



MEMORANDUM

The City of
OKLAHOMA CITY
Police Department

TO: William Citty
Chief of Police

FROM: Vance Allen, Captain
Office of Professional Standards

DATE: October 14, 2014

SUBJECT: Administrative Investigation, IA# 14-96

INVOLVED OFFICER: Daniel Holtzclaw #1782, Officer
Operations Bureau Metro/Springlake Division/Shift 2

On October 2, 2014, you directed me to initiate the administrative investigation into allegations of misconduct against Officer Daniel Holtzclaw. These allegations were related to criminal allegations being investigated by the Sex Crimes Unit of the Investigations Bureau. Multiple victims were identified and 26 criminal counts related to a variety of sexual allegations were filed in Oklahoma County against Officer Holtzclaw. As a result, I reviewed the reports of all the cases related to the identified victims at the time (October 2, 2014).

After reviewing the reports, I met with ADA Gayland Geigers, of the Oklahoma County District Attorney's Office. Mr. Geigers and I discussed the charges filed and pending against Off. Holtzclaw. As a result of reviewing the police reports and meeting with Mr. Geigers, I prepared a memorandum related to the allegations of misconduct made against Off. Holtzclaw (Attachment #6-A).

After preparing the memorandum of allegations, I contacted FOP President John George on October 13, 2014, to ask him to accompany me to the Oklahoma County Jail where Off. Holtzclaw was incarcerated at the time. In addition, at approximately 1:10 pm on October 13, 2014, I also called the office of attorney Scott Adams, who was attorney on record for Off. Holtzclaw. Upon calling Mr. Adams' office, I spoke with a secretary and left a message requesting Mr. Adams call me. I also advised her it was related to the Holtzclaw case.

After not hearing from Mr. Adams, I contacted Oklahoma County Undersheriff P.D. Taylor and made arrangements for us to serve Off. Holtzclaw with the allegation memorandum. I then again called FOP President John George and requested he meet us at the jail to act as an employee representative on behalf of Off. Holtzclaw since he (Holtzclaw) had limited access to a telephone to call and arrange for an employee representative. At approximately

11 am on October 14, 2014, Lt. Dan Bigelow, of the Office of Professional Standards, accompanied me to the Oklahoma County Jail where we met John George. We then met with P.D. Taylor who introduced us to a deputy who escorted us to the cell on the 13th floor where Off. Holtzclaw was being kept.

After entering the cell, I introduced myself to Off. Holtzclaw and advised him why we were there. I then gave him a copy of the allegation memorandum. I then asked him to sign a receipt to acknowledge his receiving the memorandum. However, he advised he didn't feel comfortable signing anything without his attorney being present. He then asked John George if he had to sign it to which John George told him no. I then gave him one of my business cards that contained my name, telephone number, and email so he and/or Mr. Adams could contact me later to respond to the allegation memo.

After giving a copy of the allegation memo to Off. Holtzclaw, I explained the purpose of the memo and that it was related to administrative allegations, which were not part of the criminal process. I pointed out the part on the first page of the memo that directed him to contact me by October 29, 2014, in writing with his response relating to whether he would interview with us about the allegations.

He asked to speak with John George for a couple of minutes. We left the cell, leaving John George and Off. Holtzclaw alone in the cell. After a few minutes, after they were through talking, we opened the cell door to allow John George out of the cell. I then said good bye to Off. Holtzclaw and again reminded him of the allegation memo and contacting me and that my information was on the business card I'd given him. No additional conversation occurred and I exited the cell and the jail.

I later received a letter from Off. Daniel Holtzclaw that was dated October 21, 2014. In the letter, Off. Holtzclaw stated, "Based on advice of counsel I decline to interview at this time on the administrative allegations listed in the letter." (Attachment #6-B)

After learning Off. Holtzclaw was not going to be interviewed as part of the administrative investigation, I prepared the draft of the Predetermination Hearing Notification for DC Kuhlman. DC Kuhlman completed the Predetermination Hearing Notification which he signed with the date of the memo being October 24, 2014. (Attachment #10-A)

I then completed travel orders for Enid, Oklahoma for October 27, 2014, which DC Kuhlman signed and approved. On October 27, 2014, Lt. Dan Bigelow and I drove to Enid, Oklahoma where Off. Holtzclaw was living in his parents' residence at 1101 Creekdale. (Attachment #9-A)

Upon our arrival at the residence, we approached and knocked on the front door. We could hear movement inside the residence. However, nobody answered the door. As we continued to knock on the door, I called the only phone number we had listed for Off. Holtzclaw. However, I only got the recording that it was no longer a working number. At 11:07am, I called a phone number for Mr. Holtzclaw, Off. Holtzclaw's father, who is a

lieutenant with the Enid Police Department. We then spoke with him briefly on the phone and a short time later, he arrived at the house.

After his arrival at the residence, Mr. Holtzclaw entered the residence. A short time later, Off. Holtzclaw exited the front door of the residence. I then presented him with the Predetermination Notification, which he signed and dated on the back page for the employee's signature. In addition, while giving him the notification, I pointed out the requirement for him to respond in writing no later than 5 pm on November 3, 2014. All of the attempts at the front door of the Holtzclaw residence were recorded, including the conversation with Mr. Holtzclaw and Off. Holtzclaw after he (Off. Holtzclaw) exited the residence (Attachment #8-B and 8-C).

On October 31, 2014, DC Kuhlman received an email from FOP President John George. The email did not contain any narrative but only included an attachment. The attachment was a letter addressed to DC Kuhlman and was dated November 1, 2014. This letter was a request to have the Predetermination hearing delayed until after the criminal case was completed. This request was denied. (Attachment #13-B & C)

On November 7, 2014, DC Kuhlman received a letter from Off. Holtzclaw related to the Pre-determination hearing. This letter was not dated. The letter stated he (Off. Holtzclaw) was not going to be able to participate in a predetermination hearing and could not choose any of the three options. (Attachment #13-A)

I was later told City Attorney Dick Mahoney would be the presenter of the Predetermination hearing. As a result, on November 24, 2014, I emailed a copy of the allegation memo and the Predetermination Notice to Dick Mahoney, Brett Logan, and Lori Wilson, all of the City Attorney's Office. I also took all my notes and documents and gave them to Mr. Mahoney on November 24, 2014.

After the Predetermination hearing, I was notified of the completion and outcome of the hearing and the documentation and recordings of the hearing were received by the Office of Professional Standards for securing as part of the case file. I was also told Off. Holtzclaw attended the Predetermination hearing, but did not make any statements during the hearing. I was not involved in presenting the information and/or evidence to the board during the Predetermination hearing.

If you have additional questions, please let me know.