SONOMA COUNTY SHERIFF'S OFFICE

EDDIE ENGRAM
Sheriff-Coroner

JAMES NAUGLE
Assistant Sheriff
Law Enforcement Division

MICHAEL MERCHEN
Assistant Sheriff
Detention Division

HEIDI KEITH
Chief of Financial and
Administrative Services

01/14/2023

Correctional Deputy Adam Marlowe,

This is to formally notify you that your appointing authority, Sheriff Eddie Engram, has ordered you to be placed on Administrative Leave, per Civil Service Regulation 12.2A (or 12.2 B). This leave status commenced today and will continue until further notice.

You will be assigned to the Sheriff's Personnel Bureau, with duty hours of Monday through Friday 0800 - 1600 hours. Sergeants Mechelle Buchignani and Kelly Burris will be your immediate supervisor. During these working days and hours, you are ordered to remain available for contact and you are to call either Sergeant Buchignani or Sergeant Burris every Monday at 1000 hours, so they are aware of your whereabouts during the week. You shall also provide them with a working telephone number.

Until further notice, you are directed not to enter, or attempt to enter any non-public area of any Sheriff's Office facility for any purpose whatsoever. The only exception to this order would be if you have been arrested, or have the specific permission from your supervisor, or direction from Sheriff Engram, or his designee (including myself), to enter any such facility.

In addition, you are ordered not to use your peace officer powers as a member of the Sonoma County Sheriff's Office. The Sheriff's Office does not authorize you to take any law enforcement action. As such, you are ordered to surrender your Sonoma County Sheriff's Office Identification and Proximity Card, as well as all Sonoma County Sheriff's Office issued weapons. You are also prohibited from carrying a concealed firearm without a concealed weapons permit. This order does not prohibit you from exercising your rights as a citizen to make a citizen's arrest or other privileges you may enjoy as a citizen.

Any failure on your part to follow the order contained in this memorandum will be considered insubordination and may result in disciplinary action being taken, up to and including termination of your employment.

If you have any questions about this memorandum or further events related to this order, you can call me at 565-5042.

If you are served with a subpoena or other work-related request requiring you participation, please contact Sergeant Mechelle Buchignani at 565-8732 or Sergeant Kelly Burris at 565-8298.

Eddie Engram
Sheriff-Coroner

By: _____
Sergeant Brent Kidder, Internal Affairs

_____
Correctional Deputy Adam Marlowe

CC: Assistant Sheriff
Administration Division Captain
Administrative Services Officer