

INTER-OFFICE COMMUNICATION

WASHINGTON STATE PATROL

TO: Ms. Ann Marie Gordon, Toxicology Laboratory Division
FROM: Dr. Barry Logan, Forensic Laboratory Services Bureau
SUBJECT: Administrative Reassignment to Residence
DATE: July 19, 2007 **FILE:** OPS Case Number 07-1127

1-2, 1-3, 1-5,
1-6, 1-8, 1-9

Effective immediately, you are placed on administrative reassignment with pay at your residence. While on administrative reassignment, you will not conduct agency business unless directed by your supervisor. If you have remote access to a WSP server, this access will be suspended during this assignment.

This administrative reassignment is necessary because of the nature of the allegations in your case. The citizens of the state hold the Washington State Patrol accountable for the acts and omissions of our employees. We have an obligation to you, your fellow employees, the Agency, and the citizens of this state to thoroughly investigate allegations of misconduct and substandard performance.

You are required to call Ms. Kitty Jacobs at (206) 262-6000 at the Forensic Laboratory Services Bureau daily between 10:00 and 10:30 a.m. and again between 1:30 and 2:00 p.m., Monday through Friday, excluding holidays. A log will be maintained of each call and any messages the department has for you will be provided to you at that time. You shall remain at your residence, available by telephone, able to respond to the Toxicology Laboratory Division within one-hour notice between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. This administrative reassignment is not a disciplinary action.

During this period of time, your Washington State Patrol identification, and keys will be temporarily retained by Dr. Barry Logan. No overtime, compensatory time, or shift differential will be incurred during this period. You are not required to call the office on state designated holidays, nor will these holidays be considered as days worked. You are directed not to appear at any Washington State Patrol facility without official authorization from your division commander.

You shall continue to complete and submit Time and Activity Reports (TARS) in accordance with department policy, while on administrative reassignment. Your TARS should be submitted to arrive at your supervisor's office at least three working days prior to the end of each pay period. The Time and Activity code for administrative reassignment to residence is 9509. You will utilize accumulated sick leave for medical appointments. Sick leave and annual leave usage must be approved by your supervisor.

If you previously had authorization for off duty employment, this authorization is rescinded. This directive will remain in effect until either the adjudication or conclusion of this administrative investigation.

INITIAL _____ DATE _____



INITIAL _____ DATE _____

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Failure to comply with any part of this directive shall constitute insubordination, which shall result in discipline up to and including termination. Any questions regarding this administrative assignment shall be directed to Dr. Barry Logan at (206) 262-6000.

BKL:dfp

cc: Chief John R. Batiste

Captain G. Curt Hattell, Office of Professional Standards

Assistant Chief David J. Karnitz, Investigative Services Bureau

Captain Marc W. Lamoreaux, Human Resource Division

Mr. Karl Nagel, Labor and Policy Office

Mr. Dan Parsons, Information Technology Division

INITIAL _____ DATE _____

INITIAL _____ DATE _____

Gilbert Swanson CASE NO: C 127574 / 6669127
PLTF./PETR. EXH. NO. _____
DEFT./RESP. EXH. NO. _____
ADMITTED REJECTED 19