

# OPS Complaint File Closeout Report

OPS Control Number: 17-I-0073-FTA Date Investigation Received: 2/7/2017

Date Investigation Completed: 2/15/2017 Date Investigation Adjudicated: 3/10/2017

Accused Employee: OFF MELVN POTTER R/S: B/M Unique ID: 6603

Accused Employee's Assignment: FOD Z3 EVE  
 DIVISION SECTION WATCH

Investigative Disposition:

	Work Rule #1	Work Rule #2	Work Rule #3	Work Rule #4	Work Rule #5
<b>Rule Number(s):</b>	4.3.1				
<b>Disciplinary Action:</b>	OA				
<b>Modified Action:</b>					
<b>Disciplinary Category:</b>	A				
<b>Date of Action</b>	3/21/2017				

Waiver:  YES  NO CVSA:  YES  NO SAA:  YES  NO

Reimbursement Payment:  YES  NO

Special Conditions and / or Agreement: \_\_\_\_\_

Accused Employee: \_\_\_\_\_ R/S: \_\_\_\_\_ Unique ID: \_\_\_\_\_

Accused Employee's Assignment: \_\_\_\_\_  
 DIVISION SECTION WATCH

Investigative Disposition:

	Work Rule #1	Work Rule #2	Work Rule #3	Work Rule #4	Work Rule #5
<b>Rule Number(s):</b>					
<b>Disciplinary Action:</b>					
<b>Modified Action:</b>					
<b>Disciplinary Category:</b>					
<b>Date of Action</b>					

Waiver:  YES  NO CVSA:  YES  NO SAA:  YES  NO

Reimbursement Payment:  YES  NO

Special Conditions and / or Agreement: \_\_\_\_\_



MEMORANDUM

TO: Major C. M. Murphy

FROM: Deputy Chief J. L. Glazier *JLG*

DATE: March 24, 2017

RE: OPS FILE #17-I-0073-FTA (Officer Melvin Potter)

I have reviewed the listed file and taken the following actions:

Concur with Section Commander:

Did not concur with Section Commander:

Recommended Discipline Modified:

My recommendation is as follows:

**Disciplinary:**

Oral Admonishment Work Rule(s): 4.3.1	<input checked="" type="checkbox"/> <i>JLG</i>	Written Reprimand Work Rule(s):	<input type="checkbox"/>
Suspension Number of Days: Work Rule(s):	<input type="checkbox"/>		

**Non-Disciplinary:**

Not Sustained Work Rule(s):	<input type="checkbox"/>	Exonerated Work Rule(s):	<input type="checkbox"/>
Exceptionally Closed Work Rule(s):	<input type="checkbox"/>	Unfounded Work Rule(s):	<input type="checkbox"/>



City of Atlanta Internal Correspondence

Atlanta Police Department

MEMORANDUM

TO: Major J. Durant
FROM: Major C. Murphy
DATE: February 7, 2017
RE: Command Investigation of OPS Complaint File: 17-I-0073-FTA
Officer Melvin Potter

ATTENTION: Pursuant to the Disciplinary Manual, section 4.2.2(5), the file should Be completed and returned on February 28, 2017.

It is the policy of the Atlanta Police Department that an allegation(s) of misconduct be investigated. Therefore, this OPS complaint file is assigned to your division for that investigation. An investigation is not complete until the file is reviewed by the chain of command and the commander of OPS. If additional time is needed to complete the investigation, the investigating supervisor must request an extension in writing.

Please expedite your investigation and return the file to OPS on or before the date indicated above. If you have any questions about this file, please contact Lieutenant J. Webb at 404-658-6830.

Date Stamp the Appropriate Block

Table with 4 columns: Delivered to Division, Delivered to Section, Returned to Division, Returned to OPS. Includes stamps: APD MAR 22 2017 FIELD OPERATIONS DIVISION and RECEIVED MAR 28 2017 OFFICE OF PROFESSIONAL STANDARDS.



**ATLANTA POLICE DEPARTMENT  
SUPERVISOR COMPLAINT INVESTIGATION CHECKLIST**

EMPLOYEE NAME: Potter, Melvin

OPS CONTROL #: 17-I-0073-FTA

**INVESTIGATIVE FOLDER**

- 1. Disciplinary Complaint Folder Index
- 2. Supervisor Complaint Investigation Checklist
- 3. Preliminary Complaint Form (For all formal complaints)
- 4. Citizen Statements (Where applicable)
- 5. Employee Statements
- 6. Complaint Investigation Disposition Form (Command Investigations) OR  
Complaint Transmittal Summary Memorandum (OPS Investigations)
- 7. Any Supporting Documentation (See below list)
 

<input type="checkbox"/>	Offense Report	<input type="checkbox"/>	Lab Results
<input type="checkbox"/>	Accident Report	<input type="checkbox"/>	Photos
<input type="checkbox"/>	Medical Release	<input type="checkbox"/>	Video Tape/Audio Tape
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

Sgt. M. McEckron

**Investigation Completed By**

2/15/17  
**Date Completed**

**DETERMINE DISCIPLINARY ACTION**

- 8. Disciplinary Worksheet (Filled out by supervisor)

**NON-ADVERSE ACTION**

- 9. Oral Admonishment given to (Employee) Melvin Potter by  
(Supervisor) Lt. C. Myers for rule 43.1 on 3/21/17
  - 10. Written Reprimand given to (Employee)  
(Supervisor) \_\_\_\_\_ for rule \_\_\_\_\_ on \_\_\_\_\_
- I have received a copy of this form. M.P. on 3/21/17  
(Employee Name) (Date)

**ADVERSE DISCIPLINARY ACTION**

- 11. Notice of Proposed Adverse Action (NPAA) issued (Date) \_\_\_\_\_
- 12. Extension of time form (When applicable)
- 13. Notice of Final Adverse Action (NFAA) issued (Date) \_\_\_\_\_  
NFAA issued by (Name) \_\_\_\_\_

**PROACTIVE CORRECTIVE ACTION**

- 14. Memorandum on Corrective Action (If applicable, includes counseling)
- 15. Training given on \_\_\_\_\_ for \_\_\_\_\_
- 16. Other

P - 2 - 1 - 1



## ATLANTA POLICE DEPARTMENT PRELIMINARY COMPLAINT FORM

<input type="checkbox"/> OPS INVESTIGATION	<input checked="" type="checkbox"/> COMMAND INVESTIGATION	COMPLAINT NUMBER <b>163342334</b>	OPS CONTROL NUMBER <b>17-I-0073-FTA</b>
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DATE & TIME COMPLAINT RECEIVED				DATE OF INCIDENT				ADDRESS OF OCCURRENCE			
MO	DAY	YR	TIME	MO	DAY	YR	TIME	<b>160 PRYOR ST ATLANTA, GA 30303</b>			
02	07	2017	1001	01	13	2017	0800				

<b>BRIEFLY DESCRIBE ALLEGATIONS</b>	AUDIO AND VIDEO TAPES THAT ARE PART OF THIS FILE VIDEO TAPES OF INTERVIEWS <input type="checkbox"/> AUDIO TAPES OF 911 RADIO <input type="checkbox"/> OTHER TAPES <input type="checkbox"/>
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THE DEPARTMENT REQUESTS AN INVESTIGATION INTO THE ALLEGATION THAT OFFICER MELVIN POTTER FAILED TO APPEAR IN FULTON COUNTY GRAND JURY ON 01/13/2017.

APD.SOP.2010/4.3.01 CONDUCT AND APPEARANCE IN COURT  
 "C" FOR COMPLAINANT, USE "P" FOR PARENT OR GUARDIAN. USE "W" FOR WITNESS. USE "S" FOR SUPERVISOR

CODE	NAME (LAST, FIRST, MI)	RACE	SEX	DOB		
C	APD					
RESIDENT ADDRESS			CELL PHONE	BUSINESS PHONE		
DESCRIBE INJURIES		HOSPITAL TAKEN TO	PHOTO ID #	WEAPON SERIAL #		
		-	-	-		
BIASED BASED INCIDENT DESCRIPTION		TYPE OF BIASED ALLEGATION				
N/A		AGE	RACE	SEXUAL ORIENTATION	GENDER	CLASS
		-	-	-	-	-

CODE	NAME (LAST, FIRST, MI)	RACE	SEX	DOB		
C						
RESIDENT ADDRESS			CELL PHONE	BUSINESS PHONE		
DESCRIBE INJURIES		HOSPITAL TAKEN TO	PHOTO ID #	WEAPON SERIAL #		
		-	-	-		
BIASED BASED INCIDENT DESCRIPTION		TYPE OF BIASED ALLEGATION				
N/A		AGE	RACE	SEXUAL ORIENTATION	GENDER	CLASS
		-	-	-	-	-

ACCUSED #1 NAME (LAST, FIRST, MI)	RANK	RACE	SEX	DOB	4 DIGIT ID NO
POTTER, MELVIN	OFF	B	M	01/29/15	6603

DIVISION	ASSIGNMENT SECTION	WATCH	ON DUTY	DUTY STATUS OFF DUTY	TMP ASGN	XTRA JOB	WEAPON	FIREARMS DISCHARGE ONLY WEAPONS SERIAL #	# SHOTS
FOD	ZONE 3	EVE	UNK	-	-	-	-	-	-

DESCRIBE INJURIES		HOSPITAL TAKEN TO	PHOTO ID NO.	TYPE OF DRUG TEST
		-	-	-

ACCUSED #2 NAME (LAST, FIRST, MI)	RANK	RACE	SEX	DOB	4 DIGIT ID NO

DIVISION	ASSIGNMENT SECTION	WATCH	ON DUTY	DUTY STATUS OFF DUTY	TMP ASGN	XTRA JOB	WEAPON	FIREARMS DISCHARGE ONLY WEAPONS SERIAL #	# SHOTS

DESCRIBE INJURIES		HOSPITAL TAKEN TO	PHOTO ID NO.	TYPE OF DRUG TEST
		-	-	-

SUPERVISOR RECEIVING COMPLAINT	INVESTIGATOR ASSIGNED	DATE ASSIGNED	DATE COMPLETE
SGT. W. DEAN		02/07/17	

ATLANTA POLICE DEPARTMENT  
Written Notice of Allegations

Employee: Potter, Melvin

APD ID # 6603

OPS#: 17-I-0073-FTA

Allegation: (Type Allegation and Work Rule #)  
APD.SOP.2010-4.3.01-Conduct and Appearance in Court

According to APD.SOP.2020 your responsibilities, restrictions, and rights as an employee are:

3.4 Employee Responsibilities

All employees must answer questions and/or make available any relevant materials or sworn statements concerning an investigation of employee misconduct when directed to do so by a disciplinary authority or duly appointed investigator. Employees will provide all relevant information and materials and answer all questions honestly, completely, and to the best of their ability. **An employee's refusal to cooperate and provide sworn statements, answers, or relevant materials during an authorized administrative investigation will result in disciplinary action, up to and including dismissal.**

Any employee reporting for duty under the influence of any substance such as prescription medications, alcohol, over the counter medications, or other substances that, while legal, may adversely affect the judgment or performance of that employee during duty hours, must notify his or her immediate supervisor prior to commencing work.

3.5 Employee Restrictions

Except as authorized, in an investigation into employee misconduct, employees may not:

Interfere with the complaint investigation in any manner

Independently participate in the investigation

Be present during any investigative contact with a complainant or with witness involved in the investigation

Contact the complainant or witness concerning the allegations; or

Discuss the existence or facts of a complaint with anyone except designated Department authorities conducting the investigation.

This restriction will not be construed to prohibit an employee from discussing any aspects of a complaint with his or her attorney or other representative, or to prevent his or her attorney from developing information for his or her defense.

3.6 Employee Rights

All employees have the right to have an attorney or other representative present during questioning in an administrative investigation. However, any employee who is either an accused employee or a witness in a complaint investigation may not act in the capacity of representative for any other employee being questioned as an accused or witness in that complaint investigation. An employee's representative shall be allowed to consult with the employee, and to object to questions, but shall not delay or interfere with the questioning process. Any objections to the form or content of the questions will be noted, but the employee shall still be required to answer fully and completely any and all questions presented during the investigation. An employee cannot delay questioning for more than three hours beyond the time he or she was given notice to appear for the questioning.

The employee being questioned as the accused will be issued the Written Notice of Allegations form (Form APD 848), which includes, but is not limited to a written statement of the allegation(s) and the employee's rights and responsibilities relative to the investigation against him/her prior to any questioning.

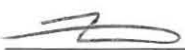
All employees who are subject to any form of discipline, whether non-adverse or adverse action, will be given written documentation of the disciplinary action taken. This written documentation must state the work rule which applies to the disciplinary action taken, information and/or documentation supporting the alleged work rule violation, and the disciplinary action that was taken. Employees must sign the written documentation stating that they have been notified of the disciplinary action taken. The employee's signature does not constitute an admission of guilt or wrongdoing, it serves only as receipt of the written documentation of disciplinary action and notification of the same.

The employee against whom a complaint has been filed may review the investigative folder upon completion of that investigation. The OPS commander will designate the area where the folder is to be reviewed and establish rules governing the review of the folder.

If the employee is being questioned as a suspect in a criminal investigation, the employee will be afforded complete Miranda Rights.

Administrative statements made by employees and evidence gained as a result of such statements shall not be used against the employee in criminal proceedings involving the employee except in cases of perjury.

I have received a copy of the allegation(s) and my rights and responsibilities relative to the investigation against me as the accused prior to any questioning.

  
Employee Signature/Date

2/12/17  
Witness/Date



**ATLANTA POLICE DEPARTMENT**  
**Awareness Statement: Truthfulness**

OPS Complaint # 17-I-0073-FTA


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 APD.SOP.2010, "Employee Work Rule" 4.1.03 (Truthfulness) which reads:

*"Employees will be truthful in their written and spoken words at all times."*

Do you understand this statement?     Yes     No

Potter, Melvin  
\_\_\_\_\_  
(Employee's Printed Name)

  
\_\_\_\_\_  
(Employee's Signature)

2/12/17  
\_\_\_\_\_  
(Date/Time)

Sgt. M. McEckron  
\_\_\_\_\_  
(Interviewer's Printed Name)

  
\_\_\_\_\_  
(Interviewer's Signature)

2/12/17 1515 hrs  
\_\_\_\_\_  
(Date/Time)

\_\_\_\_\_  
(Witness Representative's Printed Name)

\_\_\_\_\_  
(Witness/Representative's Signature)

\_\_\_\_\_  
(Date/Time)



# ATLANTA POLICE DEPARTMENT EMPLOYEE STATEMENT

**EMPLOYEE:**

**OPS #**

EMPLOYEE NAME (LAST, FIRST, MI) <b>Potter, Melvin</b>			CLASSIFICATION <b>Officer</b>	POSITION NUMBER <b>37645</b>	DATE & TIME OF STATEMENT <b>2/12/17 1515</b>
--	--	--	----------------------------------	---------------------------------	---

RACE <b>B</b>	SEX <b>M</b>	DOB [REDACTED]	DATE OF EMPLOYMENT <b>1/29/15</b>	4 DIGIT ID NO. <b>6603</b>	DIVISION <b>FOD</b>	SECTION <b>Zone 3</b>	WATCH <b>Eve</b>
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Investigator's Name I am <b>Sergeant Michael McEckron</b> of the Atlanta Police Department		You are being questioned as a		TYPE STATUS <b>Accused</b>
in an official investigation by the Department. Also present is:		REPRESENTATIVES NAME: <b>None</b>		

All employees must answer questions and make available relevant materials or sworn statements concerning an investigation of allegations of employee misconduct when directed to do so by a disciplinary authority or duly appointed investigator. Employees may obtain representation but cannot delay questioning for more than three hours beyond the time he or she was notified of the questioning. Except as authorized or required, an employee shall not interfere with nor contact persons involved in an internal investigation nor disclose or discuss with anyone except the designated Departmental authority the existence or facts of an internal investigation. This restriction will not be construed to prohibit an employee from discussing any aspect of the investigation with his or her representative. Administrative statements made by employees and evidence gained by reasons of such statements may not be used against the employee in criminal proceedings involving the employee except in cases of perjury.

Q: Did you receive a supeona to attend Fulton County Grand Jury on January 13, 2017?

A: Yes

Q: Did you log into PowerDMS to check for a subpeona during the month of January 2017?

A: No

Q: Did you attend Fulton County Grand Jury on January 13, 2017?

A: No

Q: Do you have anything you would like to add to your statement?

A: No

Q: Have you answered all the questions truthfully and to the best of your knowledge?

A: Yes

I have read or had read to me the above statement and I swear or affirm that it is true to the best of my knowledge and belief.



EMPLOYEE SIGNATURE

Sworn and subscribed to me this 12 day of Feb in the year 2017



PRINT EMPLOYEE NAME

NOTARY PUBLIC

**P - 6 - 1 - 2**

ATLANTA POLICE DEPARTMENT  
EMPLOYEE STATEMENT

EMPLOYEE:

OPS #

Q: Should it become necessary in this investigation you may be directed to submit to a computer voice stress analysis exam, will you submit?

A: Yes

\_\_\_\_\_  
END OF STATEMENT

I have read or had read to me the above statement and I swear or affirm that it is true to the best of my knowledge and belief.



EMPLOYEE SIGNATURE

Sworn and subscribed to me this 12 day of Feb in the year 2017



PRINT EMPLOYEE NAME

NOTARY PUBLIC

P - 6 - 2 - 2



**Major J. Durant - Zone 3 Commander**  
**Captain L. Browning- Asst. Zone 3 Commander**  
**Mrs. K. Lewis - ADMINISTRATIVE OFFICE**

**INTER-DEPARTMENTAL ROUTING SLIP**

<b>TO:</b> <i>Lt. C. Myers</i>	<b>DATE:</b> <i>July 28, 2015</i>
<input type="checkbox"/> Day Watch	<b>ACTION(s):</b>
<input checked="" type="checkbox"/> Evening Watch	<input type="checkbox"/> Approved/Disapproved
<input type="checkbox"/> Morning Watch	<input type="checkbox"/> Advise on the Status
<input type="checkbox"/> Discretionary Units	<input type="checkbox"/> For Review & Approval
<input type="checkbox"/> Zone 3 Investigations	<input type="checkbox"/> For Review & Comment
	<input checked="" type="checkbox"/> For Your Action
	<input type="checkbox"/> For Your Information
<i>Officer Melvin Potter</i>	<input type="checkbox"/> Contact Writer
	<input checked="" type="checkbox"/> Investigate & Report Back
	<input type="checkbox"/> Noted & File
	<input type="checkbox"/> Please Handle
	<input type="checkbox"/> Prepare Written Reply
	<input type="checkbox"/> Prepare Written Reprimand
	<input type="checkbox"/> Recommendation
	<input type="checkbox"/> Reply Direct (phone/letter/memo)
	<input type="checkbox"/> Issue Counseling Form
	<input type="checkbox"/> Issue Oral Admonishment
	<input type="checkbox"/> <b>Instructions Below</b>
<b>FROM:</b> <i>Mrs. Lewis</i>	<b>Return To:</b> <i>Capt. L. Browning By: 2/13/17</i>

**THANK YOU FOR YOUR PROMPT RESPONSE.**





RECEIVED

JAN 25 2017

ZONE 3

**MEMORANDUM**

TO: Major J. Durant  
FROM: Deputy Chief J. F. Glazier  
DATE: January 25, 2017  
RE: **FULTON COUNTY GRAND JURY FTA**

The following officer under your command failed to attend **Grand Jury**. As a result, there is a possibility that cases were dismissed.

Conduct an investigation into this matter and return to the Field Operations Division/Administrative Office with the following information:

1. The status of the FTA (sustained/unfounded)
2. The reason the officer failed to attend court
3. The investigating supervisor
4. The number of previously sustained FTA's for the officer
5. All supporting documentation to either exonerate or sustain.

**\*\*Each sustained FTA should also include an OPS control number.\*\***

**\*\*Each FTA package must be signed by the assistant unit commander\*\***

Return the FTA investigation form to the Field Operations Division/Administrative Office regardless of the findings of the investigation. If the FTA is sustained and an OPS package is opened, you still must send a copy of the original FTA investigation form back to the FOD/Administrative Office by the given due date.

These findings are due to the Field Operations Division/Administrative Office on **Wednesday, February 15, 2017**. Please contact Officer J. K. Brown-Toney at (404) 546-7775 or (404) 906-0131 if you have any questions about this information.

P-7-2-5



MEMORANDUM

TO: Major J. Durant  
Zone Three

FROM: Deputy Chief J. F. Glazier

DATE: January 25, 2017

RE: FAILURE TO APPEAR- GRAND JURY

I. On January 13th Officer Melvin Potter received a Failure to Appear. The defendant's name is Ellen Lee DeFoor.

II. Statement of Officer

Was court notified of your absence?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, with whom did you speak?	_____	
Did you receive a subpoena?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Did you sign in?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did you set this court date?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

III. Officer Potter (did) (did not) attend the above Referenced court session because This was not a felony case, but a misdemeanor. I did not receive a subpoena

Officer's Signature: \_\_\_\_\_

Date: 1/25/17



IV. Investigator's Summary As this case is a misdemeanor and not a felony, a Grand Jury hearing would not be needed. Ofc. Potter also stated that he received no subpoena for this case. I also contacted F.O.D office and a subpoena was sent on January 6<sup>th</sup> 2017. Ofc. Potter never signed onto PowerDMS to sign for the subpoena. Ofc. Potter later logged onto PowerDMS, received the subpoena and attended Grand Jury.  
 This officer has accumulated 0 sustained FTA complaints within the past twelve months.

If no subpoena was received in the unit, is there a record of the subpoena in FOD Admin? Yes  No

Was this court date set by the arresting officer?  
 Next Day? Yes  No   
 Copy of Charges? Yes  No   
 If subpoena was received late, was the court notified? Yes  No

Action Taken/Recommended: OPS package initiated.

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1. Allegation Unfounded? Yes  No
2. Disciplinary Action **OPS Control #** 17-I-0073-FTA

Investigating Supervisor: Sgt. Michael McEckron  
 (Print Name)

Investigating Supervisor: [Signature]  
 (Signature)

Date: 1/25/17

Asst. Zone Commander's Recommendation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Asst. Zone Commander: \_\_\_\_\_ Date: \_\_\_\_\_

# **IMPORTANT**

## ***READ CAREFULLY***

YOU MUST SEND COMPLETED FTA INVESTIGATION TO FOD BY **February 15, 2017.**

IF INVESTIGATION REVEALS THAT SUBPOENA WAS NEVER ISSUED OR RECEIVED PLEASE PROVIDE DOCUMENTATION.

SUPERVISOR'S PRINTED AND SIGNED NAME NEEDS TO APPEAR ON PAGE 2.

YOU MUST SUBMIT ALL SUPPORTING DOCUMENTATION WITH THE INVESTIGATION. (I.E. COPIES OF TICKETS, SUBPOENA LOGS, COURT SIGN-IN SHEETS, COURT CALL-IN FORMS, VACATION NOTIFICATION FORMS, ETC.)

FTA INVESTIGATION FORM MUST BE RETURNED TO THE FOD ADMINISTRATIVE OFFICE REGARDLESS OF THE FINDINGS. IF AN OPS INVESTIGATION IS INITIATED, YOU MUST STILL RETURN THE FTA INVESTIGATION FORM BY THE GIVEN DUE DATE.

P-7-5-5

**ATLANTA POLICE DEPARTMENT  
INVESTIGATION DISPOSITION FORM**

EMPLOYEE: Potter, Melvin

OPS CONTROL #: 17-I-0073-FTA

**I. FINDING OF FACT: (LIST FACTS IN SIMPLE SENTENCES; DO NOT INCLUDE DISCIPLINARY ACTION RECOMMENDATIONS.)**

-Ofc. Potter admitted that he failed to login into PowerDMS for an extended period of time.  
 -As a result, Ofc. Potter never discovered the subpoena that was sent to him.  
 -Ofc. Potter did not attend Fulton County Grand Jury on January 13, 2017

**II. PROCEDURE, POLICY OR TRAINING RECOMMENDATIONS: (DO NOT RECOMMEND DISCIPLINARY ACTION)**

*(Empty box for recommendations)*

**III. INVESTIGATIVE DISPOSITION (INDICATE RECOMMENDED DISPOSITION FOR EACH WORK RULE)**

RULE <u>4.3.01</u>	SUSTAINED <input checked="" type="checkbox"/>	NOT SUSTAINED <input type="checkbox"/>	EXONERATED <input type="checkbox"/>	UNFOUNDED <input type="checkbox"/>	EXCEPTIONALLY CLOSED <input type="checkbox"/>
RULE _____	SUSTAINED <input type="checkbox"/>	NOT SUSTAINED <input type="checkbox"/>	EXONERATED <input type="checkbox"/>	UNFOUNDED <input type="checkbox"/>	EXCEPTIONALLY CLOSED <input type="checkbox"/>
RULE _____	SUSTAINED <input type="checkbox"/>	NOT SUSTAINED <input type="checkbox"/>	EXONERATED <input type="checkbox"/>	UNFOUNDED <input type="checkbox"/>	EXCEPTIONALLY CLOSED <input type="checkbox"/>
RULE _____	SUSTAINED <input type="checkbox"/>	NOT SUSTAINED <input type="checkbox"/>	EXONERATED <input type="checkbox"/>	UNFOUNDED <input type="checkbox"/>	EXCEPTIONALLY CLOSED <input type="checkbox"/>

**IV. REVIEWING SIGNATURES (DOES NOT INDICATE AGREEMENT)**

<u>Sgt. McEckron</u>	<u>3/1/17</u>	<u>[Signature]</u>	<u>3/6/17</u>
INVESTIGATING SUPERVISOR	DATE	UNIT COMMANDER	DATE
<u>[Signature]</u>	<u>3/10/17</u>	<u>[Signature]</u>	<u>3-10-17</u>
ASSISTANT SECTION COMMANDER	DATE	SECTION COMMANDER	DATE

## ATLANTA POLICE DEPARTMENT EMPLOYEE DISCIPLINE WORKSHEET

Employee: MELVIN POTTER

OPS Control 17-I-0073-FTA

Date: 2/21/17

Employee Disciplinary History: Charges with Active Reckoning Period			History by: <i>GAC</i> SPO. G. A. CONE		Step #1 Sustained Violations		Step #2 Adjusted Category	Step #4 Recommended Action
OPS Control #	Rule	Final Cat.	Final Action	Date of Action	Rule	Rule Category		
16-I-0518-VA	4.04	B	WR	10-13-2016				
					4.3.1	A		OA

### Supervisor Completing Worksheet

*Sgt. M. McEckran*

*3/5/17*

Typed Name & Title of Supervisor

Signature & Date

### Unit Commander ( Commanders who do not concur must fill out a separate worksheet )

I concur

Do not concur

With the recommended discipline.

*Lt. Clint Myers*

*[Signature]* *3/5/17*

Typed Name & Title of Unit Commander

Signature & Date

### Assistant Section Commander ( Commanders who do not concur must fill out a separate worksheet )

I concur

Do not concur

With the recommended discipline.

Typed Name & Title of Asst. Commander

Signature & Date

### Section Commander ( Commanders who do not concur must fill out a separate worksheet )

I concur

Do not concur

With the recommended discipline.

*Maj. J. B. Durant*

*[Signature]* *3-10-17*

Typed Name & Title of Section Commander

Signature & Date

### Division Commander ( Commanders who do not concur must fill out a separate worksheet )

I concur

Do not concur

With the recommended discipline.

*Deputy Chief J. L. Glazier*

*[Signature]* *3/24/17*

Typed Name & Title of Division Commander

Signature & Date

## ATLANTA POLICE DEPARTMENT EMPLOYEE DISCIPLINE WORKSHEET

Employee: MELVIN POTTER

OPS Control 17-I-0073-FTA

Date: 2/21/17

Employee Disciplinary History: Charges with Active Reckoning Period			History by: <i>SK</i> SPO. G. A. CONE		Step #1 Sustained Violations		Step #2 Adjusted Category	Step #4 Recommended Action
OPS Control #	Rule	Final Cat.	Final Action	Date of Action	Rule	Rule Category		
16-I-0518-VA	4.04	B	WR	10-13-2016				

### Supervisor Completing Worksheet

\_\_\_\_\_  
Typed Name & Title of Supervisor

\_\_\_\_\_  
Signature & Date

Unit Commander ( *Commanders who do not concur must fill out a separate worksheet* )

I concur  Do not concur  With the recommended discipline.

\_\_\_\_\_  
Typed Name & Title of Unit Commander

\_\_\_\_\_  
Signature & Date

Assistant Section Commander ( *Commanders who do not concur must fill out a separate worksheet* )

I concur  Do not concur  With the recommended discipline.

\_\_\_\_\_  
Typed Name & Title of Asst. Commander

\_\_\_\_\_  
Signature & Date

Section Commander ( *Commanders who do not concur must fill out a separate worksheet* )

I concur  Do not concur  With the recommended discipline.

\_\_\_\_\_  
Typed Name & Title of Section Commander

\_\_\_\_\_  
Signature & Date

Division Commander ( *Commanders who do not concur must fill out a separate worksheet* )

I concur  Do not concur  With the recommended discipline.

\_\_\_\_\_  
Typed Name & Title of Division Commander

\_\_\_\_\_  
Signature & Date







Atlanta Police Department

**MEMORANDUM**

**TO:** Officer Melvin Potter  
**FROM:** Major C. Murphy  
**DATE:** May 25, 2017  
**RE:** Disposition OPS Complaint File: 17-I-0073-FTA

An investigation has been completed into the complaint filed against you alleging misconduct. The complaint has been closed as indicated below:

- Exonerated - your conduct was determined to be justified, lawful and Proper in the complaint
- Not-Sustained - the investigation did not develop sufficient information to prove or disprove the allegation stated in the complaint
- Sustained - the investigation did develop sufficient information to prove the allegation stated in the complaint 4.3.1 CONDUCT AND APPEARANCE IN COURT
- Unfounded - the allegation was without factual basis

CMM/kdm  
cc: File