



MONTGOMERY COUNTY SHERIFF'S OFFICE

Employee Performance Improvement Plan

Employee: Sergeant Walter Steele #88

Date: November 8, 2021

Description of the Incident: A citizen, who was known to you, contacted you to provide an address for her daughter, Alexsis Grooms, whom she felt was in danger. You provided this information utilizing data you found in Accurant LE. Accurant displays a warning upon opening that this information is for law enforcement investigative or intelligence purposes only.

Measurable/Tangible Improvement Goals: Do not disseminate any LE information to citizens unless you receive prior approval.

Training/Direction Provided: When contacted for information, when you are not actively involved in an investigation regarding that information, refer the person to local law enforcement or contact the involved law enforcement agency yourself if you would like to offer assistance.

Reasonable Improvement Expectation Time Frame: Immediately

Positive Consequences: No further violations of policy.

Negative Consequences: Progressive discipline

Employee Input/Rebuttal:

Employee Signature: *Sgt Walter Steele #88*

Date: 11/8/2021

Supervisor Signature: *[Signature]*

Date: 11/8/2021

Witness Signature (Optional):

Date:

MTM75

[Signature] *lrs*



MONTGOMERY COUNTY SHERIFF'S OFFICE
Public Records Request
Form RC 100

Our county government belongs to our citizens. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor <i>Alexsis Grooms</i>	
Street Address <i>unknown</i>	City, State Zip
Phone Number <i>alexis.grooms@gmail.com</i>	Today's Date <i>11-23-21</i>
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT. <i>Discipline issued to Sgt Steele as a result of a phone complaint she made.</i>	
There is no charge to inspect records. Please check your preference below. ☐ I would like to inspect these records in the building when they are ready. ☐ I would like these records copied, and I will pick them up when they are ready. ☒ I would like these records copied and <i>emailed</i> mailed to me at the address on this form.	
The Montgomery County Sheriff's Office provides photocopies of public records according to the following schedule: ➤ .10¢ per copy. ➤ .25¢ per certified copy	
Record provided <u>is not</u> in the form of a paper document will be charged accordingly; ➤ 3-1/2" Diskette - .50¢ ➤ Audio Cassette - \$1.00 ➤ CD-RW w/ case - \$1.50 ➤ VHS Videotape - \$2.50 ➤ Miscellaneous records - Price will be charged based on cost to the Sheriff's Office	
Records mailed or faxed will be charged accordingly ➤ Fax - 10¢ ➤ Mail (#10 envelope) - .50¢ ➤ Mail (Letter size envelope) - .75¢ ➤ Mail larger than a letter size envelope will be charged actual cost	
The Montgomery County Sheriff's Office may require payment in advance for the cost involved in providing the copy of the public record.	
Name of employee handling request <i>J.A. Stephens #2</i>	Date request was completed <i>11-23-21</i>