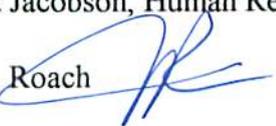




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DATE: August 24, 2010  
TO: Commissioner's Court  
Cynthia Jacobson, Human Resource Director  
FROM: John R. Roach   
RE: Payroll Codes

RECEIVED  
10 AUG 27 AM 9:55  
HUMAN RESOURCES

I am writing to request payroll codes to account for employee time when our "High 5" program awards time off as a reward for exemplary or outstanding job performance in specific or unusual circumstances; and for those occasions when personnel are excused from work for security reasons.

First: security. On August 17, 2010 there was a shooting, a very extensive shooting involving the firing of 100 rounds of high powered ammunition at McKinney Police Headquarters, which is near enough to our office at the main courthouse for our office security system to be activated until the nature and extent of a threat, if any, can be ascertained. In this instance our office was locked down and all employees at work accounted for. Those employees involved in trials received extra protection. When the degree of the threat was determined to have passed, the lockdown was lifted.

It should be pointed out that the DA's office is the only office in county government that has a security plan to protect its equipment, records, and employees in the event of any emergency or threat. This is important to know in order to understand the later events of August 17, 2010, which resulted in the evacuation of DA employees from the main courthouse.

Later on August 17, 2010, investigators learned of a bomb threat to the Sheriff's Office and the County Administration Building. Our office was then locked down pursuant to our emergency plan. The response of others to the possibilities that might arise from this threat was

feeble at least. As a result, we had very little real information. No "all clear" was ever given. By 4 pm, it was decided to evacuate our offices and excuse our employees, as it appeared as if no action was being taken, other than by our office lockdown. Apparently, a cursory search of the courthouse for anything suspicious was being conducted by three detention officers, and I believe McKinney PD was in the courthouse as well. Unfortunately, no responders had any plan, lacked vital information, and had no idea what to do.

Given the confusion and lack for plan of action by others and a lack of clear information for us, evacuation (removal of potential victims or targets) was decided upon. Employees were then excused. They had no choice but leave their stations.

Please see the memorandum of Chief Criminal Investigator Varner attached to this memorandum.

Second: The High 5 program. From time to time supervisors and managers recommend "High 5" recognition of exceptional job performance by an employee in specific or unusual circumstances. The supervisor/manager initiates and documents the exceptional performance, it is reviewed by me, and if deemed exceptional and meritorious, I award 1 to 2 hours of time off, although under even more exceptional circumstances, I have once or twice authorized up to 8 hours. Four hours would be also exceptional.

Each and every "High 5" award is evidenced by the documentation provided by the employee's supervisor/manager and a nice certificate and that documentation is placed in the employee's personnel file. The time off award is required to be taken within 30 days of the award. The precise timing within that period must be approved by the employee's supervisor/manager.

The "High 5" program is used sparingly, thus increasing its value and impact. The "High 5" program has been in effect since 2003.

In the past, the payroll system allowed a designation of administrative leave. When that was changed, an explanation was given. Now, it's cumbersome to use the system to designate time off as being granted for meritorious service, personnel security reasons, and the like.

Therefore, I request assistance by the creation of codes that would allow easy designations for work time awards as in the case of our "High 5" program, and for emergency or security reasons as in the events of August 17, 2010, when payroll is prepared. These codes would allow easy tracking of what once was referred to as administrative leave.



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RECEIVED  
10 AUG 27 AM 9:55  
HUMAN RESOURCES

August 23, 2010

To: John Roach, Criminal District Attorney

From: Novaline Varner, Chief Criminal Investigator 

Re: Evacuation on District Attorney's Office on August 17<sup>th</sup>, 2010

Memorandum: \_\_\_\_\_

On August 17<sup>th</sup>, 2010 at approximately 8:50 a.m. I received a phone call from Deputy Chief Smith asking me if I had on my scanner. I told him no and he advised me I needed to turn it on and listen to the traffic. Dispatcher was advising McKinney Police Department located at on Taylor-Burk Drive had shots fired. I immediately notified Investigators in the District Attorney's Office to put our office in lock down. All employees in the District Attorney's Office went to the designated safe areas. Investigator secured the perimeter of the District Attorney's Office. Approximately, 10-15 minutes later, Dispatcher advised per Chief Clark the Courthouse was to be placed on lock down. Investigators from the District Attorney's Office secured the second floor. First and third floors were never locked down and people continued to move to first to third floor, but were not permitted to exit onto the second floor. Bailiff Darrell Smith for 429<sup>th</sup> District Court came to the second floor and we discussed the lock down of the courthouse. I asked Bailiff Smith what the procedure was for the lock down and he stated to me he didn't know if there was a procedure. Moments later Relieve Bailiff Brain Burnett step off the elevator and stated "what's going on" and we explained to him the courthouse was in lock down. Bailiff Burnett didn't even know the courthouse was on lock down. We asked Bailiff Burnett if he knew what the procedure was for the lock down and he stated he didn't know if there was a procedure. So I continued to monitor the scanner until I heard that crime scene was there at the Taylor-Burk Drive location. At this point the District Attorney's employees were permitted to go back to their duties.

At approximately 3:41 on August 17<sup>th</sup>, Investigator Matt Mayes called and asked me if I had been advised about the bomb threat at the Sheriff's Office. I told Investigator Mayes "no." Investigator Mayes advised me he received a phone call from Sheriff Deputy Josh Mounger wanting to know if Investigator Mayes "ok". Investigator Mayes said "of course, why." Deputy Mounger stated the Sheriff's Office received a bomb threat and all non essential personnel were to leave. Investigator Matt Mayes then notified me of the phone call.

Again, I immediately put the District Attorney's Office back into lock down until I could gather more information. After, considering the event happening at the Sheriff's Office, the events happening at McKinney Police Department that morning, the lack of communication at the courthouse, the events I witnesses during the lock down of the courthouse, and not knowing if Mr. Sharp at this time of the day was the only one involved in the attack on McKinney Police Department, and considering Mr. Sharp had an improvised explosive device along with a .223 caliber assault rifle, a 12-gauge shotgun and a semi-automatic pistol it was my decision to give my thoughts to First Assistant Greg Davis. I advised Mr. Davis the building at approximately 4:00 p.m. still had not been given an all clear. I advised Mr. Davis of the above concerns and thought it to be in the best interest of our office to evacuate.