

Department of Public Safety  
Safety Building  
3851 Campus Road Stop 9035  
Grand Forks, ND 58202-9035  
Phone: 701.777.3491  
Fax: 701.777.6474  
www.police.UND.edu

June 10, 2016

Jake Schiller  
3851 Campus Road Stop 9035  
Grand Forks, North Dakota 58202

Officer Schiller,

The University of North Dakota Police Department is taking the following disciplinary action against you: a 40 hour suspension without pay (date to be determined by the supervisor) and a 6 month probation extension. This is based on the following circumstances resulting from the theft of a UND patrol vehicle on May 22, 2016:

- Your inability to adhere to policy and procedures as set forth by the department, as well as the University, namely UND Code of Conduct, UNDPD policy 340 entitled Standards of Conduct, UNDPD policy 700 entitled Department-owned and Personal Property, and UNDPD policy 706 entitled Vehicle Use.

As mentioned, you have the obligation as a law enforcement officer to ensure that the property entrusted to you by the citizens of North Dakota is well-maintained and secure at all times. Law Enforcement Officers are held to a higher standard by our community members and your violation of policy negatively reflects on fellow officers and the department. Any further violations will be grounds for discipline up to and including termination of employment.

Please remember the Employee Assistance Program is available. (800) 627-8220

Sincerely,



Eric S. Plummer  
Associate Vice President for Public Safety and Chief of Police

CC: UND Human Resources-Personnel File

I acknowledge receipt and understanding of this document. I understand that I may provide Chief Eric Plummer or Human Resources with evidence, explanation, or other information in writing that would serve to contradict the facts presented.

OPC Schiller #RT3 6/13/14

Employee

Date

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May 24, 2016

Jake Schiller  
3851 Campus Road  
Grand Forks, North Dakota 58201

Officer Schiller,

This letter is to inform you that you are the subject of an administrative investigation for an alleged violation of misconduct.

The allegations of this investigation are: On Sunday, May 22, 2016, your UND patrol vehicle was stolen after being left unsecure in the parking lot of the Hamline Square Apartments on the campus of the University of North Dakota. The vehicle was subsequently stolen by an intoxicated female suspect and later found after a collision near Crookston, Minnesota. This constitutes violation of UND Police Department Policy 340, entitled "Standards of Conduct"; Policy 700, entitled "Department-owned and Personal Property"; Policy 706, entitled "Vehicle Use"; and associated University Policy.

I would like to remind you of the Employee Assistance Program offered through the University of North Dakota; these services are confidential and offered at no cost. To access these services contact EAP at 1-800-627-8220.

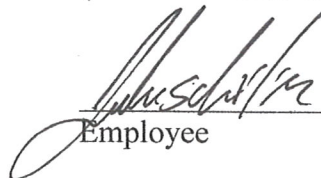
If you should have any questions please feel free to contact me at any time 701-777-3391.

Sincerely,



Eric S. Plummer  
Associate Vice President for Public Safety and Chief of Police

(ACKNOWLEDGEMENT OF RECEIPT)

  
Employee

5-24-16  
Date