputy Todd may not have been following departmental policy regarding the use of confidential informants (CI) as well as the Civilian Observer program and possibly fraternizing with known felons. Marshal Gardner requested an outside agency to conduct an investigation to determine if there was any criminal wrongdoing & if none then complete an administrative investigation. It was determined that there was no evidence of any criminal wrongdoing and they proceeded with the administrative investigation.

3. On February 10, 2012, the newly appointed Marshal Nancy Gardner sent a directive to all Camp Verde Marshal's Office (CVMO) employees directing them to familiarize themselves with the current CVMO policy and procedure manual. She also requested their input with the updating of the manual.
4. During the administrative interview with Todd he provided information in reference to a specific individual. Todd stated that he would build cases based on information provided and would use the information as a starting point. Todd stated that he had not established an informant file on this individual nor had he ever established his (informant's) credibility with the court. He stated that he did this due to there being no method in place for handling informants and that CVMO policies and procedures had not been enforced.
5. Todd stated that he had signed paperwork for the informant on two occasions requesting compensation for him through the Yavapai County Silent Witness Program. He was aware that the informant had received compensation on one occasion. Todd also stated that while previously assigned to Partners Against Narcotic Trafficking (PANT) the informant was on probation and therefore not eligible to be a CI.
6. Todd also admitted that on numerous occasions he had exchanged telephone calls with the informant but denied that there was any type personal relationship with the informant. Telephone records validated that they had communicated.
7. Todd had also allowed the informant to do a ride along without obtaining the proper paper work. This ride along was conducted with the knowledge of his immediate supervisor.
8. Prior to the completion of the investigation Travis Todd resigned from the CVMO and went to work with the Yavapai Apache Tribal Police Dept. During the background process with the Yavapai Apache Tribal Police Dept. Travis Todd did disclose the ongoing investigation with his previous employer. His polygraph test revealed that he had been honest with his disclosures which matched with the investigation.
9. At the completion of the investigation CVMO Marshal Nancy Gardner advised that the investigators desired to conduct an additional interview with Travis Todd however did not due to his resignation. Marshal Gardner advised that had the investigation on Travis Todd been completed and sustained it would not have resulted in his termination.

BOARD ACTION TAKEN:

None - New agenda item.

**Camp Verde Marshal's Office
COMPLAINT/COMMENDATION REPORT**

I. REPORT SYNOPSIS		
On 04-10-12, it was requested that DPS conduct an investigation that had initial innuendos of possible criminal nature involving confidential informants. It was also requested that an investigation be conducted pertaining possible policy violation pertaining to: Criminal Associates, Prohibited Conduct, Informants and the Town policy pertaining to ride alongs.		
II. INVESTIGATION SYNOPSIS		
Deputy Travis Todd resigned prior to the conclusion of the investigation. Further questions/interview was necessary to complete the investigation.		
IV. REVIEW		
Investigator	DPS Michael Tanguma	Date Submitted 07-26-2012
Sergeant/supervisor	N/A	Date -
Coronado	N/A	Date -
Town Marshal		Date 07-10-12
Employee Signature	Resigned Prior to completion of investigation	Date -
V. ATTACHEMENTS (Include all memorandums, reports, correspondence, etc.)		
DPS transcripts, reports and interviews, GO 1.03.C.17 Criminal Associates, GO 1.03.D.1 Prohibited Conduct, GO 4.16.C.2 Informants, GO 5.09.A.1 Citizen Observer Program. Signed NOI, Deputy Todd, Sergeant Andrews. Copies of Referenced Reports.		



Arizona Peace Officer Standards and Training Board

2843 East University Drive Phoenix, Arizona 85054-5914 Phone (602) 223-2514 FAX (602) 843-0477

December 21, 2012

Travis W. Todd
515 Highline Lane
Camp Verde, AZ 86322

Re: Arizona POST process
Case No. 12A-084-POST

Dear Mr. Todd:

The AZ POST Board met on December 19, 2012 and voted to close your case without initiating further proceedings. This means that there is currently no matter concerning your certification pending before AZ POST.

Current state law assures that all information about your background, including this matter, be available to any potential hiring agency. It is your responsibility to be forthcoming about the allegations related to this matter should that opportunity arise.

If you have questions you may call the Compliance Specialist assigned to this matter, Gary Maschner at 602-223-2514, extension 238, or by mail or fax or email, gmaschner@azpost.gov.

Sincerely,

Handwritten signature of Bob Irish in cursive.

Bob Irish
Compliance Manager

cc: Case File

www.azpost.gov

**Camp Verde Marshal's Office
COMPLAINT/COMMENDATION REPORT**

CLASSIFICATION	<input type="checkbox"/> Commendatory	<input checked="" type="checkbox"/> Administrative Investigation	Internal Affairs Use Only
			LA Case No. 2012-05

INITIATOR INTERNAL

Employee Name & ID Number	Category	#1	#2	#3
Deputy Travis Todd #26	COMP/COMM			
	Category	2	2	2
	Disposition	n/a	n/a	n/a
	Action	8	8	8
Deputy Travis Todd #26	COMP/COMM			
	Category	2		
	Disposition	n/a		
	Action	8		
Employee Name & ID Number:	COMP/COMM	#1	#2	#3
	Category			
	Disposition			
	Action			

5-31-2012

Attention Marshal Gardner & Sgt. Dartt

This letter is to serve as my 2 week notice of intent to resign from my position as a Deputy Marshal and from employment with the Town of Camp Verde. As per town policy this letter has been submitted to my department head. My last day of employment will be on 5-14-2012. I will prepare all department issued equipment for return on 6-14-2012 unless requested to turn items in early.

It should be noted that I have accepted a position as a Police Officer with the Yavapai Apache Nation and will commence employment their organization immediately after my last day with the Camp Verde Marshals Office. I feel that this change is best for both myself and the Camp Verde Marshals Office at this time.

If anyone person has any questions please feel free to contact me at my personal cell phone number.

Sincerely;



Travis W. Todd

5/31/12 



Arizona Peace Officer Standards and Training Board



PEACE OFFICER TERMINATION REPORT

The following individual's appointment as a peace officer with this agency has terminated:

NAME (Last, First, Middle)	DATE OF BIRTH	SOCIAL SECURITY NUMBER
AGENCY	TERMINATION DATE	NCIC NUMBER

PLEASE CHECK ALL APPROPRIATE BOXES

- I. This individual had been appointed as a:
- | | |
|--|---|
| <input type="checkbox"/> Full-Authority Peace Officer | <input type="checkbox"/> Specialty Peace Officer |
| <input type="checkbox"/> Limited-Authority Peace Officer | <input type="checkbox"/> Limited Correctional Peace Officer |
- II. This agency is aware of conduct that may violate Arizona Administrative Code R13-4-109(A)(1-9) and as required by A.R.S. §41-1823.01 is reporting such misconduct.
- YES NO

If yes you are required to provide a detailed description of the misconduct and attach reports or documentation.

- III. Last known mailing address: _____
- IV. Investigative contact: _____ Telephone No: _____

Termination means the end of employment or service with an agency as a peace officer, whether through removal, discharge, resignation, failure of probation or otherwise.

CERTIFICATION:

I hereby certify under penalty of law that the above information is true, complete and correct to the best of my knowledge and belief and that the information is provided in good faith.

REPORTING OFFICIAL'S NAME (Type or print)	REPORTING OFFICIAL'S TITLE
REPORTING OFFICIAL'S SIGNATURE	DATE

AZ POST Form TM (Revised 10/82)

Camp Verde Marshal's Office

Warning and Assurance to Employees Required to Provide Information

NOTICE OF INVESTIGATION

Name and Number: Deputy Travis Todd, #00597 Investigation Number: 2012-005

This is an official administrative investigation regarding information pertaining to, or allegations of, policy violations, misconduct or neglect of official duties.

The allegations that are known at this time are (state the date, time, and location if known and the specific nature of the allegations):

Allegation #1:

GO 1.03.C.17 Criminal Associates:

Department employees shall not associate with any person(s) or organization(s) which is known (or is believed to be) under investigation for a felony offense, being sought by a law enforcement agency or is a known convicted felon or a member of a known criminal organization.

(1) Associate means to frequently have contact with a person(s) and/or organization(s) as described above.

You associate with Michael Dunegan on a regular basis on your time off. Mr. Dunegan is a convicted felon.

Allegation #2:

GO 1.03.D.1 Prohibited Conduct:

Employees will not make false statements or cause to be recorded in any Departmental report, performance evaluation, or other written format any false or misleading statements.

In CVMO Departmental Report # V12002564 authored by you, on March 23, 2012, at approximately 0923 hours, you were contacted via your cell phone by Michael Dunegan Jr. Dunegan said he was being followed by Richard Williams. Dunegan drove by your residence while you were off duty to prove he was being followed by Williams. In your report you wrote, "I was unable to verify if Richard (Williams) was driving at that time."

In a supplemental report dated at March 23, 2012 at 17:17:58 hours authored by you, you wrote that you had a conversation with Williams at the CVMO and during that contact you informed Williams the following, "I advised Richard that I had personally witnessed him following Michael..."

Allegation #3:

GO 4.16.C.2 Informants

No member of this agency shall knowingly maintain a social relationship with CP's while off duty, or otherwise use personally involved. Members of this agency shall not solicit, accept gratuities or engage in any private business transaction with a CI.

It is alleged that you allow Mr. Dunegan to contact you as a "CI" to provide information regarding criminal behavior, during times when you are not working.

You have took police action for Mr. Dunegan while you are off-duty and have carried out what you observe (V12002564) instead of referring Mr. Dunegan to contact the respective police department to report the incident.

Camp Verde Marshal's Office

Warning and Assurance to Employee Required to Provide Information

- You are giving the perception of corrupt behavior based on your actions of being a "personal" police officer to Mr. Dunegan.
- You have Facebook accounts with "CP's"
- Based on information from CP's (which have not been deemed reliable) you have requested officers to conduct traffic stops based on vehicles, placing the officers in a position of jeopardizing the rights of citizens.
- It is alleged that you have made poor decisions by befriending convicted felons, which could be a perception of corruptness and bring disrepute to the Marshal's office.

Allegation #4:

GC 5.09.A.1

Permission will be refused to persons with extensive police records, criminal reputations, or unacceptable appearance, or to anyone else if, in the opinion of the Town Marshal, or his designee, it would be detrimental to the employee or to the Department.

- You have allowed Mr. Dunegan to participate in the Civilian Observer Program. Mr. Dunegan is a convicted felon.
- You are the focus of this investigation.
- You are a witness or potential witness in this investigation.
- This is an administrative investigation to determine if policy and procedures were followed. There are no allegations of misconduct at this initial stage of investigation. (State the date, time, and location (if known) and the specific nature of the investigation):

Admonishment:

You will most likely be interviewed and/or asked to write a memorandum in regards to this investigation.

- Any questions, tests, or examinations you are directed to answer/perform will be narrowly and specifically related to your performance of duties and fitness for office.
- Any refusal to answer or any false, deceptive or misleading statements may result in additional discipline up to and including termination. Additionally any false, deceptive, or misleading statements may result in the suspension or revocation of your AZPOST Peace Officer Certification (R13-4-109)
- Neither your answers nor any information or evidence gained by reason of your answers can be used against you in any criminal proceeding related to the scope of this investigation. However, false statements made by you can be used in other criminal actions, such as Obstruction of Justice or Perjury.
- The answers you furnish and any information or evidence resulting therefrom may be used in the course of the Camp Verde Marshal's Office disciplinary proceedings, which could result in disciplinary action.

Camp Verde Marshal's Office

Warning and Assurance to Employee Required to Provide Information

Representation

- As the focus of the investigation you are entitled to an Camp Verde Marshal's Office employee representative to be present during the interview and participate as an observer.
-

YOU ARE HEREBY ORDERED:

- TO TRUTHFULLY disclose all you know about the matter under investigation.
- NOT TO DISCUSS this investigation or your interview with anyone other than the investigator and your employee representative, or in privileged communications with your spouse, minister, attorney, or a professional counselor or physician.

I have read and understood my rights and obligations as set forth above.

Employee's Signature and ID #



Date 3-4-12.

From: Russ Martin <Russ.Martin@campverde.az.gov>
To: Cheri Wischmeyer <mycvtc@aol.com>
Cc: Virginia Jones <Virginia.Jones@campverde.az.gov>; Debbie Barber <Debbie.Barber@campverde.az.gov>; Nancy Gardner <Nancy.Gardner@campverde.az.gov>
Subject: FW: Assault by Nancy Gardner 3-19-13
Date: Wed, Feb 19, 2014 3:02 pm
Attachments: face_after_police_assault.jpg (114K), ly-800271.pdf (172K)

Here is the email regarding a complaint on the Town Marshal you requested. If you would like to discuss this particular complaint and a series of follow ups over about a month she made and the results I will be happy to discuss.

I am not finding Mr. Todd's email. I believe I know what you are talking about however for some reason it does not come up in searches. I will have to consult IT for why archives I cannot search, I will get this to you as soon as I can.

Russ Martin

473 South Main Street, Ste. 102

Camp Verde, AZ 86322

russ.martin@campverde.az.gov

[P] 928.554-0001

[F] 928.567.8291

From: Qubes Mommy [<mailto:qubesmommy@live.com>]
Sent: Monday, July 15, 2013 12:45 PM
To: Russ Martin
Subject: Assault by Nancy Gardner 3-19-13

I want to make you aware of an incident by one of your marshals. We moved into your town in May of 2012 to our retirement home. We found it on the internet, your town website was well done, and we thought it was a quaint place to play out the days we have left. Before that our only awareness was from highway signs and gas stops.

I had NO IDEA of the reputation of the town, the authorities, and the rampant drug issues not being dealt with. You make out to be an adorable little western town and that is so far from the truth. When you do get new people in we are treated like addicts anytime there is a problem. I didn't deserve to be assaulted by Nancy Gardner when I was already injured and unable to defend myself from her advances w/a chemical cleaner. It is unfathomable that she did this immediately after hearing testimony of my autoimmune disease, my injuries, and my sensitivity to everything, the injuries were sustained when a meth crazed neighbor came into our yard and attacked my husband...the same man I'd been begging PANT and the officers to please do something about.

Gardner still came after me while I'm in incredible pain, in a neck brace, stuck using a walker, bruised all over,

and completely unable to even reach up to stop her while she's scrubbing the wipe into my bruises she mocks me singing, 'I'm not doing anything, I'm not hurting you, I'm not doing anything'; then conceded that the bruise was dirty and accused me of having 'bruised hair too', I'm a natural brunette. She was SOOO incredibly disrespectful and cruel that I could not believe my worst nightmare of being attacked by a drug crazed idiot was now being compounded by cruelty from the person supposed to help and protect me. Now I am scarred for the rest of my life and every hot day, any fever, any sweating, every shower, every bath, brings up bright red itchy painful dents on my forehead/chest that I can do nothing to alleviate. The woman doesn't even have any decency to apologize to me. These are the photos shown. It took longer for the scabs to heal than the injuries from the meth monster.

Since our contacts w/the marshals have had very poor results, I am forced to video crime in our neighborhood because the excuse, 'I didn't see it, so its just your word', has gotten tiresome. Here you go, I told the officer that I have the video, he doesn't even want to see it! I get sick and tired of hearing 'its a civil matter' and ignored. I feel like the deputies behave as if they are the playground monitor w/lying little children. THAT NEEDS TO STOP RIGHT NOW.

My husband and I were university professionals before I began working in the nationwide legal field assisting the DOJ, FBI, and the mass portfolios of Fanny and Freddie's. My career and life are built on my word and honesty and I am VERY offended at the treatment and accusations leveled at me from the marshal's office. Gardner could not have been more rude. Is this town so bad that no one has a concept that there are those of us who have never in our lives done drugs of any kind. I now and for always have stood in Father's light and do the right thing every time. I do not pay lip service, I follow Father's word.

Take a moment to look at the photos from Gardner's attack, as well as all the video on the things no one is doing anything about re: law enforcement wise. It is quite interesting.

<http://www.youtube.com/watch?v=2f1G1NAPVcg>

<http://www.youtube.com/watch?v=M97ial1hraY>

<http://www.youtube.com/watch?v=2BKM0St5QHw>

<http://www.youtube.com/watch?v=1rKXY2Gi4Bs>

Thank you for your time,

A.R. Lanpher

All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. § 39-121 et seq.) Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. The content of this message may contain the private views and opinions of the sender and does not constitute a formal view and/or opinion of the Town unless specifically stated. The contents of this email and any attachments may contain confidential and/or proprietary information, and is intended only for the person/entity to whom it was originally addressed. Any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error please notify the sender immediately by return e-mail and delete this message and any attachments from your system.

Furthermore, to ensure compliance with the Open Meeting Law, Council or Board / Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email. 

Hours of operations for all Town offices are Monday - Thursday 7 am to 5 pm and Friday 7 am to 11 am.

1 Attached Images



Grievance

TRAVIS TODD <todd86333@yahoo.com>
Wed 5/2/2012 3:09 PM

To:

Russ Martin;

Flag for follow up. Start by Wednesday, May 02, 2012. Due by Wednesday, May 02, 2012.

1 attachment

Hello Russ,

I know that you have your hands full right now. Considering the serious nature of the circumstances that I am dealing with, the persons involved and the fact that there is no Sergeants or Lieutenant available that I can forward a grievance to I decided to send this to you. I am trying to handle things in a timely manner and appropriately. I will gladly send this to whom ever I need to. If I need to resend anything or there are any difficulties with opening the attached letter please let me know.

Thank you,

Travis Todd
928-925-6631

From: TRAVIS TODD <todd86333@yahoo.com>
To: mycvtc <mycvtc@aol.com>
Subject: Grievance Letter.
Date: Wed, Feb 12, 2014 1:27 pm

I seem to be having trouble attaching this in a readable format. I will keep working on that but in the mean time he it is in email format...

5-02-2012

To whom it may concern,

I am typing this letter as a grievance regarding Marshal Nancy Gardner, Det. Sgt. Steve Ganis and Det. Russell Grover. All three parties have been involved in policy violations regarding an internal investigation that I have been the subject of.

On May 02, 2012 I was contacted by Sgt. Andy Williams of the Department of Public Safety's Special Investigation Division. It was at this time I learned that I was the subject of an investigation. I contacted Marshal Nancy Gardner who advised that she was aware that I was under investigation however refused to explain why I was. I advised the Marshal that per policy she was required to notify me within 5 calendar days about the investigation and what it was regarding. Marshal Gardner advised that the policy was "under review" and again declined to explain why I was being investigated.

I had suspected that I was under investigation approximately 3 weeks ago when Det. Russell Grover was asking questions about an individual who I am acquainted with. Det. Grover was reportedly questioning if there was any person(s) at the Camp Verde Marshals Office who was allowing the acquaintance to violate the law in exchange for information. The acquaintance had contacted Sgt. Steve Ganis who was reportedly aware of the investigation however Sgt. Ganis referred that person back to Det. Grover.

I have minimal knowledge regarding a criminal investigation taking place against that person however have been made aware that the reported victim in the matter is a personal friend of Det. Grover. The victim and victim's family reportedly baby-sit for Det. Grover. I feel that this provides a conflict of interest and the investigation should have been handled by Det. Sgt. Ganis.

Arizona State Law

38-1101. Law enforcement officers; probation officers; right to representation; right to evidence on appeal; change of hearing officer or administrative law judge; burden of proof; polygraph examinations; definitions

A. If an employer interviews a law enforcement officer or probation officer and the employer reasonably believes that the interview could result in dismissal, demotion or suspension or if the law enforcement officer or probation officer reasonably believes the investigation could result in a dismissal, demotion or suspension:

1. The law enforcement officer or probation officer may request to have a representative of the officer present at no cost to the employer during the interview. The law enforcement officer or probation officer shall select a representative who is available on reasonable notice so that the interview is not unreasonably delayed. The representative shall participate in the interview only as an observer. Unless agreed to by the employer, the representative shall be from the same agency and shall not be an attorney except that if a representative from the same agency is not reasonably available, with the employer's permission, the law enforcement officer's or probation officer's representative may be from the law enforcement officer's or probation officer's professional membership organization. The law enforcement officer or probation officer shall be permitted reasonable breaks of limited duration during any interview for telephonic or in person consultation with others, including an attorney, who are immediately available. An employer shall not discipline, retaliate against or threaten to retaliate against a law enforcement officer or probation officer for requesting that a representative be present or for acting as the representative of a law enforcement officer or probation officer pursuant to this paragraph.

2. Before the commencement of any interview described in this section, the employer shall provide the law enforcement officer or probation officer with a written notice informing the officer of the alleged facts that are the basis of the investigation, the specific nature of the investigation, the officer's status in the investigation, all known allegations of misconduct that are the reason for the interview and the officer's right to have a representative present at the interview. The notice shall include copies of all complaints that contain the alleged facts that are reasonably available, except for copies of complaints that involve matters pursuant to federal laws under the jurisdiction of the equal employment opportunity commission.

Current Camp Verde Marshals Office Policy

Camp Verde Marshals Office Policy 5.01 section E states;

Any employee under investigation shall be notified in five (5) calendar days of receipt of the complaint.

Camp Verde Marshals Office Policy 5.01 section C-1 states;

All complaints and investigations shall be conducted by a Department supervisor, any employee assigned to a supervisory function, or supervisors designated by the Town Marshal to perform the function...

Marshal Nancy Gardner, Det. Sgt. Steve Ganis and Det. Russell Grover have violated Arizona state law and my rights as such, my rights as a police officer. The previously mentioned parties have also violated both of the departmental (which go hand in hand with state law) policies by not providing me with the appropriate written notice regarding the investigation. This investigation should have been handled internally as well according to policy. I understand that this policy may currently be under review but it is still the current policy and one that must be followed until such changes have been made.

I feel the Marshal has knowing violated the Arizona State Law along with the Camp Verde Marshals Policy and is hiding behind her position as an excuse to make rules up as

she goes. This is unethical and promotes an environment of distrust and back stabbing. This creates a hostile work environment along with creating the potential for a high turnover rate and legal liability in a previously successful and respected agency.

The Camp Verde Marshals Office has had problems in the past with figureheads making rules up, not following rules, inappropriate investigations and complaints not being investigated to the extent they should have been. This seems to be starting again within a very short time of the new Marshal taking her position. I find it difficult to believe that supervisors are not required to follow policy that their subordinates must.

In my opinion the Town Marshal should be held to a higher standard than any employee of the Camp Verde Marshal's Office. Not only should the Marshal strictly adhere to current policy but should also set an example of proper conduct, ethical activity and be a person that his/her employees can not only trust but respect and look up to. The Town Marshal should set an example of what other law enforcement should strive to be.

Sgt. Ganis should have stepped in when he became aware of the investigation and the policies that were being violated during the course of the investigation. As a supervisor and leader within the department he has a responsibility to follow policy even when being instructed by his supervisor not to.

Det. Grover should have precluded himself from this investigation in the first place. A blatant conflict of interest has taken place along with his participation in the policy violations. It should also be noted that Det. Grover does not meet the guidelines of the policy as a person able to perform the investigation.

It should be noted that I have no grievance with the investigation itself. I understand that complaints must be investigated in an appropriate manner. Unfortunately this investigation has not been.

This letter is also to inform you that I am prepared to seek legal council regarding the illegal and unethical activities that have taken place.

Sincerely;

Dep. Travis Todd



Town of Camp Verde

Termination Report 11/01/2011 to 11/25/2013

Employee Number	Employee Name	Social Security #	Department	Category	Termination Date	Termination Code
00001	ANDREWS, BRIAN K.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	7/27/2012	Retired
00036	TEIXEIRA, SHADON A.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	11/30/2012	Retired
00059	HUFF, EARL J.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	6/30/2012	Retired
00066	WATSON, RICHARD K.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	6/30/2012	Retired
00091	ARCHULL, JANICE L.	XXX-XX-XXXX	Library - Camp Verde Community Libr	Full Time	3/3/2012	Retired
00120	DAUGHETY, JACQUELYN #	XXX-XX-XXXX	Court - Municipal Court	Full Time	7/2/2012	Retired
00130	MOORE, TERI J.	XXX-XX-XXXX	AC - Animal Control	Full Time	6/2/2012	Retired
00217	MOORE, LYNDA J.	XXX-XX-XXXX	P&R - Parks and Recreation	Full Time	9/14/2012	Resigned
00235	BRUND, ROBIN L.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	7/12/2012	Terminated
00324	SCHULER, PEGGY A.	XXX-XX-XXXX	ChildLib - Camp Verde Children's Libr	Full Time	9/7/2013	Terminated
00327	DARTT, JEFFREY A.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	12/28/2012	Retired
00359	CRANE, DENNIS D.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	4/6/2012	Retired
00379	BENALLY, WILLIAM T.	XXX-XX-XXXX	HURF - HURF/Streets Department	Full Time	10/5/2012	Resigned
00424	OHM, REBECCA L.	XXX-XX-XXXX	Building - Building Department	Full Time	6/14/2013	Resigned
00500	CHAVEZ, ROBERT R.	XXX-XX-XXXX	Maint - Maintenance Department	Full Time	8/1/2013	Terminated
00515	SMITH, DAVID R.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	12/29/2011	Retired
00524	HOPKINS, TARRA A.	XXX-XX-XXXX	AC - Animal Control	Full Time	4/4/2012	Resigned
00597	TODD, TRAVIS W.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	6/14/2012	Resigned
00603	HARPER, MARGARET L.	XXX-XX-XXXX	Clerk - Town Clerk	Part Time	4/25/2013	Retired
00610	KOVACOVICH, ROBERT G.	XXX-XX-XXXX	Council - Mayor and Council	Part Time	5/31/2013	Resigned
00649	ELLIS, LARRY R.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	4/28/2012	Retired
00704	RAY, C. KENNETH	XXX-XX-XXXX	Court - Municipal Court	Part Time	10/1/2012	Terminated
00706	TINALL, CYNTHIA J.	XXX-XX-XXXX	Court - Municipal Court	Full Time	9/27/2013	Resigned
00708	BURROUGHS, STEVEN	XXX-XX-XXXX	HURF - HURF/Streets Department	Full Time	10/20/2012	Deceased
00710	PRESTON, MELISSA	XXX-XX-XXXX	Manager - Town Manager	Full Time	12/3/2012	Resigned
00718	BUCHANAN, ALAN	XXX-XX-XXXX	Council - Mayor and Council	Part Time	3/31/2012	Resigned
00740	INMAN, DENNIS	XXX-XX-XXXX	PubWks - Public Works /Engineer	Full Time	2/16/2012	Resigned
00745	TESTA, JOSEPH	XXX-XX-XXXX	HURF - HURF/Streets Department	Full Time	6/13/2012	Terminated
00746	ELLIOTT, BRADY	XXX-XX-XXXX	Pool - Heritage Pool	Full Time	9/4/2012	Terminated
00748	JOHNSON, JAMES	XXX-XX-XXXX	HURF - HURF/Streets Department	Full Time	7/25/2012	Terminated
00749	DAVIS, DEVIN	XXX-XX-XXXX	HURF - HURF/Streets Department	Full Time	5/2/2012	Terminated
00753	LIZOTTE, KYLIA	XXX-XX-XXXX	Pool - Heritage Pool	Full Time	9/4/2012	Terminated
00756	TAYLOR, MATTHEW	XXX-XX-XXXX	AC - Animal Control	Full Time	2/28/2013	Resigned
00762	HOOD, BRET	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	4/27/2013	Resigned
00766	ARMSTRONG, AUSTEN W.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	7/31/2012	Resigned
00768	SORENSEN, MICHAEL P.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	9/17/2013	Terminated
00770	PATERSON, KATY. L.	XXX-XX-XXXX	Library - Camp Verde Community Libr	Full Time	3/16/2013	Resigned
00771	LONG, RICKEY L.	XXX-XX-XXXX	P&R - Parks and Recreation	Full Time	12/18/2012	Resigned
00772	SUNSTROM, STEPHANIE	XXX-XX-XXXX	Clerk - Town Clerk	Full Time	9/26/2013	Resigned
00776	DINTAMAN, AUTUMN C.	XXX-XX-XXXX	CVMD - Camp Verde Marshal's Office	Full Time	4/27/2013	Resigned
00786	NDON, TYLER	XXX-XX-XXXX	AC - Animal Control	Full Time	8/17/2013	Resigned

To whom it may concern, and all the citizens of Camp Verde who don't have a Clue of what's going on in the community especially Camp Verde Marshalls Office;

I am writing this in behalf of all the fed up citizens of Camp Verde. I thought that when David Smith Left the Camp Verde Marshal's office we were going to see some good changes but we are not seeing them in my opinion. I feel its worse! I had deal with a few officers they are so freaking Rude I called and complained and nothing has been done about it. The new chief makes sure she got rid of all the people who she felt threaten by, like LT Huff and Brian Andrews among 50% of her staff. Lt Huff and Brian Andrews dedicated 20 some years to that department and this woman just comes in and makes their life hell and forces them to leave so she can open positions for her favorite people, as a Citizen I feel betrayed that my taxes are going to pay people like her and those two officers in the picture who feel that they can just come to our town and fuck shit up and leave. To me this is not a joke and something needs to be done about it. I don't feel this is the way any officer should feel about us the citizens of Camp Verde. If they feel they can just fuck us up and leave let me tell you, I have been in Camp Verde for generations and I'm not going to allow officers like this one that puts up a picture in face book that states in a comical fashion how they can just screw us over and leave. First of all there is nothing funny about this situation and second of all it is very disrespectful to all the residents of Camp Verde. Also to me is really disturbing to see the same female officer who thinks we are nothing but shit back in Camp Verde, Laura Miller she allowed a co-worker of hers (Police Officer Shawn Martinco) date and sleep with her under age daughter! But the officer was terminated from his job; he is no longer a Police officer... Why was Shawn the only one punished? Not that I agree with what he did but Officer Miller should have paid the consequences of her poor judgment Also she should be terminated from Police officer duties and she arrest people for having sex with minors! This is really sick; she should be the one behind bars for complicity of underage sex. She thinks she is above the law because she wears a batch and she knows the new chief is not going to do anything about it. Just like the old administration covered her also In case you didn't know the law, Nancy Gardner last I checked it is still illegal in America for a 17 year old girl have sex with a 30 some years old man and I am sure AZPOST will agree with us. And you want change?? Your change is going to be you will be forced to either retire or get fired. God will only allow you to treat people like shit for so long you have kids how would you like your children to be treated like you treat your employees? Your AZPOST certification is in the line because you are aware of all this going on and have done nothing about it, you think we are bunch of ignorant people only because we are from small town. You may think you and Laura can walk in water and Russ Martin will save you! Bad news is he can also be replaced, this is not the change we wanted for Camp Verde. I hope the rest of the citizens of Camp Verde feel the same way I do. And I hope they help me get you Nancy Garner out of here. You are nothing but a bad apple that is making things worse for the few good officers you have in that department if there is any left, since most of them are gone .The other thing I want to mention is that I was reading in the news paper how you want motorcycle officers. And how you had goals you said something like this **(My goal is for all of us to be a representation of what the Camp Verde Marshall's Office should be.** But this is how you think the office should be? Look around yourself you creating conflicts between officers you praising the bad but degrading the good. Have you looked at your k-9 Officer? The poor dog is so neglected, half the time the neighbors have to feed him and give him water because the officer leaves him outside all day without food or water in a cannel smaller then his rear end!. Nancy Gardner has been notified and she has done not one thing about it. I called multiple times to talk to animal control about this issue and he pretty much said his hands are tied and there is

nothing he can do. For what I understand they can't do anything because the animal control officer is above the law and the new Chief is just here for three little things; collect, pay checks, and screw the citizens of our beautiful town. This is animal cruelty, is this type of relationship Nancy wants to build with the community. I know of other officers in the department that have broken the law but had it covered up. Even things like Deputy Grover speeding in town, do you think he got in trouble for it, NO! And also major things like parrying with underage drinking kids including you're so called Commander Steve but of course nothing will be done to him. He will obviously deny the fact that he was at a party where it was underage drinking and naked girls old enough to be his grandkids, but instead of putting stop to it he just left. He is lucky none of these girls got arrested or killed. This is the type of administration the new chief wants for CVMO as a resident of Camp Verde I don't want her representing our few police officers who are still there and go to work every day thinking what is next. To me I feel that one of the qualifications to work at CVMO is to be a criminal and have Nancy Garner on your side or have very poor judgment. Nancy is no better than David Smith, in fact she is worse to work for it as you can see she has covered up serious things for officers where other agencies would had investigate. FYI pictures have been taken; they are also on their way to P.E.T.A. The picture of the officers and this letter are being sent to AZPOST among other evidence regarding Miller's Case. Also getting send to the town Manager, the council members, Mayor Bob Burnside and Carol brown. As a matter of fact I will be sending it to the rest of the citizens of camp Verde to start a campaign to get Nancy out of our town and go back to Avondale P.D . We in Camp Verde don have the money to hire Sergeants just because she likes people and wants them to be promoted. I understand she comes from a big agency where each department has a sergeant, but Camp Verde only has like six or seven officers plus two sergeants. I think 2 sergeants can handle it. In investigations they have one Detective and they need a sergeant for that?? Really people get real we need more officers so instead of making sergeants just to raise their salary why don't they hire more officers to patrol the streets instead. The other joke is the CVMO only has one detective and they need a detective sergeant for that? The chief is acting like they are in preschool and each person has to have an individual supervisor, if investigations needs help then hire a detective with a detective salary. It would save money to the town instead of paying unnecessary sergeants. Well that is if the chief can keep people long enough to pass probation! It's sad to see how many people have left the Marshalls office because of her poor management and they will lose more because if the council does a closed door meeting with the only employees that are left I'll be certain that 80% will tell you they are there because they need the money but they can't stand working in a place like CVMO with Nancy Garner, the town council needs to realize this women is costing so much money to the town that in the next year or two the town will be broke because of her poor management.

For what I've seen Avondale was very happy when they found someone to take her place because it's very clear they wanted her out of there as well. We the citizens of Camp Verde have to get her corruptive self out-of Camp Verde. I hope next time Russ Martin can find a reliable leader for CVMO and not just some fake person who favorites all the weak and treats people like shit. This is small town Nancy we all know what you are capable of doing just to get your way. I hope you realize one day that you can't go around covering crimes that most citizens will be prosecuted and put in jail for it .

God Bless the officers who Nancy Garner took their careers from and the way they would support their families. Way to go Nancy; hope you feel like a hero screwing the people who pay your salary. this is not the end either I'm just getting started, I am fed up with people who thinks they are above the law here is the AZOPOST mission sometime Gardner seems to forget.

The mission of the Arizona Peace Officer Standards and Training Board is to foster public trust and confidence by establishing and maintaining standards of integrity, competence, and professionalism for Arizona peace officers and correctional officers.

This is a copy from someone who knew Nancy and knew she was not a Candidate for CVMO those fools who thought she was a change, better wake up.

Posted: Friday, January 20, 2012

Article comment by: **Clarence Arbuckle**

"A thorough background investigation would have revealed an inept, incompetent and ineffective leader who exemplified the "Peter Principle." Town Manager Russ Martin obviously utilized due diligence in evaluating the potential candidates by his quote of Gardner wanting to "be here" as a factor in his decision to choose her was brilliant! I'm sure Avondale PD will be celebrating her departure as it will now have a qualified replacement for moving the department into the future. Nancy Gardner's tenure will be short lived when her lack of competence is discovered. Finally, Mr. Martin will be looking for another employer as his decision will only cause Camp Verde a costly search for her replacement."

I totally agree with this person and I believe the president and vice president of the union to step into the plate and get advised from the union in how to get her out of here. She is doing too many illegal things AZPOST will get the full details also the picture of Officer Miller thinking her job is a joke and a picture of her daughter with Shaun Martinco. Come on Camp Verde Citizens let's put our taxes for better use and not invest in a worthless person like Nancy Garner.

A COPY of this will go to other agencies to see if they have any suggestions to save and protect our beautiful town of camp Verde.

Sincerely,

Disappointed and fed up citizens of Camp Verde Arizona

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Sincerely,

Disappointed and fed up citizens of Camp Verde Arizona

Records Release Complaint

February 24, 2014

Dear Mr. Martin:

I have been trying to review some documents that are housed in the Camp Verde Marshal's Office for approximately 90 days. Approximately three months ago I became aware of the existence of an anonymous complaint letter that was purportedly written to the Camp Verde Marshal and several members of the department. I was also told that this letter was written to the Town of Camp Verde Council Members.

I finally received acknowledgement that the letters did exist from the Town Manager and he said that he would get them for me. I had requested a copy of each letter and each envelope. The Manager advised that the Town Marshal was looking for this information for me.

On February 5, 2014 I attended a Town Council Meeting that was located in the Town's Community Center, also known as the old gymnasium. While waiting for the meeting to start, the Town Marshal approached me. She introduced herself and advised me that she was working to get the records that I had requested. She specifically addressed the anonymous letters and envelopes, stating that they had been collected from the employee mailboxes, fingerprinted, and that the employees to whom they had been addressed were interviewed relating to the incident. She then stated that the letters and envelopes were placed in a larger envelope, a DR was taken, and the documents were then secured in evidence. She stated that they should locate them soon. The Marshal then invited me to come to the Marshal's Office for a tour and meeting. The meeting was scheduled for the following Monday.

The following Monday, February 10, 2014, I presented at the Camp Verde Marshal's Office for a tour and meeting. During this meeting we again discussed the anonymous letters and envelopes. She again advised that they were looking for the information. She advised they were trying to track them down.

Marshal Gardner stated:

- They created a report number and put them into evidence.
- Anonymous letters were mailed to the officers in the department.
- She collected most of the letters. They were still in the envelopes.
- She had them fingerprinted.

- She talked to most of the officers who were to be the recipients of the anonymous letters.
- She didn't create an investigative report.
- The information received pointed towards Travis Todd.
- Steve Ganis threw everything in an envelope and put it in evidence.
- No formal investigation was completed.

On Tuesday, February 18, 2014 I received an e-mail from Town Manager, Russ Martin, advising me that records were ready for my review at the Marshal's Office and that I should contact Cailin Lizotte to schedule a day and time for my review. He also indicated that I could copy or scan these documents if desired, upon scheduling an appointment. Based on Mr. Martin's e-mail I purchased a portable scanner and scheduled an appointment to review the records on Friday, February 21, 2014 at 9:00 a.m.

I presented at the Camp Verde Marshal's Office to review a list of requested documents at the scheduled date and time. The morning before I was to arrive, I received an e-mail from Records Specialist, Cailin Lizotte. The e-mail was sent the previous evening at 5:04 p.m. In her e-mail she advised that they had the anonymous letters for my review, but no envelopes existed. She further advised that I would not be able to bring a scanner or copier into the department and that any copies I needed would be provided at a fee of \$.25 per page (double sided). This was very frustrating, based on Mr. Martin's previous e-mail.

Upon arriving at the Marshal's Office I reviewed a variety of documents. One of these documents was the anonymous letters in question. There were seven letters in a brown envelope. Each letter appeared to be an original that had been tri-folded to fit in a standard envelope originally. The letters had smudges on them of a blue or purple ink.

After reviewing the letters, I attempted to speak with Darby Martin to get information relating to whom the letters had originally been addressed and what had happened to the envelopes. Ms. Martin advised she believe they had been discarded, but she would get the Marshal for me. The Marshal came into the conference room where I was reviewing documents. I asked if she knew to whom the letters had been sent. She advised she wasn't going to answer any of my questions. I asked if she knew what had happened to the envelopes and she proceeded to say that it appeared that I was getting information to file a lawsuit and something about if that occurred they would deal with it. She said she was required to provide me with the documents, but that she wasn't required to answer my questions. She then stated that she was going to shut the door to give me privacy and left the room before I could respond. I was very embarrassed by

this behavior, especially since an uninvolved VIP was sitting in the room, working on other paperwork.

I am confused as to why I would not be provided this information. On more than one occasion the Marshal advised me that she collected these letters and envelopes. On one occasion she stated they were taken from the employee mailboxes. She also advised that they had the envelopes and that they interviewed those individuals to whom the letters were addressed. She also indicates that she failed to document this investigation, so she and those who assisted her in the process are the only ones who can provide me with the names of those who received the letters and what happened to the envelopes.

I am asking that you acquire this information for me. I would like the names of who the letters were addressed and what happened to the envelopes that were part of the investigative process. I would also ask that the Marshal be coached relating to her treatment of a Camp Verde citizen who was exercising her legal rights to review public documents and to question missing document and any information in existence relating to these documents, whether written or verbal.

I look forward to discussing my concerns with you.

Respectfully,

Cheri Wischmeyer

Attached: Copy of three page anonymous complaint letter



Town of Camp Verde

Gateway to the Verde Valley

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.567.6631 ◆ Fax: 928.567.9061 ◆
◆ www.campverde.az.gov ◆

March 7, 2014

Mrs. Wischmeyer
P.O. Box 324
Camp Verde, AZ 86322

Mrs. Wischmeyer,

I received your complaint on February 24th and have reviewed it and its contents. I have also spoken with Mrs. Nancy Gardner, Town Marshal, to whom the complaint is concerning. Mrs. Gardner has completed a memo to me in which she outlines her responses to the complaint that indicate what she states happened to the letters and envelopes. I am not sure of where they went or why they were discarded but the letters that were kept were intact for your review. Also, I am not sure of the need for the envelopes and would discuss and investigate further the reason the envelopes are important if you wish. I was unable to determine who the letters were going to as that occurred a long time ago as well as no envelopes to verify this request.

Mrs. Gardner has also addressed her demeanor during the event in which you were asking questions. I advised all department heads based on a previous incident, not in this department, that they should be careful in answering questions when there is a threat, credible or not, of lawsuit, up to and including removing themselves from the situation if necessary. I believe that Mrs. Gardner may have taken this action as she felt there was a lawsuit potential, as you suggested in the complaint.

As for the email and now my direction, I have asked that all records requests be clarified into roughly three categories until the Town Council has an opportunity to review and possibly make changes to our Records policy. First Commercial requests will continue to be charged for costs associated with copying. Second, requests for copies will be per Town fee schedule. Third, requests that can be easily handled through a forward or quick attachment of a digital record be emailed if requested. This also allows for the requester, if not disrupting functions, to review the documents they are requesting and scan/picture, etc. the documents they want during a scheduled time, as soon as possible, again to avoid disruption.

Finally, you requested that Mrs. Gardner be coached relating to the treatment of a citizen. I believe after our discussion that your concern is understood by Mrs. Gardner and future interactions will go better. This includes an understanding with myself relating to future records handling as outlined above.

In conclusion, I am concerned about what occurred with the letters and your statement that letters were removed from employee mailboxes. Her statements stand for themselves as do yours, I would again ask to speak with you about what the concern may be and then follow up with a future response.

Best regards,

Russ Martin,
Town Manager



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





Town of Camp Verde

Gateway to the Verde Valley

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◆ www.campverdeaz.gov ◆

June 9, 2014

Mrs. Wischmeyer
P.O. Box 324
Camp Verde, AZ 86322

Mrs. Wischmeyer,

I am following up on the complaint response letter sent to you on March 7th. A lot has transpired and I have completed a review of Marshal Gardner's actions with regard to the mail removed from the boxes. As I stated in that letter I would have a future response after further follow up. This is that response.

I have spoken with the Postal Inspector and given them the direct circumstances. They clearly stated that they do not do investigations on mail that was properly delivered to the address with no financial or otherwise component of theft or fraud associated with it. As they stated this is a civil issue once a business takes the mail and it was delivered properly, what policies or procedures following their delivery are up to the individual business for distribution. Our policies are broad here and state that all mail, email, etc. are considered the property of the Town.

Because of this there is no violation but has resulted in the Town preparing to consider changes that clarify our procedures for mail delivery so this concern you have had is fully addressed in the future.

Best regards,

Russ Martin,
Town Manager



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-3939





Northland Investigations, LLC

2700 S. Woodlands Village Blvd
Suite 300-345
Flagstaff, Arizona 86001
(928) 607-2153

Invoice

DATE	INVOICE #
5/4/2012	120504

BILL TO

Camp Verde Marshal's Office

TYPE	DESCRIPTION	AMOUNT
Pre-employment Polygraph	Examinee: [REDACTED] on 04/03/12	70.00
Pre-employment Polygraph	On-site travel for one test (2nd test cancelled)	70.00
Total		140.00

Thank you for your business!

Payment is due within 30 days.



Town of Camp Verde

HR Review Report
 By Department
 Scheduled Date: 1/1/2012 - 1/31/2015

Payroll Set: 01 Payroll Set 01

Employee Number	Employee Name	Hire Date	Review Code	Scheduled Date	Review Date	Reviewer	Review Status	Employee Status	Complete
Department: AC - Animal Control									
	CALDWELL, DONALD J	11/24/2013	AE	05/04/2014				Active	N
	DIACIK, LISA	05/27/2012	AE	05/27/2013				Active	N
Department: Building - Building Department									
	FOREMAN, ROBERT L	03/15/2006	AE	03/15/2012	07/31/2012	JENKINS MICHAEL, F	Completed	Active	N
	OLIUM, REBECCA L	04/01/2002	AE	05/17/2012	07/26/2012	JENKINS MICHAEL, F	Completed	Terminated	Y
			AE	07/26/2012				Terminated	N
	WELCH, MENDALL L	07/15/2013	AE	01/15/2014	01/15/2014	FOREMAN ROBERT, L	Probation Eval	Active	Y
			AE	01/15/2015				Active	N
Department: ChildLib - Camp Verde Children's Library									
	SCHULER, PEGGY A	01/05/2000	AE	11/23/2012				Terminated	N
Department: Clerk - Town Clerk									
	JONES, VIRGINIA M	11/04/1996	AE	10/26/2012	11/04/2013	BAMBER DEBORAH, A.	Completed	Active	Y
			AE	11/04/2014				Active	N
	SUNSTRÖM, STEPHANIE	10/01/2012	AE	10/10/2013	03/30/2013	BARBER DEBORAH, A.	Completed	Terminated	Y
			AE	05/06/2014				Terminated	N
Department: ComDev - Community Development									
	JENKINS, MICHAEL F	09/10/2007	AE	09/15/2012				Active	N
	OWENS, VIRGINIA K	05/12/2005	AE	02/04/2012	08/01/2012	JENKINS MICHAEL, F	Completed	Active	Y
			AE	08/01/2013				Active	N
Department: Court - Municipal Court									
	DAUGHETY, JACQUELYN	109/06/1994	AE	09/20/2012				Terminated	N
	GOODWIN, TERESA F	08/21/2007	AE	01/24/2012	02/17/2012	DAUGHETY JACQUELYN, P	Completed	Active	N
	MOORE, MARIE	07/02/2012	AE	07/01/2013	05/13/2013	PINEDA LIS VERONICA,	Completed	Active	Y
			AE	08/13/2014				Active	N
	PINEDA, LIS VERONICA	03/07/1997	AE	03/14/2013				Active	N
	SANCHEZ, NINA M	10/29/2006	AE	06/04/2013	08/13/2013	PINEDA LIS VERONICA,	Completed	Active	Y

Employee Number	Employee Name	Hire Date	Review Code	Scheduled Date	Review Date	Reviewer	Review Status	Employee Status	Complete
Department: Court - Municipal Court									
08000	SANCHEZ, NINA M	10/29/2006	AE	08/12/2014				Active	N
09106	TINALL, CYNTHIA J	12/20/2010	AE	08/17/2013				Terminated	N
Department: CVMO - Camp Verde Marshal's Office									
02044	ANDREWS, BRIAN A.	07/23/1983	AE	02/17/2017				Terminated	N
02088	SAIZEL, THOMAS R	01/14/2007	AE	01/14/2012	03/27/2012	Lucas Wilcoxson PANG Sarge	Completed	Active	Y
			AE	03/27/2013				Active	N
02254	BERRELEZ, OSCAR	08/11/1996	AE	09/16/2017				Active	N
02644	BOWERS, JEFFREY P	01/14/2008	AE	01/18/2012	02/11/2012	DARTT JEFFREY, A.	Completed	Active	Y
			AE	02/11/2013				Active	N
02700	BRIJNO, ROBIN L.	08/24/1997	AE	02/17/2012				Terminated	N
02784	BUTLER, STEPHEN	07/21/2012	AE	02/22/2013				Active	N
02800	COLLINS, BRANDON R	08/07/2006	AE	08/29/2012	10/05/2012	CWSLEY ROSCOE, M.	Completed	Active	Y
			AE	02/07/2013				Active	N
03000	CRANE, DENNIS D	08/21/2000	AE	08/16/2017				Terminated	N
03050	CROCK, DORRIE	06/11/2012	AE	06/11/2012				Active	N
03070	DARTT, JEFFREY A.	03/20/2010	AE	09/26/2010				Terminated	N
03070	DUGI, ROLENE	09/02/2012	AE	09/08/2014				Active	N
03440	ELLIS, LARRY R	08/01/2010	AE	08/28/2012				Terminated	N
03530	FREEMAN, DAVID A	10/31/2004	AE	04/18/2012	04/27/2012	CWSLEY ROSCOE, M.	Completed	Active	Y
			AE	04/27/2013				Active	N
03530	GANIS, STEVEN D.	11/19/1995	AE	04/17/2012	04/12/2012	HUFF EARL, J	Completed	Active	Y
			AE	04/12/2013				Active	N
04040	GARDNER, NANCY F	02/27/2012	AE	02/27/2013				Active	N
04060	GIRNT, DONALD B	05/23/2013	AE	06/23/2014				Active	N
04060	GROVER, RUSSELL J.	09/02/2004	AE	10/26/2012				Active	N
04100	HUFF, EARL J	07/15/1991	AE	08/30/2012				Terminated	N
04270	HUGHES, DEBBIE L.	06/01/1998	AE	06/20/2012	08/15/2012	NEWTON MARY, E.	Completed	Active	Y
			AE	08/15/2013				Active	N
04280	JACKSON CLINTON W	07/29/2013	AE	07/29/2014				Active	N
04310	JACOBS, DANIEL E	09/09/2013	AE	09/09/2014				Active	N
04320	MARSHALL, DAVID E	11/12/2013	AE	05/12/2014				Active	N
04320	MARTIN, DEBRA J.	01/29/1996	AE	08/16/2012				Active	N

Employee Number	Employee Name	Hire Date	Review Code	Scheduled Date	Review Date	Reviewer	Review Status	Employee Status	Complete
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Employee Number	Employee Name	Hire Date	Review Code	Scheduled Date	Review Date	Reviewer	Review Status	Employee Status	Complete
Department: CVMO - Camp Verde Marshal's Office									
	MCCLURE, STEVEN	02/13/2011	AE	02/28/2013				Active	N
	MILLER, LAURA	11/16/2011	AE	05/16/2013	08/01/2012	DARTT JEFFREY, A.	Completed	Active	Y
			AE	08/01/2013				Active	N
			AE	08/07/2013				Active	N
	MUNDAY, TRAVIS C.	07/30/2012	AE	07/30/2013				Active	N
	NEWTON, DARREL R.	02/05/2013	AE	03/05/2014				Active	N
	NEWTON, MARY E.	12/15/1997	AE	08/13/2012	08/23/2012		Completed	Active	N
			AE	07/15/2013				Active	N
	OWSLEY, ROSCOE M.	01/06/2013	AE	01/06/2014				Active	N
	PATTEN, JEFFREY L.	03/04/2001	AE	05/01/2012	10/06/2012		Completed	Active	N
			AE	05/13/2013				Active	N
	RAMIREZ, ANDREA	10/07/2013	AE	10/07/2014				Active	N
	RATLIEF, BARBARA J.	12/13/2013	AE	06/13/2014				Terminated	N
	SMITH, DAVID R.	08/02/2004	AE	08/23/2012				Active	N
	STINE, JANA	05/27/2012	AE	05/27/2012				Active	N
	STOUT, SAMANTHA L.	09/03/2013	AE	09/03/2014				Terminated	N
	TEIXEIRA SHARON A.	10/02/1994	AE	09/23/2012				Terminated	N
	TODD, TRAVIS W.	01/14/2007	AE	02/22/2012	02/23/2012	ANDREWS BRIAN, K.	Completed	Terminated	Y
			AE	09/22/2013				Terminated	N
	TOOGOOD, JASON M.	10/03/2008	AE	10/08/2012	10/15/2012	NEWTON MARY, E.	Completed	Active	Y
			AE	10/15/2013				Active	N
	TOPOREK, MICHAEL	12/29/2013	AE	06/29/2014				Active	N
	WASON, SUSAN	04/26/2011	AE	04/16/2012	04/20/2012	NEWTON MARY, E.	Completed	Active	Y
			AE	04/20/2013	04/24/2013	NEWTON MARY, E.	Completed	Active	Y
			AE	04/24/2014				Active	N
	WATKINS, RICHARD K.	10/13/1991	AE	08/23/2012				Terminated	N
	YANTIS LIZOTTE, CAILIN A.	09/10/2007	AE	08/16/2012	02/28/2013		Completed	Active	N
			AE	08/16/2013				Active	N
	ZWARTZ, JENNIFER J.	12/26/2012	AE	06/26/2013			Probation Eval	Active	N
Department: Finance - Finance Department									
	COX, VIRGINIA L.	08/15/2011	AE	02/15/2012			Probation Eval	Active	N
	SHOWERS, MICHAEL	07/18/2011	AE	07/18/2012				Active	N

Employee Number	Employee Name	Hire Date	Review Code	Scheduled Date	Review Date	Reviewer	Review Status	Employee Status	Complete
Department: HURF - HURF/Streets Department									

00244	HAMMOND, DAVID C	08/09/1998	AE	01/12/2012			Active	N	
00662	RANNEY, LEEORAH J	12/10/2007	AE	02/09/2013			Active	N	
Department: Library - Camp Verde Community Library									
00790	ALM, DENISE E	05/12/2013	AE	11/20/2013	12/19/2013	HELLMAN KATHY,	Probation Eval	Active	Y
			AE	12/19/2014			Active	N	
			AE	09/09/2013			Terminated	N	
00021	ARCHULL, JANICE S.	08/04/1993	AE	11/01/2012	06/09/2013	HELLMAN KATHY,	Completed	Active	Y
00780	FOSTER, VALERIE A.	12/17/1998	AE	11/01/2012	06/20/2014		Completed	Active	N
			AE	09/20/2013	09/20/2012		Completed	Active	N
00038	GOTTSCHALK, ALICE R	01/03/2005	AE	07/12/2013	07/20/2013	HELLMAN KATHY,	Completed	Active	Y
00121	LAURITO, GERARD F	12/14/1993	AE	07/20/2014			Active	N	
			AE	11/20/2013	12/19/2013	HELLMAN KATHY,	Probation Eval	Active	Y
00022	THOMPSON, DEE F	05/12/2013	AE	12/12/2013	12/15/2013	HELLMAN KATHY,	Completed	Active	Y
			AE	12/19/2014			Active	N	
Department: Maint - Maintenance Department									
00000	CHAVEZ, ROBERT R.	03/22/2004	AE	08/16/2012			Terminated	N	
00451	PAYNE, DARRELL L.	10/10/2002	AE	08/03/2012			Active	N	
00011	TRAHIN, YOLANDA	09/05/2000	AE	10/11/2012			Active	N	
Department: Manager - Town Manager									
00117	BROWN, CAROL J.	08/29/1994	AE	10/31/2012			Active	N	
00711	MARTIN, RUSSELL	08/09/2010	AE	08/09/2012			Active	N	
00714	FRESTON, MELISSA	03/16/2011	AE	03/16/2012			Terminated	N	

Town of Camp Verde Wage Comparison

Emp #	Employee last Name	Employee First Name	Position	Start Date	PRE 7/1/2013	POST 7/1/2013
823	CALDWELL	DONALD	ANIMAL CONTROL	11/6/2013	16.44	13.44
757	DIACIK	LISA	ANIMAL CONTROL	5/27/2012	16.44	17.23
795	HRMAN	CHRISTA	REFEREE	5/31/2013	17.00	17.00
833	DIVER	EMILY	PERMIT TECH	4/24/2014		
574	FOREMAN	ROBERT	BUILDING INSPECTOR	3/15/2006	21.36	25.74
810	WELCH	KENDALL	PERMIT TECH	7/15/2013		
830	RISK	HEATHER	REFEREE	2/20/2014		
4	BARBER	DEBORAH	TOWN CLERK	1/8/1990	32.41	33.38
817	BRIDGE	BARBARA	ADMIN ASST	10/27/2013		14.60
211	JONES	VIRGINIA	DEPUTY TOWN CLERK	11/4/1996	19.42	21.83
652	JENKINS	MICHAEL	COMMUNITY DEVELOPMENT DIR	9/10/2007	30.55	35.49
546	OWENS	VIRGINIA	ASSISTANT PLANER	5/12/2005	16.44	18.73
602	CIPRIANO	HARRY	MAGISTRATE	1/1/2007	50.86	50.88
824	CORDOVA	DEBBIE	COURT CLERK	11/4/2013		15.00
651	GOODWIN	TERESA	COURT CLERK	8/21/2007	14.47	15.90
665	NEIL	G	PRO TEM MAGISTRATE			
238	PINEDA	LIS VERONICA	COURT SUPERVISOR	9/2/1997	33.55	24.76
738	RAMSEY	RONALD	PRO TEM MAGISTRATE			
595	SANCHEZ	NINA	COURT CLERK	10/29/2006	14.28	15.46
843	WAITE	LAUREN	COURT CLERK	6/23/2014		
831	WORTH-HOWE	SUSAN	PRO TEM MAGISTRATE	3/1/2014		
598	BAIZEL	THOMAS	DEPUTY	1/14/2007	19.07	19.64
204	BERRELEZ	OSCAR	SERGEANT	8/11/1998	25.69	26.66
664	BOWERS	JEFFREY	DEPUTY	1/14/2008	19.53	20.12
764	BUTLER	STEPHEN	SERGEANT	7/11/2012	21.28	25.06
587	COLLINS	BRANDON	DEPUTY	8/7/2006	21.01	21.84
760	CRONK	DORRIE	DISPATCHER	6/11/2012	14.89	16.10
530	FREEMAN	DAVID	DEPUTY	10/31/2004	21.75	23.49
154	GANIS	STEVEN	SERGEANT	11/19/1995	30.47	30.19
743	GARDNER	NANCY	MARSHAL	2/27/2012	40.48	41.69
802	GIRNT	DONALD	COMMANDER	6/23/2013		33.65
276	HUGHES	DEBBIE	DISPATCHER	8/1/1998	18.30	18.85

Town of Camp Verde Wage Comparison

Emp #	Employee last Name	Employee First Name	Position	Start Date	PRE 7/1/2013	POST 7/1/2013
816	JACOBS	DANIEL	DEPUTY	9/9/2013		20.12
825	MARSHALL	DAVID	DISPATCHER	11/12/2013		14.53
213	MARTIN	DEBRA	ADMIN ASST/INVESTIGATION ASST	1/29/1998	20.00	21.60
707	MCCLURE	STEVEN	DEPUTY	2/13/2011	19.06	19.63
573	ROBINSON-MILLER	LAURA	DEPUTY	11/16/2011	23.23	23.28
767	MUNDAY	TRAVIS	DEPUTY	7/30/2012	18.60	19.16
785	NEWTON	DARRELL	SERGEANT	2/5/2013	22.94	23.57
242	NEWTON	MARY	DISPATCH SUPERVISOR	12/15/1997	19.83	21.41
31	OWSLEY	ROSCOE	DEPUTY	1/6/2013	21.63	22.28
277	PATTEN	JEFFREY	DEPUTY	3/4/2001	23.41	25.32
818	RAMIREZ	ANDREA	RECORDS CLERK	10/7/2013		12.53
826	RATLEIF	BARBARA	DISPATCHER	12/13/2013		14.52
844	RICHARDSON	DUSTIN	DEPUTY	6/23/2014		
832	SCOTT	JULIE	DISPATCHER	4/22/2014		
758	STINE	LARA	DISPATCHER	5/27/2012	14.69	16.11
813	STOUT	SAMANTHA	DISPATCHER	9/3/2013		14.53
593	TOOGOOD	JASON	DISPATCHER	10/8/2006	15.17	16.40
827	TOPOREK	MICHAEL	DEPUTY	12/29/2013		18.60
714	WATSON	SUSAN	DISPATCHER	4/26/2011	14.09	16.10
854	YANTIS LIZOTTE	CARLIN	RECORDS CLERK	9/10/2007	14.89	15.33
778	ZWAK	JENNIFER	DEPUTY	12/26/2012	19.06	19.63
787	ALLEN	GAYLENE	ATTENDANT	5/2/2013		12.00
783	AYERS	STEVEN	ECONOMIC DEVELOPMENT DIR	2/1/2013	30.49	31.40
768	KOVACOVICH	LYNETTE	ATTENDANT	5/2/2013		12.00
735	COX	VIRGINIA	ACCOUNTANT	8/15/2011	17.25	18.27
842	MCKINZIE	JENIFER	FINANCE CLERK	6/23/2014		
735	SHOWERS	MICHAEL	FINANCE DIRECTOR	7/18/2011	31.23	32.17
596	ALLEN	ROYCE	EQUIPMENT OPERATOR	10/30/2006	14.50	14.94
741	COPE	RICHARD	EQUIPMENT OPERATOR	2/6/2012	13.00	14.39
246	HAMMOND	DAVID	EQUIPMENT OPERATOR	8/9/1998	17.03	17.54
819	PERRY	STACY	STREETS SUPERINTENDENT	10/14/2013		27.00
862	RANNEY	DEBORAH	ADMIN ASSIST II	12/10/2007	16.74	19.73

Town of Camp Verde Wage Comparison

Emp #	Employee last Name	Employee First Name	Position	Start Date	PRE 7/1/2013	POST 7/1/2013
160	TRAHIN	LUIS	STREETS FOREMAN	4/14/1996	22.06	22.72
789	ALM	DENISE	LIBRARY CLERK	5/12/2013		10.28
829	CHOE	SAEPYOL	LIBRARY SPECIALIST	12/28/2013		15.75
845	COOK-ROBERTS	WENDY	LIBRARY CLERK	6/19/2014		
203	FOSTER	VALERIE	LIBRARY SPECIALIST	12/17/1998	13.70	14.11
533	GOTTSCHALK	ALICE	LIBRARY SPECIALIST	1/3/2005	16.00	16.48
763	HELLMAN	KATHY	LIBRARY DIRECTOR	6/24/2012	28.84	29.71
323	LAURITO	GERARD	LIBRARY SPECIALIST	12/14/1999	18.23	18.78
828	MANASSE	DIANNA	CHILDRENS LIBRARIAN	1/7/2014		20.85
791	THOMPSON	DEE	LIBRARY CLERK	5/12/2013		10.28
314	DIACIK	STEPHEN	MAINT WORKER	9/3/2013		17.00
330	DUMAS	MICHAEL	MAINTENANCE FORMAN	9/23/2002	20.54	21.16
451	PAYNE	DARRELL	MAINT WORKER	10/10/2002	17.11	17.62
812	RIVERO	JONATHAN	MAINT WORKER	8/28/2013		16.00
775	RUSSELL	DAVID	MAINT WORKER	12/10/2012	17.00	18.51
362	TRAHIN	YOLANDA	JANITOR	9/5/2000	13.71	14.12
561	URIAS	MARIA	JANITOR	8/10/2005	10.97	12.33
119	BROWN	CAROL	ADMIN ASSIT TO MGR	8/29/1994	23.66	24.37
703	MARTIN	RUSSELL	TOWN MANAGER	8/9/2010	51.08	52.61
777	MARSHALL	MICHAEL	RECREATION SUPERVISOR	12/27/2012	18.00	18.54
642	CABALLERO	JONATHAN	POOL LIFEGUARD	5/22/2013		10.00
586	LONG	RONALD	PUBLIC WORKS DIRECTOR	7/10/2006	42.66	43.94
790	ODELL	TROY	PUBLIC WORKS DEPUTY DIRECTOR	5/28/2013		32.69
773	PETERSON	LINDA	ADMIN ASSIST I	10/29/2012	14.39	16.25
846	CALKOUN	JOSEPH	WASTEWATER OPERATOR	7/1/2014		
803	CROK	RUSSELL	WASTEWATER OPERATOR	6/30/2013		16.47
804	DAVIS	MARSHALL	SENIOR WASTEWATER OPERATOR	6/30/2013		21.60
805	FELTES	TRACEY	ADMIN ASSIST I	6/30/2013		17.92
806	GROGAN	JAN	WASTEWATER MANAGER	6/30/2013		
847	TINAGERO	JERRY	WASTEWATER OPERATOR	7/1/2014		
809	VALDEZ	GABRIEL	LABORER	6/30/2013		9.72

Town of Camp Verde Wage Comparison

Town of Camp Verde Wage Comparison

PRE 7/1/2014	POST 7/1/2014	% Chg 2013	% Chg 2014	Total % Chg	2014 Inc	2014 1.57% Inc	2014 Adj
16.44	16.72	0.00%	1.70%	1.70%	0.28	\$0.27	0.01
17.26	17.55	4.99%	1.68%	6.75%	0.29	\$0.29	0.00
17.00	17.00	0.00%	0.00%	0.00%	0.00	\$0.28	
15.00	15.00		0.00%		0.00	\$0.25	
25.74	26.58	20.51%	3.26%	24.44%	0.84	\$0.43	0.41
15.75	16.20		2.86%		0.45	\$0.26	0.19
17.00	17.00		0.00%		0.00	\$0.28	
33.38	34.88	2.99%	4.49%	7.62%	1.50	\$0.56	0.94
14.60	16.53		13.22%		1.93	\$0.24	1.69
21.83	22.70	12.41%	3.99%	16.89%	0.87	\$0.36	0.51
35.49	36.09	16.17%	1.69%	18.13%	0.60	\$0.59	0.01
18.73	19.44	13.93%	3.79%	18.25%	0.71	\$0.31	0.40
50.88	50.88	0.00%	0.00%	0.00%	0.00	\$0.85	
15.00	15.56		3.73%		0.56	\$0.25	0.31
15.90	16.72	9.88%	5.16%	15.55%	0.82	\$0.27	0.55
38.00	38.00		0.00%		0.00	\$0.63	
24.76	25.52	5.14%	3.07%	8.37%	0.76	\$0.41	0.35
38.00	38.00		0.00%		0.00	\$0.63	
15.46	16.03	8.26%	3.69%	12.25%	0.57	\$0.26	0.31
14.50	14.50		0.00%		0.00	\$0.24	
38.00	38.00		0.00%		0.00	\$0.63	
19.64	22.75	2.99%	15.84%	19.30%	3.11	\$0.88	2.23
26.66	27.86	2.97%	4.50%	7.61%	1.20	\$1.20	0.00
20.12	22.31	3.92%	10.88%	14.23%	2.19	\$0.91	1.28
25.06	26.19	17.76%	4.51%	23.07%	1.13	\$1.12	0.00
21.64	24.10	3.00%	11.37%	14.71%	2.46	\$0.97	1.49
16.10	16.37	8.13%	1.68%	9.94%	0.27	\$0.27	0.00
23.49	24.71	8.00%	5.19%	13.61%	1.22	\$1.06	0.18
30.19	31.55	-0.92%	4.50%	3.54%	1.36	\$1.36	0.00
41.69	44.40	2.99%	6.50%	9.68%	2.71	\$1.88	0.83
33.65	35.89		6.63%		2.24	\$1.51	0.73
18.85	19.17	3.01%	1.70%	4.75%	0.32	\$0.31	0.01

Town of Camp Verde Wage Comparison

PRE 7/1/2014	POST 7/1/2014	% Chg 2013	% Chg 2014	Total % Chg	2014 Inc	2014 1.67% Inc	2014 Adj
20.12	21.03		4.52%		0.91	\$0.34	0.57
14.53	14.78		1.72%		0.25	\$0.24	0.01
21.80	22.67	8.00%	4.95%	13.35%	1.07	\$0.36	0.71
19.63	20.54	2.99%	4.64%	7.76%	0.91	\$0.88	0.03
23.28	24.33	0.22%	4.51%	4.74%	1.05	\$1.05	0.00
19.16	20.02	3.01%	4.49%	7.63%	0.86	\$0.86	0.00
24.69	24.63	2.75%	-0.24%	7.37%	-0.06	\$0.41	
21.41	22.50	7.97%	5.09%	13.46%	1.09	\$0.36	0.73
22.28	23.28	3.01%	4.49%	7.63%	1.00	\$1.00	0.00
24.11	26.39	8.16%	9.46%	12.73%	2.28	\$1.08	1.20
12.53	12.74		1.68%		0.21	\$0.21	0.00
14.52	14.77		1.72%		0.25	\$0.24	0.01
	18.60				18.60	\$0.00	
15.34	15.34		0.00%		0.00	\$0.26	
16.11	16.38	8.19%	1.68%	10.01%	0.27	\$0.27	0.00
14.53	14.78		1.72%		0.25	\$0.24	0.01
16.40	17.91	8.11%	9.21%	18.06%	1.51	\$0.27	1.24
13.60	19.44		4.52%		0.84	\$0.84	0.00
16.10	16.37	8.13%	1.68%	9.84%	0.27	\$0.27	0.00
15.33	15.33	2.96%	0.00%	2.96%	0.00	\$0.26	
19.63	20.51	2.99%	4.48%	7.61%	0.88	\$0.88	0.00
12.00	12.20		1.67%		0.20	\$0.20	0.00
31.40	32.50	2.98%	3.50%	5.59%	1.10	\$0.52	0.58
12.00	12.20		1.67%		0.20	\$0.20	0.00
18.27	18.82	5.91%	3.91%	9.10%	0.55	\$0.31	0.24
	16.11				16.11	\$0.00	
32.17	33.92	3.01%	5.44%	8.61%	1.75	\$0.54	1.21
14.94	16.19	3.03%	8.37%	11.95%	1.25	\$0.25	1.00
14.39	15.63	10.69%	8.62%	20.23%	1.24	\$0.24	1.00
17.54	17.84	2.99%	1.71%	4.76%	0.30	\$0.29	0.01
27.00	27.46		1.70%		0.46	\$0.45	0.01
19.73	20.46	17.86%	3.70%	22.22%	0.73	\$0.33	0.40

Town of Camp Verde Wage Comparison

PRE 7/1/2014	POST 7/1/2014	% Chg 2013	% Chg 2014	Total % Chg	2014 Inc	2014 1.67% Inc	2014 Adj
22.72	23.11	2.99%	1.72%	4.76%	0.39	\$0.38	0.01
10.28	10.70		4.99%		0.42	\$0.17	0.25
15.75	16.02		1.71%		0.27	\$0.26	0.01
	10.17				10.17	\$0.00	
14.11	16.10	2.99%	14.10%	17.52%	1.99	\$0.24	1.75
16.48	17.11	3.00%	3.82%	6.94%	0.63	\$0.29	0.35
29.71	30.75	3.02%	3.50%	6.62%	1.04	\$0.50	0.54
18.78	19.10	3.02%	1.70%	4.77%	0.32	\$0.31	0.01
20.85	21.20		1.68%		0.35	\$0.35	0.00
10.28	10.70		4.09%		0.42	\$0.17	0.25
17.00	17.29		1.71%		0.29	\$0.28	0.01
21.16	21.91	3.02%	3.54%	6.67%	0.75	\$0.35	0.40
17.62	17.92	2.98%	1.70%	4.73%	0.30	\$0.29	0.01
16.00	16.77		4.81%		0.77	\$0.27	0.50
18.51	19.35	8.88%	4.54%	13.82%	0.84	\$0.31	0.53
14.12	15.35	2.99%	8.71%	11.96%	1.23	\$0.24	0.99
12.33	14.03	12.40%	13.79%	27.89%	1.70	\$0.21	1.49
24.37	25.46	3.00%	4.47%	7.61%	1.09	\$0.41	0.68
52.61	53.50	3.00%	1.69%	4.74%	0.89	\$0.88	0.01
18.54	19.35	3.00%	4.37%	7.50%	0.81	\$0.31	0.50
10.25	10.25		0.00%		0.00	\$0.17	
43.94	45.70	3.00%	4.01%	7.13%	1.76	\$0.73	1.03
32.69	34.25		4.77%		1.56	\$0.55	1.01
16.25	17.52	12.93%	7.82%	21.75%	1.27	\$0.27	1.00
	13.00				13.00	\$0.00	
16.47	17.74		7.71%		1.27	\$0.28	0.99
21.60	22.96		6.30%		1.36	\$0.36	1.00
17.82	18.12		1.68%		0.30	\$0.30	0.00
31.16	31.69		1.70%		0.53	\$0.52	0.01
	13.00				13.00	\$0.00	
9.72	9.89		1.75%		0.17	\$0.16	0.01

Town of Camp Verde Wage Comparison

34.89 72133.6

Town of Camp Verde Personnel Action Form

Employee's Name: Debra (darby) Martin Department: CVMO

Type of Action:

Exempt Non-exempt

<input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Probationary Appointment <input type="checkbox"/> Permanent Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Merit/Step Increase <input type="checkbox"/> Cost of Living Adjustment <input type="checkbox"/> Reinstatement <input type="checkbox"/> Demotion <input type="checkbox"/> Dismissal (Specify below) <input type="checkbox"/> Voluntary Termination <input type="checkbox"/> Suspension <input type="checkbox"/> Retirement <input type="checkbox"/> Leave of Absence <input checked="" type="checkbox"/> Other (Specify below) <input type="checkbox"/> Reclassification	<p>Present Job Title <u>Admin Asst./ Civilian Invest.</u></p> <p>Salary Range/Step _____</p> <p>Yearly Amount: <u>\$41,600.00</u></p> <p>Hourly Amount: <u>\$20.00</u></p> <p>New Job/Assignment Title <u>Admin Asst./ Civilian Invest.</u></p> <p>Salary Range/Step _____</p> <p>Yearly Amount: <u>\$43,680.00</u></p> <p>Hourly Amount: <u>\$21.00</u></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">TERMINATION</p> <p style="margin: 0;">Employee should be paid for: _____ hours of accrued leave</p> <p style="margin: 0;">Did employee leave in Good Standing?</p> <p style="margin: 0;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> </div>
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Comments: Fiscal year 2013-2014 wage adjustment

Effective Date: ~~07/01/2013~~ 6/24/2013 *dm*

Submitted by: Nancy Heel
Department Head

Date: 06-24-13

Received by: _____
Human Resources Director

Date: _____

Approved by: [Signature]
Town Manager

Date: _____

Original: Human Resources

Copy: Finance

Copy: Employee

Department: CVMO - Camp Verde Marshal's Office

Employee # Employee Name	Pay Base Group Position	Paycode	W-Camp Code	W-Comp Factor	Start Date	End Date	Rate Name	Rate Amt	Units	Pay Amt
00815 DUGI, ROLENE	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	14.530000	80.00	1,162.40
00530 FREEMAN, DAVID	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	23.490000	80.00	1,879.20
00124 GANIS, STEVEN	Hourly - Hourly-Use only if Wel Sergeant	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	30.190000	80.00	2,415.20
00910 GROVER, RUSSELL	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	22.940000	80.00	1,835.20
00276 HUGHES, DEBBIE	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	18.850000	80.00	1,508.00
00811 JACKSON, CLINTON	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	18.600000	80.00	1,488.00
00816 JACOBS, DANIEL	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	20.120000	80.00	1,609.60
00713 MARTIN, DEBRA	Hourly - Hourly-Use only if Wel Admin-Investigations Assistant	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	21.600000	80.00	1,728.00
00207 MCCLURE, STEVEN	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	19.630000	80.00	1,570.40
00573 MILLER, LAURA	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	23.280000	80.00	1,862.40
00267 MUNDAY, TRAVIS	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time	12/05/2013		Hourly	19.160000	80.00	1,532.80
00282 NEWTON, DARREL	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	22.450000	80.00	1,796.00
00246 NEWTON, MARY	Hourly - Hourly-Use only if Wel Dispatch Supervisor	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	21.410000	80.00	1,712.80
00931 OWSLEY, ROSCOE	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time	10/13/2012		Hourly	22.280000	80.00	1,782.40
00277 PATTEN, JEFFREY	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	24.110000	80.00	1,928.80
00258 STINE, LANA	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	15.110000	80.00	1,288.80
00813 STOUT, SAMANTHA	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	14.530000	80.00	1,162.40
00693 TOOGOOD, JASON	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	15.620000	80.00	1,249.60
00711 WASON, SUSAN	Hourly - Hourly-Use only if Wel Dispatcher	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	16.100000	80.00	1,288.00
00654 YANTIS LIZOTTE, CALIN	Hourly - Hourly-Use only if Wel Records Clerk	Hourly - Hourly	8810 - Clerical Office Empl	S - Straight Time			Hourly	15.330000	80.00	1,226.40
00278 ZWAK, JENNIFER	Hourly - Hourly-Use only if Wel Deputy	Hourly - Hourly	7720 - Police Officers & Dr	S - Straight Time			Hourly	19.630000	80.00	1,570.40

Town of Camp Verde
Salary Plan

Effective 01/01/09

Position	Range		Minimum	Midpoint	Maximum
Town Manager C	93	Annual	\$103,884.00	\$130,953.00	\$158,042.00
		Bi-weekly	\$3,994.77	\$5,038.65	\$8,078.64
		Hourly	\$49.93	\$62.98	\$75.99
Town Marshal/ HR Director E	82	Annual	\$79,160.00	\$99,805.00	\$120,451.00
		Bi-weekly	\$3,044.82	\$3,838.65	\$4,632.79
		Hourly	\$38.06	\$47.98	\$57.91
Public Works Director/ Town Engineer E	78	Annual	\$71,715.00	\$90,419.00	\$108,122.00
		Bi-weekly	\$2,768.27	\$3,477.65	\$4,187.00
		Hourly	\$34.48	\$43.47	\$52.43
Community Development Director E	77	Annual	\$69,966.00	\$88,213.00	\$106,431.00
		Bi-weekly	\$2,691.00	\$3,392.81	\$4,084.06
		Hourly	\$33.64	\$42.41	\$51.18
Finance Director ✓ ECON DEV DIRECTOR	73	Annual	\$63,385.00	\$79,917.00	\$96,448.00
		Bi-weekly	\$2,437.88	\$3,073.73	\$3,709.64
		Hourly	\$30.47	\$38.42	\$46.37
Parks & Recreation Director C Lieutenant (Police) F	72	Annual	\$61,539.00	\$77,986.00	\$94,096.00
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.06
		Hourly	\$29.73	\$37.48	\$45.24
Library Director E	69	Annual	\$57,424.00	\$72,401.00	\$87,377.00
		Bi-weekly	\$2,208.62	\$2,784.65	\$3,360.85
		Hourly	\$27.61	\$34.81	\$42.01
Special Projects Administrator E	68	Annual	\$56,023.00	\$70,635.00	\$85,248.00
		Bi-weekly	\$2,154.73	\$2,716.73	\$3,278.69
		Hourly	\$26.93	\$33.96	\$40.98
Town Clerk E	67	Annual	\$54,857.00	\$68,912.00	\$83,167.00
		Bi-weekly	\$2,102.19	\$2,650.46	\$3,198.73
		Hourly	\$26.28	\$33.13	\$39.98
Chief Building Official C	64	Annual	\$50,754.00	\$63,992.00	\$77,229.00
		Bi-weekly	\$1,952.08	\$2,481.23	\$2,970.35
		Hourly	\$24.40	\$30.77	\$37.13
Sergeant (Police)	62	Annual	\$48,308.00	\$60,908.00	\$73,508.00
		Bi-weekly	\$1,858.04	\$2,342.82	\$2,827.23
		Hourly	\$23.23	\$29.28	\$35.34
Senior Planner E	59	Annual	\$44,860.00	\$56,569.00	\$68,259.00
		Bi-weekly	\$1,725.36	\$2,175.36	\$2,625.36
		Hourly	\$21.57	\$27.19	\$32.82
Streets Supervisor/ Inspector	56	Annual	\$41,657.00	\$52,521.00	\$63,385.00
		Bi-weekly	\$1,602.19	\$2,020.04	\$2,437.88
		Hourly	\$20.03	\$25.25	\$30.47
Senior Accountant	55	Annual	\$40,841.00	\$51,240.00	\$61,839.00
		Bi-weekly	\$1,583.12	\$1,970.77	\$2,378.42
		Hourly	\$19.64	\$24.63	\$29.73
Deputy (police officer)	53	Annual	\$38,682.00	\$48,771.00	\$58,860.00
		Bi-weekly	\$1,487.77	\$1,875.81	\$2,263.85
		Hourly	\$18.50	\$23.45	\$28.30
Street Maintenance Foreman	52	Annual	\$37,739.00	\$47,581.00	\$57,424.00
		Bi-weekly	\$1,451.50	\$1,830.04	\$2,208.62
		Hourly	\$18.14	\$22.88	\$27.81
Court Supervisor	50	Annual	\$35,920.00	\$45,286.00	\$54,657.00
		Bi-weekly	\$1,381.64	\$1,741.88	\$2,102.19
		Hourly	\$17.27	\$21.77	\$26.28

Town of Camp Verde
Salary Plan

Effective 01/01/09

Position	Range		Minimum	Midpoint	Maximum
Deputy Town Clerk; Children's Librarian B; Recreation Supervisor; Building Inspector	49	Annual	\$35,044.00	\$44,184.00	\$53,324.00
		Bi-weekly	\$1,347.85	\$1,699.38	\$2,050.92
		Hourly	\$16.85	\$21.24	\$25.64
Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman	48	Annual	\$34,189.00	\$43,106.00	\$52,023.00
		Bi-weekly	\$1,314.96	\$1,657.92	\$2,000.88
		Hourly	\$16.44	\$20.72	\$25.01
Assistant Planner Accountant	46	Annual	\$32,542.00	\$41,029.00	\$49,517.00
		Bi-weekly	\$1,251.62	\$1,578.04	\$1,904.50
		Hourly	\$15.65	\$19.73	\$23.61
HR Specialist; Special Events Coordinator; Code Enforcement Officer	45	Annual	\$31,748.00	\$40,029.00	\$48,309.00
		Bi-weekly	\$1,221.08	\$1,539.59	\$1,858.04
		Hourly	\$15.23	\$19.24	\$23.23
Lead Maintenance Worker	44	Annual	\$30,974.00	\$39,052.00	\$47,131.00
		Bi-weekly	\$1,191.31	\$1,502.00	\$1,812.73
		Hourly	\$14.89	\$18.78	\$22.68
Dispatcher; Records Specialist; Senior Equipment Operator	43	Annual	\$30,219.00	\$38,100.00	\$45,981.00
		Bi-weekly	\$1,162.27	\$1,465.38	\$1,768.50
		Hourly	\$14.53	\$18.32	\$22.11
Administrative Assistant Permit Technician	42	Annual	\$29,481.00	\$37,170.00	\$44,860.00
		Bi-weekly	\$1,133.88	\$1,429.62	\$1,725.36
		Hourly	\$14.17	\$17.87	\$21.57
Court Clerk Finance Clerk	40	Annual	\$28,061.00	\$35,379.00	\$42,698.00
		Bi-weekly	\$1,079.27	\$1,380.73	\$1,682.25
		Hourly	\$13.49	\$17.01	\$20.53
Library Specialist Equipment Operator	39	Annual	\$27,378.00	\$34,517.00	\$41,657.00
		Bi-weekly	\$1,052.92	\$1,327.50	\$1,602.18
		Hourly	\$13.16	\$16.59	\$20.03
Animal Control Officer	38	Annual	\$26,709.00	\$33,675.00	\$40,641.00
		Bi-weekly	\$1,027.27	\$1,295.19	\$1,563.12
		Hourly	\$12.84	\$16.19	\$19.54
Records Clerk	37	Annual	\$26,057.00	\$32,853.00	\$39,649.00
		Bi-weekly	\$1,002.19	\$1,263.58	\$1,524.96
		Hourly	\$12.53	\$15.79	\$19.03
Animal Shelter Operator	36	Annual	\$25,422.00	\$32,052.00	\$38,682.00
		Bi-weekly	\$977.77	\$1,232.77	\$1,487.77
		Hourly	\$12.22	\$15.41	\$18.30
Maintenance Worker	34	Annual	\$24,197.00	\$30,508.00	\$36,818.00
		Bi-weekly	\$930.65	\$1,173.38	\$1,416.08
		Hourly	\$11.63	\$14.67	\$17.70
Senior Library Clerk Laborer	33	Annual	\$23,607.00	\$29,763.00	\$35,920.00
		Bi-weekly	\$907.96	\$1,144.73	\$1,381.54
		Hourly	\$11.35	\$14.31	\$17.27
Receptionist	32	Annual	\$23,031.00	\$29,038.00	\$35,044.00
		Bi-weekly	\$885.81	\$1,116.85	\$1,347.85
		Hourly	\$11.07	\$13.96	\$16.85
Library Clerk	29	Annual	\$21,388.00	\$28,984.00	\$32,542.00
		Bi-weekly	\$822.34	\$1,037.06	\$1,251.92
		Hourly	\$10.28	\$12.98	\$15.65
Janitor	28	Annual	\$20,865.00	\$28,307.00	\$31,748.00
		Bi-weekly	\$802.50	\$1,011.81	\$1,221.08
		Hourly	\$10.03	\$12.65	\$15.26

Town of Camp Verde
Salary Plan

Effective 07/01/13

6-19-2013

Position	Range		Minimum	Midpoint	Maximum
Town Manager <i>E</i>	93	Annual	\$103,864.00	\$130,953.00	\$158,042.00
		Bi-weekly	\$3,994.77	\$5,036.65	\$6,078.53
		Hourly	\$49.93	\$62.96	\$75.98
Town Marshal/ HR Director <i>E</i>	82	Annual	\$79,160.00	\$99,605.00	\$120,451.00
		Bi-weekly	\$3,044.62	\$3,838.65	\$4,632.73
		Hourly	\$38.06	\$47.98	\$57.91
Public Works Director/Town Engineer <i>E</i>	78	Annual	\$71,715.00	\$90,419.00	\$109,122.00
		Bi-weekly	\$2,758.27	\$3,477.65	\$4,190.00
		Hourly	\$34.48	\$43.47	\$52.46
Community Development Director <i>E</i>	77	Annual	\$69,966.00	\$88,213.00	\$106,461.00
		Bi-weekly	\$2,691.00	\$3,392.81	\$4,094.65
		Hourly	\$33.64	\$42.41	\$51.18
Finance Director <i>E</i> Economic Development Director <i>E</i>	73	Annual	\$63,385.00	\$79,917.00	\$96,448.00
		Bi-weekly	\$2,437.88	\$3,073.73	\$3,709.54
		Hourly	\$30.47	\$38.42	\$46.37
Parks & Recreation Director <i>E</i> Commander;	72	Annual	\$61,839.00	\$77,968.00	\$94,096.00
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.03
		Hourly	\$29.73	\$37.48	\$45.24
Library Director <i>E</i>	69	Annual	\$57,424.00	\$72,401.00	\$87,377.00
		Bi-weekly	\$2,208.62	\$2,784.65	\$3,360.65
		Hourly	\$27.51	\$34.81	\$42.01
Special Projects Administrator <i>E</i>	58	Annual	\$56,023.00	\$70,635.00	\$85,246.00
		Bi-weekly	\$2,154.73	\$2,716.73	\$3,278.69
		Hourly	\$26.93	\$33.96	\$40.98
Town Clerk <i>E</i>	67	Annual	\$54,657.00	\$68,912.00	\$83,167.00
		Bi-weekly	\$2,102.19	\$2,650.46	\$3,198.73
		Hourly	\$26.28	\$33.13	\$39.98
Chief Building Official & Wastewater Manager	64	Annual	\$50,754.00	\$63,992.09	\$77,229.00
		Bi-weekly	\$1,952.08	\$2,461.23	\$2,970.35
		Hourly	\$24.40	\$30.77	\$37.13
Sergeant (Police)	62	Annual	\$48,309.00	\$60,908.00	\$73,508.00
		Bi-weekly	\$1,858.04	\$2,342.62	\$2,827.23
		Hourly	\$23.23	\$29.28	\$35.34
Senior Planner <i>E</i>	59	Annual	\$44,860.00	\$56,559.00	\$68,259.00
		Bi-weekly	\$1,725.38	\$2,175.35	\$2,625.35
		Hourly	\$21.57	\$27.19	\$32.82
Streets Supervisor/ Inspector	56	Annual	\$41,657.00	\$52,521.00	\$63,385.00
		Bi-weekly	\$1,602.19	\$2,020.04	\$2,437.88
		Hourly	\$20.03	\$25.25	\$30.47
Senior Accountant	55	Annual	\$40,643.00	\$51,240.00	\$61,839.00
		Bi-weekly	\$1,563.12	\$1,970.77	\$2,378.42
		Hourly	\$19.54	\$24.63	\$29.73
Deputy (police officer)	53	Annual	\$38,682.00	\$48,771.00	\$58,860.00
		Bi-weekly	\$1,487.77	\$1,875.81	\$2,263.85
		Hourly	\$18.60	\$23.45	\$28.30
Streets Maintenance Foreman	52	Annual	\$37,739.00	\$47,581.00	\$57,424.00
		Bi-weekly	\$1,451.50	\$1,830.04	\$2,208.62
		Hourly	\$18.14	\$22.88	\$27.61
Court Supervisor	50	Annual	\$35,920.00	\$45,282.00	\$54,657.00
		Bi-weekly	\$1,381.54	\$1,741.88	\$2,102.19
		Hourly	\$17.27	\$21.77	\$26.28

6-17-2013

Town of Camp Verde
Salary Plan

Effective 07/01/13

Position	Range		Minimum	Midpoint	Maximum
Deputy Town Clerk; Children's Librarian E Recreation Supervisor; Building Inspector	49	Annual	\$35,044.00	\$44,184.00	\$53,324.00
		Bi-weekly	\$1,347.85	\$1,699.38	\$2,050.90
		Hourly	\$16.85	\$21.24	\$25.64
Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman Civilian Investigator; Public Works Analyst; Senior Wastewater Operator	48	Annual	\$34,189.00	\$43,106.00	\$52,023.00
		Bi-weekly	\$1,314.96	\$1,657.92	\$2,000.83
		Hourly	\$16.44	\$20.72	\$25.01
Assistant Planner; Plans Examiner Accountant	46	Annual	\$32,542.00	\$41,029.00	\$49,517.00
		Bi-weekly	\$1,251.62	\$1,578.04	\$1,904.59
		Hourly	\$15.65	\$19.73	\$23.81
HR Specialist; Special Events Coordinator; Code Enforcement Officer	45	Annual	\$31,748.00	\$40,029.00	\$48,309.00
		Bi-weekly	\$1,221.08	\$1,539.58	\$1,858.04
		Hourly	\$15.26	\$19.24	\$23.23
Lead Maintenance Worker	44	Annual	\$30,974.00	\$39,052.00	\$47,131.00
		Bi-weekly	\$1,191.31	\$1,502.00	\$1,812.73
		Hourly	\$14.89	\$18.78	\$22.66
Dispatcher; Records Specialist; Senior Equipment Operator	43	Annual	\$30,219.00	\$38,100.00	\$45,981.00
		Bi-weekly	\$1,162.27	\$1,465.38	\$1,768.50
		Hourly	\$14.53	\$18.32	\$22.11
Administrative Assistant Permit Technician	42	Annual	\$29,461.00	\$37,170.00	\$44,860.00
		Bi-weekly	\$1,133.88	\$1,429.62	\$1,725.38
		Hourly	\$14.17	\$17.87	\$21.57
Court Clerk Finance Clerk	40	Annual	\$28,061.00	\$35,379.00	\$42,698.00
		Bi-weekly	\$1,079.27	\$1,360.73	\$1,642.23
		Hourly	\$13.49	\$17.01	\$20.53
Library Specialist Equipment Operator Wastewater Operator	39	Annual	\$27,376.00	\$34,517.00	\$41,657.00
		Bi-weekly	\$1,052.92	\$1,327.58	\$1,602.19
		Hourly	\$13.16	\$16.59	\$20.03
Animal Control Officer	38	Annual	\$26,709.00	\$33,675.00	\$40,641.00
		Bi-weekly	\$1,027.27	\$1,295.19	\$1,563.12
		Hourly	\$12.84	\$16.19	\$19.54
Records Clerk	37	Annual	\$26,057.00	\$32,853.00	\$39,649.00
		Bi-weekly	\$1,002.19	\$1,263.58	\$1,524.90
		Hourly	\$12.53	\$15.79	\$19.06
Animal Shelter Operator	36	Annual	\$25,422.00	\$32,052.00	\$38,682.00
		Bi-weekly	\$977.77	\$1,232.77	\$1,487.77
		Hourly	\$12.22	\$15.41	\$18.60
Maintenance Worker	34	Annual	\$24,197.00	\$30,508.00	\$36,819.00
		Bi-weekly	\$930.65	\$1,173.38	\$1,416.08
		Hourly	\$11.63	\$14.67	\$17.70
Senior Library Clerk Laborer	33	Annual	\$23,607.00	\$29,763.00	\$35,920.00
		Bi-weekly	\$907.96	\$1,144.73	\$1,381.54
		Hourly	\$11.35	\$14.31	\$17.27
Receptionist	32	Annual	\$23,031.00	\$29,038.00	\$35,044.00
		Bi-weekly	\$885.81	\$1,116.85	\$1,347.85
		Hourly	\$11.07	\$13.96	\$16.85
Library Clerk	29	Annual	\$21,386.00	\$26,964.00	\$32,542.00
		Bi-weekly	\$822.54	\$1,037.08	\$1,251.62
		Hourly	\$10.28	\$12.96	\$15.65
Janitor	28	Annual	\$20,865.00	\$26,307.00	\$31,748.00
		Bi-weekly	\$802.50	\$1,011.81	\$1,221.08
		Hourly	\$10.03	\$12.65	\$15.26

Salary Plan-Council Discussion:

10-01-2008

- 10-01-2008
Approved the Wage & Classification Study prepared by Public Sector Personnel Consultants including the 3% cost of living adjustment in January, and approval of job descriptions, Position Classification and FY 2009 Salary Plan.
- 08-17-2011:
Approved the addition, job description, and salary range for the Economic Development Director in the Classification and Salary Plan
- 05-02-2012:
Approved title change from 'Lieutenant' to 'Commander' in the Town of Camp Verde Position Classification and 2009 Salary Plan.
- 10-24-2012:
Approved the placement of a Deputy Public Works Director position into the Town's Classification and Salary Plan, which will include the job description and salary range.
- 04-03-2013:
Directed Staff to move forward on preparing a final draft of the revised Position Classification and Salary Plan including the 2 positions discussed and with more clarification than what is included in the agenda packet.
- 06-19-2013:
Approved additions to the [Position, Classification, and Salary Plan](#) to include Waste Water Operators I & II, Waste Water Manager, Public Works Analyst, and Plans Examiner; with the exception to delete the portion of the Public Works Analyst job description which states "implement disciplinary and termination process as necessary", and to add under "Physical Demands/ Work Environment" the statement "may include occasional visits to job sites and exposure to job sites and outdoor conditions."
- 09-25-2013:
Discussion regarding amending the Position Classification and 2009 Salary Plan, changing the title of Children's Librarian to Youth Services Librarian

~~CONFIDENTIAL~~

Copied Council
10-8-13 dk

Council Member Jackie Baker
Council Member Carol German

Thank you, thank you, thank you, for your no votes on the marshal's move out of town

I know and understand that letters from no one do not have much weight and I would love to say who I am but its not that easy

Members of the marshal's office are not allowed to have opinions or to discuss the marshal, if caught you will be treated as such and your job will come to an end

When this topic came up we were happy maybe an end in sight, her ATTITUDE will finally be seen by others and the Council

She does not like camp verde and feels she far above anyone that lives there, hence she can live anywhere and you cannot question her

The office is at its lowest point ever since existence, most have said lately it was so much better when smith was here and he was not great.

Its all about her image new uniforms new black cars its all about what people can see and hide the rest. Were new cars needed yes but not black in a farming community and thank you for them by the way

Her spending is crazy nuts but not on what is needed

Done nothing to reduce crime, community issues, hides in her office, no community involvement example moved out of town. NOT A LEADER

Had an employee that suffered a stroke and walked with a limp, she would mimic her when she walked out of the room behind her back in front of other employees, she would get up and imitate her

It goes on and on

She is bad for the office bad for the town, I hope your now watching

The manager is a sleep at the wheel, he has been told and he comment was people over there just never seem to be happy with anyone

They failed a post (police officers standards and training) audit because of no training records where any of you told was anyone held accountable

I would enjoy to tell you more but am afraid of even what I have done. I live here and have family that does also if I see you start looking I may contact you.

It does not matter how nice a person is or who likes who it is who is the best for the job and who is the best for the town someone that moves out of it does not have the towns best interest as a priority

Please keep your eyes and ears open, the good employees need you



RESOLUTION 2008-741

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
RELATING TO ADOPTING "PUBLIC SAFETY EMPLOYEE-EMPLOYER RELATIONS;
MEET AND CONFER":**

WHEREAS, the Town of Camp Verde has a fundamental interest in the development of harmonious and cooperative relations between the Town and its public safety employees;

WHEREAS, Public Safety employees have the fundamental right to organize and have full communication between public employers and public safety employees;

WHEREAS, The Town, its public safety employees and employee organizations, have a basic obligation to the public to assure the orderly and continuous operations and functions of government;

WHEREAS, the Mayor and Council find that Resolution 2003-551 shall, upon adoption of Resolution 2008-741 be superseded.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona resolve, to adopt the "public safety employee-employer relations; meet and confer" as follows:

Section 1. Public-safety employee-employer relations; meet and confer

- A) **Findings and purpose.** The town has a fundamental interest in maintaining a harmonious and cooperative relationship between the town and its public safety employees. Establishment of a formal procedure for communications between the two can improve the operations of town government. This resolution is intended to allow the town and its public safety employees, acting within the established framework, to enter into discussions to consider various matters relating to wages, hours, and working conditions.
- B) **Definitions:** For purposes of this specific resolution, the following definitions apply.
- 1) **Designated public safety employee organization:** The public safety employee organization that has met the criteria for designation under this section and that is eligible to participate in the meet and confer process established by this resolution.
 - 2) **Memorandum of understanding:** The written document approved by the council, which incorporates the agreement resulting from the meet and confer process.
 - 3) **Public safety employees:** Full-time, Arizona certified sworn peace officers and sergeants, and E911 dispatchers, property and evidence technicians and police records clerks. Persons who are employed on a contract, temporary, or seasonal basis are not considered public safety employees.

C) Council and town management: rights and obligations.

- 1) The council is the policymaking and legislative body of the town. None of its rights, duties and obligations, as set forth in the town code, or otherwise established by law, shall be restricted by this resolution.
- 2) The town's ordinances, rules and regulations, administrative directives, departmental rules and regulations, and work place practices shall govern employee relations unless there is a specific conflict with the memorandum of understanding approved by the council pursuant to this resolution. Where a specific conflict exists, the memorandum of understanding shall govern.
- 3) By way of illustration and not limitation, the town has the express right:
 - a) To determine the purpose of each of its departments, agencies, boards and commissions.
 - b) To set standards of service to be offered to the public, and to exercise control and discretion over its organizations and operations.
 - c) To direct its employees, take disciplinary action, relieve its employees from duty because of lack of work or for other legitimate reasons, determine whether goods and services shall be made, purchased or contracted for, and determine the methods, means, and personnel by which the town's operations are to be conducted.
 - d) To take all necessary actions to maintain uninterrupted service to the community.
- 4) The town manager may, at the manager's discretion or at the direction of the council, consult with the town's employees, or their authorized representatives, about the direct consequences that decisions on these matters may have on wages, hours, and working conditions.
- 5) It is the policy of the council that in matters involving employee relations not expressly covered by an approved memorandum of understanding between the town and the public safety employee organization, decision-making authority shall rest with the town manager.

D) Public safety employees: rights. Public safety employees shall have the right:

- 1) To form, join and participate in any employee organization or to refrain from forming, joining or participating.
- 2) If they so choose, to be represented by the designated employee organization, to meet and confer through a designated employee organization with the town in the determination of wages, hours, and working conditions, and to be represented in the determination of grievances.
- 3) To represent themselves in grievance matters.

E) Meet and confer: scope.

- 1) This meet and confer process includes the following matters:
 - a) Salary or wage rates or other forms of direct monetary compensation and direct cost subjects.
 - b) Paid time off.
 - c) Leaves of absence.

- d) Total hours of work required of an employee on each workday or workweek, including overtime, compensatory time, rest and meal periods.
 - e) Personnel records review.
 - f) Discussions with personnel by group representatives.
 - g) Distribution of information.
 - h) Meet and confer procedures
 - i) Procedures for employee grievances.
 - j) Matters mutually agreed upon by the public safety employee organization and the town manager.
- 2) The following matters shall not be included in the meet and confer process:
- a) Employee discipline, hiring, discharging, promotions, demotions, transfers or suspensions.
 - b) Any facet of the hiring, promotion, or transfer of employees, the types of discipline or grounds for demotion, discharge, suspension or discipline.
- F) Meet and confer process.
- 1) The designated public safety employee organization shall select no more than three public safety employee members as its representatives. The representatives shall meet and confer with up to three representatives designated by the town manager.
 - 2) Representatives of the designated employee organization shall meet and confer solely with the town manager or the manager's designated representatives.
 - 3) On or before December 15th of any year in which meeting and conferring is authorized by this resolution or by council approved memorandum of understanding, the designated public safety employee organization shall submit its proposal in writing to the town manager. The proposal shall be in a form that can be incorporated into a memorandum of understanding. Within 30 days, the representatives shall hold an initial meeting, the parties shall identify the issues to be discussed and shall establish ground rules for negotiation, including a proposed schedule for meeting and conferring.
 - 4) Unless otherwise provided by this resolution, during negotiations proposals shall remain confidential except that they shall be available to the town manager, the public safety employee organization representatives, the employees within the employee group and others designated by the town manager.
 - 5) The parties shall negotiate in good faith until an agreement is reached or until one party declares that the parties are at an impasse. The agreed upon issues shall be incorporated into a memorandum of understanding. If the parties are at an impasse regarding any matter, they shall also prepare and submit a separate, joint document listing the matters in dispute. The council shall consider the memorandum of understanding and the matters in dispute at a public meeting. The public safety employee organization and the town manager shall each be given an opportunity to state their position to the council. The council may accept, reject or modify those areas or agreement within the proposed memorandum of understanding and may take whatever

action they feel appropriate with regard to any areas in dispute. Final action by the council shall constitute the memorandum of understanding. The decision of the council shall be final.

- 6) Any portion of the meet and confer process that relates to economic issues shall be concluded prior to May 1st.
 - 7) The memorandum of understanding shall be entered into for a period of not less than two, nor more than three years. Economic issues may be subject to annual negotiation.
- G) Qualification and recognition of designated public safety employee organizations; membership requirements.
- 1) Any employee organization wishing to represent public safety employees shall submit a memorandum to the town manager within 30 days of the effective date of this resolution, and no later than August 1st of each year thereafter, indicating its desire to represent public safety employees. The memorandum shall contain the following information:
 - a) The name and address of the organization and the designated contacts for the organization.
 - b) A copy of the organization's charter, constitution, and by laws, if such documents exist.
 - c) The names, titles and telephone numbers of its duly elected officers.
 - d) A statement that membership in the organization is not denied because of race, color, national origin, religion, sex, disability, marital or familial status, veteran status or political affiliation.
 - 2) A petition shall be filed with the memorandum. The petition shall include the printed names, employee number, date of signature and signatures of at least 50% plus one of all public safety employees.
 - a) If the signature of an employee appears on petitions filed by more than one employee organization, the employee's name shall be struck from all employee organization petitions on which it appears.
 - b) An employee may remove his or her name from a petition by filing a memo with the town manager requesting removal. The memo must be filed within five days after the petition is filed.
 - c) Upon the request of a public safety employee, the signatures on a petition shall be verified by the town clerk.
 - 3) Following the resolution of any challenges to the filed petitions, the organization meeting the requirements of sections G.1. and G.2. above shall be certified by the town manager as the designated public safety employee organization.
 - 4) The designated public safety employee organization may request that membership dues for all public safety employees who have authorized dues deductions be withheld by the town and distributed to the organization.
 - 5) The designated public safety employee organization shall maintain a membership of not less than 50% of the members of its employee group. At any time other than during the annual meet and confer process, the town manager may:

- a) Request that, within 15 days, the organization provides a list of its public safety employee members.
 - b) If membership has fallen below the number necessary to qualify as the representative organization, require the organization to demonstrate the required membership within 90 days. If the organization fails to do so, the organization shall no longer be the designated public safety employee organization.
- 6) At any time other than during the annual meet and confer process, an existing designated public safety employee organization may be decertified and replaced by another organization. Decertification occurs only when a new organization presents the town manager with a petition, which names the organization to be replaced, names the new organization and meets the requirements of sections G.1. and G.2. above. The newly designated group will remain bound by the existing memorandum of understanding until the next authorized meet and confer process takes place.

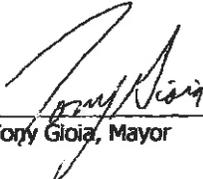
H) Prohibited activities.

- 1) The public safety employee organization, its members or its representatives shall not:
 - a) Restrain or coerce employees in the exercise of their rights under this resolution;
 - b) Refuse to meet and confer with the town;
 - c) Discuss negotiation matters with members of the council from the time the organization makes its presentation to the town manager until items in dispute have been submitted to the council for their determination;
 - d) Use town time, property or equipment for employee organization business, except as specified in the memorandum of understanding or as provided to the general public;
 - e) Obstruct, restrain or coerce any employee, employee representative, elected or appointed town official, or representative of the town in the exercise of any right provided by this resolution, for the purpose of gaining a concession under this resolution, during negotiations, in the selection of its agent for meeting and conferring, or in adjustment of grievances;
 - f) Refuse or fail to comply with any provision of this section.
- 2) The town, its management and its representatives, shall not:
 - a) Interfere with employee rights under this resolution;
 - b) Discriminate against an employee with regard to terms and conditions of employment because of the employee's membership status in an employee organization, or because an employee invoked rights under this resolution;
 - c) Discriminate in regard to hiring, or any term or condition of employment, in order to encourage or discourage membership in an employee organization;
 - d) Refuse to meet and confer with an authorized representative of the designated public safety organization; provided, it shall not be in violation of this subsection for the town to refuse to meet and confer about economic items between May 1st and December 15th;
 - e) Refuse or fail to comply with any provisions of this resolution.

- 3) Except as expressly authorized in this resolution, solicitation of members, collection or payment of dues, and all other internal employee organization business shall be conducted only during non-duty hours and shall not occur on the town's premises.
- 4) Employee organizations and employees shall not engage in, initiate, sponsor or direct a strike, work stoppage, slowdown, sickout or other similar activity. The employee organization conducting any such prohibited practice shall immediately be decertified as a designated public safety employee organization, shall be ineligible to be recertified for two years and shall be ineligible for payroll deductions of dues for a like period of time. Any employee who engages in any prohibited practice may be subject to disciplinary action, including termination.
- 5) Nothing contained in this resolution shall prohibit the public safety employee organization from determining and maintaining its own rules for obtaining or retaining membership in the organization, so long as the rules do not purport to confer any rights to representatives by the association other than that provided by this resolution.

Section 2. The Town's Manager and staff are hereby directed and authorized to undertake all other and further tasks required or beneficial to carry out the terms, obligations, and objectives of this resolution.

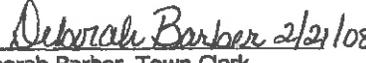
PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 20th day of February 2008.



 Tony Gioia, Mayor

Date: 2/20/08

Attest:



 Deborah Barber, Town Clerk

Approved as to form:



 Town Attorney

Contract for Legal Services

This Contract is made and entered into this 20th day of June, 2012, by and between Town of Camp Verde, a municipal corporation, acting by and through its Town Marshal and the Edwards & Ginn, P.C., law firm (the "Firm").

The Town of Camp Verde has determined that it is in its best interests to employ Firm to assist the Town by providing: 1) legal advice regarding the operation of the Camp Verde Marshal's Office (the "Agency"); 2) periodic legal training to sworn personnel employed by the Camp Verde Marshal's Office and 3) legal review of operational policies and procedures.

NOW, THEREFORE, in consideration of the foregoing recital and the mutual promises, terms, covenants and conditions set forth herein, the parties hereby agree as follows:

1. Scope

- A. Firm shall provide legal consultation and advice to the Town Marshal, command personnel, and shift supervisors on subjects relating to the administration and operation of the Agency. An attorney shall be available on normal business days for consultation on any issue related to the business of the Agency, during the hours of 0700 to 1800.
- B. Firm shall make an attorney available for telephonic consultation for emergency situations which occur outside of regular business hours.
- C. Firm shall provide legal review of those Agency operational policies and procedures with legal significance, such as use of force, search and seizure, interrogation, and others as agreed.
- D. Firm shall provide the Agency with a timely explanation of significant new court decisions from state or federal courts which appear to impact law enforcement operations.
- E. Firm shall provide legal training to the officers and employees of the Agency, as follows:
 - 1. A maximum of sixteen (16) hours of training will be provided at the Agency's facilities during the calendar year. The training shall consist of an eight hour session offered twice in order to permit maximum participation by agency officers.

2. Agency officers may attend, at no charge, open training scheduled at other law enforcement agencies which is presented by the Firm.

3. The Firm may also offer fee registration training only, that is in addition to and separate from the multi-agency training. Agency's employees may register for and attend such training at one-half the normal registration fee.

4. General provisions regarding training:

a. Training sessions will be scheduled in the Camp Verde, Phoenix and Tucson metropolitan areas, and may be scheduled in other parts of the State as well.

b. Firm will determine the size of the training sessions.

c. Multiple training sessions may be offered in the same day.

d. Agency shall provide the facilities for the training days scheduled at the Agency. Provision of the facilities includes provision of copies of the materials for attendees, any necessary audio-visual equipment and any desired refreshments.

e. Agency will be required to schedule officers among available training sessions, and to register officers for training at least two weeks prior to the scheduled training date.

f. Agency acknowledges that training classes with fewer than ten officers scheduled to attend may be cancelled by the Firm.

g. Training may be recorded only with the written permission of Firm. All such recordings become the property of Firm and may be subsequently used only with written permission.

h. Firm reserves the right to offer, for a fee, unused seats at the contracted training sessions to law enforcement personnel from other law enforcement agencies.

i. The Agency shall assist the Firm in developing the training calendar, by providing preferred subjects for training and identifying available dates and facilities. Failure to reasonably assist in establishing the training calendar may result in a reduced number of training dates being scheduled at the Agency's facilities.

- j. The final annual training calendar shall be determined by the Firm.
- F. The Firm will not represent the agency in any litigation as a part of this contract or under the terms of this contract.
- G. The Agency shall provide, at no cost to the Firm and within fifteen days of the effective date of this contract, copies of the following: all agency policies and procedures; all Town ordinances and policies that govern the employment of the Camp Verde Marshal's personnel, and; all Town ordinances that are enforced by the Agency. Whenever possible, this information shall be provided in electronic format. This information shall be kept current throughout the term of the contract.

2. Term

This initial term of this contract shall be from the July 1, 2012 through June 30, 2013. This Contract shall automatically renew on an annual basis thereafter unless either party notifies the other party of non-renewal on or before June 1st of the then current contract period.

3. Compensation

- A. This contract is a flat fee contract and is not based upon an hourly rate for services performed.
- B. The Agency agrees to pay Firm \$3750 per quarter for services rendered under the Contract, for a total annual fee of \$15000. Services shall be billed quarterly and each quarterly payment shall be paid within 30 days after the Agency's receipt of Firm's billing statement. The initial quarterly fees and the total annual fee stated in this paragraph will be prorated on a per day basis to reflect the actual start date of the contract.
- C. Firm's quarterly billing statement will reflect a description of work performed under this Contract during the billing period. It is understood and agreed that the statements will not reflect hourly rates or allocations of time spent performing the work.
- D. In the event of termination as set forth in Section 6 below, Firm shall be paid for the undisputed portion of the services under this Contract, determined on a per day rate calculated by dividing the quarterly contract price by the number of days in the quarter in which such termination or cancellation occurs. Any dispute regarding final payment shall be resolved by binding arbitration performed by a mutually agreed upon

arbitrator, or if no agreement is reached within thirty days, under the rules of the American Arbitration Association.

4. Insurance Requirements

- A. Firm shall maintain, during the entire term of this Contract, professional errors and omissions insurance in an amount not less than \$1 Million per occurrence/\$2 Million aggregate. Firm shall provide the Agency with a certificate of insurance within thirty days of execution of the Contract.
- B. The Firm shall keep all insurance policies in force for the duration of the Contract and for any possible extension thereof. All policies shall not be suspended, voided, canceled or reduced in coverage for the duration of the Contract and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Risk Manager.
- C. All carriers shall be approved to write insurance in the State of Arizona and possess an A- or better A.M. Best rating.
- D. The receipt of any Certificate of Insurance does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.
- E. The Firm's liability under this Contract is not in any way limited by the insurance required by this Contract. Failure to comply with insurance requirements may be regarded as a breach of the Contract terms.

5. Conflict of Interest

- A. Firm is retained by the Agency only for the purposes and to the extent set forth in this Contract. Firm shall bring all situations involving conflicts of interest to the attention of the Town Marshal as soon as practicable.
- B. In the event of a conflict of interest, Firm shall take no further action on the conflicted matter or issue in the absence of a written waiver of said conflict from the Agency. Such waiver shall not be unreasonably withheld by the Agency.
- C. Pursuant to A.R.S. § 39-511, the Town may cancel this Contract without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the Town is, or becomes at any time while the contract or any extension of the Contract is in effect, an employee of or a consultant to any other party to

this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the state, it may also cancel this Contract as provided in A.R.S. § 38-511.

6. Termination

Either party may terminate this Contract without penalty, with or without cause, upon giving thirty days prior written notice.

7. Notice

Notice shall be deemed to have been duly given if (i) hand-delivered to the party at the address set forth below or (ii) deposited in the U.S. mail, registered or certified, return receipt requested, to the address set forth below.

When notice is required to be sent to Firm, it shall be sent to:

Beverly A. Ginn
Edwards & Ginn, P.C.
P.O. Box 68097
Tucson, AZ 85737

When notice is required to be sent to the Agency, it shall be sent to:

Town Marshal
646 S. 1st Street
Camp Verde, AZ 86322

8. Waiver

The failure of either party at any time to require performance of any provision of this Contract shall in no way affect the right of the party to enforce such provision.

9. Entire Agreement

It is expressly agreed that this written Contract embodies the entire Contract of the parties in relation to the subject matter, and that no understanding or agreements, verbal or otherwise, in relation thereto, exist between the parties, except as herein expressly set forth.

10. Governing Laws

It is the express intention of the parties that this Contract and all terms thereof shall be in conformity with and governed by (i) the laws of the State of Arizona and (ii) the Arizona Rules of Professional Conduct, both to the interpretation and performance of the Contract.

11. Non-Exclusivity

Firm retains the right to perform work for others during the term of this Contract. Firm shall be free to dispose of such portion of Firm's entire time, energy and skill as are not required to be devoted to the Agency in such a manner as Firm sees fit and to such police departments, persons, firms or corporations as Firm deems advisable.

12. Independent Contractor.

It is mutually agreed that Firm shall be an independent contractor in the performance of this contract and shall not be considered an employee or agent of the Agency.

13. Compliance with federal immigration laws

The Town is prohibited by A.R.S. § 41-4401 from awarding an agreement to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, the Firm agrees that:

1. The Firm and each subcontractor it uses warrant their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214, subsection A.
2. A breach of warranty under paragraph 1 shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of the Contract.
3. The Town retains the legal right to inspect the papers of any of the Firm or subcontractor employees who work on this Contract to ensure that the Firm or subcontractor is complying with the warranty under paragraph 1.

14. Compliance with A.R.S. §35-391.06 and 35-393.06

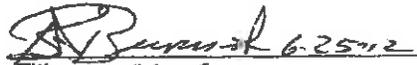
The Firm certifies that it does not have, nor will it for the duration of this contract have, scrutinized business operations in Sudan or Iran as defined in A.R.S. § 35-391.06 and 35-393.06.

IN WITNESS WHEREOF, the parties have made and execute this contract the day and year first written above.

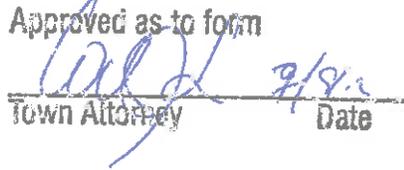
For the Firm


Edwards & Ginn, P.C.

For the Town


Title: Mayor

Approved as to form


Town Attorney Date

3. Direct abandonments and acquisition of right-of-way for public improvements such as streets, alleys, sewers and drainage ways.
4. Review and approve plans, permits, and specifications for Town construction contracts; direct and advise inspectors of construction projects under his jurisdiction; interpret construction plans and specifications.

SECTION 3-2-7 TOWN ATTORNEY (2002-1-226)

- A. Office Established. The office of Town Attorney is hereby established. The Town Attorney shall be appointed by a majority vote of the Council on the basis of ability and shall hold office pursuant to Sections 3-1-3.A and 3-1-3.B of this code.
- B. Powers and Duties.
 1. The Town Attorney is the administrative head of the legal department under the direction and control of the Council.
 2. The Town Attorney shall act as the legal counselor and advisor of the Council and other Town officials. The Town Attorney shall give his opinion in writing when requested. Major issues should be subject to Council review and majority direction. Any request that is estimated by the Town Attorney to exceed two (2) hours to complete will be considered a major issue that should be placed on the agenda.
 3. If there is a legal issue concerning an agenda item, the Town Attorney may be requested by the Mayor, after direction by the Council, to provide a written opinion to Council, call for a vote for an Executive Session, or to discuss the matter with the interested Council Member in private, rather than give impromptu opinions during the meeting. The Town Manager may also request a formal written opinion in advance of a meeting regarding minor issues. This would not prevent the Attorney from responding to questions on procedures, or explaining the provisions of forms or documents related to the agenda items.
 4. The Town Attorney shall draft and/or review deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments when required. Major issues should be subject to Council review and majority direction. Any request that is estimated by the Town Attorney to exceed two (2) hours to complete will be considered a major issue that should be placed on the agenda.
 5. The Town Attorney shall approve or disapprove as to form, in writing, all documents submitted to the Town Attorney.
 6. The Town Attorney shall return, within ten days, all ordinances and resolutions submitted to him for consideration, with the Town Attorney's approval or disapproval as to form noted thereon, together with his reasons therefore if disapproved.
 7. The Town Attorney shall handle or monitor all suits, actions, or causes where the Town is a party and report to the Council, when required, the condition of any suit or action to which the Town is a party. Any contract or consulting attorney or legal representative shall report to the Town Attorney who will act as liaison to the Council. No individual Council Member shall be allowed to directly contact contract attorneys. In the event of conflict of interest or unavailability, the Town Manager shall be liaison to that specific item.

ARTICLE 3-3 (RESERVED FOR FUTURE USE)