



June 9, 2020

Brittany Iriart

Denver, CO

Dear Brittany:

You are being placed on paid investigatory leave effective Tuesday, June 9, 2020. This letter is the documentation allowing for an appointing authority to place you on investigatory leave pursuant to Career Service Rules 10-76 and 16-30.

During this investigatory leave, you are required to abide by the following requirements until further notice:

- You shall not report to the workplace, unless directed by myself or other Department of Safety personnel for official reasons.
- You are prohibited from accessing any computers or computer systems owned or operated by, for, or on behalf of the City and County of Denver (CCD), or any of its agencies, departments, officials and/or employees.
- You are directed to not discuss this matter, or other work-related matters, with any other CCD employee(s) unless you are given permission from me or as part of an investigation.
- During this leave, you shall remain at home during normal business hours and you shall perform any work that is assigned to you. If Department of Safety personnel needs to contact you as a part of an investigation or for other matters, you will need to be available during normal business hours at the number you have provided to this agency: . As an alternative, you may provide me an alternative phone number where you may be reached during investigatory leave.

Violation of these directives may lead to discipline up to and including dismissal.

If you attend to personal business during your normal work hours, the regular procedures regarding the use of leave shall apply in accordance to Career Service Rule 10. For example, if you need to attend a doctor's appointment or other personal business during your regular work hours which would render you unavailable to the Department of Safety, please advise me to account for the time via the Kronos timekeeping system during your investigatory leave.

If you have additional questions, please feel free to contact the Denver Department of Safety Human Resources at (303) 941-6008 or myself at David.Walcher@denvergov.org and 303-981-1467.

Regards

David Walcher, Director
Administrative Investigative Unit
Department of Safety

0903 - 0908

witness

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