



# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Police Department

48064

TO: Daniel Holtzclaw, Officer  
Springlake Division/ 2<sup>nd</sup> Shift

FROM: Brian Jennings, Major  
Springlake Division

DATE: June 18, 2014

SUBJECT: Administrative Leave with Pay

Effective today, Wednesday, June 18, 2014, you are being placed on Administrative Leave with Pay. This change in your duty status is made due to a criminal investigation. You will remain in this status until further notice. The following restrictions apply to your duty status while on Administrative Leave.

You are prohibited from wearing a police uniform, carrying any city issued firearms or weapons, operating any city vehicles, using any police radio equipment, or conducting any law enforcement duties. Additionally, you are prohibited from working any law enforcement related extra-duty employment. Non-law enforcement related outside employment must be approved by your Division Commander in advance of such employment.

You are directed to surrender your badges, commission card, city vehicle, police radio, any city issued firearms, magazines and/or weapons, electronic entry card, and any and all keys or entry devices related to your employment. You are also prohibited from accessing City computers to utilize Varuna, CAD, the Internet, or any other city computer systems or programs.

You are directed to contact me by telephone every Tuesday, no later than 9:00 am, for updates or changes in your leave status. Additionally, you are required to contact the appropriate criminal prosecutors to advise of your duty status for responding to subpoenas (Administrative Leave does not exempt you from court duty).

You are required to contact your command as well as appropriate investigators prior to leaving the city wherein you will be unavailable for interviews or appointments. In this instance you would be required to utilize your personal leave time as Administrative Leave does not exempt you from the requirements to use personal leave time. Also, you are required to make yourself available to supervisors and/or investigators as instructed.

Attending Admin Leave  
log + PM

You are required to notify your command immediately of changes in your address, telephone number, or other contact information.

You are directed not to discuss the matter surrounding your Administrative Leave with anyone outside of the investigating officers, your attorney, or your FOP Representative.

You are encouraged to utilize the services available to you through the Department such as the Police Chaplain, C.H.A.P.P.S., and the Employee Assistance Program

If you have any questions or require assistance, do not hesitate to contact your immediate command or the investigators conducting your investigation.

HOLTZMAN

Received Signature

6/18/14

Date

[Handwritten Signature]

Witness Signature

6-18-14

Date

Pc: Operations Bureau  
Human Resources