



JOHN BEL EDWARDS
GOVERNOR

LAMAR A. DAVIS
COLONEL DEPUTY SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

June 7, 2023
4750/0501/SDS/23-24014
HQ-01-868

Investigative Specialist Laura Manuel
Department of Public Safety/Indian Gaming

VIA PERSONAL DELIVERY
IA#2200056, OLA #P-200013

Re: 120 HOURS OF SUSPENSION

Ms. Manuel:

Pursuant to the authority granted to me as the Appointing Authority under Louisiana Civil Service Rules 12.1, 12.2, and in accordance with Rule 12.7, you are notified that it is my intention to suspend you for 120 hours. Your suspension will be from 6 a.m. on June 12, 2023 to 4:30 p.m. on June 27, 2023.

The Department of Public Safety and Corrections, Public Safety Services, (Department) Chapter 3 – Human Resources Section 03.01.16 *Disciplinary and Correction Action - C. Disciplinary Procedure* states that disciplinary action can be taken if the Appointing Authority has cause to do so and the employee's action impairs the efficient operation of the Department. This proposed disciplinary action is based on your failure to comply with the Department policies and procedures and violating Louisiana laws and statutes. Specifically, you have been found to have violated the following Department policies and procedures: Section 03.01.10 *LaGov Time Entry*; Louisiana Revised Statutes (La. R.S.) 14:138 (payroll fraud); Section 1-03.01 *Conformance to Laws*; Section 1.03.14 *Use of Drugs and Intoxicants*; and Section 01-03-02, *Conduct Unbecoming an Employee*.

You are a permanent employee with the Department and you are currently employed in the Indian Gaming Division. Your duty hours are from 6:00 AM to 4:30 PM, Monday through Thursday.

You and your co-worker, Investigator Earl Williams, received permission from your supervisor, Louisiana State Police (LSP) Lieutenant (Lt.) Robert Dowdy, to attend Sergeant Gerry Coleman's wife's funeral while on-duty. The funeral service was held on September 22, 2022, 11:00 a.m. at the St. Gabriel the Archangel Roman Catholic Church at 5029 Louisa Street, New

Orleans, Louisiana, 70126. With Lt. Dowdy's permission, Investigator Williams drove his police unit, a 2017 Dodge Durango, to the funeral service and you rode with him.

On Thursday, September 22, 2022, Investigator Williams picked you up at your residence in New Iberia, Louisiana, and both of you traveled to the funeral. After the funeral, you and Investigator Williams traveled to the Olive Garden Italian Restaurant (Olive Garden) located at 1315 W. Esplanade Avenue, Kenner, Louisiana, for lunch. Investigator Williams opened a tab at 12:55 p.m. to purchase a margarita, an alcoholic beverage, and a shot of Jose Cuervo tequila for you. A photograph was taken of you with your margarita. You drank the margarita and the tequila. Investigator Williams closed his tab and paid his bill at 1:38 p.m. Instead of returning to work, you and Investigator Williams traveled 74 miles to the Tampico Restaurant (Tampico's) located at 1025 N. Victor II Boulevard, Morgan City, Louisiana. While there, Investigator Williams opened a tab to purchase four large frozen margaritas and one Jose Cuervo Silver tequila shot. You drank one margarita and the shot of tequila. Investigator Williams used his cell phone to photograph and video you as you drank the shot of tequila. You became intoxicated. Investigator Williams closed his tab and paid his bill at 3:45 p.m. Investigator Williams then drove you home.

On September 27, 2022, you met with Investigator Williams to discuss the events that occurred on September 22, 2022. During that meeting, you confronted him because you believed he had sexually assaulted you after you became intoxicated. On October 4, 2022, you presented Investigator Williams with a two-page letter stating your allegations against him in writing. You also reported the alleged sexual assault to Gary Williams, a WAE assigned to LSP Internal Affairs (IA). Mr. Williams then notified LSP IA Captain Saleem El-Amin.

On October 17, 2022, LSP Master Trooper Joe Barton, Special Victims Unit (SVU), was contacted by LSP Sergeant Jon Tircuit about the incident between you and Investigator Williams. On October 18, 2022, SVU opened an investigation to determine whether criminal charges would be filed against Investigator Williams. On October 18, 2022, SVU Investigator Amy Juneau interviewed you via telephone and you informed her that you did not want to file a complaint against Investigator Williams. The criminal investigation concluded and criminal charges were not filed against Investigator Williams.

On December 5, 2022, IA opened an administrative investigation to determine whether you violated Department policy when you consumed alcoholic beverages while on-duty. On December 6, 2022, IA notified you of its administrative investigation. On or about December 14, 2022, you provided a response to the IA letter.

On February 2, 2023, you were interviewed by MT Kevin Ducote and TFC William Kirkland in the IA office located at 7919 Independence Boulevard, Baton Rouge, Louisiana. You were advised of your administrative rights and acknowledged your rights by affixing your signature to the administrative rights form. During the interview, you stated that you and Investigator Williams received permission from your supervisor, Lieutenant Dowdy, to attend a funeral for Sergeant Gerry Coleman's wife in New Orleans, Louisiana, while on-duty. You admitted you consumed alcoholic beverages at Olive Garden restaurant and Tampico's restaurant while on-duty.

During the investigation it was also discovered that you did not submit a request for annual leave for the time you were off-duty after attending the funeral. You certified your time and received your regular pay for 10.0 hours on-duty.

At the conclusion of the investigation, it was determined that you violated the following DPS policies: Section 03.01.10 *LaGov Time Entry*; Louisiana Revised Statutes (La. R.S.) 14:138 (payroll fraud); Section 1-03.01 *Conformance to Laws*; and Section 1.03.14 *Use of Drugs and Intoxicants*.

DETERMINATION

Based on the above evidence and witness interviews, I have determined that you have violated the following policies and orders:

LaGov Time Entry –03-01.10.D

03-01.10.D states, in pertinent part:

D. Responsibilities – Employees are responsible for reporting time and attendance accurately; therefore improprieties on timesheets constitute payroll fraud and shall result in appropriate disciplinary action.

Receipts collected confirmed that you and Investigator Williams were at Olive Garden from 12:55 PM to 1:38 PM, and at Tampico's until approximately 3:45 PM. By your own admission, you did not return to work after leaving Tampico's. You did not request annual leave for the hours that you were not on-duty. On September 22, 2022, you reported on your LaGov timesheet that you worked ten hours from 6:00 AM to 4:30 PM. You certified your LaGov timesheet and received your regular pay for time that you were not on duty. You violated the above policy by engaging in non-business related activities while on duty.

Conformance to Laws (Payroll Fraud) – Section 01-03.01

Based on your violation of 03-01.10.D, you violated Louisiana Revised Statute 14:138, which states, in part:

- A. Public Payroll fraud is committed when: (1) Any person shall knowingly receive any payment or compensation or knowingly permit his name to be carried on any employment list or payroll for any payment or compensation from the state, for services not actually rendered by himself, or for services grossly inadequate for the payment or compensation received or to be received according to such employment list or payroll;

By violating La. R.S. 14:138, you violated Section 01-03.01, Conformance to Laws, which states, in part:

- A. An employee shall conform to, and abide by, the laws of the United States, the State of Louisiana, all other states of the United States and subdivisions when present therein.

You violated the above policy by receiving compensation from the State of Louisiana while engaging in non-business related activities.

Use of Drug and Intoxicants – Section 01-03.14

01.03.14, Use of Intoxicants, states, in part:

- F. An employee shall not consume any intoxicants while on-duty except as authorized by the Department.

You violated the above policy by consuming alcoholic beverages while on-duty.

Conduct Unbecoming an Employee

01-03.02, Conduct Unbecoming an Employee, states, in part:

- A. An employee shall act dutifully responsible and professional at all times so as not to reflect unfavorably upon [herself] or the Department.
- B. Unbecoming conduct is defined as conduct which:
1. Brings the Department or any of its subdivisions into disrepute or embarrassment;
 2. Reflects discredit upon the employee as a member of the Department;
 3. Impairs the orderly operations or efficiency of the Department and/or its employees;
 4. Adversely affects the morale of the Department and/or its employees; and
 5. May reasonably be expected to damage the public respect, confidence or trust in the Department.

You violated the above policy by engaging in actions while on duty that could bring the Department into disrepute, reflected discredit upon yourself as an employee, detrimentally affected the morale of the Department's personnel, and may reasonably be expected to damage public respect for the agency.

Due to the above listed policy violations, you are suspended for 120 hours. The suspension begins from 6:00 a.m. on June 12, 2023 to 4:30 p.m. on June 27, 2023. Any future violations of this nature may result in more severe discipline, up to and including termination.

You have the right to appeal this action to the Louisiana State Civil Service Commission. The time limits and procedure for appealing are contained in Chapter 13 of the Louisiana State

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Civil Service Commission Rules. A copy of Chapter 13 can be obtained from the Louisiana State Civil Service Commission. The Commission's current mailing address is P.O. Box 94111, Baton Rouge, LA 70804-9111. Their current telephone number is (225) 342-8274 and their fax number is (225) 342-8508.

Sincerely,



Colonel Lamar A. Davis
Superintendent, Louisiana State Police

c: Lt. Col. Chavez Cammon; Lt. Col. Kenny VanBuren; Major Chuck McNeal;
Captain J.B. Slaton; Internal Affairs; Office of Legal Affairs