

Employee Action For WILLIAMS, JEFONNE P : Notes

COLLEGE PARK POLICE DEPARTMENT DISCIPLINARY ACTION

EMPLOYEE NAME Jefonne Williams

INFRACTION: This should be a brief description of what the employee did. You will want to relate what the employee did to the City Charter, Personnel Manual and Department Rules and Regulations. Officer J. Williams had an accident where she struck another vehicle which was deemed as Avoidable by the Accident Review Board. This accident is her first Avoidable Accident within the last 3 yrs.

SOP Section 12-5(D).

How can the employee improve Officer needs to be careful when operating her patrol vehicle throughout her tour.

What explanation did the employee give for his/her actions: Officer J. Williams said that she was in a blind spot and did not see the other vehicle.

Does the employee understand and accept what he/she did: YES X NO

What disciplinary action has been taken for this infraction: Officer J. Williams will receive a Written Reprimand for this infraction.

Was the employee advised of further disciplinary actions if he/she repeated a similar or comparable offense?

YES X NO What actions? 2 Days suspension up to termination.

Is further counseling needed for this employee: YES NO X

Do you expect him/her to improve his/her performance: YES X NO

THE EMPLOYEE HAS THE RIGHT OF APPEAL THROUGH THE GRIEVANCE PROCEDURE AS STATED IN THE PERSONNEL MANUAL AND TO THE CIVIL SERVICE BOARD AS STATED IN THE CITY CHARTER.

EMPLOYEE SIGNATURE DATE

DEPARTMENT HEAD DATE

SUPERVISOR DATE

Employee Action For WILLIAMS, JEFONNE P : Notes

COLLEGE PARK POLICE DEPARTMENT DISCIPLINARY ACTION

EMPLOYEE NAME: Williams, Jefonne

INFRACTION: Did not have body camera with her while working an extra job (SOP 16-11). Officer Williams also was not in complete uniform (SOP Chapter 7) and her taser was not on her person (SOP 11-3).

How can the employee improve: Officer Williams should always wear a complete while working an extra job. This includes vest, duty belt, firearm, taser, and body camera.

What explanation did the employee give for his/her actions: Officer did not wear body camera or taser to extra job.

Does the employee understand and accept what he/she did: YES X NO

What disciplinary action has been taken for this infraction: Officer will receive a Written Reprimand and it will be entered in RMS.

Was the employee advised of further disciplinary actions if he/she repeated a similar or comparable offense? YES X NO W  
hat actions? Loss of extra job privileges or suspension

Is further counseling needed for this employee: YES NO X

Do you expect him/her to improve his/her performance: YES X NO

THE EMPLOYEE HAS THE RIGHT OF APPEAL THROUGH THE GRIEVANCE PROCEDURE AS STATED IN THE PERSONNEL MANUAL AND TO THE CIVIL SERVICE BOARD AS STATED IN THE CITY CHARTER.

EMPLOYEE SIGNATURE DATE

DEPARTMENT HEAD DATE

SUPERVISOR DATE

CITY MANAGER DATE

PERSONNEL DIRECTOR DATE

CC: EMPLOYEE

PD-49

**Employee Action For WILLIAMS, JEFONNE P : Notes**

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On 5-18-2020 Ofc. J. Williams was found working an extra job before returning to work while out on sick leave for an approximate month. S.O.P. 5.2 of College Park Police Department states any officer out on sick leave must return to assigned duty before working an extra/part time job.

**Employee Action For WILLIAMS, JEFONNE P : Notes**

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In the last month, I have spoken with Officer J. Williams regarding failing to report for duty on time. Officer J. Williams has been tardy to work now 2 times in the past month. Both times failing to notify supervision. Once she overslept because a friend had her cell phone and she had no other alarm clock to wake her up. Second time she advised her phone died and did not have another alarm to wake her up.

We discussed her tardiness and it is expected to improve. Failure to do so will result in progressive disciplinary actions. No further action taken should be taken at this time.

Officer J. Williams is violation of SOP Chapter 5 section 35 - Unauthorized Use of Time - Inappropriate use of duty time that affects completion of duties and responsibilities may also be just cause for disciplinary action, even if not specifically mentioned here.

1. Tardiness - Do not fail to promptly report for duty or to execute assigned tasks;

**Employee Action For WILLIAMS, JEFONNE P : Notes**

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On 09/23/2020 units responded to a Verbal Dispute with possible discharging firearms call a. During the course of the call suspects fled the immediate area of the complex and officers including Ofc. Williams searched for the suspects.

Ofc. Williams located one of the suspect vehicles near the entrance to the complex and blocked that vehicle in with her patrol car. Upon my arrival Ofc. Williams advised another officer that the patrol vehicle they were using should have been continued to be used to block the entrance to the complex in order to not allow the vehicle an avenue of escape.

I advised Ofc. Williams that it was an SOP violation to block a fleeing suspect utilizing a patrol vehicle; without leaving an avenue for escape.

Ofc. Williams questioned my knowledge and authority in front of fellow officers from the shift and specialized units. I had to re-advise Ofc. Williams that I was aware of Department Policy and had to reiterate it was against SOP to utilize patrol vehicles as a roadblock without supervisor approval (SOP 12-3)

Ofc. Williams was advised in the future if she has questions or concerns regarding SOP regulations she should speak with Supervisors at a time and moment where feasible without challenging supervisory duties.

Ofc. Williams was in violation of SOP 5B7 Conduct-Public Criticism

Complaints regarding our Agency operations should be resolved through internal grievance procedures. Under no circumstances shall an employee of this Agency publicly criticize this Agency's policies, operations or staff in a defamatory, obscene, unlawful, or untruthful manner. Criticism that tends to impair the operation of this Agency by reducing organizational efficiency and discipline is also prohibited.

**Employee Action For WILLIAMS, JEFONNE P : Notes**

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Command staff required that all personnel complete the required on-line classes for 2020 by October 15, 2020.

Officer J. Williams failed to complete the directive to complete all of the required courses therefore warranting a written reprimand.

It is expected that she complete the remaining training as soon as possible. Failure to do so will result in progressive discipline.

**Employee Action For WILLIAMS, JEFONNE P : Notes**

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On 07/06/22 an accident review board met concerning the fleet accident that occurred on 1/22/21 involving Officer J. Williams, who was operating unit #605. The findings of the review board was the accident was preventable and avoidable.

5.7.5



**College Park Police Department  
Awareness Statement: Truthfulness**

**Internal Investigation/Complaint #** 19011

This statement form will be completed for every employee, accused or witness, in its entirety by the interviewer, and will be signed by the employee, prior to obtaining a statement for any allegation being investigated by the investigating authority.

I am aware that I will be **dismissed** for a Sustained violation of CPPD.SOP.5.7.C.4 (Truthfulness) which reads:

*“College Park Police employees are required to be truthful in their written and spoken words at all times.”*

Do you understand this statement? Yes  No

Jefonne Williams  
(Employee's Printed Name)

[Signature]  
(Employee Signature)

07/03/19 1715  
(Date and Time)

[Signature]  
(Interviewer's Printed Name/ Rank)

[Signature]  
(Interviewer Signature)

07/03/2019 1715  
(Date and Time)

[Signature]  
(Witness Printed Name/ Rank)

[Signature]  
(Witness Signature)

7/3/19 1715 hr  
(Date and Time)



Use of Force Report

To be completed by the officer using force.

This form is administrative in nature, and its purpose is to provide administrative information to the Chief of Police. It is the policy of the College Park Police Department, pursuant to Garrity vs. New Jersey, 385 U.S. 493 (1967) and related cases, that any admission made by you on this form will not be used against you in a subsequent criminal proceeding, and that this form will not be provided to any criminal investigator or prosecutor who is conducting a criminal investigation of your involvement in this incident, unless you choose to waive your rights under the 5th Amendment and allow this information to be so used.

**INCIDENT INFORMATION**

- 1. Date of this Report 06/26/2019                      2. Date of Incident 06/26/2019                      3. Time of Incident 14:29
- 4. Location of Incident
- 5. IBR number
- 6. Type of force a.) SOFT HAND TECHNIQUES                      b.)                      c.)  
(Effective Y/N)                      Other (explain)
- 7. At the time of the incident, was the officer in uniform or plainclothes? UNIFORM
- 8. List name and code numbers of all officers present at the time the force was used

- 9. List names, addresses, and phone numbers of any witnesses

**OFFICER INFORMATION**

- 10. Name WILLIAMS, J. P.                      11. Rank POLICE OFFICER                      12. Code 2874
- 13. Where assigned PATL/UNI/PO/BRAV                      14. Phone #
- 15. Race B                      16. Sex F                      17. Date of birth
- 18. Date of employment                      19. Total years of education
- 20. Was the officer injured? N                      21. If yes, type of injuries NONE
- 22. Name of hospital NOT TAKEN TO HOSP.                      23. Type of treatment NONE

**SUPERVISOR'S REPSONSIBILITIES**

*Note: A cover letter from the supervisor, through channels, must accompany this form (Except cases involving ONLY the use of the individual OC canister. If a complaint of excessive use of force was made, a PD-82 must be compiled.*

I have reviewed this use of force, and have determined that

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> it is within the policy guidelines           | <input type="checkbox"/> it is not within the policy guidelines        |
| <input checked="" type="checkbox"/> lesser force alternatives were not available | <input type="checkbox"/> lesser force alternatives were available      |
| <input checked="" type="checkbox"/> training and proper tactics were followed    | <input type="checkbox"/> training and proper tactics were not followed |

Supervisor's name **BRAXTON, W. B.**

Supervisor's code # **1059**

Supervisor's signature \_\_\_\_\_

Supervisor's assignment **PATL/UNIF/LT/BRAV**

Telephone # **404-761-3131**

In cases involving ONLY the use of the individual OC canister, the reviewing supervisor must explain his/her conclusion below. In other cases, the cover letter explains the conclusion

**Within gudelines**

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**DIVISION CAPTAIN'S REVIEW: I CONCUR  I DO NOT CONCUR (EXPLANATION ATTACHED)**

Name \_\_\_\_\_

Supervisor's code # \_\_\_\_\_

Signature \_\_\_\_\_

Distribution

**Original - Through channels to the Major of the Affected Service**

**Copy - Internal Affairs Division**

**Copy - Training Division**

**COLLEGE PARK POLICE**  
COLLEGE PARK, GA

**CITIZEN COMPLAINT FORM**

<b>Date Complaint Received</b>	06/27/2019	<b>Time</b>	09:39	<b>Hours</b>
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<b>Complaint Received</b>	BY PHONE / ADVISED	<b>Type of Complaint</b>	ABUSE OF	<b>Nature of Complaint (check one)</b>	ABUSE OF AUTHORITY
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**Complainant**

<b>Name &amp; Personal Data</b>	<b>Name</b>	<b>Race</b>	<b>Sex</b>	<b>Date of Birth</b>
	AUDAIN, TARIK MARK	B	M	
<b>Home Address</b>	<b>Street, City, State, Zip</b>			<b>Home Phone</b>
<b>Work Address</b>	<b>Employer, Street, City, State, Zip</b>			<b>Work Phone</b>
	SELF EMPLOYED,			--

**Incident**

<b>Date Incident Occurred</b>	06/26/2019	<b>Time Incident Occurred</b>	14:29	<b>Location Incident Occurred</b>	4900 BUFFINGTON RD COLLEGE PARK, GA
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**Narrative of the Circumstances Surrounding the Complaint**

Mr. Audain had been calling to speak with a supervisor regarding incident that occurred yesterday around 2:30pm at [redacted]. He advised that he was assaulted by Officer Williams. The situation started with him bringing his child to work and her sitting in a vehicle by herself. It was brought to Officer Williams attention and she made contact with Mr. Audain. he stated that Officer Williams approached in in a rude and nasty manner. He did state he became angry and called her a bitch. He advised that he was recording the incident and when Officer Williams saw that she slapped the phone out of his hand. Security Officers for Manheim were on scene unknown if they provided statements..

Mr Audain was advised to come to the station to continue with complaint. I pulled the report and the Use of force.

NOT SUPERVISOR APPROVED

College Park Police Department

File#: **19-011**

THE INFORMATION BELOW IS CONFIDENTIAL - FOR USE BY AUTHORIZED PERSONNEL ONLY

Investigator: *DUFFEY, N. P. (1490)*Date / Time: *07/03/2019 10:51:07, Wednesday*Contact: *Williams, Jefonne Patrice*  
*3717 College St, College Park*  
*404-761-3131*Reference: *Investigative Progress*

On 07/02/2019 I, Lt. Duffey, made contact with Officer J. Williams reference the complaint. She is coming in to be interviewed by me on 07/03/2019 around 1700 hours.

I spoke today with Judge Ewing reference the validity of the arrest and charges. Judge Ewing once provided the circumstances stated the absence of the child and the knowledge the child was likely secured alone in a vehicle justified alarm and action. Once the child was located and confirmed to be left alone in a vehicle should have justified a charge of reckless conduct for endangering a child. She also stated the behavior involved by the complainant in the presence of security and officers would provide probable cause for arrest. She, on the surface, sees no concern with the arrest on its face based on the facts known at this time.[07/03/2019 11:18, NDUFFEY, 191]

## IA/PSD CASE REPORT

IA/PSD#: 19011

System #: 275

**The information contained in this report is CONFIDENTIAL.**

<b>File Class:</b>	CITIZEN COMPLAINT	<b>Date Occurred:</b>	06/26/2019	<b>Date Reported:</b>	06/27/2019
<b>Comp Type:</b>	CITIZEN	<b>Time Occurred:</b>	1429	<b>Time Reported:</b>	1429
<b>Location:</b>	4900 BUFFINGTON RD COLLEGE PARK GA	<b>Beat:</b>		<b>Zone:</b>	
<b>Date IA/PSD:</b>	06/28/2019	<b>Date to Chain:</b>	07/08/2019	<b>Date to Chief:</b>	07/08/2019
<b>Date Expired:</b>		<b>Date Expired:</b>		<b>Date Expired:</b>	
<b>Status:</b>	9	<b>Status Date:</b>	09/06/2019	<b>Assnd To:</b>	DUFFEY, N. P.

## ASSOCIATED NAMES

CO	AUDAIN, TARIK M	Sex:M	Race:B	Age:41	4820 OLD BRIAR TRL
1	WILLIAMS, JEFONNE P	Sex:F	Race:B	Action:WRITTEN	REPRIMAND
ALLEGED RULE OF CONDUCT VIOLATED-----CLOSURE					
	Sop Violation				Sustained
	Sop Violation				Sustained
	Sop Violation				Sustained
2	SMITH, LEONARD	Sex:M	Race:B	Action:NONE	
2	ANDO, JOSHUA T	Sex:M	Race:A	Action:NONE	
2	EMORY, JOSHUA	Sex:M	Race:W	Action:NONE	
2	REQUENA, RONNIE R	Sex:M	Race:H	Action:NONE	

## INJURED PERSONS

CO	AUDAIN, TARIK M	Severity:MINOR	Injury:Slight	Method:Not Taken For Treatment	Treatment:None
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## UOF

1	WILLIAMS, JEFONNE P	Weapon1:Soft Hand Techniques	Count:3	Effective:Yes
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## NARRATIVE/NOTES

On 06/27/2019 I, Lt. Duffey, received an email from Chief Williford and a forwarded voice mail from Mr. Audain reference a use of force with instructions to look into the matter. In reviewing the documentation available, I noted a use of force and complaint was already in the system. Sgt. Long provided me with a copy of the complaint as well as copies of video footage from Officer Leonard Smith, Sergeant Feltman, Sergeant Emory, and Officer Ando. With this information in hand, an inquiry into the event was initiated.

## Scope:

The scope of this investigation is to determine if there was any policy violation by Officer Williams during the course of this encounter with the complainant.

I provided the complainant a statement form and requested a written statement from him to be returned at his earliest convenience. I reviewed the body camera footage provided and noted that Officer Williams was not wearing a body camera. She was also not wearing her full duty gear and instead appeared to be wearing only an off duty holster, handcuff carrier of some sort, and radio. No Taser was noted. I cannot determine if she was wearing her vest by the video. I watched the video provided from the security cameras at Manhiem and a subject believed to be Mr. Audain can be seen approaching what is being narrated to be Officer Williams and security in a rapid and or aggressive manner. You can then see what is said to be the Offender and Officer Williams move off screen with the Offender attempting to walk away from Officer Williams. In the video, Mr. Audain claims his phone was damaged by Officer Williams. He also is heard multiple times being asked about the whereabouts of the child and refuses to provide the whereabouts of the vehicle in which his child was secured.

I pulled the on duty/off duty time sheet from CAD in reference to Officer J. Williams. I then pulled the records she submitted reporting her off duty employment and verified it was an authorized job. While there is some discrepancies found in her reporting, she has been reporting from what I can see and the job was authorized for her to work.

#### Findings:

SOP 5.2 requires that while working a part time job, employees will adhere to all uniform standards. Approved uniforms and leather gear are listed in Chapter 7. Officer Williams was not wearing her duty belt and as such was out of uniform.

SOP 11.3 requires that uniform officers carry the Taser to all approved part time jobs.

SOP 16.11 requires that Officers wear the body camera be worn and used while working off duty jobs.

In regards to the validity of the arrest, I will defer to the courts judgment. The statements provided by the security personnel provided me state that they felt they were in danger of being hit due to his behavior, which can be used to justify a charge of disorderly conduct. After bringing the situation to the Chief Magistrate's attention and asking for a review of probable cause, Chief Ewing provided that the circumstances surrounding the child warranted alarm given the number of children being harmed by securing them in vehicles without supervision and would constitute suspicion for reckless conduct. Further, his interaction with Officer Williams and the security personnel would fit the criteria for disorderly conduct. It appears there was sufficient cause to detain and the subsequent obstruction of the detainment would further justify arrest. As such, the claim of being assaulted and falsley arrested is not sustained. By the conclusion of this investigation, no further information has been received from the complainant in regards to his videos, statement, or other involved security personnel.

#### Actions Taken:

Officer J. Williams was issued a written reprimand.



3. SOP 5.0.III.B.4. Possession or Use of Controlled Substances - "The possession or use of controlled substances by an employee while on or off duty is prohibited. Other than in the performance of their duties, officers may not possess and ingest prescribed controlled medications without the guidance of a licensed physician or dentist and the knowledge of their immediate supervisor." Officer Williams consumed a brownie containing THC, which is a controlled substance, on January 15th, 2021. THC (Tetrahydrocannabinol) is the main psychoactive compound in cannabis that produces the high sensation (schedule 1). Sustained

4. SOP 5.0.III.B.18. On and Off-Duty Conduct - "Engaging in conduct, on or off-duty that tends to bring this Agency into disrepute or impairs the operation or efficiency of this Agency is prohibited." Officer Williams did engage in illegal activities while off duty which involved consuming THC, which is a controlled substance from a cannabis/ marijuana plant. Sustained

5. SOP 5.0.III.B.31. Integrity - "Conduct that may compromise the integrity of yourself, your fellow employees or the College Park Police Department is prohibited." Officer Williams requested assistance from fellow officers to provide their urine to cover up a possible positive urinalysis result for illegal controlled substances after consuming an edible brownie made with THC. Sustained

#### Disciplinary History:

Officer J. Williams- There are 7 entries in RMS for Officer Williams. She was hired by the Agency on 06/26/2017. She has (3) Written reprimands, (2) Record of discussion, (1) Counseling and (1) SIR.

#### Written reprimands

On 11/2/2020 - She did not complete her yearly on-lines classes by required date.

On 7/9/2019 - She did not have body camera with her while working an extra job.

On 4/19/2019 - she had an avoidable auto accident (SOP 12-5 (D))

#### Record of discussion

9/24/2020 - Officer Williams questioned her supervisor authority in front of fellow officers from the shift and specialized units. Officer Williams was in violation of SOP 5B7 Conduct-Public Criticism

#### Counseling

05/18/2020 - Officer Williams was found working an extra job before returning to work while out on sick leave for an approximately a month. S.O.P. 5.2

#### SIR

07/08/2019 - Officer Williams assisted Officers with the recovery of a stolen motorcycle and the arrest of the suspect who stole it.



of suspension. It is believed that the remaining suspension was set aside, though there is no documentation to prove this is the case. Regardless, no further action is expected to be taken in regards to these matters regarding Officer Stalling.

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5.7.5



College Park Police Department  
Awareness Statement: Truthfulness

Internal Investigation/Complaint # 21-002

This statement form will be completed for every employee, accused or witness, in its entirety by the interviewer, and will be signed by the employee, prior to obtaining a statement for any allegation being investigated by the investigating authority.

I am aware that I will be dismissed for a Sustained violation of CPPD.SOP.5.7.C.4 (Truthfulness) which reads:

*“College Park Police employees are required to be truthful in their written and spoken words at all times.”*

Do you understand this statement? Yes  No

Jefonne Williams  
(Employee's Printed Name)

[Signature]  
(Employee Signature)

1/28/2021 8:08 am  
(Date and Time)

Sgt. S. Walker  
(Interviewer's Printed Name/ Rank)

[Signature]  
(Interviewer Signature)

1/28/21 8:09 AM  
(Date and Time)

U. N. D. [Signature]  
(Witness Printed Name/ Rank)

[Signature]  
(Witness Signature)

01/28/2021 08:10 AM  
(Date and Time)



## College Park Police Department

3717 COLLEGE STREET \* COLLEGE PARK, GA 30337

TELEPHONE: 404-761-3131 \* FAX: 404-765-7077

**FERMAN WILLIFORD**  
CHIEF OF POLICE

**SHARIS MCCRARY**  
DEPUTY CHIEF OF POLICE

To: Officer J. Williams

From: Ferman Williford

Re: Pre-disciplinary Hearing

Date: 02/08/2021

You have been the subject of an internal affairs investigation and review, which, if sustained, warrants suspension, demotion or dismissal. This investigation has now been completed and based on the violations noted; there is just cause to issue disciplinary action.

Specifically:

**1. SOP 5.0.1. IV.G. Conduct Unbecoming** an Officer which states: "...The conduct of a public employee, on and off duty, reflects upon this agency. Employees must avoid conduct which might discredit themselves or adversely affect the morale, operations or efficiency of the department..." *Officer J. Williams engaged in illegal activity on January 15<sup>th</sup>, 2021 by eating an edible (brownie) that contained THC, an illegal substance, while off duty on vacation in Florida. Officer J. Williams then solicited officers to provide urine in an attempt to cover up a potential positive urinalysis after an officer involved accident. Sustained*

**2. SOP 5.0.III.A.1 Oath of Office** – "...I further swear that I am qualified to hold the office to which I am appointed and during my continuance in office I will, to the best of my skill and ability, faithfully discharge all the duties required of me as a police officer, and execute the orders of my superior officers, and I will be governed by the laws, rules and ordinances applicable to the Police Department..." *Officer Williams did NOT uphold the laws, rules or policy of the department when she consumed an illegal substance (Brownie containing THC). She also attempted to cover up or hide the incident from the College Park Police Department by asking other officers to provide urine for her use in the required drug test following an officer involved accident. Sustained*

I have carefully reviewed the circumstances surrounding this investigation, as they are known to me, as well as the history surrounding your employment with this agency. It is my intent, based on all of the above listed criteria, to: terminate your employment. I have set aside time for a pre-disciplinary hearing whereby you may present testimony, evidence, or otherwise discuss the incident and or charges set forth for consideration prior to my intended action being taken. We will meet on February 11th, 2021 at 1030 hours in my office or conference room. After the conclusion of the hearing, I will determine what disciplinary action, if any, is warranted. Please note, nothing in this process is construed to prevent or deter any grievance procedure.

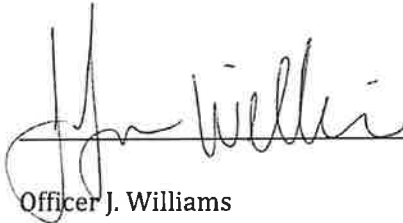
Please initial the appropriate box based on your desires and sign the form below.

I wish to waive my hearing and stipulate to the charges set forth;

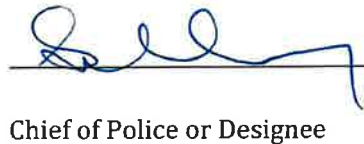
OR

I intend to attend my hearing at the above listed date and time, and provide detail, evidence, and or testimony/rebuttal in my defense for consideration.

By signing below, you acknowledge receipt of this letter and the Chief's due process hearing.

  
\_\_\_\_\_  
Officer J. Williams

2/08/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief of Police or Designee

2/8/21  
\_\_\_\_\_  
Date



## College Park Police Department

3717 COLLEGE STREET \* COLLEGE PARK, GA 30337  
TELEPHONE: 404-761-3131 \* FAX: 404-765-7077

**FERMAN WILLIFORD**  
CHIEF OF POLICE

**SHARIS MCCRARY**  
DEPUTY CHIEF OF POLICE

To: Officer Jefonne Williams

From: Ferman Williford; Chief of Police *FW*

Re: Notice of Administrative Leave

Date: January 26, 2021 (Effective January 22, 2021)

This correspondence is to inform you that effective immediately, you are placed on administrative leave. You are either the subject of an internal affairs investigation or the Office of the Chief of Police has been informed of a matter in need of investigating.

Specifically:

- 1) Allegations have been relayed to this office related to possible misconduct.

You are instructed to relinquish your duty weapon, badge and credentials to the Office of Professional Standards. Authorizations for any and all part time jobs or extra duty assignments are suspended. In addition, you are instructed to make yourself available to the Office of Professional Standards, members of Command Staff or any other member of this agency tasked with the investigation of the above stated matters during normal business hours until the completion of said investigation.

Employee Name: *Jefonne Williams*

Employee Signature: *[Handwritten Signature]*

Date: *01/26/2021*