



**MEMORANDUM**

TO: Steve Gesell, Chief of Police  
FROM: Rudy Rodriguez, Interim City Manager  
DATE: May 11, 2023  
SUBJECT: **NOTICE OF PAID ADMINISTRATIVE LEAVE**

This memo is to advise you that you are being placed on paid administrative leave while the City considers its need to investigate certain matters related to your conduct. This period of leave shall be effective immediately and continue until further notice.

During this period of leave, which is not disciplinary in nature, you will receive your regular pay and benefits, and you must remain available to respond to inquiries related to any investigation that the City may undertake and to report to work upon reasonable notice during regular working hours. You are required to immediately turn over items of City property including, but not limited to, your badge, gun, ID cards, keys, and other items of similar nature. While on administrative leave, you are not permitted to directly access departmental records and/or city computer systems. Throughout the duration of your leave you are not permitted to enter City property that is not open to the general public and are required to refrain from speaking to staff or City Council regarding this matter or any other City business.

If you have any questions about this memo, please contact the Human Resources Director at 928-340-2713.

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Rudy Rodriguez, Interim City Manager      Date: May 11, 2023

Received: \_\_\_\_\_ Date: MAY 11 2023 Time: 3:00

Witnessed: Amanda Wilber Date: 5/11/23 Time: 3:00

cc: Amanda Wilber, Human Resources Director  
Justin Pierce, Legal Counsel