

1004 9th Avenue North, Texas City, TX 77590-7407
www.texas-city-police.com (409) 946-1100

"102 Years of Dedicated Service"

On September 6, 2016, you, Corporal Linnard R. Crouch Jr., was dispatched to the 1100 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck by a moving vehicle and the child sustained possible life threatening injuries. Upon your arrival you were assigned to several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. Sergeant Saldivar instructed you to identify and interview a potential witness, conduct an inventory of the suspect's vehicle, and secure the contents inside the suspect's vehicle and then follow the wrecker and secure the suspect's vehicle at the Texas City Police Department Jail Sally port.

Your supervisor also instructed you several times to record the various assignments on your body camera. You were also instructed to include this information in your supplement police report. You have been reminded on numerous occasions along with your co-workers that all reports are required to be completed before going off duty almost on a daily basis during roll call briefings and via departmental emails.

FINDING OF FACTS

Your actions described herein constitute a violation of the City of Texas Civil Service Rules and Regulations Section and Civil Service Rule .051(c): Acts of Incompetency; Civil Service Rule .051(d): Neglect of Duty; Civil Service Rule.051(h): Conduct prejudicial to good order; City of Texas Civil Service Rules and Regulations Section .051(i); Violation of an applicable fire or police department rule or special order, or policy, rule, regulation, or "special order" of the City of Texas City; Texas City Police Department General Order A-04, Section 10, Para B, D1, D2, Para J. & General Order P-14 Section 2, Para B; Section 3, Para J2 a., b., c., and f, Para 4.ba.bc.

On October 17th, 2016, at 1430 hours, and on November 15th, 2016, pre-determination hearings was held on your behalf to consider allegations of misconduct and violations of the City of Texas Civil Service Rules and Regulations, Civil Service .051 Causes for Removal or Suspension. These rules apply to and govern all disciplinary actions and appeals of the Texas City Civil Service Fire Fighters and Police Officers pursuant to Chapter 143 of the Texas Local Government Code. The allegations are delineated as follows:

Corporal Linnard R. Crouch Jr.

November 29, 2016

Notice of Suspension

TEXAS CITY POLICE DEPARTMENT
ROBERT J. BURBY
Chief of Police

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document on TPCD Report Number 16-005485). South #18. The victim reported this same theft to the midnight Officer which was Officer responded to a "Theft-Already Occurred" at this same location 101 23rd Street being report to you. On the same date June 12th, 2016, at 2341 hours a midnight shift It was also discovered that you failed to document a criminal offense of "Theft" that was reviewed that you failed to initiate your body camera to record this incident as required by policy. It further discovered that you had no video footage for your entire shift on June 12, 2016. You were questioned about the this incident and you advised that you body cam battery was out (no battery life) as to why no video was captured for this incident. This is not acceptable because this incident occurred early during your shift (1612 hours and no supervisor was notified on any need for a replacement.

On June 12, 2016, at approximately 1612 hours, you were dispatched to 101 23rd Street South #18 in referenced to a "Theft - Already Occurred." You made contact with the victims who reported that they both had jewelry stolen by a relative. The victims complained by the lack of police actions on this case which prompted a review of what actually occurred during this call. An investigation into the facts of this case reviewed that you failed to initiate your body camera to record this incident as required by policy. It further discovered that you had no video footage for your entire shift on June 12, 2016. You were questioned about the this incident and you advised that you body cam battery was out (no battery life) as to why no video was captured for this incident. This is not acceptable because this incident occurred early during your shift (1612 hours and no supervisor was notified on any need for a replacement.

Letter of Reprimand - June 19th, 2016

the progressive discipline imposed by this department:

You have been reminded on a regular basis to complete reports and upload body camera footage during briefings by your Patrol Sergeants and your Patrol Commander, Captain Rex Spottedbear. Your have continue to ignore both written and verbal counseling as well as corrective actions by your Patrol Sergeants to get you to follow policy and complete your required paperwork on time at the end of your shift and follow policy or respond to the progressive discipline imposed on by your superiors. Since April 2016, seven (7) months assertive efforts initiated by your supervisors have been fruitless and you failed to respond or elevate your behavior to a consistent satisfactory level as witnessed below in the progressive discipline imposed by this department:

It was discovered that you secured off duty at 2200 hours, on September 6th, 2016, and left the Police Station without informing your supervisor, Sergeant Saldivar that your report had not been completed and submitted into the Records Management Systems (RMS) as required by policy. This constitutes a violation of policy. It was revealed through our investigation that your supplement report was not filed into our Records Management System (RMS) until 1400 hours on September 10, 2016, the next duty day. Our investigation also uncovered that there was no "body camera" footage attached to your supplemental police report (i.e., TPCD Case#16-008399). When questioned about the whereabouts of your body camera footage, you responded to Sergeant Saldivar via departmental emails that your body camera didn't turn on the scene, therefore you had no body camera footage. As you are fully aware of departmental policy that it is your responsibility to ensure that your body camera is functioning and recording during any citizen contact and especially at major calls to service. You did not, or failed to report that your body camera malfunctioned. It is simply obvious that you simply did not turn on your body camera as mandated by policy. There is also no record that you informed your Supervisor, Sergeant Saldivar or Police Dispatch that your body camera was not working properly.

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Department Suspension for Two (2) days on May 23, 2016.

On April 11th, 2016 Corporal Linnard R. Crouch Jr., was dispatched to take a report of an "Unauthorized Use of a Motor Vehicle" (i.e., TCPD Case #16-003286) and that Corporal Linnard Crouch failed to complete this report prior to ending of his tour of duty this same date. This report not being completed in a timely manner hindered members of the Houston Police Department to attempt to investigate a call they were on involving the same said stolen vehicle listed in this report. The importance of completing and your paperwork (i.e. police and accident reports) on time has been brought to your attention by your supervisors in the past on numerous occasions which was fruitless.

On April 14th, 2016, at approximately 11:10 am CID Cpl. Paul Edinburg looked at TCPD Report Case Number # 16-003286 and observed that it was still not completed. This report was generated on 04-11-2016 at approximately 1513hrs and was the second time that Cpl. Edinburg looked at this report and found it to be in a "not completed status". This report was call generated, and since no report was completed and we only had limited information available, Cpl. Edinburg didn't know whether or not this was a misdemeanor or felony offense. Cpl. Edinburg could not do his job and assign this case due to this report not being completed. Cpl. Edinburg then called Cpl. Crouch to get additional information. Cpl. Edinburg advised that he made phone contact with Cpl. Crouch and inquired about this report. Cpl. Crouch advised Edinburg that this case was an "Unauthorized Use of a Motor Vehicle" case (a felony offense), and that he would get the report to him at 1400hrs this date. Cpl. Crouch then later called police dispatch and called in sick for Evening Watch.

At approximately 1510hrs, Detective Cpl. Felix Flores was contacted by an officer with the Houston Police Department and advised that they were trying to do a buy-bust on a vehicle that had been reported stolen through our agency. This was the same vehicle to be documented in TCPD # 16-003286. HPD needed the complainant's name and information, and details surrounding this UUMV. Detective Flores was unable to give the HPD officer any information because this report had not been completed and attempts to call Cpl. Crouch went unanswered.

At approximately 1845hrs, the HPD officer contacted Detective Flores again, advising that his agency was involved in a felony pursuit of this vehicle, and that they needed the complainant information and details surrounding the theft of this vehicle. Detective Flores was able to get in contact with Cpl. Crouch and got basic information verbally to give to HPD. Cpl. Crouch still hadn't completed this report. In fact, it wasn't until approximately 2017hrs on 04-14-2016 that Cpl. Crouch submitted this report "To Be Reviewed". By Cpl. Crouch not doing his job and completing this report, it directly hindered our Criminal Investigations Division and the Houston Police Department from effectively doing their job. This also was unprofessional and a discredit to our Department.

In an effort to end this pattern of dereliction by Cpl. Crouch in not completing reports, docking his ticket writer so that citations can be uploaded, and other job related tasks, this officer did impose an order, both verbally and in writing to Cpl. Crouch. The main goal of this order was to ensure communication (and help if needed) with Evening Watch supervision. This order had no expiration for its duration and was explained to Cpl. Crouch to be "in effect, continuous and on-going".

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This is a violation of General Orders provided and delineated below:
Texas City Civil Services Rule 143.051(i) Violation of an applicable fire or policy of
the rules and regulations or "special order" of the City of Texas City;
GENERAL ORDER A-04, SECTION 10B, 10D, 10J.

B. Failure to observe, give effect to, obey or willful repeated violation of any order, directive or policy of this Department

D. Offense Reports

1. All officers shall make a prompt and proper written report for calls of service or any violation of State, Federal, or Municipal law which are investigated, observed, or reported. Written reports, citations and all other relevant documents shall be completed by the end of the officer's tour of duty, unless otherwise authorized by a supervisor. Reports that are not completed by the end of the tour of duty will be completed during duty hours of the officers' next scheduled tour of duty.

On September 18, 2016, you, Corporal Linnard R. Crouch Jr., was dispatched to the 11 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck by a moving vehicle and the child sustain possible life threatening injuries. Upon your arrival you were assigned to several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. Sergeant Saldivar instructed you to identify and interview a potential witness, inventory the suspect's vehicle and secure the suspect's property and other contents inside the suspect's vehicle and follow the wrecker and secure the suspect's vehicle at the Texas City Police Department Jail Sally port.

While on the scene you were instructed several times to record the various assignments on your body camera. You were also instructed to include this information in your supplement police report. You have been reminded along with your co-workers that all reports are required to be completed before going off duty almost daily during roll call briefings and via departmental emails.

It was discovered that you secured off duty at 2200 hours on September 9th, 2016, and left the Police Station without informing your supervisor, Sergeant Saldivar that your report had been completed and submitted into the Records Management Systems (RMS) as required by policy. This constitutes a violation of policy. It was discovered that your supplement report was not filed until 1400 hours on September 10, 2016, the next duty day. Our investigation also uncovered that there were no "body camera" footage attached to your supplemental police report. When questioned about the whereabouts of your body camera footage, you responded to Sergeant Saldivar via departmental emails that your body camera didn't turn on the scene, therefore you had no body camera footage. It is your responsibility to ensure that your body camera is functioning and recording during any citizen contact and especially at major calls. You did not at that time report any body camera malfunction which means that you simply did not turn on your body camera as mandated by policy. There is also no record that you informed your Supervisor, Sergeant Saldivar or Police Dispatch that your body camera was not working properly.

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You have been reminded on a regular basis to complete reports and upload body camera footage during briefings by your Patrol Sergeants and your Patrol Commander, Captain Rex Spottedbear. You have continued to ignore that counseling and corrective actions measure put forth by this department in the past as witness below:

I. Neglect of duty

On September 9th, 2016, Corporal Linnard R. Crouch Jr., was dispatched to the 1100 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck by a moving vehicle and the child sustain possible life threatening injuries. Upon your arrival you were assigned to several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. Sergeant Saldivar instructed you to identify and interview a potential witness, inventory the suspect's vehicle and secure the suspect's property and other contents inside the suspect's vehicle and follow the wrecker and secure the suspect's vehicle at the Texas City Police Department Jail Sally port. While on the scene you were instructed several times to record the various assignments on your body camera. You were also instructed to include this information in your supplement police report. You have been reminded along with your co-workers that all reports are required to be completed before going off duty almost daily during roll call briefings and via departmental emails.

It was discovered that you secured off duty at 2200 hours on September 9th, 2016, and left the Police Station without informing your supervisor, Sergeant Saldivar that your report had been completed and submitted into the Records Management Systems (RMS) as required by policy. This constitutes a violation of policy. It was discovered that your supplement report was not filed until 1400 hours on September 10, 2016, the next duty day. Our investigation also uncovered that there were no "body camera" footage attached to your supplemental police report. When questioned about the whereabouts of your body camera footage, you responded to Sergeant Saldivar via departmental emails that your body camera didn't turn on the scene, therefore you had no body camera footage. It is your responsibility to ensure that your body camera is functioning and recording during any citizen contact and especially at major calls. You did not at that time report any body camera malfunction which means that you simply did not turn on your body camera as mandated by policy. There is also no record that you informed your Supervisor, Sergeant Saldivar or Police Dispatch that your body camera was not working properly.

Our investigations and by your own admissions, You did in fact failed to complete this report prior to ending of his tour of duty this same date as required by policy. This problem has been brought to your attention in the past about completing and turning your paperwork in in a timely manner.

General Order P-14 Section 2, Policy

Para B: The function of this equipment is to accurately document the events, actions, conditions, and statements made during vehicle stops, pedestrian contacts, arrests, and critical incidents so as to enhance officer reports, collection of evidence, and testimony in court. On September 9th, 2016, you, Corporal Linnard R. Crouch Jr., was dispatched to the 1100 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck

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by a moving vehicle and the child sustain possible life threatening injuries. Upon your arrival you were assigned several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. Sergeant Saldivar instructed you to identifying and interview a potential witness, inventory the suspect's vehicle and secure the suspect's property and other contents inside the suspect's vehicle and follow the wrecker and secure the suspect's vehicle at the Texas City Police Department Jail Sally port. While on the scene you were instructed several times to record the various assignments on your body camera. You were also instructed to include this information in your supplement police report. You have been reminded along with your co-workers that all reports are required to be completed before going off duty almost daily during roll call briefings and via departmental emails.

Our investigation into this matter uncovered that there were no "body camera" footage attached to your supplemental police report. When questioned about the whereabouts of your body camera footage, you responded to Sergeant Saldivar via departmental emails that your body camera didn't turn on the scene, therefore you had no body camera footage. It is your responsibility to ensure that your body camera is functioning and recording during any citizen contact and especially at major calls. You did not at that time report any body camera malfunction which means that you simply did not turn on your body camera as mandated by policy. There is also no record that you informed your Supervisor, Sergeant Saldivar or Police Dispatch that your body camera was not working properly.

Section 3, Procedures

Para J. DIGITAL MEDIA RECORDERS (Body Worn Audio Video Recorders):

2. When usage is required: On September 9th, 2016, you, Corporal Linnard R. Crouch Jr., was dispatched to the 1100 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck by a moving vehicle and the child sustain possible life threatening injuries. Upon your arrival you were assigned to several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. You were are required by policy to activate your body camera when making citizen contact.

2a. During any citizen contact outside the officer's vehicle. On the above date and time you were directed by your supervisor, Sergeant Saldivar to make contact with a potential witness and turn your body camera on to document your interview. Our investigation revealed that you failed to activate your body camera while on the scene and did not record any of your actions on the date in question.

2b. During any interview with a victim, witness, or suspect. On September 9th, 2016, you, Corporal Linnard R. Crouch Jr., was dispatched to the 1100 Block of Mainland Drive in reference to a major auto-pedestrian accident TCPD Offense Report #16-008399). The collision involved a six year child who had been struck by a moving vehicle and the child sustain possible life threatening injuries. Upon your arrival you were assigned to several investigative duties by the on scene supervisor, Sergeant Jose Saldivar. While on the scene you were instructed several times to record the various assignments on your body camera by Sergeant Saldivar. He clearly instructed you to include this information in your supplement police report. In addition to the instructions given to you on this date, you are mandated by policy to activate your body camera when making citizen contact of any kind.

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4. Officer Responsibilities

ba. Any device found deficient at any time will be reported to the officer's supervisor who will issue a replacement if available. It is your responsibility to ensure that your body camera is functioning and recording during any citizen contact and especially at major calls. On the date in question, our investigation did not find that at no time did you report any body camera malfunction which means that you simply did not turn on your body camera as mandated by policy. There is also no record that you informed your Supervisor, Sergeant Saldivar or Police Dispatch that your body camera was not working properly.

bc. Any DMR data created will be downloaded or copied to the appropriate department storage location before the end of shift. Our investigation into this matter uncovered that there were no "body camera" footage attached to your supplemental police report.

J. Violation of any city ordinance, rule, regulation or policy of the City Government, or this Department

On September 9th, 2016, You violated departmental policy because you failed to complete a supplemental report and activate your body camera as prescribed by policy and directed by your Supervisor(i.e., TCPD Case #16-008399) and that you failed to complete this report prior to ending of his tour of duty this same date. This report not being completed in a timely manner hindered members of this department in accomplishing their respective assigned duties.

Texas Local Government Code

Chapter 143, Section 143.051 Cause for Removal or Suspension

(3) Acts of incompetence;

(4) Neglect of duty;

GENERAL ORDER A-04, SECTION 25

D. Offense Reports

Offense Reports

GENERAL ORDER P-14

General Order P-14 Section 2, Para B; Section 3, Para J2 a., b., and f; Para 4.b.a.b.c.
(12) Violation of an applicable fire or police department rule or special order.

AGREED VOLUNTARY TEMPORARY SUSPENSION

I have offered and Corporal Linnard R. Crouch Jr., has agreed to the following terms of a voluntary temporary suspension in accordance with .053 of the Texas City Local Civil Service Rules. Corporal Linnard R. Crouch Jr.:

1. Agrees to serve three-day (24 hours) suspension on November 29th, 2016, beginning at 1400 hours and ending at 2200 hours on December 1st, 2016.

2. Waives any and all rights of appeal, including, but not limited to appeals before:
• Texas City Local Civil Service Commission

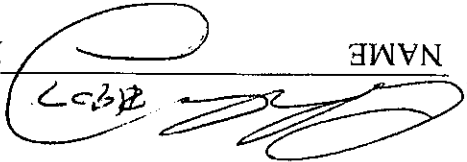
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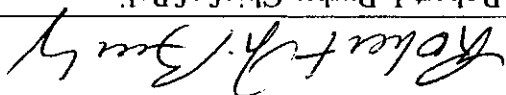
Signed: NAME Date

11/29/16

By my signature below, I acknowledge that I have been offered and have accepted the terms of a three-day (24 hour) voluntary temporary suspension, as stated above. I further understand and agree that by my signature below, I am waiving all rights of appeal of this voluntary temporary suspension in all venues, as indicated above.

ACKNOWLEDGMENT OF ACCEPTANCE

1. Texas City Local Civil Service Rule .053
2. Notice of Complaint with all attachments previously received on September 12, 2016 by Corporal Linnard R. Crouch, Jr.
3. Response to Notice of Complaint previously received on September 13, 2016, and November 3, 2016, by Chief Burby
4. Predetermination Meeting Notice with all attachments previously received on October 17th, 2016, and November 3rd, 2016, by Corporal Linnard R. Crouch, Jr.

Attachments:

Respectfully,

 Robert J. Burby, Chief of Police

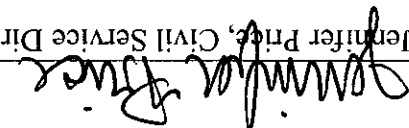
4. A copy of this document will be placed in Corporal Crouch's Civil Service A-file maintained by the Civil Service Director.
3. Cpl. Crouch Jr., agrees this Agreed Temporary Suspension may be considered by the Chief of Police as an "aggravating factor" when determining what, if any, discipline may be given for future violations of Civil Service, City/Department Rules or policies.
- Any City of Texas City grievance process(s)
- Any Court of Law
- Arbitrator under the Grievance Procedure in the Collective Bargaining Agreement
- Third Party Hearing Examiner
- Corporal Crouch also waives his right to file a rebuttal statement with the Civil Service Director pursuant to 143.089(d).

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CERTIFICATE OF SERVICE

I certify that a true copy of this Agreed Temporary Suspension was personally served on this date to Jennifer Price, Texas City Civil Service Director.

SIGNED this 30th day of November, 2016 at 1126 hours.

Jennifer Price, Civil Service Director

cc: Matthew T. Doyle, Mayor
Ron Plackemeier, City Attorney

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cc: Professional Standards

Corporal Linnard R. Crouch Jr. #292
11/3/16
(Date)

I hereby acknowledge receipt of this document.

You are alleged to have violated of the City of Texas City Civil Service Rules and Regulations Section and Civil Service Rule .051(c); Acts of In competency; Civil Service Rule .051(d); Neglect of Duty; Civil Service Rule.051(h); Conduct prejudicial to good order; City of Texas City Civil Service Rules and Regulations Section .051(i); Violation of an applicable fire or police department rule or special order, or policy, rule, regulation, or "special order" of the City of Texas City; Texas City Police Department General Order A-04, Section 10, Para B, D1, D2, Para J, & General Order P-14 Section 2, Para B; Section 3, Para J2 a., b., c., and f; Para 4.b.a.b.c.

You are hereby informed that it has been brought to my attention that on September 6th, 2016 you were dispatched to the 1100 Block of Mainland Drive, Texas City, Texas in referenced to a major auto-pedestrian accident (TCPD Offense Report#16-008399). This document will serve as your official complaint notification of additional policy violations that were discovered during the investigation conducted by Sergeant J. Saldivar. The below listed rules includes all of the rules that has been identified which you are alleged to have violated regarding the incident that involves the investigation of TCPD Case #16-008399:

RE: Notice of Written Complaint

TO: Corporal Linnard R. Crouch Jr.
FROM: Chief Robert J. Burby

DATE: November 3, 2016

OFFICIAL COMPLIANT



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Chief of Police
ROBERT J. BURBY
TEXAS CITY POLICE DEPARTMENT
COPY



Robert Burby

Subject: Pre-Determination Hearing Crouch
Location: Chiefs Conference Room
Start: Tue 11/15/2016 2:30 PM
End: Tue 11/15/2016 3:00 PM
Recurrence: (none)
Organizer: Robert Burby

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RE: Pre-determination Hearing Results with Corporal Crouch on November 15th, 2016, 1430 hours

FROM: Chief Robert J. Burby

TO: File

DATE: November 2016

The purpose of the hearing is to afford Cpl. Crouch the opportunity to respond to alleged violations of departmental policy and a section or sections of the City of Texas City Civil Service Rules and Regulations Civil Service .051 Cause for Removal or Suspension. These rules apply to and govern all disciplinary actions and appeals of the Texas City Civil Services Fire Fighters and Police Officers pursuant to Chapter 143 of the Texas Local Government Code.

When I asked Corporal Crouch if he had any comments or questions regarding the additional violations that was provided to him in the written complaint dated November 3, 2016. Corporal Crouch replied, "no sir."

I closed the hearing with some closing remarks about the process.



TEXAS CITY POLICE DEPARTMENT

ROBERT J. BURBY
 Chief of Police

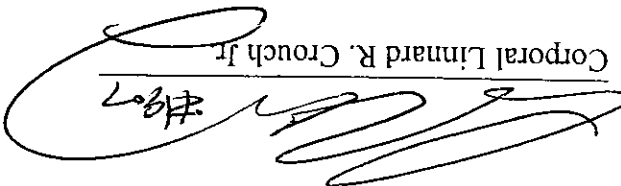
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cc: Professional Standards

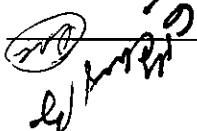
Corporal Linnard R. Crouch Jr.


I hereby acknowledge receipt of this document on October 6th, 2016.

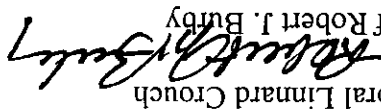
4B., Ba., Bc.
 General Order A-04; Section 10B., 10D., 10J.; P-14, Section 2B.; Section 3J., 2a., 2b., 2c., 2f.;
 good order; Civil Service Rule .051 regulation, or "special order; of the City of Texas City,
 Service Rule .051(d): Neglect of duty; Civil Service Rule .051(h); conduct pre-judicial to
 You are alleged to have violated Civil Service Rule. 051©: Acts of incompetency; Civil

The below listed rules have been identified which you are alleged to have violated:

You are hereby informed that it has been brought to my attention that on September 9th, 2016, you
 dispatched were dispatched to the 1100 Block of Mainland Drive, Texas City, Texas in referenced
 to a major auto-pedestrian accident (TCPD Offense Report #A16-008399). This document will
 serve as your official complaint notification in accordance to General Order A-13, Section 4., and
 I am the complainant.



Re: Notice of Written Complaint

To: Corporal Linnard Crouch
 From: Chief Robert J. Burby


Date: October 6, 2016

OFFICIAL COMPLAINT



TEXAS CITY POLICE DEPARTMENT
 ROBERT J. BURBY
 Chief of Police
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Sec. 143.053. APPEAL OF DISCIPLINARY SUSPENSION. (a) This section does not apply to a municipality with a population of 1.5 million or more.

(b) If a suspended fire fighter or police officer appeals the suspension to the commission, the commission shall hold a hearing and render a decision in writing within 30 days after the date it receives notice of appeal. The suspended person and the commission may agree to postpone the hearing for a definite period.

(c) In a hearing conducted under this section, the department head is restricted to the department head's original written statement and charges, which may not be amended.

(d) The commission may deliberate the decision in closed session but may not consider evidence that was not presented at the hearing. The commission shall vote in open session.

(e) In its decision, the commission shall state whether the suspended fire fighter or police officer is:

(1) permanently dismissed from the fire or police department;

(2) temporarily suspended from the department; or

(3) restored to the person's former position or status in the department's classified service.

(f) If the commission finds that the period of disciplinary suspension should be reduced, the commission may order a reduction in the period of suspension. If the suspended fire fighter or police officer is restored to the position or class of service from which the person was suspended, the fire fighter or police officer is entitled to:

(1) full compensation for the actual time lost as a result of the suspension at the rate of pay provided for the position or class of service from which the person was suspended; and

(2) restoration of or credit for any other benefits lost as a result of the suspension, including sick leave, vacation leave, and service credit in a retirement system. Standard payroll deductions, if any, for retirement and other

benefits restored shall be made from the compensation paid, and the municipality shall make its standard corresponding contributions, if any, to the retirement system or other applicable benefit systems.

(g) The commission may suspend or dismiss a fire fighter or police officer only for violation of civil service rules and only after a finding by the commission of the truth of specific charges against the fire fighter or police officer.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.
Amended by Acts 1999, 76th Leg., ch. 740, Sec. 1, eff. Sept. 1, 1999.

Revised October 1, 2013

-20-

- It is each employee's responsibility to follow the City's policies, procedures and job performance standards in carrying out his/her job duties. Violations of those policies or procedures or inadequate job performance may result in disciplinary action as the City deems appropriate. The following is a list of acts which may result in such disciplinary action. However, as it would be impossible to list every possible infraction of the City's standard of behavior or work performance, the list is not exclusive and is included only for purposes of examples of such infractions.
- a) Violation of the criminal laws of the United States or any state or municipality thereof;
 - b) Any conduct contrary to the City's equal employment opportunity policy, including verbal or physical conduct constituting sexual or other prohibited harassment;
 - c) Violation of any provisions of the Statutes, ordinances, these policies or any rules or regulations which may be prescribed by the Mayor or Department Head;
 - d) Dishonest or fraudulent conduct, including but not limited to fraud, theft, misappropriation of, or unauthorized removal of the City's or fellow employees' funds or property;
 - e) Improper or unauthorized use of City vehicles, equipment, or property;
 - f) Falsification of the City's business records, including but not limited to employee time records, expense reports, and requests for reimbursement or any other information required by the City;
 - g) Claim of sick or emergency leave under false or misleading pretenses;
 - h) Insubordination, the refusal to comply with instructions, or the failure or refusal to perform assigned duties;
 - i) Unsatisfactory job performance; inability to perform job duties; neglect of duty or loitering while on duty;
 - j) Violation of the City's Alcohol and Drug Abuse Policy;
 - k) Failure to observe health and safety rules or properly report accidents or personal injuries;
 - l) Habitual absenteeism or tardiness;
 - m) Physical violence or threats of violence, or insulting, intimidating, coercive, abusive or obscene language or gestures toward the public, City officers or other employees;
 - n) Inability or unwillingness to cooperate with other employees when performing assigned tasks, or any interference with the performance of job duties by fellow employees;
 - o) Disorderly conduct, such as "horseplay" practical jokes, which may endanger the City's operations or the well-being of any employee, citizen or visitor;
 - p) Neglect or carelessness resulting in damage to City and/or Citizen's property or equipment;
 - q) False, vicious, or malicious statements or criticism of the City, its employees, or its services that interferes with productivity and job performance or with harmonious public or employee relations;

4.06 CONDUCT AND WORK PERFORMANCE

or her Department Head. However the City will grant voluntary reassignment or transfer requests only where it deems appropriate, in its sole discretion.

Revised October 1, 2013

-21-

1. All medical information concerning employees will be maintained in separate confidential medical files that are stored apart from regular personnel records. Only

The City of Texas City strives to protect the privacy of its employee's medical information to the greatest possible extent. To accomplish this, the City of Texas City and its managers and employees are required to follow these guidelines regarding the confidentiality of medical information.

4.10 MEDICAL INFORMATION CONFIDENTIALITY POLICY

4. The grievance relates to City policies.
3. The employee fails to take action to continue with the next step of the procedure within three (3) working days of completion of the prior step; or
2. The employee, for any reason, indicates that he shall no longer wish to continue the grievance procedure;
1. The employee indicates he or she is satisfied with the action to resolve the grievance at any level of the grievance procedure;
- b) The grievance procedure shall be stopped if:
 - a) The employee who has filed the grievance shall be able to stop the grievance procedure either by action or inaction.

4.09 STOPPING THE GRIEVANCE PROCEDURE

Employees of the City who feel that disciplinary action has been improperly taken against them shall have the right to file a grievance. The grievance must be filed within seven (7) working days of the disciplinary action being taken that caused the grievance. Action or results which occur that are beyond the control of the City or which relates to policy matters of the City Commission shall not be considered grounds for grievance. No adverse action shall be taken against any employee for exercising their right to file a grievance.

4.08 GRIEVANCES

The City will take disciplinary action against an employee who violates any of the City's policies or procedures or otherwise has employment or performance problems. Such action may include oral or written reprimands, probation, suspension or termination as the City, in its sole discretion deems appropriate.

4.07 DISCIPLINARY ACTION

- r) Unauthorized solicitation of money, goods or services from the public by an employee of the City;
- s) Abuse of any leave policy;
- t) Working another job while on sick leave or workers' compensation injury leave;
- u) Not reporting to work from illness or injury when released from the doctor or tampering with such release;
- v) Violation of the City's policies regarding confidential information and conflicts of interest, or any conduct which is in conflict with the City's standards of appropriate business and professional ethics; and
- w) Failure to adhere to the rules of operation and conduct established by the City, including but not limited to those practices and procedures set forth in this manual and any other written employment policies.

who is mindful of the standards of justice and fair dealing prevalent in the City of Texas City, would do under similar circumstances.

Prior to imposing any particular level of disciplinary action, the Department Head may use lesser forms of disciplinary or corrective action. However, nothing herein shall prohibit the Department Head from proceeding directly to the appropriate level of discipline if in the opinion of the Department Head, the employee's misconduct warrants the disciplinary action imposed.

.052 Disciplinary, Suspensions

See Section 143.052 of Chapter 143.

The department head filing a written statement within 120 hours after the hour of suspension to the Civil Service Director shall be considered to be in compliance with 143.052(c) concerning notification to the Commission.

The Civil Service Director shall not directly submit to the Commission members a copy of the written statement from the department head until the 10 day time period for the person to appeal has expired, or any appeal proceedings are complete.

.053 Appeal of Disciplinary Suspension

See Section 143.053 of Chapter 143.

Original Notice of Appeal. The employee's notice of appeal and request for hearing shall set forth the basis for appeal in compliance with Chapter 143.010. The employee's notice of appeal must be filed in writing in the Director's office within ten (10) calendar days after receiving the disciplinary action of the Department Head. An employee may also withdraw his/her request for an appeal at any time thereafter, which shall operate to terminate the proceedings. Failure on the part of an employee to file an appeal of a disciplinary action with the Office of the Director within the ten (10) day period allowed in Chapter 143 shall result in no appeal of the matter being considered.

The Commission members shall not be provided any information related to the suspension, demotion, promotional bypass, or indefinite suspension from the Department Head or Director prior to the start of the appeal hearing.

The scope of evidence to be considered at the hearing shall be generally limited to matters relevant to the charges of misconduct as set forth in the department's written statement and the employee's notice of appeal as filed with the Commission, as well as the appealing party's previous work record with the department.

After being called to order, but prior to the beginning of testimony or evidence, consideration shall be made as to any pre-hearing motions such as, but not limited to, a Motion in Limine, requests or jurisdictional matters as submitted by either party.

The format for an appeals hearing before the Commission will be as follows:
(1) Opening statement by the City (department)

SUBCHAPTER D. DISCIPLINARY ACTIONS

Sec. 143.051. CAUSE FOR REMOVAL OR SUSPENSION. A commission rule prescribing cause for removal or suspension of a fire fighter or police officer is not valid unless it involves one or more of the following grounds:

- (1) conviction of a felony or other crime involving moral turpitude;
- (2) violations of a municipal charter provision;
- (3) acts of incompetency;
- (4) neglect of duty;
- (5) discourtesy to the public or to a fellow employee while the fire fighter or police officer is in the line of duty;
- (6) acts showing lack of good moral character;
- (7) drinking intoxicants while on duty or intoxication while off duty;
- (8) conduct prejudicial to good order;
- (9) refusal or neglect to pay just debts;
- (10) absence without leave;
- (11) shirking duty or cowardice at fires, if applicable; or
- (12) violation of an applicable rule or police department rule or special order.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 143.052. DISCIPLINARY SUSPENSIONS. (a) This section does not apply to a municipality with a population of 1.5 million or more.

(b) The head of the fire or police department may suspend a fire fighter or police officer under the department head's supervision or jurisdiction for the violation of a civil service rule. The suspension may be for a reasonable period not to exceed 15 calendar days or for an indefinite period. An indefinite suspension is equivalent to dismissal from the department.

(c) If the department head suspends a fire fighter or police officer, the department head shall, within 120 hours after the hour of suspension, file a written statement with the commission giving the reasons for the suspension. The department head shall immediately deliver a copy of the statement in person to the suspended fire fighter or police officer.

(d) The copy of the written statement must inform the suspended fire fighter or police officer that if the person wants to appeal to the commission, the person must file a written appeal with the commission within 10 days after the date the person receives the copy of the statement.

(e) The written statement filed by the department head with the commission must point out each civil service rule alleged to have been violated by the suspended fire fighter or police officer and must describe the alleged acts of the person that the department head contends are in violation of the civil

SECTION 5 CASE DISPOSITIONS

Every allegation raised in a major complaint administrative investigation will receive an individual disposition.

- A.** Documented. Documented dispositions refer to counseling, training, verbal reprimand, or no action arising from minor complaints.
- B.** Unfounded. The allegation is false or did not occur.

- C.** Exonerated. The alleged incident did occur but the officer's actions were lawful and within departmental policy.

- D.** Not Sustained. The evidence is insufficient to either prove or disprove the allegation(s).

- E.** Sustained. The evidence is sufficient to prove the allegation(s). Administrative allegations are sustained based upon the preponderance of the evidence.

SECTION 6**CORRECTIVE ACTION**

- A.** Documented / supervisory Action. The result of a minor complaint. Documented action is retained at the supervisory level and is not placed in the member's departmental file. It is, however, reflected on the member's job performance review as having occurred. Documented / supervisory action is not disciplinary in nature for the purposes of this directive.

- B.** Written Reprimand. The result of a sustained allegation(s) in a major complaint. It is a formal document presented to the member by the Chief of Police [or designee] which becomes part of the member's departmental file.

- C.** Suspension. The result of a sustained allegation(s) in a major complaint. A member is suspended without pay for a designated period of time and is presented with written notification of the cause for suspension to include the specific rule, policy, or order violated, the time period of the suspension, and the restrictions and obligations to which the member must adhere to while on suspension. Notification of suspensions are placed in the member's departmental file and the member's Civil Service Commission file.

- D.** Demotion. Reassignment of a member to a lower classification or Civil Service grade. Demotion as a corrective action does not include demotions in conjunction with departmental reorganizations or the deletions of positions. Records of demotions are placed in the member's departmental file and the member's Civil Service Commission file.

"102 Years of Dedicated Service"


I reviewed body camera conversations between Corporal Crouch and me. I instructed him to do a variety of important tasks, including making contact with, interviewing and identifying the only witness we knew at the time (Lynn Scarborough). I observed Corporal Crouch walk over and speak to the Witness in his garage and was writing information down on his note pad. I assumed he was taking notes from his interview for his supplement report. Corporal Crouch did later return and briefly tell me what the Witness had told him but did not include any of this information in his Supplement Report he filed the following day.

I reviewed Officer Berg's body camera footage and did not see, or hear, Officer Berg ever tell Corporal Crouch that he had interviewed and identified any witness. Officer Berg did briefly get information from the witness (Lynn Scarborough) but never formally identified him (name, dob, address, contact information etc.). The Witness did say he had talked to Officer Bouvier before he spoke with him.

I reviewed Corporal Crouch's Supplement report (16-008399) which was submitted on 09/07/2016. It was six (6) sentence narrative for a major incident that he was on scene for over an hour and a half. It was very brief and did not include many details and only contained minimal information of the tasks he performed on the scene while he was there.

- Review Cpl. Crouch's Supplement.
- Review body camera conversation between Cpl. Crouch and Officer Berg from Berg's body camera footage.
- Review body camera conversation between Sgt. Saldivar and Cpl. Crouch
- Call the Witness to the accident to get a statement of what occurred between them and Cpl. Crouch.
- Review the Memo from Cpl. Crouch and all other information pertaining to this case that occurred on September 06, 2016.

On October 18, 2018 I was asked by Chief Burby to review several items pertaining to this case and submit a summarization of this case. Chief Burby asked that I do the following:

DATE: October 23, 2016
TO: Captain R. Spotted Bear & Chief R. Burby
FROM: Sergeant J. Saldivar 
RE: Corporal Linnard Crouch 09/06/2015 (16-008399)

MEMORANDUM**TEXAS CITY POLICE DEPARTMENT**

On October 22, 2016 I met with and interviewed the Witness, Lynn Scarbrough and his wife Amber Scarbrough at their residence (1015 Mainland Drive). Lynn Scarbrough stated that he was in his garage when the accident occurred and the driver stopped in the roadway front of his residence. He stated he was the one that called 911 and reported the accident. He stated that he spoke with Officer Bouvier briefly when he arrived on the scene and he knew Officer Bouvier since they had previously worked together at GCSO.

Mr. Scarbrough stated he didn't really tell Officer Bouvier a whole lot since he was busy when he first arrived on the scene. He stated that he later spoke with Officer Berg and he walked the scene and showed him where the boy was in the street after he was struck by the vehicle. He further stated that his conversation with Officer Berg was very brief as well. He said that a short time later, he was approached and asked questions by Corporal Crouch. He stated that he gave Corporal Crouch his identifying information and a more detailed account of what he did and didn't see.

Amber Scarbrough, his wife, then said that she believed she told Corporal Crouch that she had made contact and spoken to the female driver. She said that the driver seemed disoriented and had very slurred speech and she believed that she was intoxicated. I asked if Corporal Crouch asked her for her information and she said "no". Mr. Scarbrough was not sure if they had told him that but Mrs. Scarbrough said she was sure she told him what she had witnessed. I recorded our interview on my body camera.

I reviewed Corporal Crouch's Memo about the incident and my first impression was that it contained a lot more details and information than Corporal Crouch's official supplement report. These details, along with other information should have been included in his supplement report. While on scene, I ordered Corporal Crouch to identify and interview the witness to ensure we had his information since I wasn't sure what the witness had told Officer Berg and Officer Bouvier. Corporal Crouch was even told there was another witness and he did not document any of this. Not only did Corporal Crouch violate several TCPD Policies, his incompetent police work may have jeopardized this criminal case by not documenting what was reported to him.

I have attached DVD copies of my body camera footage and a copy of my interviews of Lynn Scarbrough and Amber Scarbrough.

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1004 9th Avenue North, Texas City, TX 77590-7407
www.texas-city-tx.org (409) 948-2525

"102 Years of Dedicated Service"

REPORTING OFFICER: CORPORAL LINNARD CROUCH #907
TEXAS CITY POLICE DEPARTMENT


SYNOPSIS: Assisted in vehicle inventory and dropping off driver's purse off at the jail.
DETAILS: On Tuesday, September 6, 2016, at approximately 1950 hours, I, Cpl. L. Crouch was dispatched to 1000-block Mainland Drive in reference to a major collision.
Upon arrival I was instructed to do the inventory on unit 1. While doing the inventory I located the driver's purse inside. This item was collected and later released to the jail staff to place in the driver's property.
Once ID Officer CPL. G. Crow was completed with the scene I followed the wrecker with unit 1 to the police department. The vehicle was secured in the jail sally port located on the west side of the Texas City Police Department.
Platinum Towing was used as a next out wrecker for the City of Texas City. The vehicle will be entered in the primary report.

CASE NUMBER: 16-008399

OFFENSE: Major Collision Supplement Report

SYNOPSIS: Assisted in vehicle inventory and dropping off driver's purse off at the jail.

RE: Requested by the chief for case number 16-008399

FROM: Corporal Linnard Crouch Jr. 

TO: Chief Robert Burby

DATE: 10/18/2016

MEMORANDUM

TEXAS CITY POLICE DEPARTMENT



On this date and time I was at lunch when I heard dispatch via the radio advise they have a major accident. Dispatch stated that they only had one unit to send at this time. I phoned dispatch and advised them that I would get my food to go and would be enroute.

Upon arrival on the scene I activated my emergency lights and exited my vehicle. I made contact with Sgt. Saldivar who was talking with the Captain on the phone. I then noticed a shoe in the roadway which appeared to be the kid's shoe that was hit. I stood with this shoe until it was mark with orange paint.

I then made contact with Sgt. Saldivar again who requested me to make contact with a male subject later identified as Lynn Scarborough. Sgt. Saldivar advised that he believes that Scarborough may have witnessed the incident occur.

Upon making contact with Scarborough he had stated that he had already talked with Officer Berg in reference to what he observed. Scarborough advised that he didn't see the accident but observed the lady getting out of the vehicle just west of his residence.

I then walked over to Cpl. Patterson and asked if he needed help with anything. Cpl. Patterson advised that I could secure the females pursue for safekeeping. I noticed the females pursue cellphone lying in the front seat of her vehicle. These items were collected and secured in my patrol unit. The items were later released to the jail staff to secure in the females property. The vehicle was inventoried and later secured at the Sallyport at TCCPD by this Officer.

I was advised by Sgt. Saldivar to remain on scene and assist Cpl. Crow with any help he may need. When not helping Cpl. Crow I was in my patrol unit on reports.

Once at the PD I park my patrol unit out back and went inside to download bodycam video from during my shift that day.

While downloading the videos I noticed that my bodycam video wasn't running during the major accident that we had just completed. All videos were uploaded and attached to my folder. After completing all of this I returned to my patrol unit to find that my computer had already shut down. I assumed that I had already submitted my reports and shut it down. It was later determined that the power cord was not plug in and the computer had died. I was not working anything extra after work so didn't think to plug computer back in a log back on.

Note: My body was turn off during my lunch to make the battery last throughout the shift. When I arrived on scene and pushed the button to activate my bodycam into didn't come on due to the power button turned off.

Also no disrespect to Sgt. Saldivar I was not disobeying his orders I just felt that Scarborough's information was already received by Officer Berg.

It was my thought that the report was already submitted. I didn't just stuff off the report to the next day. I was suspended two days for this before in the last six months and have been on top of it since then. I have made sure that my reports have been completed and submitted prior to going home.

"102 Years of Dedicated Service"

1004 9th Avenue North, Texas City, TX 77590-7407
www.fisd.com (409) 918-2525

"102 Years of Dedicated Service"

Due to my health this past week I have already been docked 22 hours. I am asking for your help
loss of money due to having an increase in child support. It takes almost everything I make to
support my kids and myself.

I am not here to make you or this department look bad in anyway. I am working with other
officer's to make this department a better place for everyone. I have hit several bumps over the
last several years. I have put several of them behind me and still working every day to keep this
going. Thank you in advance sir.

A-32-1

COPY

Judgment	SP	This officer has been around for awhile now, uses sound judgment. Is second on shift as far as being utilized as Duty Corporal. Makes good decisions.
Dependability	NI	As always, the first part in being dependable is being at work when scheduled. Cpl. Crouch has used 129.5 hours of sick leave for the year. This caused us to add a third corporal in our rotation of appointed duty corporals.
Productivity And Accomplishment	SA	Has written 202 citations for the year. This officer is proactive and has often been Johnny-on-the-spot for us when calls come through.
Demeanor	SP	Third generation police officer here. Has the perfect temperament for this job. Very professional and represents the Department well.
Dealing with others	SP	Works well with his fellow officers and supervisors. Received only one citizen complaint all year. Works well with officers from other agencies.

SUMMARY

TOPIC RATING

The supervisor is to summarize a list of key reasons for the overall evaluation for every performance area.

EX - Excellent
SP - Superior
SA - Satisfactory
NI - Needs Improvement
US - Unsatisfactory

Provide an overall rating for each performance topic by writing in either:

Section I: To be completed by Shift Sergeant

Officer Name: Linnard Crouch (Print) _____
Job Title: Corporal / Duty Corporal _____
Evaluation Rating Period: Schedule Year 2015 _____
Evaluation Conducted By: L. Cravens / R. Scott _____
Evaluated Officer's Initials: *LC* _____
Date: 12-29-2015 _____

Texas City Police Department
Law Enforcement Performance Evaluation



Section II To be completed by Shift Sergeant

Employee's Job Strengths:

Cpl. Crouch knows this job, and when he is present, does a very good job for us. Veteran officer that displays leadership out in the field.

Where Employee Needs Improvement:

Our confidence was shaken in this officer towards the end of the year. Through a citizen complaint we learned that Cpl. Crouch was not completing his required reports within the time limits set in Departmental Policy. As a result of this, he did receive a written reprimand on this issue. For 2016, we hope for two things with this officer: 1). Come to work when scheduled to do so. 2). Turn in all required paperwork, following the timelines set in Departmental Policy.

Shift Sergeant's Signature: *[Signature]* Date: 01/17/16

Shift Sergeant's Printed Name: *[Signature]*

Evaluated Officer's Initials: *[Signature]*

TOPIC RATING	SA	NI	SA	SA	SA	SA
Job Knowledge and Application	Cpl. Crouch knows this job and does well at it.					
Reports and Written work	It was discovered through a citizen complaint that Cpl. Crouch had not been turning in his accident reports within set timelines established in Departmental policy. He received a written reprimand because of this.					
Initiative & Self-reliance & Resourcefulness	The self-reliance part of this category took a hit during the later part of this year. This officer does for the most part, takes care of his business.					
Learning ability and Adaptability	This officer adapts to change well. Is utilized to help with various tasks outside of his normal patrol / duty corporal duties.					
Professional bearing and Appearance	Has passed all uniform, weapons, and vehicle inspections for the year.					
Auxiliary duties and Assignments	Carries out assignments given to him. Has helped with Animal Control, due to manpower issues in that unit.					

SUMMARY

TOPIC RATING



Texas City Police Department
Law Enforcement Performance Evaluation



A-32.3



Texas City Police Department
Law Enforcement Performance Evaluation



Section III To be completed by Evaluated Officer

The Evaluation reflects an accurate assessment of my work performance: ☒ Yes ☐ No

Evaluated Officer's Comments:

Evaluated Officer's Signature: _____

Date: 1/17/16

Evaluated Officer's Printed Name: Linard Guek Jr.

Section IV To be completed by the Division Commander

The Employee overall is fulfilling their job position responsibilities: ☐ Yes ☐ No

Recommendations / Comments:

Division Commander's Signature: _____

Date: _____

Division Commander's Printed Name: _____

Section V To be completed by the Chief of Police

Comments:

Reviewed and Approved

Signature of the Chief of Police: Robert J. Smith

Date: 2/2/16

I hereby acknowledge receipt of a copy of the completed Employee Performance Evaluation Form and acknowledge it being included in my personnel file by my signature.

Date: 1/17/16

Signature of Evaluated Officer

[Signature]

3/10/16

COPY

1. All officers shall make a prompt and proper written report for calls of service or any violation of State, Federal, or Municipal law which is investigated, observed, or reported. Written reports, citations and all other relevant documents shall be completed by the end of the officer's tour of

D. Offense Reports

GENERAL ORDER A-04, SECTION 25

Texas City Civil Services Rule 143.051(i) Violation of an applicable fire or policy of the rules and regulations or "special order" of the City of Texas City:

This is a violation of General Orders provided and delineated below:

On April 11th, 2016 Corporal Linnard R. Crouch Jr., was dispatched to take a report of an "Unauthorized Use of a Motor Vehicle" (i.e., TCPD Case #16-003286) and that Corporal Linnard Crouch failed to complete this report prior to the ending of his tour of duty this same date. This report not being completed in a timely manner hindered members of the Houston Police Department to attempt to investigate a call they were on involving the same said stolen vehicle listed in this report. The importance of completing and turning in your paperwork (i.e. police and accident reports) on time has been brought to your attention by your supervisors in the past on numerous occasions which was fruitless.

FINDING OF FACTS

Your actions described herein constitute a violation of the City of Texas City Civil Service Rules and Regulations Section .051(c): Acts of Incompetency; Civil Service Rule.051(d): Neglect of Duty; Civil Service Rule.051(h): Conduct prejudicial to good order; City of Texas City Civil Service Rules and Regulations Section .051(i): Violation of an applicable fire or police department rule or special order, or policy, rule, regulation, or "special order" of the City of Texas City; Texas City Police Department General Order A-04, Section 10, Para D1, G, I, & J.

On May 18, 2016, at 1500 hours, a pre-determination hearing was held on your behalf to consider allegations of misconduct and violations of the City of Texas City Civil Service Rules and Regulations, Civil Service .051 Causes for Removal or Suspension. These rules apply to and govern all disciplinary actions and appeals of the Texas City Civil Service Fire Fighters and Police Officers pursuant to Chapter 143 of the Texas Local Government Code. The allegations are delineated as follows:

Corporal Linnard R. Crouch Jr.

May 23, 2016

MEMORANDUM

TEXAS CITY POLICE DEPARTMENT



COPY

I hereby sustain all the violations listed above. For the aforementioned described reasons you are hereby suspended without pay for two (2) duty days (16 hours) from your duties with the Texas City Police Department effective on May 23, 2016 and May 24, 2016.

Decision

- (12) Violation of an applicable fire or police department rule or special order;
 (4) Neglect of duty;
 (3) Acts of incompetence;

Chapter 143, Section 143.051 Cause for Removal or Suspension Texas Local Government Code

You violated departmental policy on April 11th, 2016, because you failed to complete a report of an "Unauthorized Use of a Motor Vehicle" (i.e., TCPD Case #16-003286) and that Corporal Linnard Crouch failed to complete this report prior to ending of his tour of duty this same date. This report not being completed in a timely manner hindered members of the Houston Police Department to attempt to investigate a call they were on involving the same said stolen vehicle listed in this report.

J. Violation of any city ordinance, rule, regulation or policy of the City Government, or this Department

On April 11th, 2016, you were dispatched to take a report of an "Unauthorized Use of a Motor Vehicle" (i.e., TCPD Case #16-003286). Our investigations and by your own admissions, You did in fact failed to complete this report prior to the end of his tour of duty this same date as required by policy. This problem has been brought to your attention in the past about completing and turning your paperwork in in a timely manner.

I. Neglect of duty

Because this has been an ongoing problem with you not completing your paperwork in a timely manner and this problem has been brought your attention by your superiors on numerous occasions and was properly documented. You failed to take the necessary steps to prevent this problem from escalating to level of progressive discipline. This lack of energy and character has resulted in a situation that is considered to be incompetence on your part because of all the measures by this department to prevent disciplinary actions to be taken for this particular problem.

G. Displaying a lack of energy of such character as to amount to incompetence

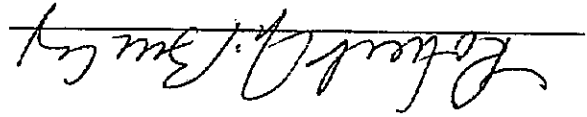
On April 11th, 2016, you were dispatched to take a report of an "Unauthorized Use of a Motor Vehicle" (i.e., TCPD Case #16-003286) and that you failed to complete this report prior to the end of his tour of duty on this same date. This report not being completed in a timely manner hindered members of the Houston Police Department to attempt to investigate a call they were on involving the same said stolen vehicle listed in this report.

duty, unless otherwise authorized by a supervisor. Reports that are not completed by the end of the tour of duty will be completed during duty hours of the officers' next scheduled tour of duty.

COPY

Printed name of person providing service and title

ROBERT J. BURBY, CHIEF OF POLICE



Signature of person providing service

I certify that a true copy of the above Notice of Suspension was personally delivered on this date, May 23, 2016 at 1430 hours, on Corporal Linard R. Crouch Jr as required by Section 143.052 of the Texas Local Government Code.

CERTIFICATION OF SERVICE

Jennifer Price, Texas City Civil Service Director

Ron Plackemeier, City Attorney, City of Texas City

cc: Matthew T. Doyle, Mayor, City of Texas City

Chief of Police



Respectfully,

If you wish to appeal this decision, you must file a written notice with the Director of the Civil Service Commission no later than ten (10) calendar days after receipt of this notice.
If you choose, you may, within ten (10) calendar days after receipt of this notice, elect to have your appeal heard by an independent third-party hearing examiner instead of the Commission. If you elect to appeal to a hearing examiner, you will waive all rights of appeal to a district court except as provided by Section 143.057(g) Texas Local Government Code.

SA	Dealing with others	Cpl. Crouch makes good decisions both as a Duty Corporal and officer.
SA	Demeanor	Cpl. Crouch maintains a good attitude towards his job.
SP	Productivity And Accomplishment	Cpl. Crouch stays busy throughout the shift both when he is and is not the the Duty Corporal.
EX	Dependability	He has done well in properly managing his sick time.
		Duty Corporal and he has all the confidence in the world from his Sergeants.
SA	Judgment	Cpl. Crouch has greatly improved himself in this area. He is a very dependable

SUMMARY

TOPIC RATING

The supervisor is to summarize a list of key reasons for the overall evaluation for every performance area.

US - Unsatisfactory
 NI - Needs Improvement
 SA - Satisfactory
 SP - Superior
 EX - Excellent

Provide an overall rating for each performance topic by writing in either:

Section I: To be completed by Shift Sergeant

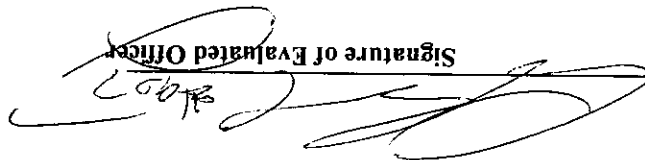
Officer Name: Crouch, Linnard (Print) Last First Date: 1/5/15
 Job Title: Patrol Officer Evaluation Rating Period: 1/1/14 - 12/31/14
 Evaluation Conducted By: Sgt. William Creel Evaluated Officer's Initials: *WCC*



Texas City Police Department
 Law Enforcement Performance Evaluation





Signature of Evaluated Officer


Date: 1/26/15

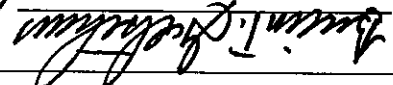
I hereby acknowledge receipt of a copy of the completed Employee Performance Evaluation Form and acknowledge it being included in my personnel file by my signature.

Signature of the Chief of Police: Robert H. Bailey Date: Jan 17, 2015

Comments:

Section V To be completed by the Chief of Police

Division Commander's Printed Name: Brian T. Goetschius

Division Commander's Signature:  Date: 1-12-15

Recommendations / Comments:

The Employee overall is fulfilling their job position responsibilities: ☒ Yes ☐ No

Section IV To be completed by the Division Commander

Evaluated Officer's Printed Name: Luvana George IT

Evaluated Officer's Signature:  Date: 1/5/15

Evaluated Officer's Comments:

The Evaluation reflects an accurate assessment of my work performance: ☒ Yes ☐ No

Section III To be completed by Evaluated Officer



Texas City Police Department
 Law Enforcement Performance Evaluation





ROBERT J. BURBY
FBI N.A. Graduate-
Session 229
Chief of Police

TEXAS CITY POLICE DEPARTMENT



Kurtz

COPY

Memorandum

*cannot learn what
are mistakes, great job!
Chief Burby*

Date: May 24, 2013

To: Chief Robert Burby

From: Det. Ernest V. Robles

Re: Troy Billiot TCPD Case #12-006601

Chief,

On Wednesday May 22, 2013 Troy Ryan Billiot plead guilty to Aggravated Robbery and was sentenced to ten (10) years in the Texas Department of Corrections. I would like to acknowledge the officers related to that case and investigation. Mr. Billiot engaged in three (3) robberies over a 24 hour period and was apprehended by our agency after committing a robbery at Wal-Mart in La Marque, Texas.

Mr. Billiot began his crime spree by robbing 75 year old female at the Mainland Bank ATM machine. Officer Collins responded to the scene was able to obtain a physical description from the victim, as well as a description of the vehicle. The next morning a second robbery took place at Baytown Seafood where Billiot attempted to rob the business, but was confronted by staff and fled the scene. Officers obtained more detailed descriptors for the suspect and vehicle discovering that the two robberies were committed by the same individual. An extensive search of the area was conducted by officers to locate the suspect. That afternoon a robbery took place at Wal-Mart in the City of La Marque involving a suspect matching the description in our incidents. The suspect was observed and stopped in our city by Ofc. Cyr and Ofc. Clement. The suspect was identified as Billiot and identified as the actor in the Wal-Mart robbery.

With the assistance of Det. Edinburg, Billiot was interviewed and confession statements were obtained in all three incidents. Charges were authorized in all three crimes and Billiot was arrested for our robberies. Statements were obtained in the robberies by Det. Mendenhall that was beneficial in the investigation.

"Leaders Among Leaders"

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Ofc. Brett Cyr
Ofc. Jason Clement
Ofc. Joe Collins
Ofc. Linnard Crouch
Ofc. Richard Morris
Ofc. Robert Judson
Ofc. Gene Crow
Det. Paul Edinburg
Det. Earl Mendenhall

Chief, please acknowledge the following officers for their roles in this investigation:

ADA Kayla Allen met with us and advised that she reviewed all investigations concerning Billiot and stated that our investigation was the most complete and she would be headed to trial with our case involving the victim Iva Shelton. ADA Allen was complimentary of all officers involved and advised that our investigation from first response to supplemental interviews was thorough and sound. ADA Allen stated our hard work made her task easy concerning this case.

A-32-2

TOPIC RATING		SUMMARY	
Job Knowledge and Application	SA	Understands the needs and requirements of job. Is able to recognize and take the appropriate actions for violations of laws and ordinances.	
Reports and Written work	US	Officer Crouch doesn't always complete his reports in a timely manner. He was on the missing report list the following dates: 02/20/12, 04/09/2012 07/09/12, 09/24/12, and 10/17/12. He was also on the denied report list the following dates: 04/02/12, 06/15/12, 07/17/12, and 12/17/12. Police work is all about documentation. Officer Crouch should take the initiative to be more thorough in completing his written documentation.	
Initiative & Self-reliance & Resourcefulness	NI	Has demonstrated the ability to learn and adapt to changes in the organization.	
Learning ability and Adaptability	SA	Makes a presentable appearance most of the time	
Professional bearing and Appearance	SA	None	
Ancillary duties and Assignments			

Section II To be completed by Shift Sergeant

Employee's Job Strengths:

Officers Crouch is a calm, efficient officer who always interacts with citizens in a considerate, helpful and respectful manner. In arrest situations he is firm but fair, maintaining control at all times. He works effectively with co-workers and is respectful towards supervision.

Where Employee Needs Improvement:

Officer Crouch should make every effort to complete and submit his offense and crash reports in a timely manner. On June 27, 2012 a citizen came to the police station to retrieve a crash report that was filed on June 21, 2012. The report case # 12-004697 had not been submitted or denied in the OSSI system. This delayed the citizen from receiving quality police service. On December 17, 2012, he was sent notification of two pending reports: Case # 12-8356 and 12-9114. The reports were not completed and submitted until December 29, 2012. All of these incidents on reports not be completed were documented in your Pending Evaluations.

Shift Sergeant's Signature: *Rex Spotted Bear*

Date: 01/12-2013

Shift Sergeant's Printed Name: Rex Spotted Bear

Evaluated Officer's Initials: *gpc*

Texas City Police Department
Law Enforcement Performance Evaluation



A-32-3



Texas City Police Department
Law Enforcement Performance Evaluation



Section III To be completed by Evaluated Officer

The Evaluation reflects an accurate assessment of my work performance: ☒ Yes ☐ No

Evaluated Officer's Comments:

Evaluated Officer's Signature: _____

[Signature]

Date: 1/12/13

Evaluated Officer's Printed Name: _____

Lynette Gault ON

Section IV To be completed by the Division Commander

The Employee overall is fulfilling their job position responsibilities: ☒ Yes ☐ No

Recommendations / Comments:

Areas of noted deficiencies can be corrected with minimal effort.

Division Commander's Signature: _____

[Signature]

Date: 1-14-13

Division Commander's Printed Name: _____

Joe Stanton

Section V To be completed by the Chief of Police

Comments:

I commend you for the job at Police
You would be the top of Police
You are doing

Signature of the Chief of Police: _____

[Signature]

Date: 1-23-13

I hereby acknowledge receipt of a copy of the completed Employee Performance Evaluation Form and acknowledge it being included in my personnel file by my signature.

Date: 1/30/2013

Signature of Evaluated Officer

[Signature]

A-32-4

BASIC EVALUATION RATING GUIDE

Description of employee behavior and performance:

Excellent (EX):

- i. Conducts the job function well without supervision.
- ii. Demonstrates expertise in a certain area.
- iii. Has a strong desire to learn and improve themselves.
- iv. Shows extraordinary initiative.
- v. Is always reliable.
- vi. Maintains an attitude that inspires stability and teamwork in others.
- vii. Provides input
- viii. Volunteers to assist others and get involved with the Department.

Superior (SP):

- i. Works without supervision.
- ii. Has detailed job knowledge.
- iii. Shows desire to learn and improve.
- iv. Shows considerable self initiative.
- v. Is very reliable.
- vi. Shows enthusiasm.

Satisfactory (SA):

- i. Requires minimal supervision.
- ii. Completes necessary work.
- iii. Has working knowledge of job.
- iv. Is willing to learn when assigned to new training.
- v. Show some initiative.
- vi. Is generally reliable but requires some supervisory oversight.
- vii. Maintains positive attitude.

Texas City Police Department
Law Enforcement Performance Evaluation



A-32-5

- i. Cannot work without supervision.
- ii. Has poor work ethic – does not properly complete assigned tasks.
- iii. Does not have a minimum grasp of job skills – or refuses to apply them.
- iv. Shows no initiative.
- v. Completely unreliable.
- vi. Displays a negative attitude about the job that detracts from teamwork.
- vii. Insubordinate and/or confrontational with supervision or coworkers.
- viii. Makes the same errors over and over.
- ix. Detracts from a positive work environment.

Unsatisfactory (UN):

- i. Requires more supervision than most for his experience.
- ii. Leaves some assignments incomplete, i.e. takes short cuts.
- iii. Has minimum job knowledge.
- iv. Is reluctant to learn more or improve – does not seek training.
- v. Shows little initiative.
- vi. Is not always reliable – requires constant supervisory oversight.
- vii. Maintains a poor attitude.
- viii. Shows or displays no interests in the Department or its activities.
- ix. Constantly complains about policies and procedures.
- x. Provides no alternatives or viable solutions to their complaints.

Needs Improvement (NI):



Texas City Police Department
Law Enforcement Performance Evaluation

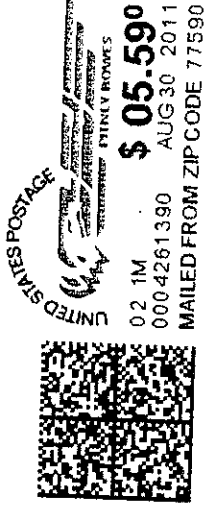


CERTIFIED MAIL

Chief Robert J. Burby
Texas City Police Department
1004 9th Avenue North
Texas City, TX 77590-7407

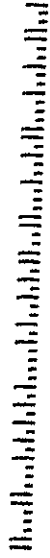


7004 1160 0001 4033 0671



Rachel Wyatt
Civil Service Director
P O Box 2608
Texas City, TX 77592

7759242608 8050



RECEIVED SEP 01 2011

1004 9th Avenue North, Texas City, TX 77590-7407
www.texas-city-tx.org (409) 948-2525*"Ladies, Young Ladies"*

143.051(4) Neglect of Duty. On July 26, 2011, you were contacted by an Evening Shift Duty Corporal at the direction of the Watch Commander, Sergeant William Creel to prepare to report to duty early at 1930 hours, which is four (4) hours prior to your regular scheduled shift. You advised that you could not come in early because it was your birthday and you had dinner plans to eat with your family at 1800 hours. When contacted by Sergeant Creel by telephone you were overheard by the Duty Corporal yelling over the phone to Sergeant Creel. Later the same evening, you reported to police headquarters and engaged in a discussion with Sergeant Creel in the Shift Sergeant's Office about reporting early to work. You were observed by the Duty Corporal who was present and heard you raising your voice and being augmentative during the conversation between you and Sergeant Creel. You were also observed pointing your finger at Sergeant Creel in a very disrespectful manner to a supervisory officer (Sergeant William Creel). You have been counseled and cited for the same

order.

- **143-051(12) Violation of an applicable fire or police department rule or special**
- **143-051(4) Neglect of Duty**

delineated as follows:

I have examined the charges brought against you that were discovered during the encounter you had with Sergeant William Creel surrounding the incident involving calling you in to work for (4) hours early on July 26, 2011. I have considered your oral presentation on August 18, 2011, and your written statement dated August 8, 2011, whereas you provided your version of the telephone conversations and personal encounter you had with Sergeant Creel on July 26, 2011. I have determined that the charges listed below are hereby sustained. The specifics of these violations are

FINDING OF FACTS

reported to me as follows below.

A pre-determination hearing was conducted on August 18, 2011, to consider allegations of misconduct and violations of civil service rules and regulations, departmental regulations, and departmental policy. The allegations are delineated in a Memorandum from Sergeant William Creel

Officer Linnard Crouch

August 26, 2011

NOTICE OF SUSPENSION

TEXAS CITY POLICE DEPARTMENT

ROBERT J. BURBY
FBI N.A. Graduate - Session 229
Chief of Police



type of behavior in the past and this was documented and brought to your attention. You have displayed a pattern of behavior regarding being disrespectful towards supervisory Officers which has been addressed through past rehabilitative measures which have been unsuccessful in correcting your behavior using the progressive disciplinary model.

143.051(12) Violation of any of the Rules and Regulations of the Fire Department or Police Department or of Special Orders, as Applicable.

Your actions in this case violated the Rules and Regulations of the Texas City Police Department in force at the time of the incident, as explained in the above paragraphs. The TCPD General Orders violated are outlined below:

General Order A-04 Rules of Conducts (Sections 10B,J,Q; 25A; 47)

SECTION 10 DERELICTION OF DUTY

Dereliction of duty on the part of any employee prejudicial to the proper performance or the function of the Department are causes for disciplinary action and will be punished according to the degree of the offense, the results brought about by the dereliction and the effect it has upon the discipline, good order and best interests of the Department. The following shall constitute dereliction of duty:

B. Failure to observe and give effect to the policies of the Department.

J. Violation of any city ordinance, rule, regulation or policy of the City Government, or this Department.

Q. Disrespect to a supervisory officer.

SECTION 25 PERSONAL CONDUCT

A. Unbecoming Conduct

No employee shall conduct himself/herself in a manner unbecoming a gentleman or lady, either on duty or off duty.

SECTION 47 CONDUCT PREJUDICIAL TO GOOD ORDER

A member shall conduct himself, at all times, both on and off duty, in such a manner as to reflect favorably on the Department. Conduct prejudicial to the Department shall include that which tends to bring the Department into disrepute or reflect discredit upon the member, as a member of the Department or that, which tends to impair the operation of the Department or the member. Members must maintain a strictly impartial attitude toward complainants and violators. Members shall not

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Robert J. Burby
Chief of Police

Sincerely,

If you wish to appeal this decision, you must file a written notice with the Director of the Civil Service Commission no later than the tenth (10th) day after receipt of this notice.

If you choose, you may, within the same period, elect to appeal to an independent third-party hearing examiner instead of the Commission. If you elect to appeal to a hearing examiner, you will waive all rights to appeal to a district court except for certain limited circumstances as detailed in Section 143.057(j) Texas Local Government Code.

APPEAL PROVISIONS

For the aforementioned described reasons which are a result of a pre-determination disciplinary hearing designed to outline the process conducted on August 18, 2011, you are hereby suspended for One (1) day, beginning on August 30, 2011 (2330 hours), and continuing through August 31, 2011 (2330 hours).

DECISION

Notice of Suspension
Officer Linnard Crouch
August 24, 2011

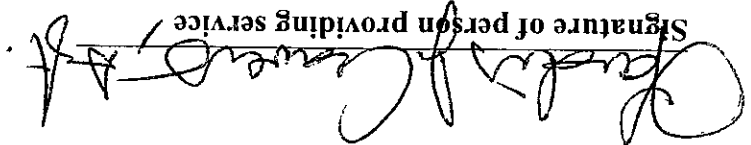
conduct themselves in a manner, which could reflect discredit or disrepute on any member of the Department. Members should consider it to be their duty, at all times, to be of service to anyone who may be in danger or distress, regardless of their race, color, religion or creed.

"Linnard Crouch, Jr."
1004 9th Avenue North, Texas City, TX 77590-7407
www.texas-city-tx.org (409) 948-2525

CERTIFICATION OF SERVICE

I certify that a true copy of the above letter of Suspension was personally delivered on this date, August 26th 2011 at 2330 hours, Officer Linnard Crouch as required by Section 143.052 Texas local Government Code.

Signed this 26th day of August, 2011


Signature of person providing service

LINNARD J. CROUCH, SGT.
Printed name of person providing service and title

cc: Honorable Mayor Mathew T. Doyle,
Rachel Wyatt, Civil Service Director
Harold Fattig, Civil Service Commissioner
Larry Edrozo, Civil Services Commissioner
Dorian Culbertson, Civil Services Commissioner

A-32-1

SA	Judgment	Makes good decisions and doesn't hesitate to contact a supervisor when needed.
SA	Dependability	Reports for duty on time and does not abuse sick leave.
SA	Productivity And Accomplishment	No Problems in this area
SA	Demecanor	No Problems in this area
SA	Dealing with others	No Problems in this area

SUMMARY

TOPIC RATING

The supervisor is to summarize a list of key reasons for the overall evaluation for every performance area.

Provide an overall rating for each performance topic by writing in either:

EX	-	Excellent
SP	-	Superior
SA	-	Satisfactory
NI	-	Needs Improvement
US	-	Unsatisfactory

Section I: To be completed by Shift Sergeant

Job Title: Patrolman
 Evaluation Conducted By: Sgt. R.K. Scott
 Evaluated Officer's Initials: *RM*
 Evaluation Rating Period: 06/10 - 12/10
 Officer Name: Crouch, Linnard
 (Print) Last First
 Date: 12/26/10



Texas City Police Department
 Law Enforcement Performance Evaluation



A-32-2

Evaluated Officer's Initials: meShift Sergeant's Printed Name: Ronald K. ScottShift Sergeant's Signature: Ronald K. Scott Date: 01/12/11

Needs improvement in report writing skills.

Where Employee Needs Improvement:

Officer initiated activity is high

Employee's Job Strengths:

To be completed by Shift Sergeant

Section II

Job Knowledge and Application	NI	Crouch was reprimanded in September for violating departmental policy as it pertains to the mobile video system.
Reports and Written work	NI	Report writing skills are weak, numerous errors in reports and most reports have to be denied due to errors.
Initiative & Self-reliance & Resourcefulness	SA	Officer initiated activity is high.
Learning ability and Adaptability	SA	No problems in this area
Professional bearing and Appearance	SA	
Auxiliary duties and Assignments	SP	Officer Crouch has worked as step up duty corporal on numerous occasions, he was able to handle the added responsibility without any difficulties.

TOPIC RATING

SUMMARY



Texas City Police Department
Law Enforcement Performance Evaluation



A-32-3

Signature of Evaluated Officer

I hereby acknowledge receipt of a copy of the completed Employee Performance Evaluation Form and acknowledge it being included in my personnel file by my signature.

Date: 2-14-11

Signature of the Chief of Police:

Date: 1-26-11

Comments:

Section V To be completed by the Chief of Police

Division Commander's Printed Name: Ross Clements

Division Commander's Signature: R. Clements

Date: 1-16-11

Recommendations/Comments:

The Employee overall is fulfilling their job position responsibilities: ☒ Yes ☐ No

Section IV To be completed by the Division Commander

Evaluated Officer's Printed Name: Leonard Couch

Evaluated Officer's Signature: Leonard Couch

Date: 1-13-11

Evaluated Officer's Comments:

The Evaluation reflects an accurate assessment of my work performance: ☒ Yes ☐ No

Section III To be completed by Evaluated Officer

Texas City Police Department
Law Enforcement Performance Evaluation

TEXAS CITY POLICE DEPARTMENT OFFICER PERFORMANCE APPRAISAL DIMENSION I – WORK STANDARDS	
1. PUNCTUALITY / ATTENDANCE WEIGHT: 2 Reports to work as scheduled and schedules vacation / necessary time off. Is on time for work, leaves work no earlier than scheduled time, takes only allotted time for breaks and lunches. COMMENTS Use an above average amount of sick time. Did not report for duty on one occasion and was counseled.	
2. PERSONAL APPEARANCE WEIGHT: 3 Personal appearance, hygiene, correctness, and neatness of uniform or dress reflect the day's activities, meets Departmental standards; physical condition creates a professional appearance. COMMENTS Passed all uniform inspections. Uniform is always neat, clean, and meets departmental standards.	
3. CAREER DEVELOPMENT WEIGHT: 3 Demonstrates a genuine interest in career and personal development by requesting and attending appropriate training. COMMENTS Applied for a position in ID. Has expressed interest in working DWI's.	
4. PERSONAL CONDUCT WEIGHT: 3 Exhibits the ability and willingness to contribute toward high productivity, morale and adaptability to accept and implement change necessary for successful and efficient operation of the Department. COMMENTS No problems observed in this area.	
5. INITIATIVE WEIGHT: 3 Exhibits the desire to begin and seek out work without directive, assist co-workers and works without close supervision. COMMENTS Works well without supervision, but could improve on self-initiated calls.	
6. CHAIN OF COMMAND WEIGHT: 3 Appropriately adheres to chain of command. COMMENTS No problems observed in this area.	

Ofcr. Crouch

7. CID – TIME MANAGEMENT	
WEIGHT: 3	Effective manages time by assigning priorities to work activities. Completes investigations in a timely manner.
COMMENTS N/A	
<hr/>	
<hr/>	
8. KNOWLEDGE OF LAW	
WEIGHT: 3	Demonstrates working knowledge of relevant law, rules, and regulations within the profession and utilizes legal resources when necessary, leading to knowledgeable decisions.
COMMENTS Does fairly well in this category.	
<hr/>	
<hr/>	
9. JOB KNOWLEDGE	
WEIGHT: 3	Possesses and applies the necessary common and technical knowledge required for the position.
COMMENTS No major problems, but did have one instance of not arresting a subject he had to use force on.	
<hr/>	
<hr/>	
DIMENSION II – INTERPERSONAL RELATIONS	
10. ACCEPTS CRITICISM	
WEIGHT: 3	Exhibits the desire to improve knowledge, skills, and abilities by seeking out and / or accepting constructive criticism in a positive manner without being argumentative or defensive.
COMMENTS No problems observed in this area.	
<hr/>	
<hr/>	
11. ORAL COMMUNICATIONS	
WEIGHT: 3	Demonstrates effective oral communication skills and conveys ideas and information in a manner that is clear and concise.
COMMENTS	
<hr/>	
<hr/>	

	<p>12. WRITTEN COMMUNICATIONS WEIGHT: 3 Demonstrates effective written communication skills, clearly conveys ideas and information in a written format. COMMENTS Occasionally has reports kicked back, but some reports are well written.</p>
<p>13. INTER-AGENCY CONTACT WEIGHT: Works effectively with personnel from other state, federal, and local public safety departments or agencies. (As applicable to Fire Marshal/ACO/Police) COMMENTS Not observed.</p>	
<p>14. LISTENING SKILLS WEIGHT: 3 Listens and understands information that is being conveyed. COMMENTS No problems observed in this area.</p>	
<p>15. RELATIONS WITH PUBLIC WEIGHT: 3 Creates a positive and professional impression in dealing with and assisting the public. COMMENTS Usually has good interpersonal skills when dealing with the public. Sgt's. have not fielded hardly any citizen complaints on Officer Crouch.</p>	
<p>16. RELATIONS WITH CO-WORKERS WEIGHT: 4 Works cooperatively with co-workers, supervisors and management to accomplish the goals of the organization. COMMENTS Works well with both supervisors and co-workers.</p>	
<p>DIMENSION III – WORK ACTIVITIES</p> <p>17. RADIO USAGE WEIGHT: 3 Demonstrates proper use of radio according to Department policy. COMMENTS No problems observed in this area.</p>	
<p>18. EQUIPMENT MAINTENANCE / OPERATION WEIGHT: 3 Effectively uses equipment necessary for the job and insures proper care and maintenance COMMENTS Passed all weapon and unit inspections.</p>	

<p>25. CID INTERROGATIONS / INTERVIEWS WEIGHT: 3</p> <p>Interviews produce complete, concise, and accurate information and is able to conduct them skillfully.</p> <p>COMMENTS N/A</p>	
<p>24. CID DOCUMENTATION OF ACTIONS WEIGHT: 3</p> <p>Documents important aspects of decisions and actions and records important details.</p> <p>COMMENTS N/A</p>	
<p>23. CID OFF-DUTY CALL RESPONSES WEIGHT: 3</p> <p>Responds to off-duty calls in accordance with Department policy.</p> <p>COMMENTS N/A</p>	
<p>22. TRAFFIC ENFORCEMENT WEIGHT: 3</p> <p>Regularly initiates traffic stops and cites violators as appropriate.</p> <p>COMMENTS Stops and cites an above average number of traffic violators.</p>	
<p>21. CRIMINAL INVESTIGATION WEIGHT: 3</p> <p>Evaluates evidence, follows leads, finds and interviews witnesses and gathers information from victims.</p> <p>COMMENTS No problems observed in this area.</p>	
<p>20. CRIME SCENE / EVIDENCE WEIGHT: 3</p> <p>Properly protects crime scene and identifies, handles and collects evidence in an accurate, thorough and timely manner, understands the rules of evidence and laws on search and seizure.</p> <p>COMMENTS</p>	
<p>19. ACCIDENT INVESTIGATION / SCENE WEIGHT: 3</p> <p>Accurately records and reports accident information; cites or arrests violators as appropriate, protects and clear accident scenes and keeps proper traffic control until normal conditions resume.</p> <p>COMMENTS Does well in this category.</p>	

I have supervised this officer for a period of 12 months.

Evaluator's Signature [Signature] Rank Sgt. Date 1-13-09

Reviewer's Signature _____ Rank _____ Date _____
 I have reviewed this report and it has been thoroughly discussed with me.
 I concur with this evaluation.
 I do not concur with this evaluation.

Officer's comments concerning this evaluation:
 At on self-initiated call on evening shift had very little time for this
 tried to stay available for dispatched call. If you look I did a lot
 of ^{off} those, I also conducted a lot of traffic stop and cleared
 their citations so I could go to the next dispatched call

Commanding Officer's Statement:

This employee: ☒ Meets or Exceeds ☐ Does not Meet

The standards for "satisfactory" performance.

Liward, about the only area I have noticed that needs
 your attention would be conduct with other officers. Briefing
 comes to mind. The trash talking and clowning are a little
 elevated for my taste. Tighten this up and your good. Too much
 overtime and use of sick time are like a dog chasing his tail.
 I am no doctor but I can tell the difference between sick and tired.

COMMANDING OFFICER [Signature] DATE 1-16-09

continued - Good stuff - when you at work you work. I
 wish I had more guys like you. Lots of good stuff in the
 eval. You are just about a 4 year officer so I am expecting
 3 or above in all areas.

Reviewed: [Signature] Jan 20, 2009

**TEXAS CITY POLICE DEPARTMENT
OFFICER PERFORMANCE APPRAISAL
DIMENSION I – WORK STANDARDS**

Offcr. L. Crouch

1. PUNCTUALITY / ATTENDANCE WEIGHT: 1 2 3 4 5
Reports to work as scheduled and schedules vacation / necessary time off. Is on time for work, leaves work no earlier than scheduled time, takes only allotted time for breaks and lunches.
COMMENTS Officer Crouch reports to work as scheduled and makes briefings on time. No problems in this area.

2. PERSONAL APPEARANCE WEIGHT: 1 2 3 4 5
Personal appearance, hygiene, correctness, and neatness of uniform or dress reflect the day's activities, meets Departmental standards; physical condition creates a professional appearance.
COMMENTS Uniform is neat and pressed, meets departmental standards.

3. CAREER DEVELOPMENT WEIGHT: 1 2 3 4 5
Demonstrates a genuine interest in career and personal development by requesting and attending appropriate training.
COMMENTS Officer Crouch has not expressed any interest outside of patrol. Officer Crouch has the ability to work in any division he chooses. I would like to see Officer Crouch start preparing for a specialized field in law enforcement.

4. PERSONAL CONDUCT WEIGHT: 1 2 3 4 5
Exhibits the ability and willingness to contribute toward high productivity, morale and adaptability to accept and implement change necessary for successful and efficient operation of the Department.
COMMENTS Officer Crouch was counseled regarding the improper use of his MDT System. I also spoke with Officer Crouch regarding horseplay in the dispatch office. Officer Crouch corrected these deficiencies when told to do so.

5. INITIATIVE WEIGHT: 1 2 3 4 5
Exhibits the desire to begin and seek out work without directive, assist co-workers and works without close supervision.
COMMENTS Officer Crouch works with little supervision and is very proactive when working the streets. He is also one of the first officers to get to a scene to back up his fellow officers.

6. CHAIN OF COMMAND WEIGHT: 1 2 3 4 5
Appropriately adheres to chain of command.
COMMENTS No problems, Officer Crouch is conscious of the chain of command.

<p>7. CID – TIME MANAGEMENT WEIGHT: 1 2 3 4 5</p> <p>Effective manages time by assigning priorities to work activities. Completes investigations in a timely manner.</p> <p>COMMENTS n/a</p>	
<p>8. KNOWLEDGE OF LAW WEIGHT: 1 2 3 4 5</p> <p>Demonstrates working knowledge of relevant law, rules, and regulations within the profession and utilizes legal resources when necessary, leading to knowledgeable decisions.</p> <p>COMMENTS Officer Crouch has a good working knowledge of the law. He has demonstrated an ability to apply the law with little supervision.</p>	
<p>9. JOB KNOWLEDGE WEIGHT: 1 2 3 4 5</p> <p>Possesses and applies the necessary common and technical knowledge required for the position.</p> <p>COMMENTS He has a good understanding of police work and what is takes to be successful as a police officer.</p>	
<p>10. ACCEPTS CRITICISM WEIGHT: 1 2 3 4 5</p> <p>Exhibits the desire to improve knowledge, skills, and abilities by seeking out and / or accepting constructive criticism in a positive manner without being argumentative or defensive.</p> <p>COMMENTS Officer Crouch's confidence sometimes gets in the way of his ability to deal with constructive criticism.</p>	
<p>11. ORAL COMMUNICATIONS WEIGHT: 1 2 3 4 5</p> <p>Demonstrates effective oral communication skills and conveys ideas and information in a manner that is clear and concise.</p> <p>COMMENTS No problems.</p>	

12. WRITTEN COMMUNICATIONS WEIGHT: 1 2 3 4 5
 Demonstrates effective written communication skills, clearly conveys ideas and information in a written format.
 COMMENTS Reports are well written and easy to read.

13. INTER-AGENCY CONTACT WEIGHT: 1 2 3 4 5
 Works effectively with personnel from other state, federal, and local public safety departments or agencies. (As applicable to Fire Marshal/ACO/Police)
 COMMENTS Has several contacts within the City of Texas City and Galveston County
 No problems, will listen and learn.

15. RELATIONS WITH PUBLIC WEIGHT: 1 2 3 4 5
 Creates a positive and professional impression in dealing with and assisting the public.
 COMMENTS Has positive contacts with citizens. No complaints.

16. RELATIONS WITH CO-WORKERS WEIGHT: 1 2 3 4 5
 Works cooperatively with co-workers, supervisors and management to accomplish the goals of the organization.
 COMMENTS Gets along well with his co-workers. Cooperates with supervisor.

DIMENSION III – WORK ACTIVITIES

17. RADIO USAGE WEIGHT: 1 2 3 4 5
 Demonstrates proper use of radio according to Department policy.
 COMMENTS No problems.

18. EQUIPMENT MAINTENANCE / OPERATION WEIGHT: 1 2 3 4 5
 Effectively uses equipment necessary for the job and insures proper care and maintenance.
 COMMENTS No Problems

19. ACCIDENT INVESTIGATION / SCENE WEIGHT: 1 2 3 4 5
 Accurately records and reports accident information; cites or arrests violators as appropriate, protects and clears accident scenes and keeps proper traffic control until normal conditions resume.
 COMMENTS Works accidents well, would make a good Major Accident Investigator.

20. CRIME SCENE / EVIDENCE WEIGHT: 1 2 3 4 5
 Properly protects crime scene and identifies, handles and collects evidence in an accurate, thorough and timely manner, understands the rules of evidence and laws on search and seizure.
 COMMENTS No problems, would make a good I.D. Officer if he wanted to be.

21. CRIMINAL INVESTIGATION WEIGHT: 1 2 3 4 5
 Evaluates evidence, follows leads, finds and interviews witnesses and gathers information from victims.
 COMMENTS He follows up on his cases well when needed.

22. TRAFFIC ENFORCEMENT WEIGHT: 1 2 3 4 5
 Regularly initiates traffic stops and cites violators as appropriate.
 COMMENTS Officer Crouch is proactive and makes traffic stops. Not a big ticket writer, when he makes a traffic stop he usually is looking for other offenses.

23. CID OFF-DUTY CALL RESPONSES WEIGHT: 1 2 3 4 5
 Responds to off-duty calls in accordance with Department policy.
 COMMENTS N/A

24. CID DOCUMENTATION OF ACTIONS WEIGHT: 1 2 3 4 5
 Documents important aspects of decisions and actions and records important details.
 COMMENTS N/A

25. CID INTERROGATIONS / INTERVIEWS WEIGHT: 1 2 3 4 5
 Interviews produce complete, concise, and accurate information and is able to conduct them skillfully.
 COMMENTS N/A

DIMENSION IV – SITUATIONAL REASONING

26. DEALING WITH STRESS / EMERG. MGMT WEIGHT 1 2 3 4 5
 Behaves in a professional manner in stressful job-related situation. Exercises good judgment; neutralizes potentially hazardous conditions; functions effectively in emergency situations, and follows specific supervisory directives, as applicable.
 COMMENTS Good under pressure, he is cool under pressure.

27. PRIORITIZING WEIGHT: 1 2 3 4 5
 Correctly evaluates multiple tasks and properly prioritizes the completion of the tasks for the successful performance.
 COMMENTS Always seems to get his reports done in a timely manner.

28. SUPERVISORY ASSISTANCE WEIGHT: 1 2 3 4 5
 Keeps supervisor informed and recognizes the need to appropriate supervisory assistance.
 COMMENTS Never had a problem with Officer Crouch informing me of what he was doing.

29. DECISION MAKING WEIGHT: 1 2 3 4 5
 Demonstrates effective decision making skills at a level necessary for the successful performance of job assignments.
 COMMENTS Makes good decisions job assignments are completed in a timely manner.

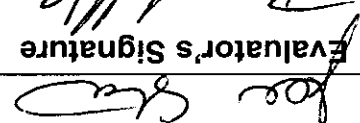
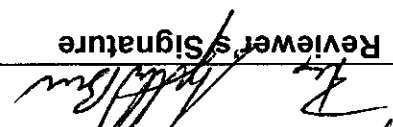
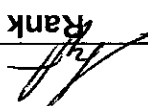
DIMENSION V – SUPERVISORY PROFICIENCY

30. EVALUATING SUBORDINATES WEIGHT: 1 2 3 4 5
 Evaluates the performance of subordinates accurately, fairly, and thoroughly; appropriately uses written standards or performances for evaluation.
 COMMENTS n/a

31. AWARENESS WEIGHT: 1 2 3 4 5
 Maintains sufficient awareness of activities and morale of subordinates, taking action as needed.
 COMMENTS n/a

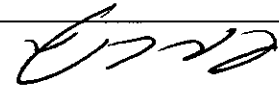
<p>32. LEADERSHIP</p> <p>WEIGHT: 1 2 3 4 5</p> <p>COMMENTS Will make a good supervisor someday.</p>	
<p>33. SUPPORTING MANAGERIAL DECISIONS</p> <p>WEIGHT: 1 2 3 4 5</p> <p>Presents changes to or interpretations of Department policy, procedures and options of Staff to subordinates in a positive manner. Supports effective management of the Department.</p> <p>COMMENTS n/a</p>	
<p>34. RECOGNIZES & RESPONDS TO NEEDS OF SUBORDINATES</p> <p>WEIGHT: 1 2 3 4 5</p> <p>Maintains an interest in and communications with subordinates to sustain their professional and personal development.</p> <p>COMMENTS n/a</p>	
<p>35. EFFECTIVE MANAGES PERSONNEL & RESOURCES</p> <p>WEIGHT: 1 2 3 4 5</p> <p>Properly utilizes subordinates, co-workers and equipment to accomplish tasks. Effectively delegates authority and responsibility efficiently to enable the accomplishment of all tasks.</p> <p>COMMENTS n/a</p>	
<p>36. KEEPS SUPERVISOR INFORMED</p> <p>WEIGHT: 1 2 3 4 5</p> <p>Provides supervisor with the information necessary to effectively command, allow the Department to operate efficiently, and maintain a high morale.</p> <p>COMMENTS Not a problem Officer Crouch keeps his sergeants well informed.</p>	

I have supervised this officer for a period of 12 months.

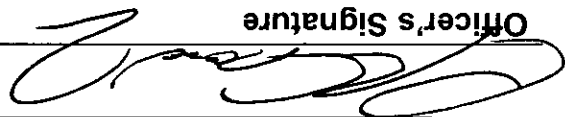
Evaluator's Signature  Rank SGT. Date 12-19-07	Reviewer's Signature  Rank  Date 12-20-07
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I have reviewed this report and it has been thoroughly discussed with me.

I concur with this evaluation.



I do not concur with this evaluation.

Officer's Signature


Date
 12-20-07

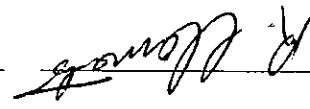
Officer's comments concerning this evaluation:

Commanding Officer's Statement:

This employee: ☒ Meets or Exceeds ☐ Does not Meet

The standards for "satisfactory" performance.

Livend, you have settled nicely into the role of a model officer. I see a couple of instances where you were idle and it jammed you up. This down time is wasted time. You have a great opportunity to blossom even more this year coming up. I expect even greater things from you. Try to take a specialized school later in the year. Keep a close check on your off duty jobs - burn out could rear its ugly head.

COMMANDING OFFICER  DATE 12-22-07

In the name and by the authority of

THE STATE OF TEXAS

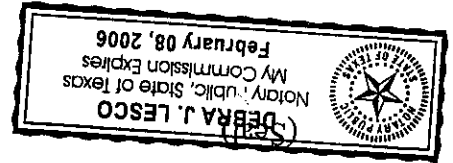
OATH OF OFFICE

I, Linard R. Couch Jr. do solemnly swear (or affirm) that I will faithfully execute the duties of the office of Police Officer of the State of Texas and will, to the best of my ability, preserve, protect, and defend the Constitution and the laws of the United States and of this State, so help me God.

Linard R. Couch Jr.
Affiant

Sworn to and subscribed before me by affiant on this 29 day of November, 2005.

Debra J. Lesco
Notary Public in and for the State of Texas
Debra J. Lesco
Printed Name
Human Resource Director
Title



forms\oathpoll

THE STATE OF TEXAS

Statement of Appointed Officer

I, Erinad Crouch, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered or promised to pay, contributed, or promised to contribute any money or valuable thing or promised any public office or employment as a reward to secure my appointment or confirmation thereof, so help me God.

Erinad Crouch
Affiant

Police Officer
Office to Which Appointed

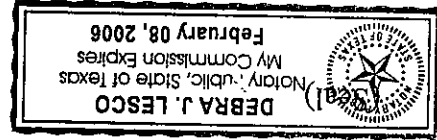
Texas City
City

Sworn to and subscribed before me by affiant on this 29 day of November, 2005.

Debra J. Lesco
Notary Public in and for the State of Texas

Debra J. Lesco
Printed Name

Human Resource Director
Title



forms\oathpol12

SA	Dealing with others	complaints, unfounded results. No problems observed in this area.
US	Demeanor	Gets along with fellow officers, and officers from other agencies. Minor citizen at, and pointed his finger at a sergeant of this Department. Inexcusable!
NI	Productivity And Accomplishment	for his "Disrespect to a supervisory officer". Officer Crouch hung up on, yelled On 07-26-11, Officer Crouch received discipline of days off with loss of pay absences. His productivity suffered significantly for this one issue.
US	Dependability	hrs of comp, 454 hrs of sick leave, 168 hrs of vacation, and 8 hrs of other times that he has been at work. Officer Crouch has taken a lot of time off 51.5 Officer Crouch has written 402 citations this past year, which is good for the a hard hit.
US	Judgment	number of documented policy violations, the trust factor with officer has taken Officer Crouch has used a total of 454 hrs of sick time for this past year. Due to 2011. Last one resulting in days off with loss of pay.

SUMMARY


TOPIC RATING

The supervisor is to summarize a list of key reasons for the overall evaluation for every performance area.

Provide an overall rating for each performance topic by writing in either:

EX	Excellent
SP	Superior
SA	Satisfactory
NI	Needs Improvement
US	Unsatisfactory

Section I: To be completed by Shift Sergeant

Officer Name: Linnard Crouch (Print) First Last
Job Title: Patrolman
Evaluation Conducted By: Sgt. Cravens / Sgt. Creel
Evaluated Officer's Initials: 
Evaluation Rating Period: 01/11 to 12/11
Date: 01-05-2012



Texas City Police Department



A-32-2

Evaluated Officer's Initials: me

Shift Sergeant's Printed Name: Landis J. Cravens, Sgt.

Shift Sergeant's Signature: [Signature] Date: 01-25-12

Officer Crouch needs to be at work when scheduled. He needs to make an effort not to be on the "Missing Reports List" at all for 2012. Officer Crouch needs to perform his duties in such a manner as to regain the confidence of his supervisors. He also needs to follow all Departmental policies as not to be written up for this year.

Where Employee Needs Improvement:

When Officer Crouch is at work and focused, he is proactive and takes care of business. He often volunteers to take DWIs. He received training this past year, and is one of the Departments Intoxilyzer Operators. Does have a positive attitude about things.

Employee's Job Strengths:

To be completed by Shift Sergeant

Section II

Job Knowledge and Application	NI	Officer Crouch knows this job, but often fails to complete the required tasks that is required in this line of work. Received a written reprimand on 01-11-12 for not completing an accident report past 15 days.
Reports and Written work	US	Officer Crouch was constantly on the "Missing Reports" list for 2011. Despite being counseled on this numerous times, we fought this battle all year long. Was made to write "memos" each time he appeared on the reports list. Officer Crouch wrote 402 citations for the year. Continues to be proactive when he is at work. No problems observed in this area.
Initiative & Self-reliance & Resourcefulness	SA	Very adaptable officer. Attends in-service training and takes in instructions during briefings. No problems observed in this area.
Learning ability and Adaptability	SA	Passed all uniform, weapons, and vehicle inspections conducted for the year. No problems observed in this area.
Professional bearing and Appearance	SA	Officer Crouch is an intoxilyzer operator, and quite often volunteers to work DWIs. We assign him to be proactive in this area during declared "No Refusal Weekends".
Auxiliary duties and Assignments	SA	

TOPIC RATING

SUMMARY

Texas City Police Department



Signature of Evaluated Officer

1	25	12
---	----	----

being included in my personnel file by my signature.

Robert A. Bury

27-12

Comments: What does what it takes? I want to see you get your work in. To the least extent of me to go. Being a 3rd generation cop comes with a lot of nepotism and expect a from. They had to in your cases.

Section V

Joe Stanton

for Sten

1-26-12

Recommendations / Comments: See attached.

The Employee overall is fulfilling their job position responsibilities: ☐ Yes ☒ No

Section IV

Learned from the

[Handwritten signature]

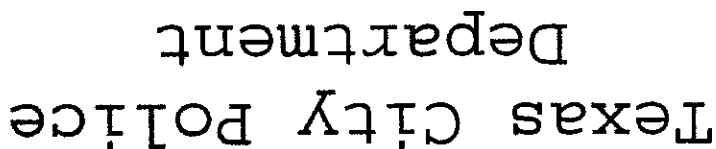
$$\frac{125}{21571}$$

HAO A BAD YEAR 2011 (3) Surgery & a divorce. It's 2012 focused again & ready to have a great year.

Evaluated Officer's Comments:

The Evaluation reflects an accurate assessment of my work performance: ☒ Yes ☐ No

Section III



"Leaders Among Leaders"
1004 9th Avenue North, Texas City, TX 77590-7407
www.texas-city-tx.org (409) 948-2525

Joe Stanton
Capt. Joe Stanton

I concur with your comment indicating you had a bad year in 2011. When your head is right and you are focused on police work there is no one better than you. You have a "cop sense" that not many other officers in this police department have. So let's forget about 2011 and move forward in 2012.

Officer Crouch,



TEXAS CITY POLICE DEPARTMENT
ROBERT J. BURBY
FBI N.A. Graduate - Session 229
Chief of Police

