



DEDICATED TO PUBLIC SAFETY

RICHARD W. STANEK  
HENNEPIN COUNTY SHERIFF

PROFESSIONAL STANDARDS DIVISION

March 17, 2017

Matthew Schilling  
PSF/ADD Division  
401 S. 4<sup>th</sup> Av, #100  
Minneapolis, MN 55415

**LETTER OF SUSPENSION**

Dear Detention Deputy Matthew Schilling,

In regards to Internal Affairs (IA) case #2016-023, it has been determined that policy violations occurred. This case involved circumstances surrounding your conduct and job performance on December 23, 2016. On February 1, 2017, you admitted in your IA interview that you did not perform the number of health and welfare checks required during your shift in Quad Five. Further, you admitted that you documented health and welfare checks but did not perform them during your shift in Quad Five. You also admitted that the documentation you submitted regarding the health and welfare checks was false. Video evidence shows that you did not perform health and welfare checks at least every thirty minutes. Video evidence also shows you manipulating your personal cell phone during portions of your shift and you could not provide a reason for the use while on duty in Quad Five.

The investigation is complete and a finding of **Sustained** has been determined for violations of the following Hennepin County Sheriff's Office policies:

**WELL-BEING CHECKS 8-1602 RULES  
(From ADD Policy and Procedure manual):**

A. Each inmate shall have a well-being check conducted on them at least every thirty minutes. The well-being checks shall be staggered.

**340.3.5 PERFORMANCE**

(d) Unsatisfactory work performance, including, but not limited to, failure, incompetence, unwillingness, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.

### 340.3.5 PERFORMANCE

(j) The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any Office record, public record, book, paper document (Minn. Stat. §609.43 (4)).

### 702.5 PERSONALLY OWNED PCD

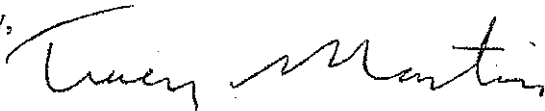
Office members are prohibited from possessing or using any Personal Communication Device while assigned and working at a work station or duty post where contact with the public, clients, or inmates, whether in-person or via telephone, is a primary job function.

For violating Hennepin County Sheriff's Office Policy with regard to the 2016-023 IAU investigation, you are hereby receiving a **Ten (10) day SUSPENSION without pay**. Your suspension days will be selected and communicated to you by your supervisor. You may not work any overtime assignments during your suspension.

If you wish to grieve this discipline, your rights and the procedures are contained in the Labor Agreement between Hennepin County and the Minnesota Public Employees Association (MNPEA).

If there are any future violations, they will be handled in a progressive manner, up to and including dismissal.

Sincerely,



Major Tracey Martin  
Detention/Court Services Bureau

cc: Chief Mike Carlson  
Captain David Zimmer  
Captain Mike Wresh  
HCSO Personnel  
IAU – Discipline File  
Deborah Johnson – County HR  
Todd Olness – County Labor Relations