

**IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DISTRICT  
DIVISION VI**

**DON PAUL BALES, et al.**

**PLAINTIFFS**

**v.**

**Case No. CV-14-23 (VI)**

**CITY OF FORT SMITH, ARKANSAS,  
et al.**

**DEFENDANTS**

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**PLAINTIFFS' MOTION FOR SANCTIONS  
PURSUANT TO ARK. R. CIV. P. 37**

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COME NOW the Plaintiffs, by and through undersigned counsel, and for their Motion for Sanctions Pursuant to Ark. R. Civ. P. 37, state:

1. This Court granted Plaintiff's Motion to Compel on May 9, 2014.
2. Defendants have failed to properly answer discovery requests in compliance with this Court's Order, to wit:
  - a. Defendants have engaged in intentional spoliation of evidence by deleting entire email accounts without allow Plaintiffs to search the emails;
  - b. Defendants have engaged in ongoing, intentional spoliation of evidence by failing to preserve and provide deleted emails that, by their own admissions, were recoverable;
  - c. Defendants have relied upon past AFOIA responses in answering Plaintiffs' discovery requests, resulting in Defendants' providing emails that have improper redactions; and

d. Defendants have failed to provide usable documents related to Capt. Alan Haney's computer, inasmuch as the external hard drive supplied to Plaintiffs contained malicious software designed to hack into Plaintiffs' counsel's computer, rendering the hard drive unsafe for Plaintiffs' use.

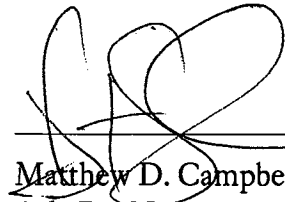
3. Concurrently with this Motion, Plaintiffs have filed a Brief in Support, which they incorporate by reference herein as if laid out word for word.

WHEREFORE, based on the foregoing, Plaintiffs pray that this Court will grant their Motion for Sanctions Pursuant to Ark. R. Civ. P. 37 and enter an order:

- Striking Defendants' Answer and entering default judgment in favor of Plaintiffs;
- Striking Defendants' Answer as it relates to any allegations or averments regarding Kevin Lindsey, Chris Boyd, Alan Haney, or Jarrard Copeland;
- Striking Defendants' pending Motion for Summary Judgment;
- Holding Defendants in criminal contempt of this Court; and/or
- Imposing any other sanctions that this Court determines to be proper.

Plaintiffs further pray that they be awarded attorney's fees for the costs associated with bringing this Motion, as allowed by law, and that this Court grant Plaintiffs' pending motion for fees related to the May 9, 2014 hearing, which this Court previously took under advisement.

Respectfully submitted,



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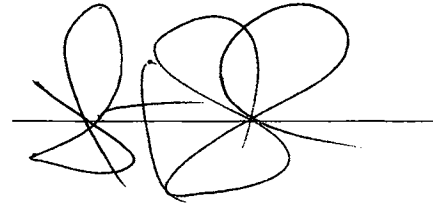
**CERTIFICATE OF SERVICE**

---

I, Matthew D. Campbell, hereby certify that a true-and-correct copy of the foregoing, along with all exhibits referenced therein, was served upon the following via electronic mail on this 10<sup>th</sup> Day of April, 2015:

Colby Roe  
croe@dailywoods.com

Douglas Carson  
dcarson@dailywoods.com



**IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DISTRICT  
DIVISION VI**

**DON PAUL BALES, et al.**

**PLAINTIFFS**

**v.**

**Case No. CV-14-23 (VI)**

**CITY OF FORT SMITH, ARKANSAS,  
et al.**

**DEFENDANTS**

---

**BRIEF IN SUPPORT OF PLAINTIFFS' MOTION FOR  
SANCTIONS, PURSUANT TO ARK. R. CIV. P. 37**

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**A. BACKGROUND**

On May 9, 2014, this Court granted Plaintiffs' Motion to Compel and ordered Defendants to properly respond to Plaintiffs' requests for production and other discovery requests. *See* Order, dated May 28, 2014 (Exhibit A). The Court's instructions to Defendants were, *inter alia*, to "provide Plaintiffs' counsel with complete responses to Plaintiffs' requests for production" by June 7, 2014. *Id.* at ¶ 3. This Court further ordered, "Defendants shall provide all requested documents and shall neither incorporate by reference, nor rely upon in lieu of production, documents that might have been provided pursuant to the Arkansas Freedom of Information Act." *Id.* at ¶ 7. Finally, as is relevant to the instant motion, this Court ordered, "Where documents or items requested by Plaintiffs previously existed, but are no longer in existence, Defendants shall clearly state the date that the document(s) or item(s) ceased to exist and the name of the person who deleted, purged, or otherwise destroyed the document(s) or item(s). *Id.* at ¶ 9.



This Court's instructions were not vague, and there was there no question as to what was required of the Defendants. Even the Southwest Times-Record was clear on what Defendants' responsibilities were following the hearing, writing:

The judge then directed Carson to have his clients answer the interrogatories completely, provide an explanation if documentation requested doesn't exist, and if a document has been deleted or otherwise destroyed, identify when it was destroyed and who destroyed it.

"Judge: Fort Smith Police, City Must Comply With Requests In Whistle Blower Case,"  
SW TIMES-RECORD, May 10, 2014, at A1.

Yet, as demonstrated herein, rather than comply, Defendants chose to skirt and ignore this Court's order. Accordingly, sanctions pursuant to Rule 37 are appropriate.

**B. RELEVANT LEGAL STANDARDS REGARDING FAILURE TO ANSWER DISCOVERY AND SPOILIATION.**

Under Rule 37, "If a party or an officer, [or a] director or managing agent of a party...fails to obey an order to provide or permit discovery, including an order made under subdivision (a) of this rule[,] the court in which the action is pending may make such orders in regard to the failure as are just." Ark. R. Civ. P. 37(b)(2). That subdivision goes on to say that "such orders," include, but are not limited to:

- (A) An order that the matters regarding which the order was made or any other designated facts shall be taken to be established for the purposes of the action in accordance with the claim of the party obtaining the order;
- (B) An order refusing to allow the disobedient party to support or oppose designated claims or defenses, or prohibiting him from introducing designated matters in evidence;
- (C) An order striking out pleadings or parts thereof, or staying further proceedings until the order is obeyed, or dismissing the action or proceeding or any part thereof, or rendering a judgment by default against the disobedient party; [and]

(D) In lieu of any of the foregoing orders or in addition thereto, an order treating as a contempt of court the failure to obey any orders except an order to submit to a physical or mental examination[.]

Ark. R. Civ. P. 37(b)(2)(A)-(D).

The Supreme Court has further held, “the imposition of sanctions for the failure to make discovery rests in the trial court’s discretion.” *Viking Ins. Co. v. Jester*, 310 Ark. 317, 326, 836 S.W.2d 371, 376 (1992) (citing *Goodwin v. Harrison*, 300 Ark. 474, 780 S.W.2d 518 (1989)). Such sanctions do not require a showing of bad faith by the party who has failed to make discovery. *See id.* However, the Arkansas Supreme Court has noted, “We have [repeatedly] upheld the trial courts’ exercise of discretion in granting severe Rule 37 sanctions for flagrant discovery violations.” *Id.* (citing *Rogers v. McRaven’s Cherry Pickers, Inc.*, 302 Ark. 140, 145, 788 S.W.2d 227, 230 (1990)); *accord Ross Sys. v. Advanced Env’tl. Recycling Techs., Inc.*, 2011 Ark. 473 (upholding sanction of striking of defendant’s answer where defendant failed to comply with the circuit court’s discovery order and engaged in a pattern of conduct that obstructed discovery); *Southern College of Naturopathy v. State ex rel. Beebe*, 360 Ark. 543, 203 S.W.3d 111 (2005) (upholding sanction of entry of default against party where court had granted the plaintiff’s motion to compel discovery and the defendant destroyed the very information that the plaintiff had sought to have produced).

Regarding spoliation of evidence, the Supreme Court has held, where spoliation is established, “the fact finder may draw an inference that the evidence destroyed was unfavorable to the party responsible for its spoliation.” *Goff v. Harold Ives Trucking Co., Inc.*, 342 Ark. 143, 27 S.W.3d 387 (2000). The *Goff* court specifically held that there was

no need to create a separate tort action for spoliation because of the broad range of sanctions available under Rule 37 for failure to make discovery, as well as possible criminal actions for intentional destruction of evidence. *Id.*

### C. ARGUMENT.

#### 1. FAILURE TO ANSWER DISCOVERY GENERALLY.

This Court's order compelling discovery makes clear that past AFOIA responses were not to be relied upon in answering Plaintiffs' discovery requests. *See* Exhibit A, at ¶ 7. Yet, in responding to Plaintiffs' requests, Defendants undertook no additional steps to locate or provide any additional emails than had been previously produced under the AFOIA. Instead, Defendants took the same documents that had been previously produced, stamped them with Bates numbers, and provided them a second time. Additionally, while the AFOIA requires redaction of certain information in response to a request, Arkansas' Rules of Civil Procedure do not allow for such redactions. By simply Bates-numbering previously produced emails Defendants' discovery responses contain dozens of partially redacted emails. A small sample of these emails, showing redactions of Plaintiffs' own names, are provided herewith as Exhibit B. Such redactions would be improper in discovery generally, but there is absolutely no justification for redactions where, as here, a protective order is in place.

Furthermore, by producing only the emails that were previously produced under the AFOIA, Defendants have, by their own admission, produced no deleted, but recoverable, emails. In responding to the prior AFOIA requests on which Defendants now rely, Sgt. Daniel Grubbs, in his official capacity as custodian of the records for the

FSPD, stated that it was impossible to recover any deleted emails. This is completely inconsistent with Chief Lindsey's sworn answer in response to Plaintiffs' requests for production:

As to possibly deleted emails, the system used by FSPD is designed so that when an email or other document is deleted off an individual computer, it remains on the server for six weeks. After six weeks, according to the FSPD IT personnel, it is permanently deleted and is no longer retrievable. This deletion from the server happens automatically six weeks after deletion.

*See* Resp. to RFP #4, Def. Lindsey's Amend. Resp. (Exhibit C).

Thus, both because they "rel[ie]d upon" the past AFOIA responses in lieu of producing non-redacted emails and because they did not recover and provide deleted emails, which Plaintiffs' specifically requested, Defendants have not complied with the letter or the intent of this Court's May 9, 2014 ruling.

## 2. CONSTRUCTIVE FAILURE TO ANSWER CERTAIN DISCOVERY.

As part of Plaintiffs' requests for production, they sought "all Word documents, PDFs, and/or other documents stored on Capt. Alan Haney's FSPD-computer hard drive and/or FSPD network drive." The scope of this request was limited slightly by this Court's order. *See* Exhibit A, at ¶ 6. In responding to this Request, Defendants' attorney sent an external hard drive, via FedEx, to Plaintiffs' attorney, which purported to be a "scan...of Alan Haney's computer."

Rather than plugging the external hard drive into his own computer, Plaintiffs' counsel sent it to an IT expert to review the drive to see if the scan looked to be complete and to ensure that there were no viruses or other malicious software on it that could

damage Plaintiffs' counsel's computer. Upon receiving the drive, Mr. Geoff Mueller examined it and located four Trojans buried in a subfolder. *See* Affidavit of Geoff Mueller (Exhibit D). According to Mr. Mueller, these Trojans were designed to steal passwords, install malicious software, and give someone else command and control of the infected computer. *See id.*

Mr. Mueller put this information in a letter to Prosecuting Attorney Dan Shue, which was delivered to Mr. Shue by Plaintiff Entmeier and Plaintiffs' attorney. Mr. Shue asked the State Police to investigate, but they declined, because the state-law issues appeared to be misdemeanors.<sup>1</sup> *See* Letter to Dan Shue from Arkansas State Police, dated Sept. 29, 2014 (Exhibit E). Mr. Shue then recommended that Plaintiffs' attorney contact the U.S. Attorney's Office, as, in Mr. Shue's opinion, the U.S. Attorney would have jurisdiction under federal computer and wiretapping laws. *See* Letter from Dan Shue, dated Oct. 1, 2014 (Exhibit F).

Plaintiffs' attorney has retained legal counsel for the purposes of pursuing this matter further. For that reason, the hard drive necessarily has been preserved in the format in which it was received. Because the external hard drive is infected with these Trojans, however, Plaintiffs and their attorney are unable to safely access the materials on the drive or to utilize those documents in any meaningful way. *See* Exhibit E, at ¶ 11. Thus, while Defendants technically may have provided some or all of the requested documents from Capt. Haney's computer, Plaintiffs have no way to know whether the

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<sup>1</sup> Plaintiffs note that the ASP letter is incorrect on this point, as it is a Class C felony when a "person knowingly and without authorization...attempts to gain access to...a computer, system, [or] network," if that attempt is "committed to devise or execute a scheme to defraud or illegally obtain property." Ark. Code Ann. § 5-41-203.

information is complete, nor can they utilize the information. Defendants' inclusion of malicious software on the hard drive is just as bad, if not worse, than simply providing nothing at all, and it amounts to a constructive failure to answer discovery, in violation of this Court's order.

Further failure to comply with this Court's order can be seen from the fact that, once Plaintiffs were allowed to meet with Defendants and FSPD IT Specialist Alvey Matlock, which is discussed in more depth below, Plaintiffs located several dozen pages of emails which had not been previously provided. This Court specifically ordered Defendants to "provide Plaintiffs' counsel with *complete* responses to Plaintiffs' requests for production" by June 7, 2014. By definition, is only because Defendants' responses were incomplete that Plaintiffs could locate additional emails during the later search.

### 3. SPOILIATION AS FAILURE TO ANSWER DISCOVERY.

Subsequent to filing the instant lawsuit, Plaintiffs sent a spoliation letter to the FSPD, instructing that all emails—including deleted emails that were recoverable—be retained. *See* Spoliation Letter dated Jan. 15, 2014 (Exhibit G); *see also* Email from Kevin Lindsey, dated Jan. 15, 2014 (Exhibit H). In this letter, Defendants were advised:

Additionally, you may have to suspend certain normal computer maintenance procedures, including, but not limited to, de-fragmenting hard drives, deleting sent or received email communications, purging old files, or running any "disk cleanup" processes. [...]

Electronic data and storage media that may be subject to our discovery requests, which you and all commissioned officers and civilian employees of the FSPD are obligated to maintain without alteration or destruction, include, but are not limited to, the following: [...]

All emails, both sent and received, whether internally or externally.

Exhibit G, at 2-3.

Furthermore, as previously noted, Defendant Kevin Lindsey stated in response to Plaintiffs' Requests for Production that deleted emails are purged from the system "automatically six weeks after deletion." *See* Exhibit C. Accordingly, every email related in any way to Plaintiffs, current and/or former named Defendants, and/or Angela McCabe should have been available from as early as December 4, 2013 (*e.g.*, six weeks prior to the January 15 acknowledgement of the spoliation letter).

In its May 9, 2014 ruling from the bench, this Court instructed that, in the event that Plaintiffs believed that any requested discovery had not been produced, Plaintiffs' counsel should inform Defendants' counsel within thirty (30) days. *See* Order, dated June 27, 2014 (Exhibit I). Upon making such notification, Plaintiffs' counsel would be allowed to schedule a meeting with FSPD IT Specialist Alvey Matlock, who would search for specific documents as directed by Plaintiffs' counsel.

After receiving Defendants' responses to Plaintiffs' requests, Plaintiffs reviewed the produced documents and noted that few, if any, emails from most of the Defendants had been produced, aside from what had been previously produced in response to AFOIA requests. Accordingly, Plaintiffs' counsel arranged with Defendants' counsel to meet at the FSPD with Mr. Matlock, and that meeting was scheduled for August 5, 2014. Plaintiffs later learned that Mr. Matlock attended a forensic-computing convention only ten days after this Court granted Plaintiffs' Motion to Compel and that, while the convention offered several classes specifically on e-discovery and preservation of evidence, Mr. Matlock chose to take classes on secure data deletion, whistle-blower

investigation, and monitoring employee activity. *See* Lab Attendance CPE Form, signed and dated by Alvey Matlock on June 2, 2014 (Exhibit J). Upon learning of this fact, Plaintiffs' counsel sent an updated spoliation letter to Defendants' attorney, reiterating the duty to preserve evidence. *See* Letter to Colby Roe, dated July 18, 2014 (Exhibit K).

As this Court may recall, Defendants cancelled this scheduled meeting on August 1, 2014, via email to Plaintiffs' counsel. *See* Email from Doug Carson, dated Aug. 1, 2014 (Exhibit L). Plaintiffs' counsel contacted this Court on August 4, 2014, in an effort to have the August 5 meeting date honored. *See* Letter to Court, dated Aug. 4, 2014 (Exhibit M). Defendants' counsel responded on that same date, contending that there was nothing untoward or suspicious about the last-minute rescheduling and that Court intervention into the matter was not needed. *See* Letter from Doug Carson, dated Aug. 4, 2014 (Exhibit N).

The meeting between Plaintiffs, Defendants, and Mr. Matlock was rescheduled for August 28, 2014. On August 5, 2014, however, Maj. Chris Boyd, Sr., retired from the FSPD. On August 28, when Plaintiffs' counsel asked Mr. Matlock to pull up Maj. Boyd's email account, Defendant Jarrard Copeland immediately asked Mr. Matlock whether Boyd still had an email account, to which Mr. Matlock replied that he did not. Mr. Matlock further informed Plaintiffs' counsel that the emails had been deleted. When pressed on this issue, Mr. Matlock confirmed that they were deleted after Maj. Boyd's retirement on August 5, 2014.

It strains credulity well past its breaking point to suggest that rescheduling the meeting with Mr. Matlock, which was to take place on the same day that Maj. Boyd



retired, then deleting Maj. Boyd's emails at some point between August 5 and August 29 under the guise of deleting email accounts when an officer leaves the force, was anything other than what it appears to be—intentional spoliation of evidence. Worse, it is intentional spoliation of the very evidence that this Court ordered Defendants to provide.

That this was intentional spoliation is bolstered by the fact that, as late as 6:10 PM on August 4, 2014, Mr. Matlock was planning on being at the FSPD “by lunch” on August 5, 2015, and was communicating with other officers about doing specific tasks on the afternoon of August 5. *See* Email from Alvey Matlock to Dean Pitts, dated Aug. 4, 2014 (Exhibit O). Maj. Pitts forwarded that email to Sgt. Daniel Grubbs at 8:55 AM on August 5. *See id.* It was not until 9:06 AM on August 5, 2014—the date originally scheduled for the meeting and four days after Defendants' had cancelled the meeting—that Mr. Matlock informed anyone that he was taking that entire day off as a “discretionary day.” *See* Email from Alvey Matlock to Dean Pitts, dated Aug. 5, 2014 (Exhibit P). And it was not until on or about August 19, 2014, when Plaintiffs' counsel requested Mr. Matlock's payroll record for the period covering August 5, that the FSPD Payroll Department was actually informed that Mr. Matlock had taken a discretionary day two weeks prior. *See* Email from Daniel Grubbs, dated Aug. 19, 2014 (Exhibit Q). Interestingly, this is the only discretionary day that Mr. Matlock has taken in the last three-plus years.<sup>2</sup> *See* Payroll Records of Alvey Matlock (Exhibit R).

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<sup>2</sup> Additionally, Mr. Matlock's employment is controlled by the Human Resources Policy for Non-Uniformed Employees, which requires supervisory approval *before* a discretionary day is scheduled or taken. *See* Non-Uniformed Employees Handbook, at VI.(H). There is nothing to suggest that, prior to Mr. Matlock's 9:06AM email, after he was already not at work, he requested approval for the discretionary day.

While the outright deletion of Maj. Boyd's email accounting is the most egregious example, Defendants have also engaged in spoliation by failing to retrieve and preserve deleted emails from at least as far back as December 4, 2013, as required by Plaintiffs' spoliation letter. By Defendants' own admission, the FSPD system permanently purges deleted emails after six weeks; Defendants' acknowledgement of this state of affairs, combined with their failure to retrieve any deleted emails, amounts to a knowing decision to allow the completely preventable spoliation of all deleted emails.

Likewise, there can be little argument against the idea that Defendants were fully aware of their duty to preserve certain evidence, as Plaintiffs' spoliation letter and Defendant Lindsey's email to FSPD personnel made that conclusion inescapable. As of the date that they received Plaintiffs' spoliation letter, Defendants, by their own admission, could have retrieved and preserved deleted emails dating back to December 4, 2013. Given that there was a Civil Service hearing on December 5, 2013, which involved Plaintiff Bales and which directly relates to the cause of action in this matter, it is a near certainty that there would have been multiple emails from that time period, both to and from the named defendants as well as to and from non-defendants within the FSPD. After all, there were several FSPD officers and employees at the December 5, 2013 Civil Service Hearing, and the volume of emails to and from FSPD officers on many different topics shows that email communication is a common way to discuss more or less everything, especially between officers who work different shifts. For Defendants to

suggest that almost no one emailed within the FSPD regarding the reversal of Bales' 5-day suspension, despite the obvious interest in the hearing itself, is illogical.<sup>3</sup>

#### D. CONCLUSION.

Defendants have failed to comply with this Court's order regarding discovery in the following ways:

- Failing to retrieve, and allowing the spoliation of, deleted emails from December 5, 2013, through May 9, 2014;
- Failing to provide full, unredacted copies of emails, rather than relying on the emails previously provided under the AFOIA;
- Failing to provide documents from Alan Haney's computer in a usable format, due to Defendants' decision to include malicious software on the external hard drive, rendering the drive's contents unusable; and
- Choosing to delete Maj. Chris Boyd, Sr.'s entire email account as soon as Boyd retired, despite knowing that Plaintiffs had scheduled a meeting to review that account prior to his retirement.

Recently, the Arkansas Supreme Court affirmed a trial court's decision to strike a defendant's answers to specific claims and averments in the complaint, where the defendant failed to provide emails in response to discovery and then failed to provide those same emails after being ordered by the court to do so. *See Lake Vill. Healthcare Ctr., LLC v. Hatchett*, 2012 Ark. 223, 407 S.W.3d 521. Juxtaposed with the actions of

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<sup>3</sup> The Civil Service Hearing-related emails are, of course, only one topic and one time period of emails that Defendants allowed to be permanently erased, despite a spoliation letter.

Defendants in this case, the violations in *Hatchett* were comparatively minor. After all, the emails in *Hatchett* existed, but were simply not produced after the court directed production; emails in this case existed, but then were purposefully destroyed, even after this Court ordered them produced.

Defendants have also chosen to allow other emails, which were supposed to be retrieved and retained for discovery purposes, to instead be purged from the system for months upon months, so that, by the time this Court ordered the emails produced, the emails from December 4, 2013, through March 28, 2014<sup>4</sup>, were already permanently deleted. On top of all of that, Defendants have also attempted to illegally access Plaintiffs' attorney's computer and, in the process, have made a whole other set of documents unusable. Taken as a whole, Defendants' failure to comply with this Court's order, and the methods they have used in an attempt to avoid complying with the order, warrant severe sanction.

WHEREFORE, based on the foregoing, Plaintiffs pray that this Court will grant their Motion for Sanctions Pursuant to Ark. R. Civ. P. 37 and enter an order:

- Striking Defendants' Answer and entering default judgment in favor of the Plaintiffs;
- Striking Defendants' Answer as it relates to any allegations or averments regarding Kevin Lindsey, Chris Boyd, Alan Haney, or Jarrard Copeland;
- Striking Defendants' pending Motion for Summary Judgment;
- Holding Defendants in criminal contempt of this Court; and/or

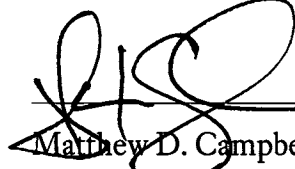
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<sup>4</sup> *E.g.*, six weeks prior to this Court's May 9 ruling.

- Imposing any other sanctions that this Court determines to be proper.

Plaintiffs further pray that they be awarded attorney's fees for the costs associated with bringing this Motion, as allowed by law, and that this Court grant Plaintiffs' pending motion for fees related to the May 9, 2014 hearing, which this Court previously took under advisement.

Respectfully submitted,



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**CERTIFICATE OF SERVICE**

---

I, Matthew D. Campbell, hereby certify that a true-and-correct copy of the foregoing, along with all exhibits referenced therein, was served upon the following via electronic mail on this 10<sup>th</sup> Day of April, 2015:

Colby Roe  
croe@dailywoods.com

Douglas Carson  
dcarson@dailywoods.com



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EXHIBIT A

IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS,  
DIVISION VI

FILED  
FT SMITH DIST.  
*See Hall*  
2014 MAY 28 PM 3 39  
CIR. CLERK SEB. CO.

DON PAUL BALES, et al.  
PLAINTIFFS

v.

No. CV-14-0023

CITY OF FORT SMITH, ARKANSAS, et al.  
DEFENDANTS

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ORDER

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On this date came to be considered by this Court Defendants' Motion to Dismiss and Plaintiffs' Motion to Compel. Having considered the motions, including the pleadings, briefs, and oral arguments, this Court finds:


1. Defendants' Motion to Dismiss is DENIED.
2. Plaintiffs' Motion to Compel is GRANTED.
3. No later than June 7, 2014, Defendants, by and through their attorney, shall provide Plaintiffs' counsel with complete responses to Plaintiffs' requests for production that are organized and labeled in compliance with Ark. R. Civ. P. 34(b)(3).
4. In regards to Plaintiffs' request for production no. 4 to separate Defendant Alan Haney, the obligation to respond to that request shall be deemed satisfied by production

of W-2 forms issued by the City of Fort Smith to Alan Haney and for Emily Haney for the years requested, rather than by production of full and complete copies of the income tax returns of Alan and Emily Haney.

5. In regards to Interrogatories nos. 4 and 5 and request for production no. 3 to the City of Fort Smith, the City need answer only with regard to lawsuits concerning personnel matters involving the police department of the City of Fort Smith.
6. In regards to Request for Production No. 17 to Defendant Lindsey, the City need answer only with regards to those items on Defendant Haney's FSPD computer hard drive and/or FSPD network drive and a network-generated log of all additions or deletions from that drive occurring between January 1, 2012, and the date of receipt of Plaintiff's requests for documents to the extent that such documents name or otherwise expressly relate to the Plaintiffs in this action and/or Angela McCabe.
7. In answering Plaintiffs' requests for production, Defendants shall provide all requested documents and shall neither incorporate by reference, nor rely upon in lieu of production, documents that might have been provided pursuant to the Arkansas Freedom of Information Act.

8. Where documents or items requested by Plaintiffs do not currently exist and have never previously existed, Defendants shall explicitly state this fact.
9. Where documents or items requested by Plaintiffs previously existed, but are no longer in existence, Defendants shall clearly state the date that the document(s) or item(s) ceased to exist and the name of the person who deleted, purged, or otherwise destroyed the document(s) or item(s).
10. No later than June 7, 2014, Defendants, by and through their attorney, shall also provide Plaintiffs' counsel with answers to Plaintiffs' interrogatories that are properly signed as required by Ark. R. Civ. P. 33(b)(2).
11. Plaintiffs' counsel may file a motion for fees and costs pursuant to Ark. R. Civ. P. 37(a)(4).

IT IS SO ORDERED.

  
\_\_\_\_\_  
CIRCUIT JUDGE

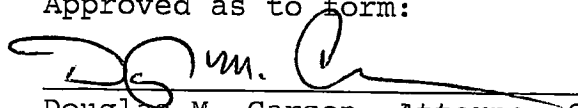
\_\_\_\_\_  
DATE

6-28-14

Prepared by:  
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North Little Rock, AR 72114  
P: (501) 396-9246  
F: (501) 421-0189



Approved as to form:

A handwritten signature in black ink, appearing to read "D.M. Carson", written over a horizontal line.

Douglas M. Carson, *Attorney for Defendants*

cc Via e-mail  
M. Campbell  
H. Carson  
C. Roe

EXHIBIT B

**From:** Copeland, Jarrard (Capt)  
**To:** [REDACTED]  
**Cc:** Hallum, Mark (Major); Boyd, Chris Sr (Mai); Pitts, Dean (Major); Risley, Levi (Capt); Hammond, Jamie (Capt); Ranells, Larry (Capt); Barnett, Wayne (Sgt); Classen, John (Sgt); Lindsey, Kevin (Chief of Police)  
**Subject:** Pre-Determination Hearing  
**Date:** Thursday, October 10, 2013 3:16:40 PM

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[REDACTED],

You have two PDH's scheduled for next week. The first one will be on Tuesday, 10-15-13 at 1:00PM in the Bartlett Community Room. The second one will be on Wednesday, 10-16-13 at 1:30PM in the Bartlett Community Room.

Thanks,

Capt Jarrard Copeland

**From:** Copeland, Jarrard (Capt)  
**To:** [REDACTED]  
**Cc:** Hallum, Mark (Major); Boyd, Chris Sr (Mai); Pitts, Dean (Major); Risley, Lew (Capt); Hammond, Jamie (Capt); Ranells, Larry (Capt); Barnett, Wayne (Sgt); Classen, John (Sgt); Lindsey, Kevin (Chief of Police)  
**Subject:** Pre-Determination Hearing  
**Date:** Thursday, October 10, 2013 3:18:24 PM

---

[REDACTED],

You have a FDH scheduled for next Tuesday, 10-15-13 at 3:00PM in the Bartlett Community Room.

Thank you,

Capt Jarrard Copeland

**From:** [Copeland, Jarrard \(Capt\)](#)  
**To:** [REDACTED]; [Pitts, Dean \(Major\)](#); [Risley, Levi \(Capt\)](#); [Hammond, Jamie \(Capt\)](#); [Ranells, Larry \(Capt\)](#); [Lindsey, Kevin \(Chief of Police\)](#)  
**Subject:** Pre-Determination Hearing  
**Date:** Thursday, October 10, 2013 3:20:42 PM

---

[REDACTED],

You have a PDH scheduled for next Wednesday, 10-16-13 at 3:30PM in the Bartlett Community Room.

Thank You,

Capt Jarrard Copeland

**From:** [REDACTED]  
**To:** Copeland, Jarrard (Capt)  
**Cc:** Hallum, Mark (Major); Boyd, Chris Sr (Maj); Pitts, Dean (Major); Risley, Levi (Capt); Hammond, Jamie (Capt); Ranells, Larry (Capt); Barnett, Wayne (Sgt); Classen, John (Sgt); Lindsey, Kevin (Chief of Police)  
**Subject:** RE: Pre-Determination Hearing  
**Date:** Thursday, October 10, 2013 9:59:42 PM

---

Gentlemen, Tuesday at 3 pm creates a scheduling conflict that would be hard to remedy, After speaking with [REDACTED] and [REDACTED] I was advised that they will waive their hearings. I request that I be able to re-schedule my hearing until Wednesday 10-16-2013 in the afternoon if possible.



[REDACTED]  
[REDACTED]  
Fort Smith Police Department  
[REDACTED]  
[REDACTED]



**From:** Copeland, Jarrard (Capt)  
**Sent:** Thursday, October 10, 2013 3:18 PM  
**To:** [REDACTED]  
**Cc:** Hallum, Mark (Major); Boyd, Chris Sr (Maj); Pitts, Dean (Major); Risley, Levi (Capt); Hammond, Jamie (Capt); Ranells, Larry (Capt); Barnett, Wayne (Sgt); Classen, John (Sgt); Lindsey, Kevin (Chief of Police)  
**Subject:** Pre-Determination Hearing

[REDACTED],  
You have a PDH scheduled for next Tuesday, 10-15-13 at 3:00PM in the Bartlett Community Room.

Thank you,

IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DISTRICT  
DIVISION VI

DON PAUL BALES, RICK ENTMEIER,  
and WENDALL SAMPSON, JR.

PLAINTIFFS

v.

No. CV-14-0023

THE CITY OF FORT SMITH, ARKANSAS, et. al.

DEFENDANTS

DEFENDANT KEVIN D. LINDSEY'S AMENDED RESPONSES TO  
PLAINTIFFS' REQUESTS FOR PRODUCTION

Separate Defendant Kevin D. Lindsey makes the following amended responses to Plaintiffs' Requests for Production:

REQUEST FOR PRODUCTION NO. 1: Produce copies of any documents, papers, writings, or other tangible things identified by you in response to Plaintiffs' First Set of Interrogatories served concurrently herewith.

RESPONSE: Documents with Bates numbers identified in those Interrogatory responses are produced herewith.

REQUEST FOR PRODUCTION NO. 2: Produce copies of all documents, papers, writings, tapes, memoranda, electronic recordings, or other evidence that you believe will establish or tend to establish each a defense or rebuttal to any of the facts, claims, or allegations contained in Plaintiffs' Complaint.

RESPONSE: Documents with Bates numbers identified in those Interrogatory responses are produced herewith. All documents produced in discovery may be responsive to this request.

REQUEST FOR PRODUCTION NO. 3: Produce all emails, whether sent or received by you, between Lindsey and any other named party from July 1, 2012, to present, including any such emails that have been deleted from Lindsey's email account but are otherwise retrievable by FSPD IT personnel or other personnel familiar with recovery of deleted emails from the FSPD server.

RESPONSE: See documents with Bates numbers 2412 to 3226.

As to possibly deleted emails, the system used by FSPD is designed so that when an email or other document is deleted off an individual computer, it remains on the server for

six weeks. After six weeks, according to the FSPD IT personnel, it is permanently deleted and is no longer retrievable. This deletion from the server happens automatically six weeks after deletion

**REQUEST FOR PRODUCTION NO. 4:** Produce copies of all documents, notes, memoranda, text messages (whether on an FSPD-owned cell phone or a personal cell phone), or other written records regardless of format or physical location regarding the grievance filed by Ms. Angela McCabe on or about July 14, 2013, including (but not limited to) all such documentation as it relates to the addition to that investigation of a dereliction-of-duty allegation on or about October 9, 2012.

**RESPONSE:** See documents with Bates numbers 3227 to 3371.

**REQUEST FOR PRODUCTION NO. 5:** Produce copies of all documents, notes, memoranda, text messages (whether on an FSPD-owned cell phone or a personal cell phone), or other written records regardless of format or physical location regarding the allegation by Sgt. Dewey Young that Plaintiffs and Capt. Edward Smalley were improperly accessing certain telephone records within the FSPD's NICE system, including (but not limited to) all such documentation as it relates to the determination that Sgt. Young's allegations were without merit.

**RESPONSE:** Documents produced as Bates No. 3372 through 3399 are the investigatory case file plus individual notes by Chief Lindsey, and they make a couple of references to the accessing of phone records.

**REQUEST FOR PRODUCTION NO. 6:** Produce copies of all documents, notes, memoranda, text messages (whether on an FSPD-owned cell phone or a personal cell phone), or other written records authored by you, regardless of format or physical location, regarding any administrative inquiries or investigation of any grievances filed against any or all of the Plaintiffs aside from the two listed in Requests 4 and 5, supra.

**RESPONSE:** Produced as Bates No. 3400 through 3425.

**REQUEST FOR PRODUCTION NO. 7:** Produce copies of all documents, notes, memoranda, text messages (whether on an FSPD-owned cell phone or a personal cell phone), or other written records regardless of format or physical location regarding any administrative inquiries or investigations of grievances against Captain Alan Haney.

**RESPONSE:** Produced as Bates No. 3483 through 3500 (Matthew Campbell complaint 12/13/13); Bates No. 1850-52; Bates No. 8485 - 82. A recording of the Alan Haney grievance hearing is produced.

**REQUEST FOR PRODUCTION NO. 8:** Produce copies of all communications between you and any member of the Office of Professional Standards regarding the FSPD

investigation of the citizen complaint against Captain Alan Haney filed on or about December 13, 2013.

**RESPONSE:** Bates no. 3488.

**REQUEST FOR PRODUCTION NO. 9:** Produce copies of all information provided by you (or anyone investigating the December 13, 2013 complaint against Alan Haney at your request) to any other party as part of that investigation.

**RESPONSE:** Bates no. 3489.

**REQUEST FOR PRODUCTION NO. 10:** Produce copies of all communication, including (but not limited to) cellular phone call logs, regardless of whether the phone is personal or is owned by the FSPD; emails; memoranda; and/or informal notes between you and Ms. Dawn Sprayberry regarding the investigation of any complaint, grievances, or similar actions against any and all Plaintiffs.

**RESPONSE:** See Bates no. 3940 - 3941.

**REQUEST FOR PRODUCTION NO. 11:** Produce copies of all communication, including (but not limited to) cellular phone call logs, regardless of whether the phone is personal or is owned by the FSPD; emails; memoranda; and/or informal notes between you and any named party to this suit regarding any administrative inquiry or investigation of a grievance against any of the Plaintiffs.

**RESPONSE:** See Bates no. 3492 - 3544.

**REQUEST FOR PRODUCTION NO. 12:** Produce copies of all schedules, timesheets, and/or requests for leave for Major Mark Hallum, Major Chris Boyd Sr., Captain Alan Haney, Captain Jarrard Copeland, Sergeant Greg Smithson, Sergeant Dewey Young, Sergeant Daniel Grubbs, Sergeant Don Paul Bales, Sergeant Rick Entmeier, Corporal Wendall Sampson, Officer Lee McCabe, and Ms. Angela McCabe from March 1, 2013 to present.

**RESPONSE:** See Bates no. 3545 - 3945.

**REQUEST FOR PRODUCTION NO. 13:** Produce copies of all communication, including (but not limited to) cellular phone call logs, regardless of whether the phone is personal or is owned by the FSPD; emails; memoranda; and/or informal notes between you and any third party regarding any formal or informal investigation of alleged improper use of overtime by Ms. Emily Haney or Captain Alan Haney.

**RESPONSE:** I do not believe that any such documents have ever existed. I received the Review Board recommendation concerning Capt. Haney and made my decision. I do not



believe I communicated with anyone about the issue after receiving the Review Board recommendation.

**REQUEST FOR PRODUCTION NO. 14:** Produce copies of any communications, in any format, between you and Maj. Dean Pitts and/or Capt. Larry Rannells regarding the use of the Van Buren Police Department's shooting range on or about June 25, 2013, as part of a group outing for members of the Communications Department.

**RESPONSE:** I do not believe there are any such documents, and they have never existed.

**REQUEST FOR PRODUCTION NO. 15:** Produce copies of all overtime authorizations, pay stubs, and time sheets for all Communications Department employees from January 1, 2010 to present.

**RESPONSE:** Produced.

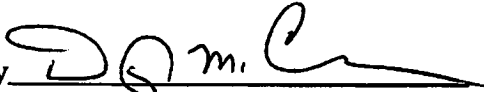
**REQUEST FOR PRODUCTION NO. 16:** Produce copies of the entire investigatory file of all Administrative Inquires, grievances, or similar investigations stemming from citizen complaints against an officer or employee of the Fort Smith Police Department during your tenure as Chief of Police, including the ultimate disposition of each complaint.

**RESPONSE:** Copies of all such documents are produced herewith.

**REQUEST FOR PRODUCTION NO. 17:** Produce copies of all Word documents, PDFs, and/or other documents stored on Capt. Alan Haney's FSPD-computer hard drive and/or FSPD network drive and a network-generated log of all additions or deletions from that drive occurring between January 1, 2012, and the date of receipt of these Requests. In keeping with the provisions of Rule 34 of the Arkansas Rules of Civil Procedure, which requires that a production request shall specify a reasonable time, place, and manner of making the inspection and performing the related acts, it is hereby specific that Lindsey or representatives of Lindsey shall produce copies of the documents referred to herein at the office of Pinnacle Law Firm, PLLC, 212 Center St., 11th Floor, Little Rock, Arkansas 72201, within thirty (30) days of receipt hereof. Lindsey or his representatives may mail legible copies of the documents to the undersigned counsel at the address listed above, or all requested information may be provided via email or cloud storage as long as there is no alteration of the original electronic files (including format thereof) during the upload process.

**RESPONSE:** Produced to the extent that such documents could be retrieved by a search of the computer completed by Alvey Matlock. A copy of the results of his search of Capt. Alan Haney's computer is on an external hard drive which is produced herewith. There is no net-work generated log of deletions.

DAILY & WOODS, P.L.L.C.  
P.O. Box 1446  
Fort Smith, AR 72902  
(479) 782-0361

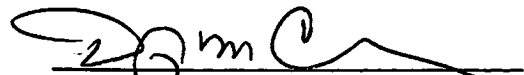
By   
Douglas M. Carson  
Ark. Bar No. 83037

Attorneys for Defendants

CERTIFICATE OF SERVICE

This certifies that I, Douglas M. Carson, have served a copy of the foregoing instrument upon all parties of record except those I represent via electronic transmission and/or by FedEx shipment on the 6<sup>th</sup> day of June, 2014, addressed to the following:

Mr. Matthew D. Campbell  
Pinnacle Law Firm, PLLC  
424 W. 4<sup>th</sup> Street, Suite A  
North Little Rock, AR 72114

  
Douglas M. Carson

IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DISTRICT  
DIVISION VI

DON PAUL BALES, et al.

PLAINTIFFS

v.

Case No. CV-14-23 (VI)

CITY OF FORT SMITH, ARKANSAS,  
et al.

DEFENDANTS

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AFFIDAVIT OF GEOFF MUELLER

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Before the undersigned notary public, duly qualified and acting for said county and state, appeared Geoff Mueller, to me well-known to be the affiant herein, who, having been duly sworn, states:

1. My name is Geoff Mueller, and I am a Manager of Information Security at Lower Colorado River Authority (LCRA).
2. My Information Technology background includes certifications as an OSSTMM Professional Security Tester (OPST), Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), and Certified Fraud Examiner in addition to my Masters of Business Administration.
3. This affidavit is based on my personal knowledge as well as a review of the documents and items referenced herein.
4. On July 14, I received via certified mail from Matt Campbell an external hard drive provided to him by the Fort Smith Police Department in response to discovery requests made in *Bales, et al. v. City of Fort Smith, et al.*

5. Mr. Campbell asked me to review the hard drive and determine whether the files looked complete and whether there was anything out of the ordinary about the contents of the hard drive.
6. In reviewing the hard drive, I discovered three different, distinct Trojans and a total of four overall. All four Trojans were located in the "D:\Bales Court Order" folder.
7. The Trojans, and their intended uses, were as follows:
  - a. Win32:Zbot-AVH [Trj] - Password stealer
  - b. NSIS:Downloader-CC [Trj] - Malicious software installer
  - c. Two (2) Win32:Cycbot-NF [Trj] - Control and command of infected computer
8. Upon informing Mr. Campbell of the presence of these Trojans, he provided me with information that the Fort Smith Police Department claimed to be running a secure system with real-time virus and malware protection.
9. In my experience, if the FSPD system is actually as described, these Trojans would not exist on the system.
10. Additionally, the placement of these Trojans, all in the same sub-folder and not in the root directory, means that the Trojans were not already on the external hard drive that was sent to Mr. Campbell, and were more likely placed in that folder intentionally with the goal of taking command of Mr. Campbell's computer while also stealing passwords to his accounts.

11. I returned the hard drive to Mr. Campbell without alteration of any files.

However, based on the risk of infection from the Trojans, I advised Mr. Campbell not to plug the hard drive into any computer.

12. Further, the affiant sayeth not.



\_\_\_\_\_  
Geoff Mueller

Subscribed and sworn to before me this 6<sup>th</sup> day of April, 2015.

[SEAL]



\_\_\_\_\_  
Notary Public





Mike Beebe  
Governor

State of Arkansas

**ARKANSAS STATE POLICE**

One State Police Plaza Drive Little Rock, Arkansas 72209-4822 www.asp.arkansas.gov

"SERVING WITH PRIDE AND DISTINCTION SINCE 1935"



Stan Witt  
Director

ARKANSAS  
STATE POLICE  
COMMISSION

September 29, 2014

Daniel "Woody" Futrell  
Chairman  
Nashville

Wallace Fowler  
Vice-Chairman  
Jonesboro

Frank Guinn, Jr  
Secretary  
Paragould

Dr. Lewis Shepherd  
Arkadelphia

John Allison  
Conway

Bob Burns  
Little Rock

Jane Dunlap Christenson  
Harrison

Mr. Daniel Shue  
Prosecuting Attorney  
Twelfth Judicial District  
Sebastian County Courthouse Building  
901 South B Street, Suite 209  
Fort Smith, Arkansas 72901

Dear Mr. Shue:

This correspondence serves to acknowledge receipt of your letter of September 8, 2014 and supporting documents directed to Lieutenant Jason Aaron of the Arkansas State Police Criminal Investigation Division, Company D.

After thorough consideration, I respectfully decline your request for investigative assistance. The allegations submitted for review appear to be limited to misdemeanor violations which do not rise to a threshold for assigning a case to the CID Special Investigations Unit.

Specifically you have asked the Arkansas State Police to consider launching an investigation of "questions raised" from an unsigned affidavit prepared by Matthew Campbell. The "questions" arise out of an Arkansas Freedom of Information Act (ACA §25-19-105) request for particular public records.

Arkansas Code Annotated § 25-19-107(a) states, "Any citizen denied the rights granted to him or her by this chapter may appeal immediately from the denial to the Pulaski County Circuit Court or to the circuit court of the residence of the aggrieved party, if the State of Arkansas or a department, agency, or institution of the state is involved, or to any of the circuit courts of the appropriate judicial districts when an agency of a county, municipality, township, or school district, or a private organization supported by or expending public funds, is involved."

Accordingly, Arkansas FOIA law provides legal means by which all parties involved may resolve the "questions raised" from the unsigned affidavit as well as the allegations of tampering with evidence.

Furthermore it appears evidence and testimony associated with these allegations are already a part of an on-going civil matter before a court of immediate jurisdiction.

If I may be of further assistance please contact me at (501) 618-8850.

Sincerely,

A handwritten signature in black ink, appearing to read "H. La Mar", with a horizontal line extending to the right.

Major Henry La Mar  
Commander  
Criminal Investigation Division

EXHIBIT F



**DANIEL SHUE**  
PROSECUTING ATTORNEY  
TWELFTH JUDICIAL DISTRICT  
SEBASTIAN COUNTY COURTS BUILDING  
901 SOUTH B STREET, SUITE 209  
FORT SMITH, ARKANSAS 72901  
GENERAL OFFICE 479-783-8976

479-784-1554 (Restitution) 479-783-1069 (Hot Checks)

October 1, 2014

Honorable Matthew Campbell  
Attorney at Law  
424 West 4<sup>th</sup> Street, Suite "A"  
North Little Rock, AR 72114

Re: Request for Investigation

Dear Matt:

Enclosed please find the response that I received this date from the Arkansas State Police (see enclosure #1). Of course, this is in response to my letter of September 8, 2014 (see enclosure #2). My office does not have an investigator and the Arkansas State Police are the only non-Federal law enforcement investigating agency in Sebastian County that is capable of conducting an outside investigation with regard to the allegations contained in the material that you provided to me. The other law enforcement agency with jurisdiction in this matter would be the United States Department of Justice. I believe they might have jurisdiction pursuant to the Computer Fraud and Abuse Act, 18 U.S.C. § 1030; the Wiretap Act, 18 U.S.C. § 2511; or the Unlawful Access to Stored Communications Act 18 U.S.C. § 2701. Pursuant to our discussion when you brought this matter to me, I can forward the information you previously provided to my office to the United States Attorney, or you may contact him directly. Please let me know your thoughts.

SINCERELY,

A handwritten signature in blue ink, appearing to read "D. Shue".

DANIEL SHUE  
PROSECUTING ATTORNEY

DS:js  
Enclosures



January 15, 2014



PINNACLE  
LAW FIRM, PLLC

Matthew D. Campbell  
matt@pinnaclelawfirm.com

J. Tyler Henderson  
tyler@pinnaclelawfirm.com

212 Center St.  
11<sup>th</sup> Floor  
Little Rock, AR 72201  
P: (501) 396-9246  
F: (501) 421-0189

204 Heritage Dr.  
P.O. Box 1704  
Mtn. View, AR 72560  
P: (870) 269-5774  
F: (888) 979-9145

1901 Cavanaugh Rd.  
Fort Smith, AR 72908  
P: (479) 259-1436  
(By appointment only)

[www.pinnaclelawfirm.com](http://www.pinnaclelawfirm.com)

VIA EMAIL

Chief Kevin D. Lindsey  
Fort Smith Police Department  
100 S. 10<sup>th</sup> St.  
Fort Smith, AR 72901

RE: *Bales, et al., v. City of Fort Smith, et al.*, CV-14-0023

Dear Chief Lindsey:

By way of this letter, you and all commissioned officers and civilian employees under your command, direction, or supervision within the Fort Smith Police Department ("FSPD") are hereby given notice not to destroy, conceal or alter any paper files, electronic files, data generated by and/or stored on FSPD computers and storage media (e.g., hard drives, flash drives, "thumb" drives, email servers, cloud storage, CD-ROM, DVD, etc.), or any other electronic data, including voice mail. Please be aware that failure to comply with this notice can result in severe sanctions being imposed by the Court for spoliation of evidence or potential evidence.

Through discovery we expect to obtain from you a number of documents and things, including files stored on FSPD computers and FSPD computer-storage media. As part of our initial discovery efforts, you and other FSPD employees will soon receive interrogatories and requests for production of documents, data, and other items.

To avoid spoliation, you will be required to provide all requested data on the original media or on exact copies of that media (e.g., "image copies," "evidentiary copies," or "mirror copies"), and you must be able

to prove that the original matches the copy in every respect. Do not reuse any media to provide this data. Additionally, you may have to suspend certain normal computer maintenance procedures, including, but not limited to, de-fragmenting hard drives, deleting sent or received email communications, purging old files, or running any “disk cleanup” processes.

Although you are receiving this notice on today’s date, your duty to preserve documents, files, data, and other tangible things from destruction arises in law and equity independently from this notice or any possible future order of the court. Your duty to preserve evidence and potential evidence arose when you received constructive notice of this lawsuit on January 13, 2014, through your receipt of Plaintiffs’ Notice of Intent to Testify. Accordingly, any destruction of evidence or potential evidence occurring between January 13, 2014, and your receipt of this letter will be considered to have occurred in bad faith and as intentional spoliation of evidence.

Electronic documents and the storage media on which they reside contain relevant, discoverable information beyond that which may be found in printed documents. Therefore, even where a paper copy exists, we will seek all documents in their electronic form, along with information about those documents contained on the media. We will also seek paper printouts of only those documents that contain unique information added after they were printed out (e.g., paper documents containing handwriting, signatures, marginalia, drawings, annotations, highlighting, and/or redactions) along with any paper documents for which no corresponding electronic files exist.

Our discovery requests will ask for certain data on the hard disks, external disks, and other backup media used in FSPD computers, though some of this data—for instance, deleted files or file fragments—may not be readily available to an ordinary computer user. In the event we request such information, you may be required to provide the original hard drives or other storage media so that our forensic investigator can obtain the requested information, including the dates of any deletions, modifications, or use of “wiping” programs on those drives.

Electronic data and storage media that may be subject to our discovery requests, which you and all commissioned officers and civilian employees of the FSPD are obligated to maintain without alteration or destruction, include, but are not limited to, the following:

All digital or analog electronic files, including deleted files and file fragments, stored in machine-readable format on magnetic, optical, digital, or other storage media, including the hard drives in FSPD computers and all external and/or cloud based storage utilized by any FSPD employee or contractor, regardless of whether such files have been reduced to paper printouts.

All emails, both sent and received, whether internally or externally.

All text messages and multimedia messages, both sent and received, from any cellular phone owned, provided, or paid for by the FSPD, the City of Fort Smith, or any other source of public funds.

All word-processing files, whether drafts or final versions, stored on all FSPD hard drives, external storage, or cloud-based storage, regardless of whether such files have been reduced to paper printouts.

All data generated by calendaring, task-management, and personal-information-management software.

All data created by personal cell phones if that data has been synced with FSPD computers, phones, or similar devices.

All data created by any email-routing software.

All data created by personal computers if those computers have access to the FSPD files through a virtual desktop, virtual network, or similar program.

All voicemail on all telephones or telephone services that the FSPD or any of the FSPD officers named as defendants in this matter maintains actual or administrative control over.

All policies, procedures, and rules regarding records retention and destruction that have been in force within the FSPD at any time between March 1, 2013, and present.

Further, you are to preserve any log or logs of network use by FSPD officers and employees, whether kept in paper or electronic form, and to preserve all copies of your file backups, whether stored on site or off, so that there can be made a complete, bit-by-bit "mirror" evidentiary image copy of the storage media of each and every computer, virtual desktop or

network, and network server in your control and custody, as well as image copies of all hard drives retained by you, but no longer in service, but in use at any time from March 1, 2013, to present.

You are also to preserve all passwords, decryption procedures (including any software necessary for decryption), network access codes, and any and all other information or things necessary to access, view and (if applicable) reconstruct the electronic data that we will request through discovery.

Finally, with regard to any electronic data created after the date of delivery of this letter, you and all FSPD employees and officers are to preserve such data and prevent any destruction of the same.

In order to ensure that your obligations to preserve evidence will be met, please forward a copy of this letter to all civil employees and commissioned officers within the FSPD, as well as any person or persons with any custodial responsibility for the items referred to herein.

Sincerely,



---

Matthew D. Campbell

*Attorney for Plaintiffs*

**Lindsey, Kevin (Chief of Police)**

---

**From:** Lindsey, Kevin (Chief of Police)  
**Sent:** Wednesday, January 15, 2014 2:21 PM  
**To:** Sworn Personnel; Non Uniformed Personnel; Jones, Richard; Rick Wade; Gosack, Ray; NetworkTeam; Accreditation; ProfessionalStandards  
**Subject:** FW: Spoliation Letter  
**Attachments:** 2014-01-15 Lindsey Spoliation Letter.pdf  
**Importance:** High

All FSPD Employees:

Every PD employee receiving this email shall read the attached spoliation letter dated January 15, 2014 from Matthew Campbell, attorney on behalf of Don Bales, Rick Entmeier, and Wendall Sampson in the matter of *Bales, et al. v. City of Fort Smith, et al.* requiring dissemination to all commissioned officers and civilian employees to retain all documents and other media that may be sought as evidence or potential evidence in the aforementioned case. Note that on page two of the letter, a comment that individuals, as well as our Network Team members, may have to suspend normal computer maintenance procedures, including but not limited to, "...deleting sent or received email communications, purging old files, or running any 'disk cleanup processes'."

I expect 100% compliance with the requirements in the attached letter from every member of the department.

Sincerely,

Kevin Lindsey  
Chief of Police

**Vision Statement:**

All Members of the Fort Smith Police Department Exemplify Excellence and Demonstrate Leadership in Fulfilling our Values and Achieving our Mission Through the Application and Practice of Emotional Intelligence Competencies.

**From:** Matt Campbell [mailto:matt@pinnaclelawfirm.com]  
**Sent:** Wednesday, January 15, 2014 2:01 PM  
**To:** Lindsey, Kevin (Chief of Police)  
**Cc:** 'J. Tyler Henderson'  
**Subject:** Spoliation Letter

Chief Lindsey,

Attached is a letter that will serve as notice of your duty to preserve evidence and potential evidence in the matter of *Bales, et al. v. City of Fort Smith, et al.*

-Matt

EXHIBIT I

FILED  
FT. SMITH DIST.

2014 JUN 27 PM 12:41

CIR CLERK SEB CO

IN THE CIRCUIT COURT OF SEBASTIAN COUNTY, ARKANSAS  
FORT SMITH DISTRICT CIVIL DIVISION

DON PAUL BALES, et al.

PLAINTIFF

vs. CASE NO. CV-14-0023 (VI)

CITY OF FORT SMITH, ARKANSAS, et al.


DEFENDANTS

**ORDER**

Now on this 27th day of June, 2014, this matter comes before the court to consider the Motion to Expedite and Motion for Plaintiffs' Expenses. The court having had the opportunity to review the pleadings finds as follows:

- 1) The Defendant is hereby ordered to comply with the terms set forth in the Court's directive from the bench that within thirty (30) days of Plaintiffs' receipt of Defendant's discovery materials, Plaintiffs' counsel will raise with Defendants' counsel any concerns or questions regarding the completeness of Defendants' discovery responses, which was apparently omitted from the May 28, 2014 Order.
- 2) Parties are further ordered and directed to comply with all discovery requests in full, as ordered, within 10 days from the filing of this Order amending the May 28, 2014 Order.
- 3) The Motion for Plaintiffs' Expenses will be taken under advisement.

IT IS SO ORDERED.

  
\_\_\_\_\_  
JAMES O. COX  
SEBASTIAN COUNTY CIRCUIT JUDGE

Cc: Matt Campbell  
Doug Carson





## Lab Attendance CPE Form – CEIC 2014 Series

**Please print legibly**

**Name:** Alvey Matlock **Title:** Forensic Analyst  
 (Please print your name, as you would like it to appear on your CPE certificate)

**Agency:** Fort Smith Police Department

**Address:** 100 S. 10th

**City:** Fort Smith **State:** Arkansas **Zip:** 72901 **Country:** USA

**Phone:** (479)709-5182 **Email:** alvey.matlock@fortsmithpd.org

|                                     |   |                                     |   |                          |   |
|-------------------------------------|---|-------------------------------------|---|--------------------------|---|
| <input type="checkbox"/>            | 2014 Verizon DBIR Lessons Learned (1½)  | <input type="checkbox"/>            | Advanced Analysis of the Windows Registry with EnCase (1½)  | <input type="checkbox"/> | Advanced Computer Forensic Analysis (1½)  |
| <input type="checkbox"/>            | Advanced Decryption (1½)  | <input type="checkbox"/>            | Advanced Examination Reporting (1½)   | <input type="checkbox"/> | An Introduction to Cryptocurrencies - Bitcoin, Litecoin and Alt Currencies (1½) |
| <input checked="" type="checkbox"/> | Analysis & Correlation of Mac Logs (1½)   | <input type="checkbox"/>            | Analyzing Cell Phones Using EnCase (1½)   | <input type="checkbox"/> | And Away We Go! The Bradley Manning Case & Lessons Learned (1½)                 |
| <input type="checkbox"/>            | APT Attacks Exposed: Network, Host, Memory, and Malware Analysis (1½)                     | <input checked="" type="checkbox"/> | Ares Peer to Peer File Sharing Software Analysis (1½)   | <input type="checkbox"/> | Attack Driven Defense (1½)**  |
| <input type="checkbox"/>            | Audit, Regulatory, Compliance and Litigation Challenges Within a Global Organization (1½) | <input type="checkbox"/>            | Box TBD eDiscovery (1½)**   | <input type="checkbox"/> | Building an Integrated Response Capability with EnCase Cybersecurity (1½)       |
| <input type="checkbox"/>            | C4All: Finding, Categorizing and Reporting on Digital Pictures & Movies (1½)**            | <input type="checkbox"/>            | Case Study in Risk Management: Challenges of Establishing a Risk Management Program in a Payment Processing and Business Process (1½) | <input type="checkbox"/> | Challenges in Obtaining and Analyzing Information from Mobile Devices (1½)      |
| <input type="checkbox"/>            | Challenges in the Management of Risks and Compliance (1½)**                               | <input type="checkbox"/>            | Compliance Auditing With Endpoint Analytics (1½)**  | <input type="checkbox"/> | Cybersecurity 201 (1½)  |
| <input type="checkbox"/>            | Data Recovery (1½)  | <input type="checkbox"/>            | Defrag Forensics (1½)   | <input type="checkbox"/> | Digital Investigations With Encryption (1½)                                     |
| <input type="checkbox"/>            | eDiscovery Case Study: Moving From Theoretical to Practical (1½)**                        | <input type="checkbox"/>            | E-Discovery Hot Topics: Cloud Connectivity, TAR Challenges Gen 1, Mobile BYOD, SAAS (1½)**  | <input type="checkbox"/> | EnCase 7 - Making the Transition (1½)   |
| <input type="checkbox"/>            | EnCase Analytics Basics Pt. 1 (1½)  | <input type="checkbox"/>            | EnCase Analytics Basics Pt. 2 (1½)  | <input type="checkbox"/> | EnCase as a Data Discovery Tool (1½)  |
| <input type="checkbox"/>            | EnCase CyberSecurity Basics Pt. 1 (1½)  | <input type="checkbox"/>            | EnCase CyberSecurity Basics Pt. 2 (1½)  | <input type="checkbox"/> | EnCase eDiscovery Basics Pt. 1 (1½)   |





|                          |  |                                     |  |                                     |  |
|--------------------------|--|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | EnCase eDiscovery Basics Pt. 2 (1½)  | <input type="checkbox"/>            | EnCase Enterprise Basics (1½)  | <input type="checkbox"/>            | EnCase Plugin Architecture: A New Framework for Scalable Extensibility Within EnCase (1½)  |
| <input type="checkbox"/> | EnCE Review (1½)   | <input type="checkbox"/>            | EnCEP Review (1½)  | <input type="checkbox"/>            | Evaluating and Understanding Your Clients Infrastructure (1½)                              |
| <input type="checkbox"/> | Examination Reporting Made Easy (1½)   | <input checked="" type="checkbox"/> | Examining Volume Shadow Copies - The Easy Way (1½)                               | <input type="checkbox"/>            | Extending EnCase: Beyond EnScript (1 ½)  |
| <input type="checkbox"/> | Extending EnCase Digital Forensics Capabilities with Dynamic Malware Analysis (1½)   | <input type="checkbox"/>            | Field Triage and RAM Analysis (1½)   | <input type="checkbox"/>            | Finding Data on Wearable Computing Devices (1½)  |
| <input type="checkbox"/> | Finding Malware on a Windows Computer (1½)   | <input type="checkbox"/>            | Forensic Investigation of Self-encrypting Drives(1½)                             | <input type="checkbox"/>            | From Hunted to Hunter: Security Under the Assumption of Compromise (1½)                    |
| <input type="checkbox"/> | Fully Automating EnCase eDiscovery – Taking automation to a whole new level (1½)   | <input type="checkbox"/>            | Future of EnCase (1½)  | <input type="checkbox"/>            | Government E-Discovery: Public Sector Legal Needs for Digital Investigations (1½)          |
| <input type="checkbox"/> | Hands-On Overview of eDiscovery Review (1½)  | <input type="checkbox"/>            | Hands-On Smartphone Analysis (1½)  | <input type="checkbox"/>            | HIPAA Compliance Roadmap (1½)**  |
| <input type="checkbox"/> | How Internet Evidence Told the Whole Story: Criminal Investigation of a DDoS Attack (1½)   | <input type="checkbox"/>            | How to Catch an Insider Data Thief (1½)  | <input type="checkbox"/>            | How to Configure and Collect From the Cloud (1½)   |
| <input type="checkbox"/> | Implementing a Rapid, Automated Incident Response Capability with Blue Coat (1½)   | <input type="checkbox"/>            | In-House EDiscovery Best Practices (1½)  | <input checked="" type="checkbox"/> | Insider Threat: Investigation of Trade Secret and Intellectual Property Theft (1½)**       |
| <input type="checkbox"/> | Intellectual Property and Sensitive Data Theft "The Threat Within" (1½)  | <input type="checkbox"/>            | International E-Discovery: Data Protection, Privacy & Cross-Border Issues (1½)** | <input type="checkbox"/>            | Introducing Linked Review: Next Generation Technology Assisted Review (1½)                 |
| <input type="checkbox"/> | Investigating Corrupt iTunes Backups - What To Do When Available Tools No Longer Work? (1½)                                      | <input type="checkbox"/>            | iPhone and iTunes Forensics (GSI) (1½)   | <input type="checkbox"/>            | Judicial Roundtable on Current E-Discovery Issues (1½)**                                   |
| <input type="checkbox"/> | Legal Hold Best Practices with EnCase eDiscovery (1½)  | <input type="checkbox"/>            | Load Files and Production (1½)   | <input type="checkbox"/>            | Logical Security and Recent Attacks in ATM's Forensic Case 'A' (1½)**                      |
| <input type="checkbox"/> | Mac OS X - Delving A Little Deeper (1½)  | <input type="checkbox"/>            | Making the Most of EnCase Processor (1½)   | <input type="checkbox"/>            | Smartphone Forensics - Tools and Methodology (1½)**  |
| <input type="checkbox"/> | Mitigating EDRM Left Side Risks and Lessons Learned – Understanding ESI and IT Infrastructure (1½)                               | <input type="checkbox"/>            | Network Forensic Investigations of Hacking Incidents (1½)                        | <input type="checkbox"/>            | Obtaining Evidence in Peer to Peer Networks (1½)   |
| <input type="checkbox"/> | One User, Multiple Devices: Cross-Platform Recovery and Analysis of Social Media and Chat Artifacts (1½)                         | <input type="checkbox"/>            | Optimizing Your System For Superior Performance (1½)                             | <input type="checkbox"/>            | Partnered Review: What is it and why do I need it? (1½)                                    |
| <input type="checkbox"/> | Procter & Gamble's Corporate eDiscovery Best Practices (1½)  | <input type="checkbox"/>            | PROJECT VIC - A Proof of Concept (1½)  | <input type="checkbox"/>            | Proportionality and Cooperation in E-Discovery: Mythical Panacea or Realistic Goal? (1½)** |
| <input type="checkbox"/> | Research In The Paging File (1½)   | <input type="checkbox"/>            | Responding to a Cyber Security Incident - A Real World Customer Example (1½)     | <input type="checkbox"/>            | Responsive Forensics for Offensive Tactics (1½)  |
| <input type="checkbox"/> | Rules, Rules, Rules!!! It's Not Too Early to Understand the Impact of Proposed Changes to FRCP and EU Data Protection Rules (1½) | <input type="checkbox"/>            | Searching Your Case (1½)   | <input checked="" type="checkbox"/> | Secure Data Deletion: A Forensic Perspective (1½)  |



|                                     |  |                          |   |                          |  |
|-------------------------------------|--|--------------------------|---|--------------------------|--|
| <input type="checkbox"/>            | Shaking Up the Security Stack: The Future of EnCase Cybersecurity (1½)     | <input type="checkbox"/> | Social Media Investigation for Civil Litigation (1½)**                                | <input type="checkbox"/> | Solving PCI Discovery Challenges at Scale with EnCase Cybersecurity (1½)                               |
| <input checked="" type="checkbox"/> | SQLite Forensics (1½)**  | <input type="checkbox"/> | SSD Forensics (1½)  | <input type="checkbox"/> | Successes in Training (1½)**   |
| <input type="checkbox"/>            | Swimming Upstream: Managing ESI Where It's Spawned (1½)**                  | <input type="checkbox"/> | Tactics for Advanced Incident Response (1½)**   | <input type="checkbox"/> | The Army of One: Small Business Computer Incident Response Using EnCase Cybersecurity (1½)             |
| <input checked="" type="checkbox"/> | The Great Browser Schism: How to Analyze IE10 & IE11 (1½)                  | <input type="checkbox"/> | The Intersection of Privacy, Security & E-Discovery (1½)**                            | <input type="checkbox"/> | The Past, Present and Future of Digital Forensic Hardware (1½)   |
| <input type="checkbox"/>            | The Right Tool For The Right Job - EnCase App Central Showcase (1½)        | <input type="checkbox"/> | The Zero Hour Phone Call - How to Respond to a Data Breach to Minimize Your Risk (1½) | <input type="checkbox"/> | Threat Driven Incident Response (1½)   |
| <input type="checkbox"/>            | Tips and Tools for Using EnCase for Audits and Investigations (1½)         | <input type="checkbox"/> | Tips and Tricks from Guidance Software Tech Support (1½)                              | <input type="checkbox"/> | Tracking Trade Secrets: Audit, Prevent, and Investigate (1½)   |
| <input type="checkbox"/>            | Turbocharging EnCase Analytics: Integrating New Data and Intelligence (1½) | <input type="checkbox"/> | Uncovering the Covered Tracks: Finding What's Left Behind (1½)                        | <input type="checkbox"/> | Using EnCase eDiscovery to Filter and Cull Your Data Through Criteria, Keywords and Index Queries (1½) |
| <input type="checkbox"/>            | Vehicle System Forensics (1½)**  | <input type="checkbox"/> | Virtualizing E-Discovery: Deploying EnCase eDiscovery in a Virtual Environment (1½)   | <input type="checkbox"/> | When Does Security Incident Response Reporting Become Available? (1½)**                                |
| <input checked="" type="checkbox"/> | Whistle Blower and Fraud Investigations (1½)                               | <input type="checkbox"/> | Why Is Removing Malware So Difficult? (1½)  | <input type="checkbox"/> | Why Legal Should Care About Cyber Security: Keep Your Hand On Your Wallet (1½)**                       |
| <input type="checkbox"/>            | Working with Data Encryption During Collection and Processing (1½)         | <input type="checkbox"/> | *****CISO SUMMIT  |                          |  |

\*\* may not qualify for CPE Credits, awaiting presentation materials

**Total CPE Credits** 12

**PLEASE REMEMBER TO SIGN PAGE 3 TO RECEIVE CREDIT FOR THE SESSIONS YOU ATTENDED**





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Signature *A. Malhotra* Date: 6-2-14  
(Form must be signed and dated to receive credit for labs attended)



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July 18, 2014



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P: (479) 259-1436  
(By appointment only)

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VIA ELECTRONIC MAIL

Mr. Colby Roe  
Daily & Woods, PLLC  
58 South 6<sup>th</sup> Street  
Fort Smith, AR 72902

Re: Updated Spoliation Letter, *Bales, et al., v. City, et al.*

Dear Mr. Roe:

As you are aware, Plaintiffs sent spoliation letters to the Defendants in the above-referenced matter on or about January 15, 2014. Mr. Wade acknowledged receipt of the same on or about that same date. That letter provided, *inter alia*:

Through discovery we expect to obtain from you a number of documents and things, including files stored on FSPD computers and FSPD computer-storage media [...]

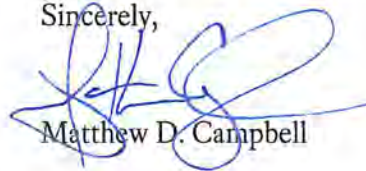
Our discovery requests will ask for certain data on the hard disks, external disks, and other backup media used in FSPD computers, though some of this data—for instance, deleted files or file fragments—may not be readily available to an ordinary computer user. In the event we request such information, you may be required to provide the original hard drives or other storage media so that our forensic investigator can obtain the requested information, including the dates of any deletions, modifications, or use of “wiping” programs on those drives.

While Plaintiffs believe that the original spoliation letter was clear on its face that the duty to preserve evidence extended to all possible storage media, I write this updated spoliation letter to explicitly note your

clients' duty to preserve all data, documents, facsimiles, and the like contained on the hard drive or similar storage system of all copy machines, scanners, and fax machines within the FSPD, whether owned by the FSPD or by a third party lessor.

I will be issuing a subpoena to the third-party lessor for access to the internal hard drives of the FSPD copier/scanner/fax machines early next week. Please ensure that your clients are aware that allowing the destruction or deletion of any documents or other data contained on those drives will be considered to have occurred in bad faith and will be treated as intentional spoliation of evidence.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew D. Campbell", is written over the typed name.

Matthew D. Campbell

cc: Rick Wade (via email)  
Doug Carson (via email)

EXHIBIT L

Matthew Campbell <matt@pinnaclelawfirm.com>



---

## Alvey Matlock

---

Doug Carson <dcarson@dailywoods.com>  
To: Matt Campbell <matt@pinnaclelawfirm.com>

Fri, Aug 1, 2014 at 5:24 PM

Mr. Campbell:

Mr. Alvey Matlock will be off work and will be unavailable for the inspection of the FSPD computer system set for August 5. Please advise me of alternative dates so that we may reschedule. Thank you.

Douglas M. Carson  
Daily & Woods, PLLC  
P.O. Box 1446  
Fort Smith, AR 72901

Tel: [479.782.0361](tel:479.782.0361)

Fax: [479.782.6160](tel:479.782.6160)



August 4, 2014



PINNACLE  
LAW FIRM, PLLC

VIA ELECTRONIC MAIL

Matthew D. Campbell  
matt@pinnaclelawfirm.com

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NLR, AR 72114  
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F: (501) 421-0189

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Hon. James O. Cox  
Sebastian County Circuit Court  
901 South B St.  
Fort Smith, AR 72901

Re: *Bales, et al. v. City of Fort Smith, et al.*, CV-14-23

Dear Judge Cox:

The purpose of this letter is to ask this Court to order Defendants' counsel to comply with this Court's May 28 order, as amended, and schedule a meeting between Plaintiffs' counsel and Mr. Alvey Matlock for Tuesday, August 12, 2014, at 9am. A meeting was previously scheduled for August 5, 2014, but counsel for Defendants canceled at the last moment, and Plaintiffs have no reason to believe that further dilatory tactics will not be employed absent some instruction from this Court.

So that this Court will have the proper context for Plaintiffs' request, a brief recounting of the facts is probably necessary, to wit:

On May 9, 2013, the Defendants in the above-referenced case were ordered to comply with Plaintiffs' discovery requests within thirty (30) days of that date. Plaintiffs were then to let counsel for the Defendants know within an additional thirty (30) days whether Plaintiffs felt that any requested documents were still missing, in which case counsel for the Defendants was to arrange for Plaintiffs' counsel and one plaintiff to meet with Mr. Alvey Matlock of the FSPD information technology department,

so that Plaintiffs could have Mr. Matlock search for specific documents and files in real time.

On July 7, 2014, Plaintiffs' counsel sent a letter to Mr. Doug Carson, as counsel for Defendants, via email, notifying Mr. Carson that certain documents did appear to still be missing and asking Mr. Carson to arrange for a time that Plaintiffs' counsel could meet with Mr. Matlock per this Court's instructions.

On July 15, 2014, Plaintiffs' counsel spoke with Mr. Carson about the meeting with Mr. Matlock, and Mr. Carson proposed the afternoon of August 5, 2014, as a time that would work for Mr. Matlock and Mr. Carson. Plaintiffs' counsel agreed to this date.

On July 22, 2014, Plaintiffs' counsel contacted Mr. Carson and Mr. Colby Roe via emailed letter to inform them that, due to a scheduling conflict, Plaintiffs' deposition of Mr. Matlock, which was originally scheduled for August 6, 2014, at 10am, was going to have to be postponed until a later date.

Mr. Carson promptly emailed a response to Plaintiffs' counsel, stating, "I assume that this means there is no meeting with him the day before as well and that will also be rescheduled." Plaintiffs' counsel immediately responded via email and stated, "Actually, there's no scheduling conflict with that, so let's go ahead and keep it as scheduled so that we can get it over with."

Nothing further was said about the scheduled August 5 meeting, and Plaintiffs assumed as recently as the close of business on August 1, 2014, that the August 5 meeting was still going to proceed as scheduled. However, at 5:19pm on August 1, Mr. Carson emailed Plaintiffs' counsel, stating flatly, "Mr. Alvey Matlock will be off work and will be unavailable for the inspection of the FSPD computer system set for August 5. Please advise me of alternative dates so that we may reschedule. Thank you."

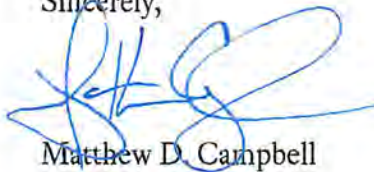
Mr. Carson specifically picked August 5, 2014 for the meeting with Mr. Matlock, and Mr. Matlock has had notice of this scheduled meeting since on or about July 15. Why Mr. Matlock is now suddenly going to be "off work and unavailable for the inspection" on August 5, despite knowing about that meeting for nearly three weeks, is unclear. Regardless of the reason, however, Plaintiffs have no confidence that, whatever new date the parties might agree to, counsel for Defendants will again reschedule at the last moment.



Therefore, Plaintiffs request that this Court order Mr. Carson and Mr. Matlock to comply with this Court's previous order and provide Plaintiffs' counsel with access to the FSPD network on August 12, 2014, at 9am, so that this portion of the discovery process may be completed and this litigation may move forward accordingly.

If you have any questions about this request, or if I may provide any additional information, please do not hesitate to contact me.

Sincerely,



Matthew D. Campbell

cc: Doug Carson (via email)  
Colby Roe (via email)

EXHIBIT N

## DAILY & WOODS

A PROFESSIONAL LIMITED LIABILITY COMPANY  
ATTORNEYS AT LAW

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TELEPHONE (479) 782-0361  
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JAMES E. WEST  
PHILLIP E. NORVELL †

OF COUNSEL

HARRY P. DAILY (1886-1965)  
JOHN P. WOODS (1886-1976)  
JOHN S. DAILY (1912-1987)  
BEN CORE (1924-2007)

JERRY L. CANFIELD, P.A.  
THOMAS A. DAILY, P.A.  
WYMAN R. WADE, JR., P.A.  
DOUGLAS M. CARSON, P.A.  
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COLBY T. ROE, P.A.

† Also Licensed in Oklahoma

● Also Licensed in Wyoming & North Dakota

E-mail [dcarson@dailywoods.com](mailto:dcarson@dailywoods.com)

August 4, 2014

via email

Honorable James O. Cox  
Sebastian County Circuit Judge  
Courts Building  
901 South B Street  
Fort Smith, AR 72901

Re: Don Paul Bales, et al. v. City of Fort Smith, Arkansas, et al.  
Case No. CV-14-0023

Dear Judge Cox:

This is to respond to Mr. Campbell's letter to you earlier today concerning the meeting with Alvey Matlock. We believe that Mr. Campbell is prematurely and unnecessarily asking for the Court's involvement in the scheduling of this meeting. There was, in fact, a meeting set by agreement for August 5 with Mr. Matlock to review certain computerized information. Subsequently, it became necessary for Mr. Matlock to be off work and unavailable on August 5. We notified Mr. Campbell within hours of learning that and invited him to contact us about rescheduling the meeting. This was the first rescheduling. The meeting had not been canceled previously.

We heard nothing from Mr. Campbell until receiving his letter to you. He did not make any effort whatsoever to schedule a new date or talk with us in any way. Instead, he simply asked you to order that the meeting take place on a date which he did not clear with us. Incidentally, the day he chose without consultation is a date on which I am currently scheduled for an ultrasound procedure relating to kidney issues.

Furthermore, I feel compelled to note that while Mr. Campbell implies that there is something suspicious about this rescheduling — though carefully without making an express accusation — we note that Mr. Campbell, by agreement, had scheduled Mr. Matlock's deposition for August 6 but that he later notified us that due to his own unspecified scheduling issues he needed to reschedule the deposition and unilaterally canceled it. Apparently Mr. Campbell is willing to grant himself leave to reschedule things which others have agreed to and planned on but simply is not willing to extend that courtesy to opposing counsel and their witnesses.

Ultimately, this is not a matter in which court intervention is required. We request that the

8/4/14  
Page 2

Court take no action other than simply to direct the attorneys to arrive at a new mutually agreeable date for the meeting with Mr. Matlock. No Court action whatsoever is necessary.

We are sorry to have to take the Court's time in reviewing this response, but had no choice after Mr. Campbell sent his letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas M. Carson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Douglas M. Carson

cgf

cc: Mr. Matthew Campbell

**Grubbs, Daniel (Sgt)**

---

**From:** Pitts, Dean (Major)  
**Sent:** Tuesday, August 05, 2014 8:55 AM  
**To:** Grubbs, Daniel (Sgt)  
**Subject:** FW: Tomorrow morning

**Major Dean Pitts**

---

**From:** Matlock, Alvey  
**Sent:** Monday, August 04, 2014 6:10 PM  
**To:** Bowers, Anthony (Sgt); Lowdermilk, Brandon S.  
**Cc:** Pitts, Dean (Major); Barnes, Jared  
**Subject:** Tomorrow morning

Hey guys, I have a doctor appointment tomorrow morning and probably want make it in until lunch.

Tony,

Brandon and I got a jump start on the Forensic Lab inventory audit and clean up. Still lots to do and we can pick back up around 1pm tomorrow. Brandon also has court tomorrow morning so this should work out.

EXHIBIT P

**Grubbs, Daniel (Sgt)**

---

**From:** Pitts, Dean (Major)  
**Sent:** Tuesday, August 05, 2014 10:22 AM  
**To:** Grubbs, Daniel (Sgt)  
**Subject:** Fwd: Discretionary Day

Received this morning.

Sent via the Samsung GALAXY S® 5, an AT&T 4G LTE smartphone  
Major Dean Pitts

----- Original message -----

**From:** "Matlock, Alvey"  
**Date:** 08/05/2014 9:06 AM (GMT-06:00)  
**To:** "Pitts, Dean (Major)"  
**Subject:** Discretionary Day

Major,  
This is to confirm I am taking today off as a discretionary day.

Thanks

Alvey



EXHIBIT Q

Matt Campbell <mcampbell@mccutchenlawfirm.com>

---

## AFOIA Request

---

Grubbs, Daniel (Sgt) <dgrubbs@fortsmithpd.org>  
To: Matt Campbell <mcampbell@mccutchenlawfirm.com>

Tue, Aug 19, 2014 at 9:22 AM

Mr. Campbell,

Attached are the time clock reports from our electronic system. There is very limited information displayed for salaried employees, in which Mr. Matlock is a salaried employee. The use of vacation, sick time, military, or discretionary time is entered into the system for salaried employees. However, it appears Mr. Matlock took a discretionary day on August 5, 2014, and sent notice to our Division Commander, Major Dean Pitts, but the information was not passed on to our payroll clerk. The applicable emails have been added, and our payroll clerk has sent in for an adjustment to City Finance. Any further information regarding payroll would need to be addressed through the City of Fort Smith's finance department (payroll), attention Angie Coker: 784-2380.

I consider the release of this information as fulfillment of your FOIA request.

God Bless,

Sgt. Daniel Grubbs

Public Affairs Office

Fort Smith Police Department

Office: (479) 709-5141

Fax: (479) 709-5151



---

**From:** Matt Campbell [mailto:[mcampbell@mccutchenlawfirm.com](mailto:mcampbell@mccutchenlawfirm.com)]  
**Sent:** Monday, August 18, 2014 3:40 PM  
**To:** Grubbs, Daniel (Sgt)  
**Subject:** AFOIA Request

[Quoted text hidden]

---

**4 attachments**



**Time clock report 2.pdf**  
246K



**Email regarding absence 1.pdf**  
528K



**Email regarding absence 2.pdf**  
441K



**Time clock report 1.pdf**  
603K

**TIMECARD MATLOCK, ALVEY 1/01/2012-4/09/2015**

Week starting: Mon 12/26

| Pay Code     | Transfer | Mon 12/26 | Tue 12/27 | Wed 12/28 | Thu 12/29 | Fri 12/30 | Sat 12/31 | Sun 1/01 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-------|
| Hours Worked |          |           |           |           |           |           |           |          |       |

Week starting: Mon 1/02

| Pay Code     | Transfer | Mon 1/02 | Tue 1/03 | Wed 1/04 | Thu 1/05 | Fri 1/06 | Sat 1/07 | Sun 1/08 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          | 0.0   |
| New Team Exp |          |          | 8.0      |          |          |          |          |          | 8.0   |
|              |          |          | 8.0      |          |          |          |          |          | 8.0   |

Week starting: Mon 1/09

| Pay Code     | Transfer | Mon 1/09 | Tue 1/10 | Wed 1/11 | Thu 1/12 | Fri 1/13 | Sat 1/14 | Sun 1/15 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/16

| Pay Code               | Transfer | Mon 1/16 | Tue 1/17 | Wed 1/18 | Thu 1/19 | Fri 1/20 | Sat 1/21 | Sun 1/22 | Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked           |          |          |          |          |          |          |          |          | 8.0   |
| Marion Luther King Jr. |          |          | 8.0      |          |          |          |          |          | 8.0   |

Week starting: Mon 1/23

| Pay Code     | Transfer | Mon 1/23 | Tue 1/24 | Wed 1/25 | Thu 1/26 | Fri 1/27 | Sat 1/28 | Sun 1/29 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/30

| Pay Code     | Transfer | Mon 1/30 | Tue 1/31 | Wed 2/01 | Thu 2/02 | Fri 2/03 | Sat 2/04 | Sun 2/05 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/06

| Pay Code     | Transfer | Mon 2/06 | Tue 2/07 | Wed 2/08 | Thu 2/09 | Fri 2/10 | Sat 2/11 | Sun 2/12 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/13

| Pay Code     | Transfer | Mon 2/13 | Tue 2/14 | Wed 2/15 | Thu 2/16 | Fri 2/17 | Sat 2/18 | Sun 2/19 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/20

| Pay Code     | Transfer | Mon 2/20 | Tue 2/21 | Wed 2/22 | Thu 2/23 | Fri 2/24 | Sat 2/25 | Sun 2/26 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |



Week starting: Mon 2/27

| Pay Code     | Transfer | Mon 2/27 | Tue 2/28 | Wed 2/29 | Thu 3/01 | Fri 3/02 | Sat 3/03 | Sun 3/04 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/05

| Pay Code     | Transfer | Mon 3/05 | Tue 3/06 | Wed 3/07 | Thu 3/08 | Fri 3/09 | Sat 3/10 | Sun 3/11 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/12

| Pay Code     | Transfer | Mon 3/12 | Tue 3/13 | Wed 3/14 | Thu 3/15 | Fri 3/16 | Sat 3/17 | Sun 3/18 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/19

| Pay Code     | Transfer | Mon 3/19 | Tue 3/20 | Wed 3/21 | Thu 3/22 | Fri 3/23 | Sat 3/24 | Sun 3/25 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Vacation     |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 40.0  |
| Hours Worked |          | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 8.0      | 40.0  |

Week starting: Mon 3/26

| Pay Code     | Transfer | Mon 3/26 | Tue 3/27 | Wed 3/28 | Thu 3/29 | Fri 3/30 | Sat 3/31 | Sun 4/01 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/02

| Pay Code     | Transfer | Mon 4/02 | Tue 4/03 | Wed 4/04 | Thu 4/05 | Fri 4/06 | Sat 4/07 | Sun 4/08 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Good Friday  |          |          |          |          |          | 8.0      |          |          | 8.0   |
| Hours Worked |          |          |          |          |          | 8.0      |          |          | 8.0   |

Week starting: Mon 4/09

| Pay Code     | Transfer | Mon 4/09 | Tue 4/10 | Wed 4/11 | Thu 4/12 | Fri 4/13 | Sat 4/14 | Sun 4/15 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/16

| Pay Code     | Transfer | Mon 4/16 | Tue 4/17 | Wed 4/18 | Thu 4/19 | Fri 4/20 | Sat 4/21 | Sun 4/22 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/23

| Pay Code     | Transfer | Mon 4/23 | Tue 4/24 | Wed 4/25 | Thu 4/26 | Fri 4/27 | Sat 4/28 | Sun 4/29 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/30

| Pay Code     | Transfer | Mon 4/30 | Tue 5/01 | Wed 5/02 | Thu 5/03 | Fri 5/04 | Sat 5/05 | Sun 5/06 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/07

| Pay Code     | Transfer | Mon 5/07 | Tue 5/08 | Wed 5/09 | Thu 5/10 | Fri 5/11 | Sat 5/12 | Sun 5/13 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/14

| Pay Code     | Transfer | Mon 5/14 | Tue 5/15 | Wed 5/16 | Thu 5/17 | Fri 5/18 | Sat 5/19 | Sun 5/20 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/21

| Pay Code     | Transfer | Mon 5/21 | Tue 5/22 | Wed 5/23 | Thu 5/24 | Fri 5/25 | Sat 5/26 | Sun 5/27 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/28

| Pay Code     | Transfer | Mon 5/28 | Tue 5/29 | Wed 5/30 | Thu 5/31 | Fri 6/01 | Sat 6/02 | Sun 6/03 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Memorial Day |          | 8.0      |          |          |          |          |          |          | 8.0   |
|              |          | 8.0      |          |          |          |          |          |          | 8.0   |

Week starting: Mon 6/04

| Pay Code     | Transfer | Mon 6/04 | Tue 6/05 | Wed 6/06 | Thu 6/07 | Fri 6/08 | Sat 6/09 | Sun 6/10 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/11

| Pay Code     | Transfer | Mon 6/11 | Tue 6/12 | Wed 6/13 | Thu 6/14 | Fri 6/15 | Sat 6/16 | Sun 6/17 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/18

| Pay Code     | Transfer | Mon 6/18 | Tue 6/19 | Wed 6/20 | Thu 6/21 | Fri 6/22 | Sat 6/23 | Sun 6/24 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/25

| Pay Code     | Transfer | Mon 6/25 | Tue 6/26 | Wed 6/27 | Thu 6/28 | Fri 6/29 | Sat 6/30 | Sun 7/01 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/02

| Pay Code                     | Transfer | Mon 7/02 | Tue 7/03 | Wed 7/04 | Thu 7/05 | Fri 7/06 | Sat 7/07 | Sun 7/08 | Total |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Independence Day<br>Vacation |          |          |          | 8.0      | 8.0      | 8.0      |          |          | 24.0  |
|                              |          |          |          | 8.0      | 8.0      | 8.0      |          |          | 24.0  |

Week starting: Mon 7/09

| Pay Code     | Transfer | Mon 7/09 | Tue 7/10 | Wed 7/11 | Thu 7/12 | Fri 7/13 | Sat 7/14 | Sun 7/15 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/16

| Pay Code<br>Hours Worked | Transfer | Mon 7/16 | Tue 7/17 | Wed 7/18 | Thu 7/19 | Fri 7/20 | Sat 7/21 | Sun 7/22 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 7/23

| Pay Code<br>Hours Worked | Transfer | Mon 7/23 | Tue 7/24 | Wed 7/25 | Thu 7/26 | Fri 7/27 | Sat 7/28 | Sun 7/29 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 7/30

| Pay Code<br>Hours Worked | Transfer | Mon 7/30 | Tue 8/01 | Wed 8/01 | Thu 8/02 | Fri 8/02 | Sat 8/04 | Sun 8/05 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/06

| Pay Code<br>Hours Worked | Transfer | Mon 8/06 | Tue 8/07 | Wed 8/08 | Thu 8/09 | Fri 8/10 | Sat 8/11 | Sun 8/12 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/13

| Pay Code<br>Hours Worked | Transfer | Mon 8/13 | Tue 8/14 | Wed 8/15 | Thu 8/16 | Fri 8/17 | Sat 8/18 | Sun 8/19 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/20

| Pay Code<br>Hours Worked | Transfer | Mon 8/20 | Tue 8/21 | Wed 8/22 | Thu 8/23 | Fri 8/24 | Sat 8/25 | Sun 8/26 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/27

| Pay Code<br>Hours Worked | Transfer | Mon 8/27 | Tue 8/28 | Wed 8/29 | Thu 8/30 | Fri 8/31 | Sat 9/01 | Sun 9/02 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 9/03

| Pay Code<br>Labor Day | Transfer | Mon 9/03 | Tue 9/04 | Wed 9/05 | Thu 9/06 | Fri 9/07 | Sat 9/08 | Sun 9/09 | Total |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|                       |          | 8.0      |          |          |          |          |          |          | 8.0   |
|                       |          | 8.0      |          |          |          |          |          |          | 8.0   |

Week starting: Mon 9/10

| Pay Code<br>Hours Worked | Transfer | Mon 9/10 | Tue 9/11 | Wed 9/12 | Thu 9/13 | Fri 9/14 | Sat 9/15 | Sun 9/16 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 9/17

| Pay Code     | Transfer | Mon 9/17 | Tue 9/18 | Wed 9/19 | Thu 9/20 | Fri 9/21 | Sat 9/22 | Sun 9/23 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 9/24

| Pay Code     | Transfer | Mon 9/24 | Tue 9/25 | Wed 9/26 | Thu 9/27 | Fri 9/28 | Sat 9/29 | Sun 9/30 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 10/01

| Pay Code     | Transfer | Mon 10/01 | Tue 10/02 | Wed 10/03 | Thu 10/04 | Fri 10/05 | Sat 10/06 | Sun 10/07 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Vaccboon     |          |           | 8.0       |           |           |           |           |           | 8.0   |
| Hours Worked |          |           | 8.0       |           |           |           |           |           | 8.0   |

Week starting: Mon 10/08

| Pay Code     | Transfer | Mon 10/08 | Tue 10/09 | Wed 10/10 | Thu 10/11 | Fri 10/12 | Sat 10/13 | Sun 10/14 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/15

| Pay Code     | Transfer | Mon 10/15 | Tue 10/16 | Wed 10/17 | Thu 10/18 | Fri 10/19 | Sat 10/20 | Sun 10/21 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/22

| Pay Code     | Transfer | Mon 10/22 | Tue 10/23 | Wed 10/24 | Thu 10/25 | Fri 10/26 | Sat 10/27 | Sun 10/28 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/29

| Pay Code     | Transfer | Mon 10/29 | Tue 10/30 | Wed 10/31 | Thu 11/01 | Fri 11/02 | Sat 11/03 | Sun 11/04 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/05

| Pay Code     | Transfer | Mon 11/05 | Tue 11/06 | Wed 11/07 | Thu 11/08 | Fri 11/09 | Sat 11/10 | Sun 11/11 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/12

| Pay Code      | Transfer | Mon 11/12 | Tue 11/13 | Wed 11/14 | Thu 11/15 | Fri 11/16 | Sat 11/17 | Sun 11/18 | Total |
|---------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| veteran's Day |          | 8.0       |           |           |           |           |           |           | 8.0   |
| Hours Worked  |          | 8.0       |           |           |           |           |           |           | 8.0   |

Week starting: Mon 11/19

| Pay Code           | Transfer | Mon 11/19 | Tue 11/20 | Wed 11/21 | Thu 11/22 | Fri 11/23 | Sat 11/24 | Sun 11/25 | Total |
|--------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| After Thanksgiving |          |           |           |           |           | 8.0       |           |           | 8.0   |
| Hours Worked       |          |           |           |           |           | 8.0       |           |           | 8.0   |

|       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 11/26 | 11/27 | 11/28 | 11/29 | 11/30 | 12/01 | 12/02 | 12/03 | 12/04 | 12/05 | 12/06 | 12/07 | 12/08 | 12/09 | 12/10 | 12/11 | 12/12 | 12/13 | 12/14 | 12/15 | 12/16 | 12/17 | 12/18 | 12/19 | 12/20 | 12/21 | 12/22 | 12/23 | 12/24 | 12/25 | 12/26 | 12/27 | 12/28 | 12/29 | 12/30 | 12/31 | 1/01 | 1/02 | 1/03 | 1/04 | 1/05 | 1/06 | 1/07 | 1/08 | 1/09 | 1/10 | 1/11 | 1/12 | 1/13 | 1/14 | 1/15 | 1/16 | 1/17 | 1/18 | 1/19 | 1/20 | 1/21 | 1/22 | 1/23 | 1/24 | 1/25 | 1/26 | 1/27 | 1/28 | 1/29 | 1/30 | 1/31 | 2/01 | 2/02 | 2/03 | 2/04 | 2/05 | 2/06 | 2/07 | 2/08 | 2/09 | 2/10 | 2/11 | 2/12 | 2/13 | 2/14 | 2/15 | 2/16 | 2/17 | 2/18 | 2/19 | 2/20 | 2/21 | 2/22 | 2/23 | 2/24 | 2/25 | 2/26 | 2/27 | 2/28 | 2/29 | 3/01 | 3/02 | 3/03 | 3/04 | 3/05 | 3/06 | 3/07 | 3/08 | 3/09 | 3/10 | 3/11 | 3/12 | 3/13 | 3/14 | 3/15 | 3/16 | 3/17 | 3/18 | 3/19 | 3/20 | 3/21 | 3/22 | 3/23 | 3/24 | 3/25 | 3/26 | 3/27 | 3/28 | 3/29 | 3/30 | 3/31 | 4/01 | 4/02 | 4/03 | 4/04 | 4/05 | 4/06 | 4/07 | 4/08 | 4/09 | 4/10 | 4/11 | 4/12 | 4/13 | 4/14 | 4/15 | 4/16 | 4/17 | 4/18 | 4/19 | 4/20 | 4/21 | 4/22 | 4/23 | 4/24 | 4/25 | 4/26 | 4/27 | 4/28 | 4/29 | 4/30 | 5/01 | 5/02 | 5/03 | 5/04 | 5/05 | 5/06 | 5/07 | 5/08 | 5/09 | 5/10 | 5/11 | 5/12 | 5/13 | 5/14 | 5/15 | 5/16 | 5/17 | 5/18 | 5/19 | 5/20 | 5/21 | 5/22 | 5/23 | 5/24 | 5/25 | 5/26 | 5/27 | 5/28 | 5/29 | 5/30 | 5/31 | 6/01 | 6/02 | 6/03 | 6/04 | 6/05 | 6/06 | 6/07 | 6/08 | 6/09 | 6/10 | 6/11 | 6/12 | 6/13 | 6/14 | 6/15 | 6/16 | 6/17 | 6/18 | 6/19 | 6/20 | 6/21 | 6/22 | 6/23 | 6/24 | 6/25 | 6/26 | 6/27 | 6/28 | 6/29 | 6/30 | 7/01 | 7/02 | 7/03 | 7/04 | 7/05 | 7/06 | 7/07 | 7/08 | 7/09 | 7/10 | 7/11 | 7/12 | 7/13 | 7/14 | 7/15 | 7/16 | 7/17 | 7/18 | 7/19 | 7/20 | 7/21 | 7/22 | 7/23 | 7/24 | 7/25 | 7/26 | 7/27 | 7/28 | 7/29 | 7/30 | 7/31 | 8/01 | 8/02 | 8/03 | 8/04 | 8/05 | 8/06 | 8/07 | 8/08 | 8/09 | 8/10 | 8/11 | 8/12 | 8/13 | 8/14 | 8/15 | 8/16 | 8/17 | 8/18 | 8/19 | 8/20 | 8/21 | 8/22 | 8/23 | 8/24 | 8/25 | 8/26 | 8/27 | 8/28 | 8/29 | 8/30 | 8/31 | 9/01 | 9/02 | 9/03 | 9/04 | 9/05 | 9/06 | 9/07 | 9/08 | 9/09 | 9/10 | 9/11 | 9/12 | 9/13 | 9/14 | 9/15 | 9/16 | 9/17 | 9/18 | 9/19 | 9/20 | 9/21 | 9/22 | 9/23 | 9/24 | 9/25 | 9/26 | 9/27 | 9/28 | 9/29 | 9/30 | 10/01 | 10/02 | 10/03 | 10/04 | 10/05 | 10/06 | 10/07 | 10/08 | 10/09 | 10/10 | 10/11 | 10/12 | 10/13 | 10/14 | 10/15 | 10/16 | 10/17 | 10/18 | 10/19 | 10/20 | 10/21 | 10/22 | 10/23 | 10/24 | 10/25 | 10/26 | 10/27 | 10/28 | 10/29 | 10/30 | 10/31 | 11/01 | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 | 11/08 | 11/09 | 11/10 | 11/11 | 11/12 | 11/13 | 11/14 | 11/15 | 11/16 | 11/17 | 11/18 | 11/19 | 11/20 | 11/21 | 11/22 | 11/23 | 11/24 | 11/25 | 11/26 | 11/27 | 11/28 | 11/29 | 11/30 | 12/01 | 12/02 | 12/03 | 12/04 | 12/05 | 12/06 | 12/07 | 12/08 | 12/09 | 12/10 | 12/11 | 12/12 | 12/13 | 12/14 | 12/15 | 12/16 | 12/17 | 12/18 | 12/19 | 12/20 | 12/21 | 12/22 | 12/23 | 12/24 | 12/25 | 12/26 | 12/27 | 12/28 | 12/29 | 12/30 | 12/31 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|

Week starting: Mon 11/26

|              |          |           |           |           |           |           |           |           |       |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code     | Transfer | Mon 11/26 | Tue 11/27 | Wed 11/28 | Thu 11/29 | Fri 11/30 | Sat 12/01 | Sun 12/02 | Total |
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/03

|              |          |           |           |           |           |           |           |           |       |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code     | Transfer | Mon 12/03 | Tue 12/04 | Wed 12/05 | Thu 12/06 | Fri 12/07 | Sat 12/08 | Sun 12/09 | Total |
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/10

|              |          |           |           |           |           |           |           |           |       |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code     | Transfer | Mon 12/10 | Tue 12/11 | Wed 12/12 | Thu 12/13 | Fri 12/14 | Sat 12/15 | Sun 12/16 | Total |
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/17

|          |          |           |           |           |           |           |           |           |       |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code | Transfer | Mon 12/17 | Tue 12/18 | Wed 12/19 | Thu 12/20 | Fri 12/21 | Sat 12/22 | Sun 12/23 | Total |
| Vacation |          |           |           |           |           | 8.0       |           |           | 8.0   |
|          |          |           |           |           |           | 8.0       |           |           | 8.0   |

Week starting: Mon 12/24

|               |          |           |           |           |           |           |           |           |       |
|---------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code      | Transfer | Mon 12/24 | Tue 12/25 | Wed 12/26 | Thu 12/27 | Fri 12/28 | Sat 12/29 | Sun 12/30 | Total |
| Christmas Day |          | 8.0       |           |           |           |           |           |           | 8.0   |
| Christmas     |          |           | 8.0       |           |           |           |           |           | 8.0   |
| Regular       |          |           |           |           |           |           | 8.0       |           | 8.0   |
| Regular       |          |           |           |           |           |           | 8.0       |           | 8.0   |
| Vacation      |          | 8.0       | 8.0       | 8.0       | 8.0       | 8.0       |           |           | 24.0  |
|               |          |           |           |           |           |           | 8.0       |           | 8.0   |
|               |          |           |           |           |           |           | 8.0       |           | 8.0   |

Week starting: Mon 12/31

|              |          |           |          |          |          |          |          |          |       |
|--------------|----------|-----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 12/31 | Tue 1/01 | Wed 1/02 | Thu 1/03 | Fri 1/04 | Sat 1/05 | Sun 1/06 | Total |
| New Year Day |          |           | 8.0      |          |          |          |          |          | 8.0   |
| Vacation     |          | 8.0       |          |          |          |          |          |          | 8.0   |
|              |          | 8.0       | 8.0      |          |          |          |          |          | 16.0  |

Week starting: Mon 1/07

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 1/07 | Tue 1/08 | Wed 1/09 | Thu 1/10 | Fri 1/11 | Sat 1/12 | Sun 1/13 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/14

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/21

| Pay Code                | Transfer | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Sun 1/27 | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Martin Luther King, Jr. |          | 8.0      |          |          |          |          |          |          | 8.0   |
|                         |          |          |          |          |          |          |          |          | 8.0   |

Week starting: Mon 1/28

| Pay Code     | Transfer | Mon 1/28 | Tue 1/29 | Wed 1/30 | Thu 1/31 | Fri 2/01 | Sat 2/02 | Sun 2/03 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/04

| Pay Code     | Transfer | Mon 2/04 | Tue 2/05 | Wed 2/06 | Thu 2/07 | Fri 2/08 | Sat 2/09 | Sun 2/10 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/11

| Pay Code     | Transfer | Mon 2/11 | Tue 2/12 | Wed 2/13 | Thu 2/14 | Fri 2/15 | Sat 2/16 | Sun 2/17 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/18

| Pay Code     | Transfer | Mon 2/18 | Tue 2/19 | Wed 2/20 | Thu 2/21 | Fri 2/22 | Sat 2/23 | Sun 2/24 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/25

| Pay Code     | Transfer | Mon 2/25 | Tue 2/26 | Wed 2/27 | Thu 2/28 | Fri 3/01 | Sat 3/02 | Sun 3/03 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/04

| Pay Code     | Transfer | Mon 3/04 | Tue 3/05 | Wed 3/06 | Thu 3/07 | Fri 3/08 | Sat 3/09 | Sun 3/10 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/11

| Pay Code     | Transfer | Mon 3/11 | Tue 3/12 | Wed 3/13 | Thu 3/14 | Fri 3/15 | Sat 3/16 | Sun 3/17 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/18

| Pay Code     | Transfer | Mon 3/18 | Tue 3/19 | Wed 3/20 | Thu 3/21 | Fri 3/22 | Sat 3/23 | Sun 3/24 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/25

| Pay Code    | Transfer | Mon 3/25 | Tue 3/26 | Wed 3/27 | Thu 3/28 | Fri 3/29 | Sat 3/30 | Sun 3/31 | Total |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Good Friday |          |          |          |          |          | 8.0      |          |          | 8.0   |
|             |          |          |          |          |          | 8.0      |          |          | 8.0   |

Week starting: Mon 4/01

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 4/01 | Tue 4/02 | Wed 4/03 | Thu 4/04 | Fri 4/05 | Sat 4/06 | Sun 4/07 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/08

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 4/08 | Tue 4/09 | Wed 4/10 | Thu 4/11 | Fri 4/12 | Sat 4/13 | Sun 4/14 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/15

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 4/15 | Tue 4/16 | Wed 4/17 | Thu 4/18 | Fri 4/19 | Sat 4/20 | Sun 4/21 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/22

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 4/22 | Tue 4/23 | Wed 4/24 | Thu 4/25 | Fri 4/26 | Sat 4/27 | Sun 4/28 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/29

|          |          |          |          |          |          |          |          |          |       |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code | Transfer | Mon 4/29 | Tue 4/30 | Wed 5/01 | Thu 5/02 | Fri 5/03 | Sat 5/04 | Sun 5/05 | Total |
| Vacation |          |          | 8.0      | 8.0      |          |          |          |          | 16.0  |
|          |          |          | 8.0      | 8.0      |          |          |          |          | 16.0  |

Week starting: Mon 5/06

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 5/06 | Tue 5/07 | Wed 5/08 | Thu 5/09 | Fri 5/10 | Sat 5/11 | Sun 5/12 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/13

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 5/13 | Tue 5/14 | Wed 5/15 | Thu 5/16 | Fri 5/17 | Sat 5/18 | Sun 5/19 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/20

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 5/20 | Tue 5/21 | Wed 5/22 | Thu 5/23 | Fri 5/24 | Sat 5/25 | Sun 5/26 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/27

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 5/27 | Tue 5/28 | Wed 5/29 | Thu 5/30 | Fri 5/31 | Sat 6/01 | Sun 6/02 | Total |
| Memorial Day |          | 8.0      |          |          |          |          |          |          | 8.0   |
| Vacation     |          |          |          |          | 8.0      | 8.0      |          |          | 16.0  |
|              |          |          |          |          | 8.0      | 8.0      |          |          | 16.0  |

Week starting: Mon 6/03

|              |          |          |          |          |          |          |          |          |       |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code     | Transfer | Mon 6/03 | Tue 6/04 | Wed 6/05 | Thu 6/06 | Fri 6/07 | Sat 6/08 | Sun 6/09 | Total |
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/10

| Pay Code     | Transfer | Mon 6/10 | Tue 6/11 | Wed 6/12 | Thu 6/13 | Fri 6/14 | Sat 6/15 | Sun 6/16 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/17

| Pay Code     | Transfer | Mon 6/17 | Tue 6/18 | Wed 6/19 | Thu 6/20 | Fri 6/21 | Sat 6/22 | Sun 6/23 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/24

| Pay Code     | Transfer | Mon 6/24 | Tue 6/25 | Wed 6/26 | Thu 6/27 | Fri 6/28 | Sat 6/29 | Sun 6/30 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/01

| Pay Code         | Transfer | Mon 7/01 | Tue 7/02 | Wed 7/03 | Thu 7/04 | Fri 7/05 | Sat 7/06 | Sun 7/07 | Total |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Independence Day |          |          |          |          | 8.0      |          |          |          | 8.0   |
| Hours Worked     |          |          |          |          | 8.0      |          |          |          | 8.0   |

Week starting: Mon 7/08

| Pay Code     | Transfer | Mon 7/08 | Tue 7/09 | Wed 7/10 | Thu 7/11 | Fri 7/12 | Sat 7/13 | Sun 7/14 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/15

| Pay Code     | Transfer | Mon 7/15 | Tue 7/16 | Wed 7/17 | Thu 7/18 | Fri 7/19 | Sat 7/20 | Sun 7/21 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/22

| Pay Code     | Transfer | Mon 7/22 | Tue 7/23 | Wed 7/24 | Thu 7/25 | Fri 7/26 | Sat 7/27 | Sun 7/28 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/29

| Pay Code     | Transfer | Mon 7/29 | Tue 7/30 | Wed 7/31 | Thu 8/01 | Fri 8/02 | Sat 8/03 | Sun 8/04 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 8/05

| Pay Code     | Transfer | Mon 8/05 | Tue 8/06 | Wed 8/07 | Thu 8/08 | Fri 8/09 | Sat 8/10 | Sun 8/11 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |



Week starting: Mon 8/12

| Pay Code     | Transfer | Mon 8/12 | Tue 8/13 | Wed 8/14 | Thu 8/15 | Fri 8/16 | Sat 8/17 | Sun 8/18 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 8/19

| Pay Code     | Transfer | Mon 8/19 | Tue 8/20 | Wed 8/21 | Thu 8/22 | Fri 8/23 | Sat 8/24 | Sun 8/25 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 8/26

| Pay Code     | Transfer | Mon 8/26 | Tue 8/27 | Wed 8/28 | Thu 8/29 | Fri 8/30 | Sat 8/31 | Sun 9/01 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 9/02

| Pay Code  | Transfer | Mon 9/02 | Tue 9/03 | Wed 9/04 | Thu 9/05 | Fri 9/06 | Sat 9/07 | Sun 9/08 | Total |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Labor Day |          | 8.0      |          |          |          |          |          |          | 8.0   |
|           |          | 8.0      |          |          |          |          |          |          | 8.0   |

Week starting: Mon 9/09

| Pay Code     | Transfer | Mon 9/09 | Tue 9/10 | Wed 9/11 | Thu 9/12 | Fri 9/13 | Sat 9/14 | Sun 9/15 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 9/16

| Pay Code     | Transfer | Mon 9/16 | Tue 9/17 | Wed 9/18 | Thu 9/19 | Fri 9/20 | Sat 9/21 | Sun 9/22 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 9/23

| Pay Code     | Transfer | Mon 9/23 | Tue 9/24 | Wed 9/25 | Thu 9/26 | Fri 9/27 | Sat 9/28 | Sun 9/29 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 9/30

| Pay Code | Transfer | Mon 9/30 | Tue 10/01 | Wed 10/02 | Thu 10/03 | Fri 10/04 | Sat 10/05 | Sun 10/06 | Total |
|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Vacation |          | 8.0      | 8.0       | 8.0       | 8.0       | 8.0       | 8.0       |           | 40.0  |
|          |          | 8.0      | 8.0       | 8.0       | 8.0       | 8.0       | 8.0       |           | 40.0  |

Week starting: Mon 10/07

| Pay Code     | Transfer | Mon 10/07 | Tue 10/08 | Wed 10/09 | Thu 10/10 | Fri 10/11 | Sat 10/12 | Sun 10/13 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/14

| Pay Code     | Transfer | Mon 10/14 | Tue 10/15 | Wed 10/16 | Thu 10/17 | Fri 10/18 | Sat 10/19 | Sun 10/20 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/21

| Pay Code     | Transfer | Mon 10/21 | Tue 10/22 | Wed 10/23 | Thu 10/24 | Fri 10/25 | Sat 10/26 | Sun 10/27 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/28

| Pay Code     | Transfer | Mon 10/28 | Tue 10/29 | Wed 10/30 | Thu 10/31 | Fri 11/01 | Sat 11/02 | Sun 11/03 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/04

| Pay Code     | Transfer | Mon 11/04 | Tue 11/05 | Wed 11/06 | Thu 11/07 | Fri 11/08 | Sat 11/09 | Sun 11/10 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/11

| Pay Code     | Transfer | Mon 11/11 | Tue 11/12 | Wed 11/13 | Thu 11/14 | Fri 11/15 | Sat 11/16 | Sun 11/17 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Veterans Day |          | 8.0       |           |           |           |           |           |           | 8.0   |
|              |          | 8.0       |           |           |           |           |           |           | 8.0   |

Week starting: Mon 11/18

| Pay Code     | Transfer | Mon 11/18 | Tue 11/19 | Wed 11/20 | Thu 11/21 | Fri 11/22 | Sat 11/23 | Sun 11/24 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/25

| Pay Code               | Transfer | Mon 11/25 | Tue 11/26 | Wed 11/27 | Thu 11/28 | Fri 11/29 | Sat 11/30 | Sun 12/01 | Total |
|------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Day After Thanksgiving |          |           |           |           | 8.0       | 8.0       |           |           | 16.0  |
| Thanksgiving           |          | 8.0       | 8.0       | 8.0       |           |           |           |           | 24.0  |
| Christmas              |          | 8.0       | 8.0       | 8.0       | 8.0       | 8.0       |           |           | 40.0  |

Week starting: Mon 12/02

| Pay Code     | Transfer | Mon 12/02 | Tue 12/03 | Wed 12/04 | Thu 12/05 | Fri 12/06 | Sat 12/07 | Sun 12/08 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/09

| Pay Code     | Transfer | Mon 12/09 | Tue 12/10 | Wed 12/11 | Thu 12/12 | Fri 12/13 | Sat 12/14 | Sun 12/15 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/16

| Pay Code     | Transfer | Mon 12/16 | Tue 12/17 | Wed 12/18 | Thu 12/19 | Fri 12/20 | Sat 12/21 | Sun 12/22 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 12/23

| Pay Code      | Transfer | Mon 12/23 | Tue 12/24 | Wed 12/25 | Thu 12/26 | Fri 12/27 | Sat 12/28 | Sun 12/29 | Total |
|---------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Christmas Day |          |           |           | 8.0       |           |           |           |           | 8.0   |
| Christmas Eve |          |           | 8.0       |           |           |           |           |           | 8.0   |
| Vacation      |          |           | 8.0       | 8.0       | 8.0       | 8.0       |           |           | 32.0  |

Week starting: Mon 12/30

| Pay Code      | Transfer | Mon 12/30 | Tue 12/31 | Wed 1/01 | Thu 1/02 | Fri 1/03 | Sat 1/04 | Sun 1/05 | Total |
|---------------|----------|-----------|-----------|----------|----------|----------|----------|----------|-------|
| New Years Day |          |           |           | 8.0      |          |          |          |          | 8.0   |
| Vacation      |          | 8.0       | 8.0       | 8.0      |          |          |          |          | 32.0  |

Week starting: Mon 1/06

| Pay Code     | Transfer | Mon 1/06 | Tue 1/07 | Wed 1/08 | Thu 1/09 | Fri 1/10 | Sat 1/11 | Sun 1/12 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/13

| Pay Code     | Transfer | Mon 1/13 | Tue 1/14 | Wed 1/15 | Thu 1/16 | Fri 1/17 | Sat 1/18 | Sun 1/19 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 1/20

| Pay Code               | Transfer | Mon 1/20 | Tue 1/21 | Wed 1/22 | Thu 1/23 | Fri 1/24 | Sat 1/25 | Sun 1/26 | Total |
|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Martin Luther King Jr. |          |          | 8.0      |          |          |          |          |          | 8.0   |
| Hours Worked           |          |          | 8.0      |          |          |          |          |          | 8.0   |

Week starting: Mon 1/27

| Pay Code     | Transfer | Mon 1/27 | Tue 1/28 | Wed 1/29 | Thu 1/30 | Fri 1/31 | Sat 2/01 | Sun 2/02 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/03

| Pay Code     | Transfer | Mon 2/03 | Tue 2/04 | Wed 2/05 | Thu 2/06 | Fri 2/07 | Sat 2/08 | Sun 2/09 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/10

| Pay Code     | Transfer | Mon 2/10 | Tue 2/11 | Wed 2/12 | Thu 2/13 | Fri 2/14 | Sat 2/15 | Sun 2/16 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/17

| Pay Code     | Transfer | Mon 2/17 | Tue 2/18 | Wed 2/19 | Thu 2/20 | Fri 2/21 | Sat 2/22 | Sun 2/23 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 2/24

| Pay Code     | Transfer | Mon 2/24 | Tue 2/25 | Wed 2/26 | Thu 2/27 | Fri 2/28 | Sat 3/01 | Sun 3/02 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/03

| Pay Code     | Transfer | Mon 3/03 | Tue 3/04 | Wed 3/05 | Thu 3/06 | Fri 3/07 | Sat 3/08 | Sun 3/09 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/10

| Pay Code     | Transfer | Mon 3/10 | Tue 3/11 | Wed 3/12 | Thu 3/13 | Fri 3/14 | Sat 3/15 | Sun 3/16 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/17

| Pay Code     | Transfer | Mon 3/17 | Tue 3/18 | Wed 3/19 | Thu 3/20 | Fri 3/21 | Sat 3/22 | Sun 3/23 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 3/24

| Pay Code | Transfer | Mon 3/24   | Tue 3/25 | Wed 3/26 | Thu 3/27 | Fri 3/28 | Sat 3/29 | Sun 3/30 | Total      |
|----------|----------|------------|----------|----------|----------|----------|----------|----------|------------|
| Vacation |          | 8.0<br>8.0 |          |          |          |          |          |          | 8.0<br>8.0 |

Week starting: Mon 3/31

| Pay Code     | Transfer | Mon 3/31 | Tue 4/01 | Wed 4/02 | Thu 4/03 | Fri 4/04 | Sat 4/05 | Sun 4/06 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/07

| Pay Code     | Transfer | Mon 4/07 | Tue 4/08 | Wed 4/09 | Thu 4/10 | Fri 4/11 | Sat 4/12 | Sun 4/13 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/14

| Pay Code    | Transfer | Mon 4/14 | Tue 4/15 | Wed 4/16 | Thu 4/17 | Fri 4/18   | Sat 4/19 | Sun 4/20 | Total      |
|-------------|----------|----------|----------|----------|----------|------------|----------|----------|------------|
| Good Friday |          |          |          |          |          | 8.0<br>8.0 |          |          | 8.0<br>8.0 |

Week starting: Mon 4/21

| Pay Code     | Transfer | Mon 4/21 | Tue 4/22 | Wed 4/23 | Thu 4/24 | Fri 4/25 | Sat 4/26 | Sun 4/27 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 4/28

| Pay Code     | Transfer | Mon 4/28 | Tue 4/29 | Wed 4/30 | Thu 5/01 | Fri 5/02 | Sat 5/03 | Sun 5/04 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/05

| Pay Code     | Transfer | Mon 5/05 | Tue 5/06 | Wed 5/07 | Thu 5/08 | Fri 5/09 | Sat 5/10 | Sun 5/11 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/12

| Pay Code     | Transfer | Mon 5/12 | Tue 5/13 | Wed 5/14 | Thu 5/15 | Fri 5/16 | Sat 5/17 | Sun 5/18 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/19

| Pay Code     | Transfer | Mon 5/19 | Tue 5/20 | Wed 5/21 | Thu 5/22 | Fri 5/23 | Sat 5/24 | Sun 5/25 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 5/26

| Pay Code     | Transfer | Mon 5/26 | Tue 5/27 | Wed 5/28 | Thu 5/29 | Fri 5/30 | Sat 5/31 | Sun 6/01 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Memorial Day |          | 8.0      |          |          |          |          |          |          | 8.0   |
| Hours Worked |          | 8.0      |          |          |          |          |          |          | 8.0   |

Week starting: Mon 6/02

| Pay Code     | Transfer | Mon 6/02 | Tue 6/03 | Wed 6/04 | Thu 6/05 | Fri 6/06 | Sat 6/07 | Sun 6/08 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/09

| Pay Code     | Transfer | Mon 6/09 | Tue 6/10 | Wed 6/11 | Thu 6/12 | Fri 6/13 | Sat 6/14 | Sun 6/15 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/16

| Pay Code     | Transfer | Mon 6/16 | Tue 6/17 | Wed 6/18 | Thu 6/19 | Fri 6/20 | Sat 6/21 | Sun 6/22 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Vacation     |          | 8.0      |          |          |          |          |          |          | 8.0   |
| Hours Worked |          | 8.0      |          |          |          |          |          |          | 8.0   |

Week starting: Mon 6/23

| Pay Code     | Transfer | Mon 6/23 | Tue 6/24 | Wed 6/25 | Thu 6/26 | Fri 6/27 | Sat 6/28 | Sun 6/29 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 6/30

| Pay Code         | Transfer | Mon 6/30 | Tue 7/01 | Wed 7/02 | Thu 7/03 | Fri 7/04 | Sat 7/05 | Sun 7/06 | Total |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Independence Day |          |          |          |          |          | 8.0      |          |          | 8.0   |
| Hours Worked     |          |          |          |          |          | 8.0      |          |          | 8.0   |

Week starting: Mon 7/07

| Pay Code     | Transfer | Mon 7/07 | Tue 7/08 | Wed 7/09 | Thu 7/10 | Fri 7/11 | Sat 7/12 | Sun 7/13 | Total |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Hours Worked |          |          |          |          |          |          |          |          |       |

Week starting: Mon 7/14

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 7/14 | Tue 7/15 | Wed 7/16 | Thu 7/17 | Fri 7/18 | Sat 7/19 | Sun 7/20 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 7/21

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 7/21 | Tue 7/22 | Wed 7/23 | Thu 7/24 | Fri 7/25 | Sat 7/26 | Sun 7/27 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 7/28

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 7/28 | Tue 7/29 | Wed 7/30 | Thu 7/31 | Fri 8/01 | Sat 8/02 | Sun 8/03 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/04

|                               |          |          |            |          |          |          |          |          |            |
|-------------------------------|----------|----------|------------|----------|----------|----------|----------|----------|------------|
| Pay Code<br>Discretionary Day | Transfer | Mon 8/04 | Tue 8/05   | Wed 8/06 | Thu 8/07 | Fri 8/08 | Sat 8/09 | Sun 8/10 | Total      |
|                               |          |          | 8.0<br>8.0 |          |          |          |          |          | 8.0<br>8.0 |

Week starting: Mon 8/11

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 8/11 | Tue 8/12 | Wed 8/13 | Thu 8/14 | Fri 8/15 | Sat 8/16 | Sun 8/17 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/18

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 8/18 | Tue 8/19 | Wed 8/20 | Thu 8/21 | Fri 8/22 | Sat 8/23 | Sun 8/24 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 8/25

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 8/25 | Tue 8/26 | Wed 8/27 | Thu 8/28 | Fri 8/29 | Sat 8/30 | Sun 8/31 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 9/01

|                       |          |            |          |          |          |          |          |          |            |
|-----------------------|----------|------------|----------|----------|----------|----------|----------|----------|------------|
| Pay Code<br>Labor Day | Transfer | Mon 9/01   | Tue 9/02 | Wed 9/03 | Thu 9/04 | Fri 9/05 | Sat 9/06 | Sun 9/07 | Total      |
|                       |          | 8.0<br>8.0 |          |          |          |          |          |          | 8.0<br>8.0 |

Week starting: Mon 9/08

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 9/08 | Tue 9/09 | Wed 9/10 | Thu 9/11 | Fri 9/12 | Sat 9/13 | Sun 9/14 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 9/15

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 9/15 | Tue 9/16 | Wed 9/17 | Thu 9/18 | Fri 9/19 | Sat 9/20 | Sun 9/21 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 9/22

| Pay Code | Transfer | Mon 9/22 | Tue 9/23 | Wed 9/24 | Thu 9/25 | Fri 9/26 | Sat 9/27 | Sun 9/28 | Total |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Vacation |          |          | 8.0      |          |          |          |          |          | 8.0   |
|          |          |          | 8.0      |          |          |          |          |          | 8.0   |

Week starting: Mon 9/29

| Pay Code     | Transfer | Mon 9/29 | Tue 9/30 | Wed 10/01 | Thu 10/02 | Fri 10/03 | Sat 10/04 | Sun 10/05 | Total |
|--------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |          |          |           |           |           |           |           |       |

Week starting: Mon 10/06

| Pay Code | Transfer | Mon 10/06 | Tue 10/07 | Wed 10/08 | Thu 10/09 | Fri 10/10 | Sat 10/11 | Sun 10/12 | Total |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Vacation |          |           |           | 8.0       | 8.0       |           |           |           | 16.0  |
|          |          |           |           | 8.0       | 8.0       |           |           |           | 16.0  |

Week starting: Mon 10/13

| Pay Code   | Transfer | Mon 10/13 | Tue 10/14 | Wed 10/15 | Thu 10/16 | Fri 10/17 | Sat 10/18 | Sun 10/19 | Total |
|------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Sick Leave |          |           |           | 8.0       |           |           |           |           | 8.0   |
|            |          |           |           | 8.0       |           |           |           |           | 8.0   |

Week starting: Mon 10/20

| Pay Code     | Transfer | Mon 10/20 | Tue 10/21 | Wed 10/22 | Thu 10/23 | Fri 10/24 | Sat 10/25 | Sun 10/26 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 10/27

| Pay Code | Transfer | Mon 10/27 | Tue 10/28 | Wed 10/29 | Thu 10/30 | Fri 10/31 | Sat 11/01 | Sun 11/02 | Total |
|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Vacation |          |           |           | 8.0       | 8.0       | 8.0       |           |           | 24.0  |
|          |          |           |           | 8.0       | 8.0       | 8.0       |           |           | 24.0  |

Week starting: Mon 11/03

| Pay Code     | Transfer | Mon 11/03 | Tue 11/04 | Wed 11/05 | Thu 11/06 | Fri 11/07 | Sat 11/08 | Sun 11/09 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/10

| Pay Code     | Transfer | Mon 11/10 | Tue 11/11 | Wed 11/12 | Thu 11/13 | Fri 11/14 | Sat 11/15 | Sun 11/16 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Veterans Day |          |           | 8.0       |           |           |           |           |           | 8.0   |
|              |          |           | 8.0       |           |           |           |           |           | 8.0   |

Week starting: Mon 11/17

| Pay Code     | Transfer | Mon 11/17 | Tue 11/18 | Wed 11/19 | Thu 11/20 | Fri 11/21 | Sat 11/22 | Sun 11/23 | Total |
|--------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Hours Worked |          |           |           |           |           |           |           |           |       |

Week starting: Mon 11/24

| Pay Code               | Transfer | Mon 11/24 | Tue 11/25 | Wed 11/26 | Thu 11/27 | Fri 11/28 | Sat 11/29 | Sun 11/30 | Total |
|------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Day After Thanksgiving |          |           |           |           | 8.0       | 8.0       |           |           | 16.0  |
|                        |          |           |           |           | 8.0       | 8.0       |           |           | 16.0  |

|          |  |     |     |     |     |  |  |      |
|----------|--|-----|-----|-----|-----|--|--|------|
| Vacation |  | 8.0 | 8.0 |     |     |  |  | 16.0 |
|          |  | 8.0 | 8.0 | 8.0 | 8.0 |  |  | 32.0 |

Week starting: Mon 12/01

|                          |          |           |           |           |           |           |           |           |       |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 12/01 | Tue 12/02 | Wed 12/03 | Thu 12/04 | Fri 12/05 | Sat 12/06 | Sun 12/07 | Total |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|

Week starting: Mon 12/08

|                          |          |           |           |           |           |           |           |           |       |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 12/08 | Tue 12/09 | Wed 12/10 | Thu 12/11 | Fri 12/12 | Sat 12/13 | Sun 12/14 | Total |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|

Week starting: Mon 12/15

|                          |          |           |           |           |           |           |           |           |       |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 12/15 | Tue 12/16 | Wed 12/17 | Thu 12/18 | Fri 12/19 | Sat 12/20 | Sun 12/21 | Total |
|--------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|

Week starting: Mon 12/22

|  |          |           |           |           |           |           |           |           |       |
|--|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Pay Code<br>Christmas Day<br>Christmas Eve<br>Vacation | Transfer | Mon 12/22 | Tue 12/23 | Wed 12/24 | Thu 12/25 | Fri 12/26 | Sat 12/27 | Sun 12/28 | Total |
|  |          |           |           | 8.0       | 8.0       |           |           |           | 16.0  |
|  |          | 8.0       | 8.0       | 8.0       | 8.0       |           |           |           | 32.0  |

Week starting: Mon 12/29

|                                       |          |           |           |           |          |          |          |          |       |
|---------------------------------------|----------|-----------|-----------|-----------|----------|----------|----------|----------|-------|
| Pay Code<br>New Years Day<br>Vacation | Transfer | Mon 12/29 | Tue 12/30 | Wed 12/31 | Thu 1/01 | Fri 1/02 | Sat 1/03 | Sun 1/04 | Total |
|                                       |          | 8.0       | 8.0       | 8.0       | 8.0      |          |          |          | 32.0  |
|                                       |          | 8.0       | 8.0       | 8.0       | 8.0      |          |          |          | 32.0  |

Week starting: Mon 1/05

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 1/05 | Tue 1/06 | Wed 1/07 | Thu 1/08 | Fri 1/09 | Sat 1/10 | Sun 1/11 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 1/12

|                          |          |          |          |          |          |          |          |          |       |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Hours Worked | Transfer | Mon 1/12 | Tue 1/13 | Wed 1/14 | Thu 1/15 | Fri 1/16 | Sat 1/17 | Sun 1/18 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 1/19

|                                      |          |          |          |          |          |          |          |          |       |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Pay Code<br>Martin Luther King Jr... | Transfer | Mon 1/19 | Tue 1/20 | Wed 1/21 | Thu 1/22 | Fri 1/23 | Sat 1/24 | Sun 1/25 | Total |
|                                      |          | 8.0      |          |          |          |          |          |          | 8.0   |
|                                      |          | 8.0      |          |          |          |          |          |          | 8.0   |



Week starting: Mon 1/26

| Pay Code<br>Hours Worked | Transfer | Mon 1/26 | Tue 1/27 | Wed 1/28 | Thu 1/29 | Fri 1/30 | Sat 1/31 | Sun 2/01 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 2/02

| Pay Code<br>Hours Worked | Transfer | Mon 2/02 | Tue 2/03 | Wed 2/04 | Thu 2/05 | Fri 2/06 | Sat 2/07 | Sun 2/08 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 2/09

| Pay Code<br>Hours Worked | Transfer | Mon 2/09 | Tue 2/10 | Wed 2/11 | Thu 2/12 | Fri 2/13 | Sat 2/14 | Sun 2/15 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 2/16

| Pay Code<br>Hours Worked | Transfer | Mon 2/16 | Tue 2/17 | Wed 2/18 | Thu 2/19 | Fri 2/20 | Sat 2/21 | Sun 2/22 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 2/23

| Pay Code<br>Hours Worked | Transfer | Mon 2/23 | Tue 2/24 | Wed 2/25 | Thu 2/26 | Fri 2/27 | Sat 2/28 | Sun 3/01 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 3/02

| Pay Code<br>Hours Worked | Transfer | Mon 3/02 | Tue 3/03 | Wed 3/04 | Thu 3/05 | Fri 3/06 | Sat 3/07 | Sun 3/08 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 3/09

| Pay Code<br>Hours Worked | Transfer | Mon 3/09 | Tue 3/10 | Wed 3/11 | Thu 3/12 | Fri 3/13 | Sat 3/14 | Sun 3/15 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 3/16

| Pay Code<br>Hours Worked | Transfer | Mon 3/16 | Tue 3/17 | Wed 3/18 | Thu 3/19 | Fri 3/20 | Sat 3/21 | Sun 3/22 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 3/23

| Pay Code<br>Hours Worked | Transfer | Mon 3/23 | Tue 3/24 | Wed 3/25 | Thu 3/26 | Fri 3/27 | Sat 3/28 | Sun 3/29 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|

Week starting: Mon 3/30

| Pay Code<br>Hours Worked | Transfer | Mon 3/30 | Tue 3/31 | Wed 4/01 | Thu 4/02 | Fri 4/03 | Sat 4/04 | Sun 4/05 | Total |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| X Good Friday            |          |          |          |          |          | 8.0      |          |          | 8.0   |
| X Vacation               |          |          |          |          | 8.0      |          |          |          | 8.0   |

6.0 6.0 16.6

### Week starting: Mon 4/06

| Pay Code | Transfer | Mon 4/06 | Tue 4/06 | Wed 4/06 | Thu 4/06 | Fri 4/06 | Sat 4/06 | Sun 4/06 | Total |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Vacation |          | 6.0      |          |          |          |          |          |          | 6.0   |
|          |          | 6.0      |          |          |          |          |          |          | 6.0   |

### Unprocessed Time

| Date      | Time    | Type | Amount | Account | Work Rule | Override | Comment |
|-----------|---------|------|--------|---------|-----------|----------|---------|
| 1/01/2012 | 1 04:19 | PHYS |        |         |           |          |         |