



MEMORANDUM

To: Mr. Billy Peppers, City Manager
From: Mark J. Mitchell, Chief of Police
Date: May 3, 2017
Ref: Council Agenda

Please accept this memorandum as an official request to place the following on the Council Agenda for Thursday, May 18, 2017.

Employee Accomplishment

Lt. Matt Baldwin

Monday, May 15, 2017, marks twenty (20) years Lt. Matt Baldwin has served with the Police Department. This year also marks his twenty-fourth (24th) year in the Law Enforcement profession. We would like to recognize his diligent service and dedication to the department and community we serve.

Sgt. Jesse Ray

On Tuesday, May 2, 2017, Cpl. Ray was promoted to the rank of Sergeant and will be assigned as a Supervisor in the Criminal Investigation Division (CID).

In this new position, Sgt. Ray will oversee and participate in the investigation of crimes; assign cases to subordinate personnel; coordinate surveillance and undercover operations; coordinate investigations with other law enforcement agencies. He will also supervise the identification and interrogation of potential witness and suspects; advise victims of their rights; take statements and verifies veracity. Other duties include, participate in court activities; prepares cases for prosecution and meet with state and county attorney to discuss prosecutions.

Cpl. Summer Curran

On Tuesday, May 2, 2017, Officer Curran was promoted to the rank of Corporal in the Uniform Patrol Division (UPD).

In this new position, Cpl. Curran will be the Asst. Shift Commander for one (1) of our Patrol Teams and will conduct roll call briefings, training, inspections, assign patrol zones, review reports completed by subordinate personnel, evaluate shift and employee productivity and brief in-coming shift supervisors of recent call activity.

Thank you for your time and attention to this request and please contact me if you have any questions.

A handwritten signature in black ink, appearing to read 'Mark J. Mitchell', is written over a horizontal line.

Mark J. Mitchell
Chief of Police

cc: Asst. Chief Stephen Merrifield, Police Administration
Capt. Jeff Tucker, Operations Bureau
Capt. Wendell Turner, Support Services Bureau