



Karl Ballard
Chief of Police

Federal Heights Police Department

2370 W. 90th Avenue
Federal Heights, CO 80260
Phone: 303-428-8538 Fax: 303-428-3720

To: Sergeant Chad Gallegos

From: Deputy Chief of Police, Karl Ballard

Date: July 22, 2026

RE Notice of Termination

I have thoroughly reviewed IA-FHPD-2026-000002 prepared by Commander Jason Schlenker and associated documents and concur with his findings which substantiated the following violations of the Department's Policies and Procedures.

Policy 101 Code of Conduct

Sub-Section Conduct 101.1

Employees shall maintain familiarity with, perform their duties according to, and conduct themselves within the framework of the Federal Heights Police Department Directive System and the law enforcement Code of Ethics.

Sub-Section Conduct 101.1.9

Employees shall use reasonable judgment and refrain from conduct which reflects unfavorably on the police department. This type of conduct includes that which:

- (a) Brings the Department into disrepute;
- (b) Reflects discredit upon the individual as an employee of the Department, or
- (c) Tends to impair the operation, effectiveness, or efficiency of the Department or its employees.

Policy 318 Conduct

Sub-Section 318.3 Conduct That May Result In Discipline

Employees shall conduct themselves, whether on- or off-duty, in accordance with the Constitution of the United States, the Colorado Constitution and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

In addition, any of the following actions may be deemed sufficient cause for the discipline, discharge, suspension, demotion or removal of any employee:

- (a) Any other on- or off-duty conduct which any employee knows or reasonably should know is unbecoming a member of the Department or which is contrary to good order, efficiency or morale or which tends to reflect unfavorably upon the Department or its employees.
- c) Failure to disclose or misrepresenting material facts or the making of any false or misleading statement on any application, examination form or other official document, report or form, or during the course of any work-related investigation.

Employee Handbook

Section IV Employee Conduct

Sub-Section IV (A) Expectations of Employees

Every employee represents the City to the public. The way employees perform their jobs presents an image of our entire City. The public judges the city by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention that employees give to the public. Employees are always expected to conduct themselves in this manner and to always act in the best interests of the city when interacting with the public and other employees.

Sub-Section IV (B) Attendance and Punctuality

Regular and prompt attendance is one of the City's basic requirements. All employees depend heavily on each other, so it is important that all employees attend work as scheduled. Employees are expected to report to work on time, to work every day they are scheduled and to work the hours they are assigned. Being present on the job is an essential function of everyone's position. However, it is recognized that there are times when a person must be absent due to illness or other reasons.

An employee must notify their supervisor if unable to report for work on time or if they must be absent for any reason. Employees should consult with their Department Director as to the minimum advance notice required for any absence.

Section IX Payroll and Work Hours

Sub Section F Reporting Time Worked

All non-exempt employees must provide documentation of time worked through the approved timecard procedure. The employee's supervisor will instruct the employee on the procedure required.

Any time away from work during an employee's regularly scheduled hours must be documented and employees must receive prior approval from their supervisor. Use of sick leave, vacation, personal time, compensatory time, or use of any other leave, must be reported.

The investigation arose from a complaint forwarded to Commander Schlenker from Administrative Staff regarding discrepancies found in your timesheet.

The facts for each date are as follows:

May 25, 2026:

Sergeant Gallegos recorded on his timesheet that he worked from 5:45pm to 5:15am. Commander Schlenker provided Sergeant Gallegos with a screenshot of the parking lot surveillance, showing his arrival and departure times. Sergeant Gallegos was observed arriving in a red Honda sedan and he acknowledged that he arrived in the police department parking lot at 5:47pm and left the police department parking lot at 5:06am which is a discrepancy of 11 minutes.

May 26, 2026:

Sergeant Gallegos recorded on his timesheet that he worked from 5:45pm to 5:15am. Commander Schlenker provided Sergeant Gallegos with another screenshot of the parking lot surveillance, showing his arrival and departure times. Sergeant Gallegos was observed arriving in a blue Chevrolet truck and he acknowledged that he arrived in the police

department parking lot at 5:44pm and left the police department parking lot at 4:50am which is a discrepancy of 24 minutes.

Before showing Sergeant Gallegos the next date, Commander Schlenker asked if he had any breaks, personal errands, or periods where he was away from his assigned duties and he said he was not.

May 27, 2026:

Sergeant Gallegos recorded on his timesheet that he worked from 5:45pm to 5:15am. Commander Schlenker provided Sergeant Gallegos with another screenshot of the parking lot surveillance, showing his arrival and departure times. Sergeant Gallegos was observed arriving in a blue Chevrolet truck and he acknowledged that he arrived in the police department parking lot at 5:55pm and left the police department parking lot at 4:34am, which is a discrepancy of 51 minutes.

Commander Schlenker asked Sergeant Gallegos if he recalled why he left almost an hour early and he advised that he did not know. Sergeant Gallegos then stated he may just have made a mistake on his timesheet and attributed it to a "simple error" because he was supposed to stay late and forgot to adjust his timesheet when he left.

May 31, 2026:

Sergeant Gallegos recorded on his timesheet that he worked from 5:45pm to 5:15am. Commander Schlenker provided Sergeant Gallegos with another screenshot of the parking lot surveillance, showing his arrival and departure times. Sergeant Gallegos was observed arriving in a white Ford truck and he acknowledged that he arrived in the police department parking lot at 5:38pm and left the police department parking lot at 4:48am, which is a discrepancy of 20 minutes.

June 1, 2026

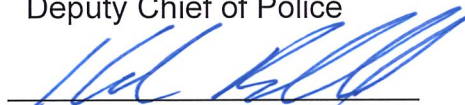
Sergeant Gallegos recorded on his timesheet that he worked from 5:45pm to 4:15am. Commander Schlenker provided Sergeant Gallegos with another screenshot of the parking lot surveillance, showing his arrival and departure times. Sergeant Gallegos was observed arriving in a blue Chevrolet truck and he acknowledged that he arrived in the police department parking lot at 5:45pm and left the police department parking lot at 4:00am, which is a discrepancy of 15 minutes.

In my deliberation of these matters, I have decided that you cannot continue to serve as a police officer for the City of Federal Heights. To have five incorrect timesheets in such a short period of time is inexcusable and certainly reflects poorly upon the Department and is a disservice to the citizens as you received public monies for time when you were not in service to the public. As a Police Officer, you are expected to take responsibility for your actions. When asked by Commander Schlenker why there was a 51-minute time discrepancy for May 27th, 2026, you responded that it was a "simple error." Receiving pay for 51 minutes for which you did not work is not a "simple error." Therefore, I am terminating your employment effectively this 22nd day of July 2026. By close of business July 31st, 2026, you are to return all City property in your possession to Deputy Chief Ballard, and I advise you to contact Human Resources regarding post-employment matters such as COBRA.

In lieu of the termination you may resign your position, but it must be done today by written

notice to me, and you must return all City property in your possession no later than 5:00pm, July 31st, 2026.

Deputy Chief of Police



Karl Ballard

CC: Stephanie Garrett, Human Resource Manager



Federal Heights

Patti Lowell
City Clerk/Director of Administrative Services
2380 W. 90th Avenue
Federal Heights, CO 80260

August 13, 2026

Andrew Fraieli

email: records@bluesurveillance.org

Please be advised that I, Patti Lowell, City Clerk, in accordance with the Colorado Open Records Act ("CORA"), C.R.S. § 24-72-200.1 *et seq.*, serve as the custodian of public records of the City of Federal Heights ("City").

I received the attached Public Records Request from you dated July 28, 2026.

I am following up on my July 31 response regarding this record. At the time of my initial response, I understood that the termination letter was part of an Internal Affairs (IA) file and therefore considered a CCJRA record maintained by the Police Department.

I have since clarified that the record is maintained in the former employee's personnel file and is being treated as a public record subject to CORA. Accordingly, the record is being provided in response to your request.

As it took less than one hour to research and retrieve the information, which is being sent electronically, no fee will be charged.

By delivery of this information to you, the City has responded to your request in accordance with the Colorado Open Records Act ("CORA"), § C.R.S. 24-72-203.

Sincerely,

Patti K. Lowell

Patti K. Lowell, CMC, CPM
City Clerk/Director of Administrative Services