

From: [Bennett, Brian K](#)
To: [Patten, William F](#)
Subject: Verbal Counseling- Holtzclaw
Date: Tuesday, December 10, 2013 6:09:50 PM
Attachments: [verbal counseling remedial Memo.doc](#)

For your approval. I left the date blank until I speak with him.



MEMORANDUM

The City of
OKLAHOMA CITY
Police Department

TO: Brian Jennings, Major
Springlake Division

FROM: Kyle Bennett, Lieutenant
Springlake Division, Second Shift

DATE: December 10, 2013

SUBJECT: Verbal Counseling

On 12/03/13, I was instructed to speak with Officer Daniel Holtzclaw. Officer Holtzclaw was involved in a use of force (13-93984). After this use of force he did not notify a supervisor that it occurred.

On 12/17/13 I spoke with Officer Holtzclaw. We reviewed the incident and Procedure 150.01 (Notification). Officer Holtzclaw acknowledged that he should have made proper notification to a supervisor about this incident.

Officer Holtzclaw is an enthusiastic police officer. He was very receptive to the verbal counseling.

OKC34797

From: [Bennett, Brian K](#)
To: [Patten, William F](#)
Subject: Verbal- Holtzclaw
Date: Tuesday, December 17, 2013 6:17:22 PM
Attachments: [verbal counseling remedial Memo.doc](#)

I called in Holtzclaw tonight for this.

I will put a copy in the Majors box.

OKC34798