



Internal Investigations, Mediation, Policy Review

Letter of Agreement

April 2, 2015

Anne Small
Director of General Services
City of Steamboat Springs
PO Box 775088
Steamboat Springs, CO 80477

Dear Director Small:

Thank you for hiring Katherine Nuanes Consulting to conduct an internal investigation (IA) into violations of city and police policy pertaining to a potential hostile work environment, possible violations of police officer and employee conduct policies, violation of the Law Enforcement Code of Ethics and/or other violations identified through the investigation.

The objective of the investigation is to determine if city and police policy violations occurred and if there was a pattern of this behavior.

The subject employees and their conduct are identified in the letter written by former detective Dave Kleiber dated March 9, 2015. The scope of the investigation includes all the allegations contained in that letter regarding the conduct of Joel Rae and/or Robert DeValle and related conduct, if any, uncovered in the investigation. A copy of the letter and any other relevant correspondence will be provided under separate cover.

Katherine Nuanes Consulting and any persons employed by Katherine Nuanes Consulting shall be independent contractors and not agents of the City. Katherine Nuanes Consulting shall have sole discretion to control the conduct and direction of the investigation within the scope as set forth above.

The investigation will include the following:

Item	Includes
Serve notice of investigation	Delivery of notification to subjects of the IA
Conduct investigation	Interview complainants Interview witnesses Interview subjects of the IA

	And other investigative follow up
Case Management	Compilation of interviews/evidence and render a finding based on the preponderance of evidence
Final Report	Hard/electronic copies and in person debriefing

The investigation will begin on Monday April 2, 2015 with the estimated targeted completion date between 60 to 90 business days. While every effort will be made to complete the investigation in this timeframe, circumstances may develop causing delays. Nuanes Consulting will keep Director Anne Small updated weekly on developments and situations causing an extension of the targeted completion date. Nuanes Consulting will need a liaison that can provide employee contact information and department forms needed for advisements. (Nuanes Consulting can provide advisement forms if requested.) Nuanes Consulting may need access to a copier on occasion and a flex station if available when working in Steamboat Springs.

To facilitate the investigation Nuanes Consulting will:

- Call the interviewees and schedule appointments
- Conduct interviews
- In person interviews will be conducted at a location in Steamboat Springs separate from the police department
- Record interviews digitally
- Attempt to conduct interviews during employee's duty time

The compensation for the investigation will be \$110.00 an hour plus government rate for mileage and other ancillary expenses such as lodging. An invoice tracking hours and expenses will be submitted on a monthly basis and at the conclusion of the investigation. Payment should be made to Katherine Nuanes Consulting and payment terms are net 30 days.

Nuanes Consulting understands the confidentiality of internal investigations and personnel issues. Upon completion of the investigation, Katherine Nuanes Consulting shall prepare a report summarizing the investigation. This report and any preliminary or progress reports or other documents prepared or created by Katherine Nuanes Consulting shall be delivered simultaneously to the office of the City of Steamboat Springs Director of General Services, Anne Small, City Attorney Tony Lettunich, and Marni Nathan Kloster and will be deemed attorney client privileged material. The investigation and all related documents and files are returned to the client at the end of the investigation. Katherine Nuanes Consulting will not retain any documentation. Nuanes Consulting reserves the right to contract with confidential advisors such as administrative assistance to edit the final report.

Legal preparation and testimony, if any, is \$300.00 an hour plus ancillary expenses. Prior to participating in any legal proceeding Nuanes Consulting would need a release of information form signed by Director Anne Small.

I look forward to working with the City of Steamboat Springs and beginning this investigation. If you agree with the details outlined in this letter, please sign it and email a copy back to me. I will

www.NuanesConsulting.com

303-456-4050

Katherine@NuanesConsulting.com

sign it and PDF it back. If you have any questions call me at office phone 303-456-4050 or cell phone 303-435-4110.

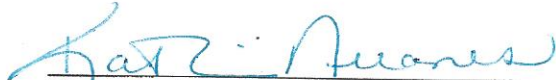
I agree to the above terms and conditions,



Anne Small, Director of General Services
City of Steamboat Springs
PO Box 775088
Steamboat Springs, CO 80477

Date

4/2/15



Katherine Foos Nuanes
CEO
Katherine Nuanes Consulting

Date

4-2-15