



# CITY AND COUNTY OF BROOMFIELD

One DesCombes Drive • Broomfield, CO 80020 • 303.469.3301 • www.broomfield.org

TO: Jennifer Hoffman, City and County Manager  
FROM: Enea Hempelmann, Chief of Police  
DATE: April 26, 2022  
SUBJECT: Request for Administrative Leave - Richard Norton

---

Richard Norton is a full-time Police Officer (Patrol). Effective immediately, it is requested that Officer Richard Norton be placed on paid administrative leave pending the outcome of an internal investigation for alleged violations of the Personnel Merit System and Broomfield Police Department policies.

Broomfield Municipal Code section 2-14-170 (A) *Status during/pending investigation, hearing, or trial*, states that, “During the investigation, hearing, or trial of an employee for any violation of city policies or civil or criminal charges or pending any hearing or investigation scheduled pursuant to this chapter, an employee may be relieved of duties and placed on paid administrative leave by the appointing authority or city manager for a period of time authorized by the city manager. The employee shall be advised of the reasons for being placed on paid administrative leave”.

The City and County Manager may authorize paid administrative leave.

Please contact me if you have any questions.

Approved:

Jennifer Hoffman  
Jennifer Hoffman, City and County Manager