



At the Heart of Community

POLICE DEPARTMENT

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MEMORANDUM

Date: February 2, 2018
To: Chief Steven D. Husak
From: Deputy Chief David K. Anderson
Subject: Falsifying of Law Enforcement Agencies Data System (LEADS) Monthly Validation Form

On February 1, 2018, at 1000 hours, Lake Zurich Police Department [REDACTED] requested a meeting with me and Deputy Chief Robert Johnson in my office. [REDACTED] Deputy Chief Johnson, and I met in my office with the door closed. [REDACTED] proceeded to relate the following to us in summary:

On January 22, 2018, [REDACTED] received the January 2018 Law Enforcement Agencies Data System (LEADS) validation report from the Illinois State Police in a sealed envelope in [REDACTED] mailbox in the Records Division. Upon reviewing the document, [REDACTED] noticed two Wauconda Police Department gang entries were listed as “invalidated records” from December 2017. [REDACTED] subsequently placed the document on Supervisor Michael Paulus’s desk for validation of all LEADS entries contained within the report.

On January 23, 2018, I had a conversation with Supervisor Paulus regarding the LEADS validation report. I instructed Supervisor Paulus to make sure the report was validated prior to the February 1, 2018, deadline. Supervisor Paulus informed me the report would be completed.

On February 1, 2018, [REDACTED] checked the LEADS file drawer to determine if Supervisor Paulus had completed the January validations as instructed. [REDACTED] located the eleven-page report in the LEADS drawer located in the 911 Center. [REDACTED] reviewed the report and noted the following discrepancies:

- [REDACTED] Handwritten note recognized by [REDACTED] to be Supervisor Paulus's handwriting stating "OK'd per [REDACTED]." [REDACTED] advised the Wauconda Police Department does not have an employee named [REDACTED] working in Records or Administration that would have verified the LEADS entry.
- [REDACTED] Handwritten note recognized by [REDACTED] to be Supervisor Paulus's handwriting stating "Leave in per [REDACTED] showed [REDACTED] [REDACTED] the LEADS entry information and asked if [REDACTED] advised Michael the record should remain in LEADS. [REDACTED] advised [REDACTED] had not spoken to Michael regarding the gun entry. [REDACTED] contacted the Island Lake Police Department's Record Division and spoke with [REDACTED] to verify Supervisor Paulus had spoken to [REDACTED] regarding the entry. [REDACTED] advised [REDACTED] [REDACTED] had not spoken to Supervisor Paulus regarding a LEADS entry in quite some time.
- [REDACTED] Handwritten notation recognized by [REDACTED] to be Supervisor Paulus's handwriting stating "O'K'd per [REDACTED]
- [REDACTED] Handwritten notation recognized by [REDACTED] to be Supervisor Paulus's handwriting stating "O'K'd per [REDACTED]
- [REDACTED] contacted Wauconda Police Department's [REDACTED] [REDACTED] asked [REDACTED] if Supervisor Paulus had contacted [REDACTED] regarding the LEADS entries. [REDACTED] advised [REDACTED] was busy with meetings yesterday and did not have time to check any records. [REDACTED] requested [REDACTED] send [REDACTED] the information and [REDACTED] would check on the records.

[REDACTED] further explained [REDACTED] was validated in LEADS by Supervisor Paulus on 01/31/2018. [REDACTED] was not validated. [REDACTED] was scheduled to purge from the system on 02/01/2018 if no action was taken. All remaining LEADS entries identified on the master report were validated by Supervisor Paulus on 01/31/2018.

I directed [REDACTED] to prepare a written memorandum regarding the above details to include the original LEADS validation report and supporting LEADS entries verified by Supervisor Paulus. In addition, I instructed [REDACTED] not to discuss the matter with anyone other than Deputy Chief Johnson or me. We concluded our discussion at 1025 hours. [REDACTED] submitted the memorandum and supporting documents (attached) to me at 1200 hours.

At 1030 hours, Deputy Chief Johnson and I met with Chief Steve Husak in his office. We briefed Chief Husak on the information provided to us by [REDACTED]. Chief Husak advised Deputy Chief Johnson and me to begin an internal investigation. Chief Husak advised the memorandum regarding the internal investigation would be completed later in the day.

At 1100 hours, Deputy Chief Johnson and I met with [REDACTED] in the Lake Zurich Police Department's administrative conference room. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and directed [REDACTED] not to discuss the matter with anyone other than Deputy Chief Johnson and me. [REDACTED] related the following information to us in summary:

On 2/1/2018 at 0900 hours, [REDACTED] inquired as to whether [REDACTED] had validated a LEADS entry recently with Supervisor Paulus for a stolen / missing gun. [REDACTED] advised [REDACTED] had not spoken with Supervisor Paulus about the LEADS entry. I asked [REDACTED] when the last time Supervisor Paulus requested information from [REDACTED] related to a Lake Zurich Police Department LEADS entry and [REDACTED] advised over one year ago. [REDACTED] stated [REDACTED] normally deals with [REDACTED] reference LEADS verification requests and those requests pertained to entries dating back to 1995. [REDACTED] suggested Supervisor Paulus may have inquired on the LEADS entries with [REDACTED]. I asked [REDACTED] if [REDACTED] was aware Supervisor Paulus routinely corresponded with [REDACTED] about LEADS verifications and [REDACTED] advised [REDACTED] was not sure. I directed [REDACTED] prepare a written memorandum (attached) regarding the above details and thanked [REDACTED] for time. We concluded the interview at 1115 hours.

At 1120 hours, Deputy Chief Johnson and I met with [REDACTED] in the Lake Zurich Police Department's administrative conference room. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and directed [REDACTED] not to discuss the matter with anyone other than Deputy Chief Johnson and me. [REDACTED] related the following information to us in summary:

[REDACTED] advised [REDACTED] had not received any phone, e-mail or in-person requests to validate LEADS verifications from any 911 Center personnel in over a year. [REDACTED] stated the last time [REDACTED] handled LEADS verifications would have been in early 2016 when the Department converted over to the LERMS records management system. I directed [REDACTED] prepare a written memorandum (attached) regarding the above details and thanked [REDACTED] for time. We concluded the interview at 1127 hours.

At 1130 hours, Deputy Chief Johnson and I met with [REDACTED] in the Lake Zurich Police Department's administrative conference room. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and directed [REDACTED] not to discuss the

matter with anyone other than Deputy Chief Johnson and me. ██████████ related the following information to us in summary:

██████████ advised ██████ had never been asked to verify LEADS entry information from any employee within the agency. ██████ indicated a 911 Center employee may have asked if a case remained open, which contained LEADS information, but ██████ was unable to recall specifics. I directed ██████████ prepare a written memorandum (attached) regarding the above details and thanked ██████ for time. We concluded the interview at 1135 hours.

At 1145 hours, Deputy Chief Johnson and I met with ██████████ in the Lake Zurich Police Department's administrative conference room. Deputy Chief Johnson advised ██████████ of the confidential nature of the matter and directed ██████ not to discuss the matter with anyone other than Deputy Chief Johnson and me. ██████████ related the following information to us in summary:

██████████ advised, on 01/26/2018, ██████ received an email from Supervisor Paulus requesting ██████ assistance with the LEADS validations for the month of January. On 01/27/2018, ██████████ began working on the validations. Utilizing the computer-aided dispatch system (CAD) ██████ ██████ contacted various complainants on the LEADS validation report to verify the status of the entries remained valid. After speaking with each complainant, ██████████ noted ██████ activity on the report by handwritten notes on the right side of the page. Entries in which ██████ was unable to verify, ██████ wrote notes on the right side of the page requesting additional follow-up. On 01/27/2018 Supervisor Paulus called the 911 Center and spoke to ██████████ reference an unrelated matter. During the conversation, ██████████ advised Supervisor Paulus there were two Wauconda gang entries on the LEADS validation report that possibly should be removed. ██████ ██████ informed Supervisor Paulus ██████ would place the report in his mailbox for further follow-up.

I asked ██████████ if ██████ had spoken with ██████████ ██████████ about the Lake Zurich Police Department LEADS entries on the validation report. ██████████ advised ██████ did not speak with ██████████ reference the January validation report. ██████████ advised, on 2/1/2018, ██████ advised ██████████ validated the Lake Zurich Police Department gun entries dated 1974 and 2001 based on past practice. I directed ██████████ prepare a written memorandum (attached) regarding the above details and forward me the January 26th e-mail exchange between ██████████ and Supervisor Paulus. We thanked ██████ for time and concluded the interview at 1127 hours.

At 1210 hours, Deputy Chief Johnson and I met with Chief Steve Husak in his office. We briefed Chief Husak on the information provided to us by ██████████ ██████████. Deputy Chief Johnson and I informed Chief Husak we would be continue our investigation by interviewing Island Lake and Wauconda personnel with direct knowledge of the situation.

At 1414 hours, Deputy Chief Johnson and I met with Island Lake [REDACTED] at the Island Lake Police Department in an interview room. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and requested discretion if [REDACTED] was required to speak with anyone regarding the matter. [REDACTED] related the following information to us in summary:

I requested [REDACTED] explain the process of validating the Island Lake Police Departments LEADS entries. [REDACTED] advised [REDACTED] typically receives a telephone call from [REDACTED] each month verifying each entry should remain in the LEADS system or be removed. [REDACTED] advised the last time [REDACTED] spoke with [REDACTED] was over a month ago. I asked [REDACTED] if [REDACTED] had ever spoken to Supervisor Paulus regarding LEADS validations. [REDACTED] advised [REDACTED] rarely has spoken to Supervisor Paulus, but [REDACTED] seems to recall speaking with him in January about a gun entry. I asked [REDACTED] if [REDACTED] spoke to Supervisor Paulus within the last seven days and [REDACTED] advised [REDACTED] had not. I showed [REDACTED] the January LEADS validation form and directed [REDACTED] attention to LEADS [REDACTED]. On the right-hand side of the page, next to the entry, I pointed out the handwritten notation "O.K.'d per [REDACTED]." I asked [REDACTED] if [REDACTED] had approved the entry as indicated on the page. [REDACTED] was unable to recall any conversations with Lake Zurich personnel related to the approval of the entry for January. Deputy Chief Johnson asked [REDACTED] if all incoming calls were logged and / or taped. [REDACTED] advised the Village of Island Lake landlines are logged and recorded on a ShoreTel Communicator system. Deputy Chief Johnson requested [REDACTED] review the recordings for the months of December and January to determine if Supervisor Paulus contacted [REDACTED] via his cellular phone or Village of Lake Zurich landline. [REDACTED] reviewed all incoming calls from the Village of Lake Zurich and Supervisor Paulus's cellular telephone and found no record of any correspondence between the two. We thanked [REDACTED] for [REDACTED] time and concluded the interview at 1442 hours.

At 1459 hours, Deputy Chief Johnson and I met with Wauconda [REDACTED] [REDACTED] at the Wauconda Police Department. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and requested discretion if [REDACTED] was required to speak with anyone regarding the matter. [REDACTED] related the following information to us in summary:

[REDACTED] advised [REDACTED] typically receives email correspondence from [REDACTED] requesting verification of LEADS entries each month. [REDACTED] forwards the requests to the Investigations Division for approval or denial. Once the determination is made to keep the entry active or remove it from the LEADS system, [REDACTED] replies to [REDACTED] advising the proper course of action for each entry. Deputy Chief Johnson asked [REDACTED] if [REDACTED] ever communicated with Supervisor Paulus regarding LEADS verifications. [REDACTED] advised [REDACTED] had, but not for some time. Deputy Chief Johnson asked [REDACTED] if [REDACTED] had communicated with Supervisor Paulus reference LEADS verifications during the month of January and [REDACTED] replied, "No, just an email

to delete files from the Dropbox.” Deputy Chief Johnson requested [REDACTED] forward the email to me, which [REDACTED] agreed to do (attached).

Deputy Chief Johnson showed [REDACTED] the January LEADS validation form and directed [REDACTED] attention to [REDACTED]. On the right-hand side of the page, Deputy Chief Johnson pointed out the handwritten notation “O.K.’d per [REDACTED] for each entry. Deputy Chief Johnson asked [REDACTED] if [REDACTED] had approved any of the entries as indicated on the right hand side of the page. [REDACTED] advised [REDACTED] did not verify any of the entries for the month of January. Deputy Chief Johnson asked if there were any other employees at the Wauconda Police Department who may have communicated with Supervisor Paulus regarding the January LEADS validations. [REDACTED] informed us [REDACTED] has assisted with the validations in the past. We thanked [REDACTED] for [REDACTED] time and concluded the interview at 1510 hours.

At 1520 hours, Deputy Chief Johnson and I met with Wauconda [REDACTED] [REDACTED] and [REDACTED] at the Wauconda Police Department. Deputy Chief Johnson advised [REDACTED] of the confidential nature of the matter and requested discretion if [REDACTED] was required to speak with anyone regarding the matter. [REDACTED] related the following information to us in summary:

[REDACTED] advised [REDACTED] has assisted with the LEADS verifications five to ten times in the past, the last occurrence of which occurred one to two months ago. [REDACTED] typically receives email correspondence from [REDACTED] requesting verification of LEADS entries each month. [REDACTED] forwards the requests to the Investigations Division for approval or denial. Once the determination is made to keep the entry active or remove it from the LEADS system, [REDACTED] replies to [REDACTED] advising the proper course of action for each entry. Deputy Chief Johnson asked [REDACTED] if [REDACTED] ever communicated with Supervisor Paulus regarding LEADS verifications. [REDACTED] stated, “Not sure I ever dealt with Mike reference LEADS verifications.” Deputy Chief Johnson asked [REDACTED] if [REDACTED] had communicated with Supervisor Paulus reference LEADS verifications during the month of January and [REDACTED] replied, “No.” We thanked [REDACTED] for [REDACTED] time and concluded the interview at 1523 hours.

At 1615 hours, Deputy Chief Johnson and I met with Chief Steve Husak in his office. We briefed Chief Husak on the information provided to us by the above subjects. Chief Husak advised me to prepare the report and to meet with the Village of Lake Zurich Human Resource Director Doug Gibson, Deputy Chief Johnson, and him in the administrative conference room on February 2, 2018, at 1000 hours.

On February 2, 2018, at 1030 hours, I met with Chief Husak, Human Resource Director Doug Gibson, and Deputy Chief Johnson in the administrative conference room. Following our discussion, I went to the 911 Center and requested Supervisor Paulus (on-duty) follow me to the administrative conference room. Upon arrival, Supervisor Paulus sat in the closest chair to the

door. Chief Husak, verbally and in writing, notified Supervisor Paulus of the disciplinary investigation relating to him. Chief Husak asked Supervisor Paulus if he understood and he verbally acknowledged, "Yes." Chief Husak showed Supervisor Paulus the notification of disciplinary investigation form for non-sworn personnel. The document, attached, outlined the nature of the investigation. Chief Husak requested Supervisor Paulus review the document (attached) and sign, acknowledging receipt of the notification of disciplinary investigation. Supervisor Paulus signed the document and Human Resource Director Doug Gibson signed as a witness.

Chief Husak asked Supervisor Paulus if he would be willing to answer questions. Supervisor Paulus stated "Yes". The following is a summary of the interview of Supervisor Paulus, conducted by Deputy Chief Johnson, witnessed by Chief Husak, Human Resource Director Doug Gibson, and me:

Deputy Chief Johnson advised Supervisor Paulus he was going to ask him some questions and asked him to answer honestly. Deputy Chief Johnson showed Supervisor Paulus the original LEADS verification form for January 2018 and asked Supervisor Paulus if he was familiar with the document. Supervisor Paulus replied "Yes, it's the LEADS verification form." Deputy Chief Johnson asked Supervisor Paulus if the signature on the front page of the form was his. Supervisor Paulus stated "Yes." Deputy Chief Johnson asked what his signature on the form represents. Supervisor Paulus replied, "That the information contained in the document is complete and accurate." Deputy Chief Johnson asked if the LEADS verification process was his responsibility. Supervisor Paulus stated, "Yes, I took it over [REDACTED] approximately two months ago." Deputy Chief Johnson directed Supervisor Paulus's attention to the handwritten notations on the right side of each page. Deputy Chief Johnson asked Supervisor Paulus if the writings, "O.K.'d per [REDACTED]" "Leave in per [REDACTED]" and "O.K.'d per [REDACTED]" next to the LEADS entries was his. Supervisor Paulus "Yes it is." Deputy Chief Johnson asked if he had made contact with [REDACTED] as indicated on the form. Supervisor Paulus stated "No, I did not contact them." Deputy Chief Johnson asked why he did not contact them to verify the LEADS entries. Supervisor Paulus said he didn't receive the LEADS packet until January 24th or 25th. The verifications were to be completed by January 31st. He emailed [REDACTED] for help with the verifications on Friday the 26th. [REDACTED] returned the forms to him over the weekend and he needed to get them done in the next three days. He worked the desk on January 31st, so he validated all the entries without verifying them. His intention was to go back and properly verify all the entries yesterday, February 1st, but the forms were missing. He knew "something was up" when he could not locate the forms.

Chief Husak advised Supervisor Paulus he was being placed on paid administrative leave pending the outcome of the investigation. Chief Husak advised Supervisor Paulus he was not allowed on the police facility grounds during the investigation other than to report a police matter as a private citizen. Chief Husak informed Supervisor Paulus he must be able to be

reached via the telephone Monday through Friday between 0800-1600 hours. Supervisor Paulus verbally acknowledged "I understand."

At the conclusion of the interview, Chief Husak advised Supervisor Paulus I would escort him out of the building. I accompanied Supervisor Paulus to the 911 Center and directed him to log off his computer and close his door. I escorted him to the men's locker room where he changed out of his uniform into his civilian clothes. I escorted Supervisor Paulus through the garage to the parking lot where he entered his personal vehicle and left the police facility.