



TO: Richard Norton, Police Officer
Patrol Division

FROM: Enea Hempelmann, Chief of Police

DATE: June 15, 2022

SUBJECT: Written Notice of Proposed Disciplinary Action and Notice of Pre-Disciplinary Meeting

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Notice of Pre-Disciplinary Meeting

A pre-disciplinary meeting to review violations to the Personnel Merit System relating to your performance as a police officer has been scheduled for Wednesday, June 29, 2022 at 1 p.m. in the Chief's Conference Room located at 7 DesCombes Drive. In accordance with the Personnel Merit System at Section 2-14-200 of the Broomfield Municipal Code, you will have the opportunity to be heard and to respond to the reasons for the recommended disciplinary action to be taken.

It is recommended that you be **terminated** from your position for violating the following section of the Personnel Merit System of the Broomfield Municipal Code:

2-14-160(A) - Failure to adequately perform the duties of the job. **Sustained**

2-14-160(B) - Failure to demonstrate behavior consistent with the city's mission statement or guiding values, CCOB Mission Statement and Values. **Sustained**

2-14-160(C) - Failure to establish or maintain effective, productive working relationships with employees, supervisors, department heads, elected officials, other public agencies, contractors, developers, or the public. **Sustained**

2-14-160(G) - Violation of any ordinance, resolution, the Charter, or personnel or departmental policy, procedure, rule, regulation, order, or code of professional ethics - Standards of Conduct Policy 320, 3.9 Conduct (8) States: "*Criminal, dishonest, or disgraceful conduct, whether on or off duty, that adversely affects the member's relationship with this Department.*" **Sustained**

2-14-160(EE) - Violation of provision 2-14-340(B): Sexual Harassment - Policy and Procedure, states: (1) Policy. It is a policy of the city to provide a work environment that is free from sexual harassment and which forbids sexually harassing conduct by any employee directed toward another employee or by any nonemployee while conducting business in the city workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such individual, or (c) such conduct has a

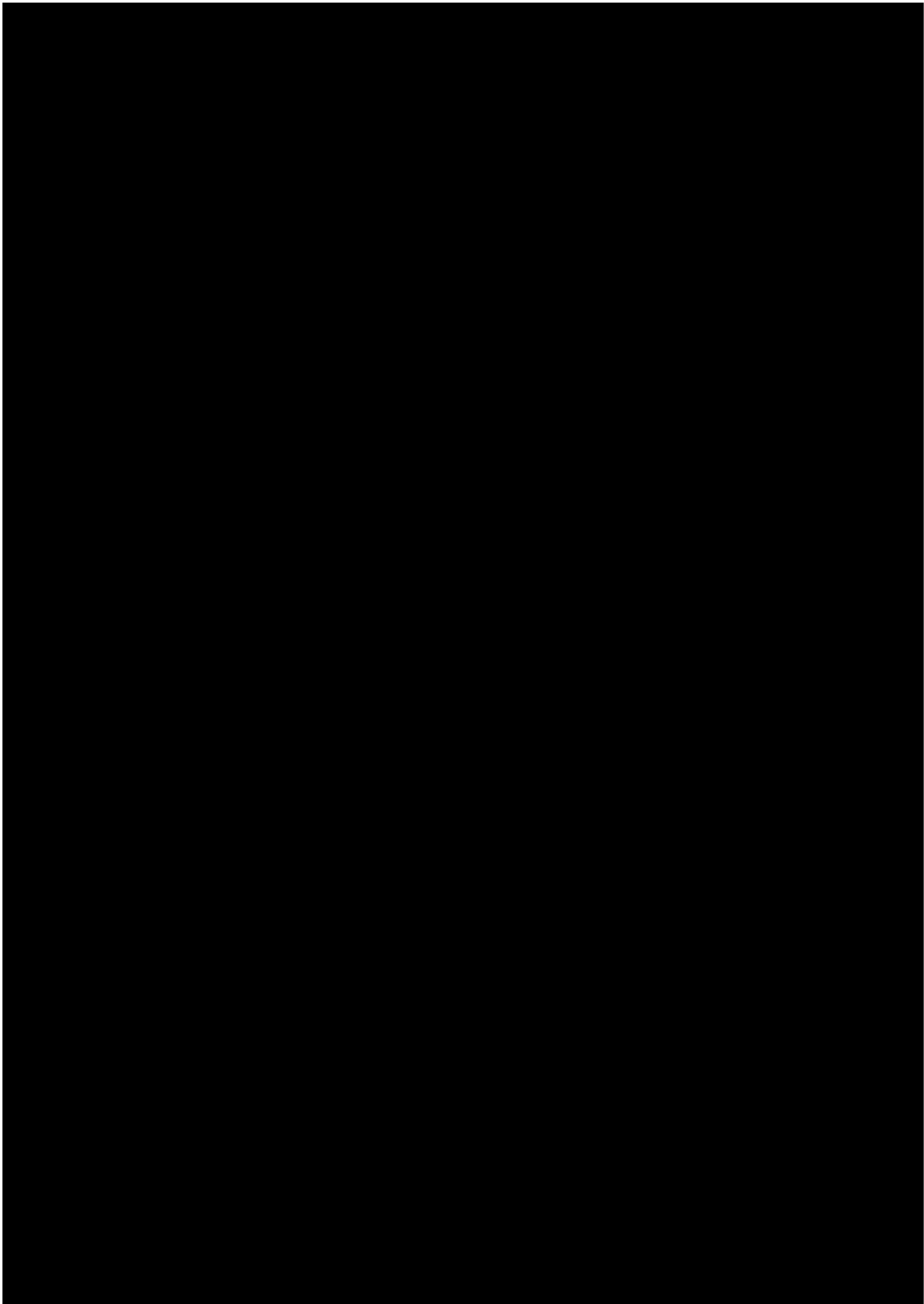
purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. ***Sustained***

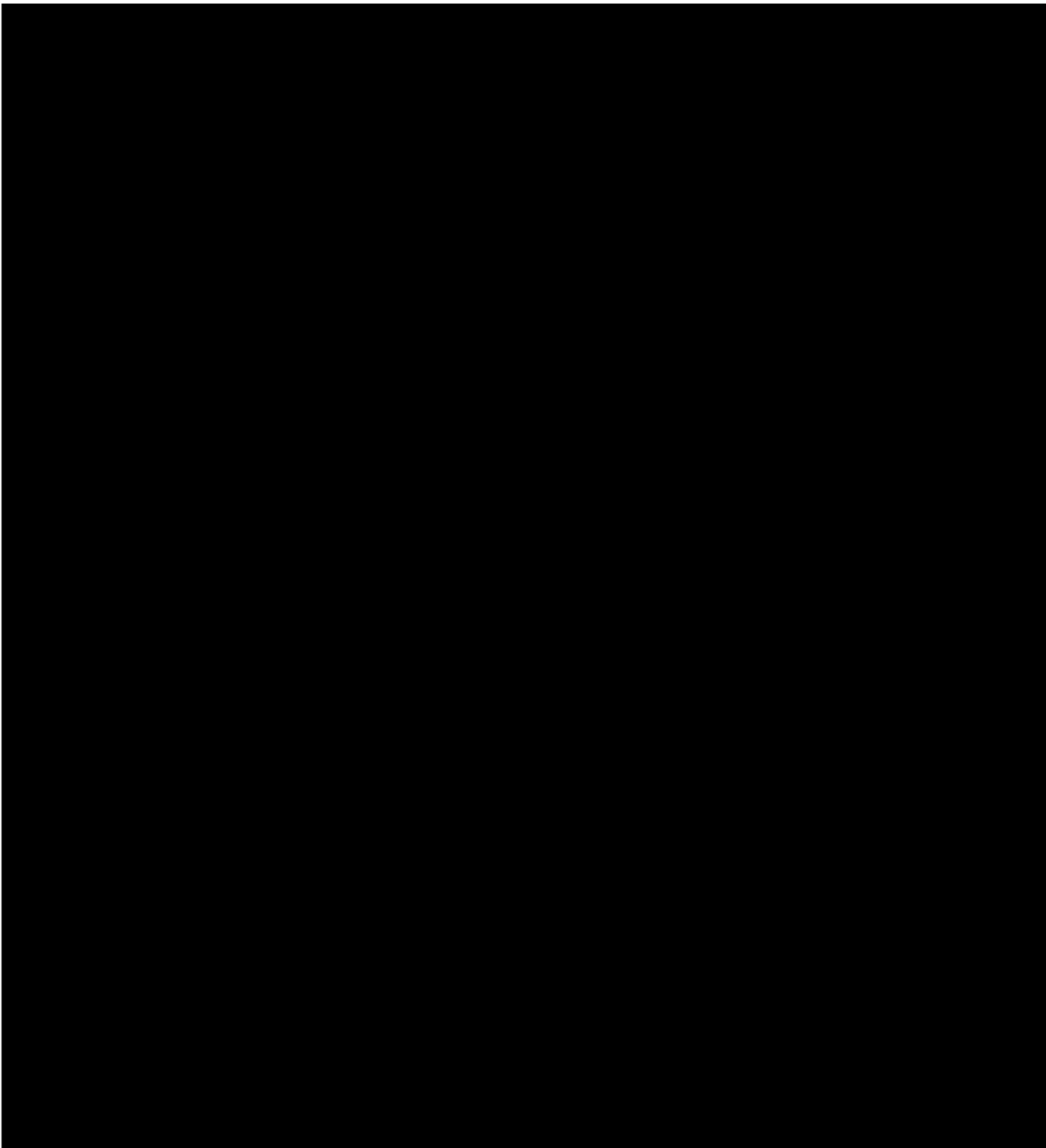
Background

You have been employed by the City and County of Broomfield (CCOB) as a police officer since October 28, 2015. During your employment with CCOB you have received training on the Personnel Merit System of the Broomfield Municipal Code, the CCOB Mission Statement and Values, and the CCOB Police Department Standards of Conduct Policy.

A review of your employment history shows that you have received evaluations noting performance deficiencies and you received a Letter of Reprimand dated February 12, 2020. You were also placed on a Performance Improvement Plan, which was successfully completed.







Reason for Proposed Disciplinary Action

The investigation substantiated that you sent inappropriate and unwanted messages of a sexual nature to four of your female coworkers. Your repeated behavior has created an environment that is contrary to the City's effort to create a professional safe work environment free from harassment. Your actions created an intimidating, hostile, and offensive working environment. Sending these inappropriate and sexual messages is a direct violation of the Personnel Merit System of the Broomfield Municipal Code,

the CCOB Mission Statement and Values, and the CCOB Police Department Standards of Conduct Policy. Due to the above listed narrative, the outlined Personnel Merit Violations listed are **SUSTAINED**.

You will have the opportunity to be heard and respond to the reason or reasons for the proposed disciplinary action as set forth in the Notice of Reasons for Proposed Disciplinary Actions above at this pre-disciplinary meeting. Your attorney or other representative may attend and represent you, if you so desire.

Should questions arise regarding this process, please contact Employee Relations Manager of Human Resources Candra Monte at (303)464-5889.

ACKNOWLEDGEMENT OF RECEIPT:



Employee Signature

06/15/22
Date

Distribution - Original: Personnel File
Copy: Employee Supervisor