SHERIFF OF GARFIELD COUNTY
LOU VALLARIO

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To: Command Staff / HR
From: Sgt. D. Rohan, Cpl. A. Padilla
Topic: Letter of Reprimand
Date: 07/29/2026

Incident
Deputy Hill was late to work on 7/29/2026

Title Employee Handbook III.H. Attendance
It is important form employees to attend work regularly and to arrive at work on time, as failure to do so negatively affects customer service, teamwork, and productivity.

Title Employee Handbook III.E. Standards of Conduct & Performance Expectations.

County Employees are expected to maintain high standards of behavior and job performance…

If it is necessary for an employee to be late or absent from work, it is the responsibility of the employee to contact the supervisor at least four hours prior to scheduled workday. Failure to comply may result in an unexcused absence.

Incident

Deputy Hill was scheduled to work 05:45-15:45 on 7/29/26. He did not arrive to work until 09:45 (4-hours late) letting his shift down.

On July 6, 2026, Deputy Hill received a Verbal Counseling letter. He had asked for a vacation day and did not have authorization to take a vacation day. This put a burden on the shift who was relying on him being on shift.

Deputy Hill was also late for work on:

- 5/30/26-Overslept arrived to work at 08:15.

- 6/6/26-One hour late for work
- 6/11/26- Late for work-arrived at 08:15

On 9/22/25 Deputy Hill slept through this month's mandatory training. This was the roll out of the new Taser 10 system. He was told that this was not OK, and that he could expect to be counseled on this.

On the morning of 09/25/25, before briefing I met with Deputy Hill to have this conversation and reinforce that missing the Sheriff's mandatory training is unacceptable and can lead to disciplinary actions if it continues. To his credit Deputy Hill owned his mistake, agreed it was unacceptable, and said it won't happen again.

Employee Expectations:

- *Review Policy and Procedures on workplace safety and code of conduct*
- *Review Employee Handbook Attendance*
- *Review Employee Handbook Vacation time*

Deputy Hill will ensure that he comes to work on time. If unable to do so can result in immediate discharge.

Resolution:
All of the above information has been reviewed with Deputy Hill, and he understands the points being made. He agrees to make the corrections we are asking for here.

Signed, Deputy M. Hill Date: 7/29/26

Sgt. D. Rohan Date: 7/29/26

Cpl. A. Padilla Date: 7/29/26

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To: Command Staff / HR
From: Sgt. D. Rohan, Cpl. A. Padilla
Topic: Verbal Counseling Deputy M. Hill
Date: 07/09/2026

Incident
Deputy Hill did not show up to work for his scheduled work day on.

Title Employee Handbook III.H. Attendance
It is important form employees to attend work regularly and to arrive at work on time, as failure to do so negatively affects customer service, teamwork, and productivity.

If it is necessary for an employee to be late or absent from work, it is the responsibility of the employee to contact the supervisor at least four hours prior to scheduled workday. Failure to comply may result in an unexcused absence.

Title Employee Handbook IV.C. Vacation time
Vacation Time must be scheduled in advance, except for circumstances involving unforeseen illness, injury or emergency for which Vacation Time is requested to be used. Vacation time is to be scheduled in a manner that minimizes interruptions to the County's operations of service to the public and is subject to supervisor approval.

Incident

Deputy Hill did not show up for work on July 6, 2026. He had asked to use a vacation day the night of July 4, 2026. Sgt. E. Diaz told Deputy Hill that he didn't think it'd be an issue just looking at shift numbers, but that he would need to put in a request and that it would need to be approved by that shift supervisor. At no point did he tell him he was good to have the day off.

Sgt. S. Roush sent out a email asking; I see that Diaz put Hill down today (7/6/26 @06:36) with a pending vacation request, did someone approve this? I know I didn't, so do we know if Hill is coming in to work today?

Sgt. Roush checked in Executime to see if he had requested time off. Which Deputy Hill did not request vacation, she also noticed that he didn't have enough hours to ask for the day off. Sgt. Roush tried calling Deputy Hill. She was unable to leave a message on Deputy Hill's voicemail. Deputy Hill finally called Sgt. Roush at 15:30 that day.

- Deputy Hill should have confirmed with a supervisor whether or not he could use vacation time instead of not coming into work.
- Deputy Hill did not have enough accrued time in PDO or Holiday hours to ask for the time off.
- Deputy Hill should not of assumed that he could have the day off without supervisor permission.

Employee Expectations:

- *Review Policy and Procedures on workplace safety and code of conduct*
- *Review Employee Handbook Attendance*
- *Review Employee Handbook Vacation time*

Deputy Hill will ensure that he gives advance notice when requesting time off. He will put his request into Executime, assuring that he has enough time to allow for the time off and wait for approval from Supervisor instead of assuming that he can have the time off.

Resolution:
All of the above information has been reviewed with Deputy Hill, and he understands the points being made. He agrees to make the corrections we are asking for here.

Signed, Deputy M. Hill Date: 7/9/2026

Sgt. D. Rohan Date: 7/9/26

Cpl. A. Padilla 1118 Date: 7/9/26

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To: Command Staff
From: Sgt R. Nye
1/14/26
Letter of Reprimand for M. Hill

On 1/12/26 Deputy Hill was scheduled for mandatory training starting at 0900 but Deputy Hill was not present at the beginning of training. Cpl A. Mossbrucker stated he was supposed to meet Deputy Hill at the dealership and bring Deputy Hill to training with him but when he got to the dealership Deputy Hill wasn't there and didn't answer phone call or texts. I attempted to call Deputy Hill and he did not answer.

Later in the day Deputy Hill returned my phone call and informed me that he had slept longer than intended. He stated that he was up late the night before with his father who was in the hospital. He returned home, planned to sleep for a little bit and when he woke up realized he had missed training.

On 9/22/25 Sgt N. Nelson had a conversation with Deputy Hill about missing the mandatory training for the month which was the switch over to the taser 10's. During the conversation Deputy Hill told Sergeant Nelson he would not miss training again. Per Investigator M. Jenness Deputy Hill has yet to qualify with the taser 10, even though there have been opportunities to get it completed since the initial training in September. Deputy Hill is known among supervisors and staff as one who regularly gets out of mandatory training by working OT or having something come up at home, like oversleeping. It is imperative that he attend the trainings to stay up on new techniques, procedures, or processes.

Deputy Hill will be required to attend trainings with the new hires when they are scheduled to cover the training topics he missed on 1/12/26. Those trainings were Basic Life Support and First Aid, Taser, ICAT, and Defensive tactics. Deputy Hill will be removed from the shift to attend those trainings and if they are on a day off, he will need to flex his time out.

Deputy M. Hill — Date 1/17/26

Sgt R. Nye — Date 1-17-26

Lou Vallario
Sheriff of Garfield County

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Telephone: 970-945-0453
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Documentation of Verbal Counseling

TO: Command Staff
FROM: Sgt. N. Nelson - 1197
DATE: 09/25/2025
SUBJECT: Missed Mandatory Training

On 09/22/2025 Deputy Matt Hill text me to let me know he had slept through this month's mandatory training. This was the roll out of the new Taser 10 system / agency retrofit. I let him know that this was not Ok, and that he could expect to be counseled on it.

On the morning of 09/25/25, after briefing I met with Deputy Hill to have this conversation and reinforce that missing the Sheriff's Mandatory training is unacceptable and can lead to disciplinary actions if it continues. TO his credit Deputy Hill owned his mistake, agreed it was unacceptable, and says it won't be an issue again.

Dep. M. Hill,

Sgt. N. Nelson, 1197 9.25.25