



REPORT OF INVESTIGATION

Investigation of Vehicle Accident of Orleans Parish Communication District Director May 7, 2023.

November 16, 2023

Edward Michel, CIG
Inspector General



REPORT OF INVESTIGATION

23-0008-I

TITLE: Investigation of Vehicle Accident of Orleans Parish Communication District Director on May 7, 2023.

LOCATION OF OCCURRENCE: New Orleans, LA

DATE OF OCCURRENCE: May 7, 2023

INVESTIGATED BY: Investigations Division

VIOLATIONS: Louisiana Revised Statutes 14:132, "Injuring Public Records"¹

Louisiana Revised Statutes 22: 1925, "Auto Insurance Fraud"²

ACTION TAKEN: Referred to the Orleans Parish District Attorney for criminal prosecution.
Referred to the Orleans Parish Communication District (OPCD) board for corrective action to ensure proper compliance, update, and adherence to OPCD policies.

BASIS FOR INVESTIGATION

This investigation was predicated on information received from anonymous complaints which reported the OPCD Executive Director, Tyrell Morris, was involved in a vehicle accident while operating an OPCD vehicle and that the accident was not properly reported in accordance with OPCD policies. Allegations later arose from local news reports that changes were made to the OPCD Standard Operating Procedure (SOP) Number 1.3.1, which required all OPCD employees involved in a vehicle accident with an OPCD vehicle to undergo drug and alcohol testing. Local media outlets also reported that changes were made to the SOP after the accident occurred. The alleged changes to the SOP included added language which lowered the standard required for drug and alcohol testing for OPCD employees involved in a vehicle accident while operating an

¹ See Exhibit 1, Louisiana Revised Statutes 14:132, Injuring Public Records.

² See Exhibit 2 Louisiana Revised Statutes 22: 1925, Auto Insurance Fraud.

OPCD vehicle by making such testing mandatory only for accidents involving personal injury rather than all accidents.

BACKGROUND

On Sunday May 7, 2023, at approximately 10:36 p.m., then Executive Director Tyrell Morris, OPCD, was involved in a vehicle accident at the intersection of 1-610 and Elysian Fields with another vehicle while operating an OPCD vehicle. A local news outlet, WDSU, aired several news stories concerning the incident and requested information about the accident from OPCD. On May 11, 2023, WDSU interviewed Morris telephonically and aired portions of that interview. Morris explained to WDSU that he was in an accident but that he was not impaired while driving.³

As reported by WDSU, the news outlet received and reviewed the applicable OPCD policy for vehicle accidents involving OPCD employees. WDSU also reported that after their review of the metadata related to the OPCD policy, it appeared that Morris may have altered OPCD SOP 1.3.1 which required employees involved in a vehicle accident submit to drug and alcohol testing to a lesser standard than previously published by OPCD.

The City of New Orleans Office of Inspector General (OIG) initiated this investigation to determine if the allegations were valid and if audio and video recordings related to the automobile accident may possibly have been available to further substantiate or refute the allegations.

EXTENT AND RESULTS OF INVESTIGATION

On May 30, 2023, the OIG received audio recordings from OPCD related to the accident in question. The audio recording identified the person making the call to OPCD as “Comm 1”, which was later identified as the OPCD call sign for Tyrell Morris. In the recording, Comm 1 reported to the OPCD dispatcher that an accident occurred at I-610 and Elysian Fields under the bridge. Comm 1 requested a New Orleans Police Department (NOPD) 3rd District police unit. Comm 1 further stated no injuries were reported and that two vehicles were involved in the accident. Comm 1 relayed the accident involved a Chevrolet Impala and a 2022 black Expedition and that the other driver was unlicensed. OPCD dispatch advised no unit was available but would try to get one to that location. After a few minutes elapsed, Comm 1 advised OPCD dispatch to “mark” the call as “NAT”. NAT is an acronym for Necessary Action Taken. Comm 1 advised the parties exchanged information. A transcript of the recording is an exhibit of this ROI.⁴

On June 2, 2023, the OIG received documents from the OPCD related to the SOPs involving OPCD vehicles. The OPCD counsel provided OPCD SOP 1.3.1 dated May 14, 2019, titled “Agency

³ See Exhibit 3, WDSU news article OPCD Executive Director under investigation for car accident, accusations of altering records dated June 27, 2023.

⁴ See Exhibit 4, Transcript of OPCD call

Delegation of Authority”.⁵ Section IX of that SOP, Accident Procedures, Subsection (e) states “if injuries are reported, the operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.” OPCD counsel represented via electronic mail that the policy had not been updated since May 14, 2019. During this investigation it was determined that SOP 1.3.1. was erroneously named “Agency Delegation of Authority”, prior to this incident. This was the OPCD SOP for vehicle accidents involving OPCD employees.

On June 5, 2023, William Robinson was identified by the OIG as the other driver involved in the accident with Morris. Robinson was telephonically interviewed regarding the accident by OIG Investigators.⁶ Robinson stated he was involved in an accident at Elysian Fields and I-610 and he was not at fault. Robinson said he did not have a valid driver’s license. He thought that the driver of the SUV that hit him was a Law Enforcement Officer. Robinson said he was in the right lane of traffic stopped at the traffic light. Robinson said the SUV veered from the left lane into his lane, which was the right-hand lane of traffic. Robinson stated that the officer (Morris) did not see his vehicle. Robinson said that the officer did not seem impaired.

On June 5, 2023, OIG Investigators drove by Robinson’s residence and located the vehicle involved in the accident parked in his driveway. OIG Investigators identified Robinson’s vehicle based on the license plate and damage to the driver’s side front quarter panel and bumper area. A photograph of the damage was taken from the public access road and appeared to be consistent with footage reviewed and the information provided by Robinson.⁷

On June 13, 2023, video footage was received from the New Orleans Office of Homeland Security, Real Time Crime Center (RTCC) of the accident Morris was involved in on the night of May 7, 2023. According to the footage, the accident occurred at I-610 and Elysian Fields Ave., in New Orleans at 10:36 p.m. The time of the accident footage correlated with that of the audio provided to the OIG from OPCD.

On June 13, 2023, based upon information from a recent unrelated OIG audit of OPCD’s credit card usage, OIG Investigators requested and received documents from Richard CPA (Richard), a local auditing firm, particularly OPCD SOP 1.3.1. The copy of SOP 1.3.1 provided by Richard had the same date and title as the one provided by OPCD counsel on June 2, 2023. However, the language in Section IX(e) differed and did not begin with, “if injuries are reported...”, as stated in the SOP provided after the date of the accident by the OPCD counsel. The policy received from Richard stated:

⁵ See Exhibit 5, May 4, 2019 SOP 1.3.1 Agency Delegation of Authority.

⁶ See Exhibit 6, William Robinson MOI, dated June 5, 2023.

⁷ See Exhibit 7, photograph of Robinson vehicle.

The operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.⁸

The SOP provided to the OIG by Richard was furnished to Richard CPA by the OPCD. Richard telephonically indicated the document he had received from the OPCD was prior to the date of the accident.

On June 27, 2023, the OIG received the computer and work cellular telephone of Tyrell Morris from the OPCD. The electronic records and files were downloaded and reviewed by the OIG. That review revealed that based on metadata, OPCD SOP 1.3.1 – Vehicle Policy determined was altered on May 11, 2023 at 12:44 p.m. by Tyrell Morris.⁹

On July 5, 2023, the OIG received records from Volunteer Fireman’s Insurance Services, Inc. (VFIS), which is the insurance company of record for the OPCD. Records indicated that the accident occurred on May 7, 2023, and that Tyrell Morris was the driver. The report narrative provided by VFIS stated the other driver was at fault.¹⁰ Tyrell Morris reported to VFIS that the other driver’s vehicle did not have lights on and sideswiped the OPCD vehicle. A drawing depicting the accident appeared in the report showing the driver of the other vehicle passed to the right side of the OPCD vehicle driven by Morris. The other driver’s vehicle then struck the front right of the OPCD vehicle. The description states “Driver was stopped @light at intersection. Vehicle came from behind along right side of vehicle and clipped bumper.” This narrative conflicts with Robinson’s statement that the SUV driven by Morris veered from the left-hand lane into his lane, which was the right-hand lane of traffic. The accident form indicates the time of the accident was on May 7, 2023 at 10:40 p.m. at Elysian Fields and I-610.¹¹ Photographs of the OPCD vehicle driven by Morris were also included and showed the damage to the vehicle on the front passenger side and bumper of the OPCD vehicle.¹² The video obtained also contradicts the information filed regarding the accident filed by OPCD with its insurer.

On July 6, 2023, Karl Fasold, IT Administrator, OPCD, was interviewed by OIG Investigators.¹³ Fasold advised he was not in town when the accident occurred and learned about it when he returned. Fasold said it was when media requests came into the OPCD that he began to learn more about the incident. Fasold said other department heads had access to make changes inside of the OPCD server known as PowerDMS. He explained the file which contained SOP 1.3.1 in

⁸ See Exhibit 8, Copy of SOP 1.3.1 dated May 14, 2019 received June 13, 2023 from Richard CPA’s.

⁹ See Exhibit 9, Metadata results from Morris’ OPCD computer.

¹⁰ See Exhibit 10, Insurance Claimant Notepad provided by VFIS.

¹¹ See Exhibit 11, Insurance Claimant Notepad Description of accident by VFIS.

¹² See Exhibit 12, Photographs of OPCD vehicle provided by VFIS.

¹³ See Exhibit 13, MOI of Fasold dated July 6, 2023.

question was incorrectly named “Agency Delegation of Authority,” but it contained the vehicle policy. He recalled the SOP and that in the past, Morris had expressed interest in making changes and eliminating the portion of the policy requiring drug and alcohol testing in the instance of an accident. He said Morris wanted this due to a shortage of NOPD officers. Additionally, he wanted the specialized unit within NOPD that investigated NOPD vehicle accidents to conduct post-accident investigations for the OPCD. Fasold said as an NOPD Reserve Police Officer, he was aware of the City policy requiring drug and alcohol testing when an accident occurred in a City vehicle and that Morris’s intention would have differed from the City policy.

Fasold advised that Teresa Thompson, Director of Training and Compliance, OPCD, is now the only person with edit capabilities to OPCD policies. Fasold opined that the metadata, as reported by media outlets, was not irrefutable evidence that Morris changed the policy. He said more irrefutable evidence would be to view the audit log within PowerDMS for that particular file.

On July 6, 2023, Casandra Robert, Senior Financial Analyst, OPCD, was interviewed by OIG Investigators.¹⁴ On May 8, 2023, after learning about the accident involving Morris, she was tasked by Morris with getting the vehicle repaired and filing the insurance claim. She said she created a folder that she kept in her locked file drawer within her office. Robert said that folder contained all of the relevant documents she gathered while processing the insurance claim. Robert said she first went into the PowerDMS system and printed a copy of the then existing SOP for her records on May 8, 2023. She said the other driver’s information involved in the accident was retrieved at her request by Morris’ driver, Ernest Gray. Robert was shown a drawing obtained from VFIS by the OIG which related to the accident. She said the copy of the drawing in her possession and the one she was being shown were the same drawing. Robert said the drawings do not correspond with the reports she had seen on television by news outlets. Robert stated Morris personally paid the deductible of \$250.00 to the insurance company. She did not understand why Morris paid the deductible. OIG Investigators compared the SOP 1.3.1 received from Robert to the SOP 1.3.1 received from Richard CPA’s and determined they are identical.¹⁵

On July 10, 2023, Teresa Thompson, Director of Training and Compliance, OPCD, was interviewed by OIG Investigators.¹⁶ At the direction of Morris, Thompson sent an e-mail to the OPCD executive team on June 2, 2023. This email stated “effective immediately, policies are no longer to be edited and/or changed via PowerDMS. Moving forward, all policies will be uploaded to PowerDMS by me.” Thompson said effective that date, she was the sole person that would edit or load policies into PowerDMS for the OPCD. Thompson said she did not alter SOP 1.3.1 and that based on her knowledge of the system, only the author of the policy could alter its contents.

¹⁴ See Exhibit 14, MOI of Robert dated July 6, 2023.

¹⁵ See Exhibit 8, Copy of SOP 1.3.1 dated May 14, 2019 received from Robert

¹⁶ See Exhibit 16, MOI of Thompson dated July 10, 2023.

Thompson said Morris would have been the author of the document based on her review of the system.

On July 10, 2023, Wendy Ervin, Director of 9-1-1 Operations, OPCD, was interviewed by OIG Investigators related to the accident.¹⁷ Ervin said she was asked by Megan Clark, OPCD employee, to print an incident from the Computer Aided Dispatch (CAD) system. It was at that time she saw on the incident sheet the notation of “Comm 1”, which Ervin knew to be the call sign of Morris. Ervin said she did not alter SOP 1.3.1 and was unaware of who may have done so. Ervin said she briefly asked Morris about the accident the day after the accident and was told by Morris that he was not injured.

On July 12, 2023, Teresa Thompson, Director of Training and Compliance, OPCD, was re-interviewed in regard to findings from a recent computer search requested by the OIG.¹⁸ Thompson said she went into PowerDMS to research the information requested by the OIG at her previous interview. During that search, she found that Morris had deleted the SOP in question on May 24, 2023, after it had been previously altered by Morris on May 11, 2023. Thompson provided the OIG with the printouts from PowerDMS showing the changes and deletion.¹⁹ Thompson said she took over the role as the sole user to edit the policies within PowerDMS on June 2, 2023. Thompson said she did not make any of the changes or deletions and wanted the OIG to see the information immediately.

On July 13, 2023, Jared Brossett, former Director of Support Services, OPCD, was interviewed by OIG Investigators.²⁰ Brossett learned about the accident from Casandra Robert. Brossett said Morris tasked his staff with obtaining quotes for the repair of the vehicle. He said Robert was the person responsible for obtaining the accident quotes and interacting with the insurance company. Brossett recalled Morris held a meeting, not long after the accident with Support Services unit of OPCD. In the meeting, Morris blamed the other driver for the accident and said there was a mole in the OPCD that reported the accident to the news media. Morris added that whoever the mole may be, he could not touch them due to whistleblower protections. Brossett said subsequent to the staff meeting, Morris requested the two of them meet. At that time, Morris told Brossett that he thought Brossett was the “mole” and that he asked Brossett to help make this go away. Brossett denied making any changes to the SOP in question and did not know who made those changes.

On July 18, 2023, OIG Investigators traveled to the intersection of Elysian Fields and I-610, which was the location where the accident occurred. OIG Investigators took photographs of the

¹⁷ See Exhibit 17, MOI of Ervin dated July 10, 2023.

¹⁸ See Exhibit 18, MOI of Thompson dated July 12, 2023.

¹⁹ See Exhibit 19, Printouts from OPCD PowerDMS system.

²⁰ See Exhibit 20, MOI of Brossett dated July 13, 2023.

intersection.²¹ The photographs of the intersection show that the vehicle that struck the OPCD vehicle could not have physically passed the OPCD vehicle on the right side since there is no road shoulder. In addition, a tree near the edge of the street blocks passage of a vehicle. In order to pass the OPCD vehicle, the other vehicle would have been required to travel on the grass of a yard next to the street. There is no designated right turn lane at that particular intersection. This information is in contradiction to the drawing depicting the accident provided to the insurance company by the OPCD and the statement of Robinson, the driver of the other vehicle. Video footage obtained from the RTCC also contradicts the claim in the drawing and the narrative provided to the insurance company by the OPCD.

On July 19, 2023, Ernest Gray, Executive Assistant and Driver to Tyrell Morris, OPCD, was interviewed by OIG Investigators related to his job functions at OPCD and regarding the accident.²² Gray said he was hired as Tyrell Morris' Executive Assistant/Driver in February 2023. He said when not driving for Morris, he worked in the records section of OPCD. Gray said he is POST (Police Officer Standards and Training) certified and authorized to carry a firearm while driving for Morris. He said the day after the accident in question, he was asked by Casandra Robert to retrieve some items from the wrecked vehicle at Morris' residence. He said the items were notes about the other driver involved in the accident with Morris. Gray related that he was on a group text the night of the accident with Morris and Dayton Gibson, Facilities Manager, OPCD. The text was from Morris stating he was involved in an accident. Gray recalled asking if Morris was injured. He said Morris replied that he was not injured and that Gray believed they would handle the matter the next day. Gray said he and Gibson looked at the vehicle at Morris' residence the next day and determined it should not be driven. They provided all information to Robert as they proceeded in having it towed and making sure repair locations were identified.

On July 19, 2023, Dayton Gibson, Facilities Manager, OPCD, was interviewed by OIG Investigators related to his knowledge of the accident.²³ Gibson said he was contacted by Morris via text the night of the accident. The text indicated Morris had been in an accident and that he was not injured. Gibson went to work the next day, then went to Morris' residence to see if the vehicle could be driven. He determined it could not be driven and had a tow truck bring the vehicle to the OPCD. Gibson coordinated through Robert in getting the vehicle into a repair shop. Gibson advised all financial information and insurance information went through Robert. He did not have any particular conversation with Morris about the accident as Morris went on official travel the day after the accident.

²¹ See Exhibit 21, MOI of I-610 and Elysian Fields Intersection dated July 18, 2023.

²² See Exhibit 22, MOI of Gray dated July 19, 2023.

²³ See Exhibit 23, MOI of Gibson dated July 19, 2023.

On August 2, 2023, OIG Investigators re-interviewed William Robinson regarding the accident.²⁴ Robinson explained he was in the right-hand lane at the red light located at I-610 and Elysian Fields. He intended to proceed straight when the light turned green. When the light turned green, the vehicle in the middle lane made a right-hand turn, striking his vehicle. He explained he thought the person who hit his vehicle was a police officer because the other driver turned on his vehicle's emergency lights. Robinson did not have a valid driver's license nor did he have insurance at the time of the accident and thought he would be arrested because he lacked proper driving credentials or insurance. The driver of the other vehicle, who was Morris, questioned Robinson and learned that he was uninsured and driving without a valid driver's license. At this point, Morris told Robinson, "If I call another cop, you're going to jail". Morris gave Robinson his insurance information and told him, if Robinson left, there would be no need for the police to send a responding car. Robinson took the note and left. Robinson provided the note Morris gave him to OIG Investigators. This note has Morris's name, phone number, and insurance information.²⁵

On August 9, 2023, OIG Investigators interviewed Taylor Green, Emergency Communications Specialist II, OPCD, regarding her knowledge of events surrounding the night of the accident.²⁶ Green said she was at a local bar the night of the accident and by chance saw Morris. It was Morris' birthday and they interacted. She saw Morris order a drink at the bar, but did not know how many he may have had to drink. Green said another OPCD employee, she identified as Ernest, who was Morris' driver, was also present. Green estimated they were at the bar for about sixty to ninety minutes. Green drove separately from Morris but recalled going outside to a food truck in the parking lot to eat. Green, Morris, and Ernest all ordered food and they all ate in her vehicle. After they ate, she departed in her vehicle. Green was unaware if Morris and his driver remained at the bar or went elsewhere. She did not know what vehicle either was driving or how they got to the bar.

OIG Investigators attempted on numerous times to interview Morris, but on September 18, 2023, Morris' legal counsel informed the OIG General Counsel that Morris wished to assert his 5th Amendment privilege against self-incrimination and declined to be interviewed.

CONCLUSIONS

On May 7, 2023, then Executive Director Tyrell Morris, OPCD, was involved in a vehicle accident while operating an OPCD vehicle. Based on the OIG's review of computer metadata, PowerDMS data, and witness interviews, Morris may have altered and then deleted SOP 1.3.1. The unaltered

²⁴ See Exhibit 24, MOI of Robinson dated August 2, 2023.

²⁵ See Exhibit 25, Note provided to OIG from Robinson by Morris at accident scene.

²⁶ See Exhibit 26, MOI of Green dated August 9, 2023.

SOP required Morris to submit to a drug and alcohol testing since he was operating an OPCD vehicle at the time of the accident. Morris' actions may be in violation of LA Revised Statutes 14:132 Injuring Public Records which states "First degree injuring of public records is the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing, filed or deposited, by authority of law, in any public office or with any public officer."²⁷

Based on the review of video footage, audio recording of the accident, internal OPCD documents, insurance documents, and witness interviews, it appears that Morris filed a false insurance claim. Morris reported that the driver of the second vehicle did not have lights on and had sideswiped the OPCD vehicle Morris was driving from the right-hand side. Based on the aforementioned documents obtained from the insurance company, this account does not appear to be accurate and may be in violation of LA Revised Statutes 22: 1925, which makes it a felony offense to knowingly and with intent to defraud present to an insurer materially false information in support or defense of an insurance claim.

OPCD should review all of its policies to determine if they require updating and or revision. OPCD should implement employee controls on its policies and should update the titles accordingly. SOP 1.3.1 was erroneously titled and appears to have been altered by the former OPCD Executive Director. The OPCD should establish a review process for policies to ensure they are properly titled and have not been revised without the proper approval process. Further, the OPCD policies regarding vehicle accidents should closely mirror the City Accident Policy for vehicles, which is a well-established protocol.²⁸



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City of New Orleans

²⁷ See Exhibit 27, Louisiana Revised Statute §14:132, Injuring Public Records.

²⁸ See Exhibit 28, No-5-(R) Attachment -B-City Accident Procedure

EXHIBITS ATTACHED

Exhibit 1:	Copy of Louisiana Revised Statute 14:132 Injuring Public Records.
Exhibit 2:	Copy of Louisiana Revised Statute 22: 1925 Auto Insurance Fraud.
Exhibit 3:	WDSU news article OPCD executive director under investigation for car accident, accusations of altering records dated June 27, 2023.
Exhibit 4:	Transcript of OPCD phone call.
Exhibit 5:	May 4, 2019 SOP 1.3.1 Subject: Agency Delegation of Authority.
Exhibit 6:	William Robinson MOI, dated June 5, 2023.
Exhibit 7:	Photocopy photograph of Robinson vehicle.
Exhibit 8:	Copy of SOP 1.3.1 dated May 14, 2019 received June 13, 2023 from Richard CPA's.
Exhibit 9:	Photocopy of Metadata results from Morris' OPCD computer.
Exhibit 10:	Insurance narrative provided by VFIS.
Exhibit 11:	Description of accident by VFIS.
Exhibit 12:	Photographs of OPCD vehicle provided by VFIS.
Exhibit 13:	Karl Fasold MOI dated July 10, 2023.
Exhibit 14:	Casandra Robert MOI, dated July 10, 2023.
Exhibit 15:	Exhibit 8, Copy of SOP 1.3.1 dated May 14, 2019 received from Robert.
Exhibit 16:	Theresa Thompson MOI, dated July 10, 2023.
Exhibit 17:	Wendy Ervin MOI, dated July 10, 2023.
Exhibit 18:	Theresa Thompson MOI, July 12, 2023.
Exhibit 19:	Printouts from OPCD PowerDMS system.
Exhibit 20:	Jared Brossett MOI, dated July 13, 2023.
Exhibit 21:	Photographs of I-610 and Elysian Fields intersection.
Exhibit 22:	Ernest Gray MOI, dated July 19, 2023.

Exhibit 23:	Dayton Gibson MOI, dated July 19, 2023.
Exhibit 24:	William Robinson MOI, dated August 2, 2023.
Exhibit 25:	Note provided to OIG from Robinson by Morris at accident scene.
Exhibit 26:	Taylor Green MOI, dated August 9, 2023.
Exhibit 27:	Copy of Louisiana Revised Statute §14:132 Injuring Public Records.
Exhibit 28:	Copy of City Accident Procedure No. 5(R) Attachment B.

West's Louisiana Statutes Annotated
Louisiana Revised Statutes
Title 14. Criminal Law (Refs & Annos)
Chapter 1. Criminal Code (Refs & Annos)
Part VII. Offenses Affecting Organized Government
Subpart E. Miscellaneous Offenses Affecting Judicial Functions and Public Records (Refs & Annos)

LSA-R.S. 14:132

§ 132. Injuring public records

Currentness

A. First degree injuring public records is the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing, filed or deposited, by authority of law, in any public office or with any public officer.

B. Second degree injuring public records is the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing, defined as a public record pursuant to R.S. 44:1 et seq. and required to be preserved in any public office or by any person or public officer pursuant to R.S. 44:36.

C. (1) Whoever commits the crime of first degree injuring public records shall be imprisoned for not more than five years with or without hard labor or shall be fined not more than five thousand dollars or both.

(2) Whoever commits the crime of second degree injuring public records shall be imprisoned for not more than one year with or without hard labor or shall be fined not more than one thousand dollars or both.

Credits

Amended by Acts 1980, No. 454, § 1; Acts 1999, No. 671, § 1, eff. July 1, 1999.

LSA-R.S. 14:132, LA R.S. 14:132

The Revised Statutes and the Codes are current through the 2023 First Extraordinary Session.

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West's Louisiana Statutes Annotated
Louisiana Revised Statutes
Title 22. Insurance Code (Refs & Annos)
Chapter 7. Fraud and Unfair Trade Practices (Refs & Annos)
Part II. Insurance Fraud

LSA-R.S. 22:1925
Formerly cited as LA R.S. 22:1244

§ 1925. Automobile insurance policies

Effective: January 1, 2009
Currentness

A. (1) Any person who with an intent to injure, defraud, or deceive any insurance company commits any of the acts specified in Paragraph (2) of this Subsection is guilty of a felony and shall be subjected to a term of imprisonment, with or without hard labor, not to exceed five years or a fine not to exceed five thousand dollars, or both, and payment of restitution to the victim company of any insurance payments to the defendant that the court determines were not owed and the costs incurred by the victim company associated with the evaluation and defense of the fraudulent claim, including but not limited to the investigative costs, attorney fees, and court costs. However, mere possession of a fraudulent proof of insurance card or document shall be punishable by a fine of five hundred dollars, imprisonment for not more than six months, or both.

(2) The following acts shall be punishable as provided in Paragraph (1) of this Subsection:

(a) Knowingly causing or participating in a vehicular collision, or any other vehicular accident, for the purpose of presenting any false or fraudulent claim.

(b) Knowingly presenting or causing to be presented multiple claims for the same loss or injury, including presentation of multiple claims to more than one insurer, with an intent to defraud.

(c) Engaging in any of the actions or activities described in R.S. 22:1924, relative to insurance policies in general.

B. The criminal provisions of this Section shall be investigated, enforced, or prosecuted only by the proper law enforcement and prosecutorial agencies.

C. The provisions of this Section shall not extinguish any civil cause of action in favor of the victim company, but shall reduce any civil judgment by any restitution actually received by the company under this Section.

Credits

Renumbered from R.S. 22:1244 by Acts 2008, No. 415, § 1, eff. Jan. 1, 2009. Added by Acts 1992, No. 707, § 2. Amended by Acts 2005, No. 450, § 1; Acts 2008, No. 15, § 1.

LSA-R.S. 22:1925, LA R.S. 22:1925

The Revised Statutes and the Codes are current through the 2023 First Extraordinary Session.

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OPCD executive director under investigation for car accident, accusations of altering records

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Cassie Schirm

Investigative Reporter

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NEW ORLEANS —

Orleans Parish Communication Executive Director Tyrell Morris is under investigation by the Office of Inspector General of New Orleans for accusations of altering public documents as well as a car accident he was involved in back in May. That's according to sources within City Hall.

WDSU Investigates confirmed the investigation and accusations into **Tyrell Morris before he announced his resignation on Monday.**

On Morris' birthday, May 7, documents obtained by WDSU Investigates and a phone interview with Morris say he was involved in a car accident in his government-issued OPCD vehicle.

Records show 911 calls were made but then later canceled by Morris after long wait times. No police report was ever made.

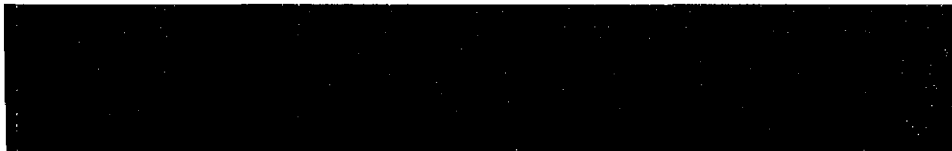
WDSU Investigates called Morris and asked him about the accident on May 11.

Morris agreed to being recorded.

Morris said to WDSU Investigates that he was heading back to OPCD and was involved in an accident on I-610 and Elysian Fields Avenue.

Recommended

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Baton Rouge lawyer buys 8,888 Jell-O shots ahead of championship game

According to Morris, a car clipped his right bumper while trying to travel through a light in the turn lane.

Morris claims both he and the person who hit him pulled over.

He said because no one was hurt and because there wasn't anyone available to dispatch, Morris and the driver agreed to exchange information. That's when he said he called to cancel the call for service 20 minutes later.

"No one was injured, neither of us. I myself called it in, gave the location, gave license plate information. And then we kind of waited, but we started the process of exchanging insurance information just like as as the law requires," said Morris. "The dispatcher advised that she did not have any units available. We waited quite a bit, like another 15-20 minutes. I asked the driver. I said

hey, there's no injury here. It's property damage. Technically we can exchange information, but it's on you. "

Morris said he left and drove his damaged car to his home.

WDSU Investigates obtained video of the accident from a city crime camera.

Video shows Morris swerving into the other driver.

WDSU Investigates asked Morris if the other driver was impaired.

"No, he was talking. He was totally with it. He told me he was heading to work now when he first got there," said Morris. "We exchanged driver's license information. All the normal stuff in an accident. And he said he was. Gonna finish going to work."

WDSU Investigates also asked if Morris had been drinking.

"Wow. Okay, no," said Morris. "That day I was preparing to go out of town, so if the question is 'was I impaired?' The answer is no."

Morris told WDSU Investigates that he did not get a drug or alcohol test after the accident.

"We have a vehicle policy in place issued in 2019 where we did not have a policy at all," said Morris. "So you know the agency has the parameters in place to protect our assets and any event as there is an injury or you know there may be an elevation of an ally there. The policy speaks to it but the only damage to the vehicle was the right side of the bumper."

WDSU Investigates obtained the policy referenced by Morris. It reads:

"If injuries are reported, the operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility."

WDSU Investigates asked Morris' lawyer if this was the only document referencing the policy, and we're told it was.

WDSU then obtained the same document with the same title and date submitted in a 2021 audit, but found it had four less words than the one supplied by OPCD.

That document reads:

"The operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible."

This document lacks the portion referencing if injuries are reported.

When WDSU asked OPCD about the differing policies, we received this statement:

"As you are certainly aware, electronically stored documents can be easily manipulated. It is OPCD's position that the version of the document I provided that includes the language limiting drug and alcohol tests to accidents involving reported bodily injuries is the only true and correct version of SOP 1.3.1."

New Orleans Council Vice President Helena Moreno verified to WDSU Investigates that an investigation has been launched into how the documents were altered.

She issued the following statement:

"The information regarding an allegation of unlawful altering of an OPCD public document is in the hands of appropriate authorities who are currently reviewing this matter. Depending on the outcome of the investigation the Council will move forward accordingly."

Sources tell WDSU Investigates that the Office of Inspector General is also investigating Morris' accident.

That investigation is centered on why Morris never filed a police report, whether he followed appropriate policies, and whether he potentially altered documents for personal gain.

Audio file

[E-07296-23 DISP AUDIO.wav](#)

Transcript

00:00:00 Speaker 1

Communication one.

00:00:02 Speaker 2

Unit calling?

00:00:03 Speaker 1

Communications one.

00:00:04 Speaker 2

Go ahead.

00:00:05 Speaker 1

Do you have a 3rd district unit available? Going to be at the 610 and Elysian fields underpass for an accident, not no injury accident.

00:00:13 Speaker 2

600 Elysian Fields under the overpass.

00:00:16 Speaker 1

The underpass.

00:00:17 Speaker 2

Negative, I don't have any units clear but I could go ahead and put one in.

00:00:20 Speaker 1

If you can.

00:00:21 Speaker 2

How many vehicles were involved?

00:00:23 Speaker 1

Only Two vehicles involved.

00:00:25 Speaker 1

Gray Chevy Impala versus a 2022 black expedition.

00:00:34 Speaker 2

10-4, As soon as I have an available unit clear I'll start them that way. It's going to be 610 East and Elysian Fields under the bridge?

00:00:41 Speaker 1

Yes ma'am.

00:00:42 Speaker 2

10-4.

00:00:44 Speaker 1

Communication one

00:00:42 Speaker 2

Go ahead.

00:00:44 Speaker 1

The license, the one of the vehicles the Impala, is gonna be unlicensed driver. Louisiana Plates [REDACTED].

00:00:54 Speaker 1

And I'm involved.

00:00:56 Speaker 2

10-4, Comm 1, I don't have any units available right now is gonna be a minute.

00:01:01 Speaker 2

I'll try to get you one as soon as I can.

00:01:02 Speaker 1

Communications one.

00:01:03 Speaker 2

Go ahead.

00:01:05 Speaker 1

Mark that call up NAT, all the parties exchanged information.

00:01:10 Speaker 2

NAT all exchanged information. 10-4.



ORLEANS PARISH COMMUNICATION DISTRICT
9-1-1/3-1-1

STANDARD OPERATING PROCEDURE NUMBER: 1.3.1.

SUBJECT: AGENCY DELEGATION OF AUTHORITY

DATE ISSUED/REVISED: Tuesday, May 14th, 2019

RELATIVE REFERENCE(S): LS RS 32:24

ACCREDITATION STANDARD(S):

APPROVED BY

Jane T. Monni

Executive Director, OPCD

DATE 05/14/2019

I. PURPOSE

To state the responsibilities and requirements regarding the appropriate use of OPCD vehicles, including, but not limited to their operation, maintenance, refueling, as well as the coordination of these activities. Compliance with this policy will result in reduced costs, better management of OPCD resources, reduced claims and liabilities, and increases in accountability and responsibility.

II. AUTHORITY AND APPLICABILITY

Pursuant to the Cooperative Endeavor Agreement effective May 2016 (hereafter, "CEA-2016"), the OPCD is responsible for the development of policies and procedures for consolidated 9-1-1 operations. Resolution 18-07 of the OPCD Board of Commissioners authorizes the Executive Director to issue standard operating procedures regarding the daily operation of the agency.

III. BACKGROUND

OPCD has a small fleet of vehicles for use by OPCD employees for official business. The facilities department is responsible for ensuring that the vehicles are maintained according to manufacturer requirements, and that vehicles have sufficient fuel at all times.

IV. VEHICLE IDENTIFICATION

All OPCD vehicles must have a public license plate and must be registered to OPCD through the Louisiana Office of Motor Vehicles.

V. SECURITY

All OPCD vehicles must be locked when not in use, even at the OPCD site. All equipment or valuables within the vehicle shall be placed in a location where it is out of sight of passersby.

- VI. Missing vehicles, equipment, and valuables shall be reported immediately to the New Orleans Police Department (NOPD) and the employee's immediate supervisor. The supervisor shall, in turn, notify the 9-1-1 Director of Operations and/or the Executive Director. It should be noted that personal property is not insured for loss or damage by OPCD. OPCD is not responsible for any personal property that is lost or stolen.

VII. EMPLOYEE RESPONSIBILITIES

Employees using an OPCD vehicle will be responsible and held accountable for vehicles assigned to or operated by them. Employees using an OPCD vehicle shall comply with the following:

- a. Employees shall operate an OPCD vehicle in a safe and courteous manner and ensure that the use of this vehicle is for official OPCD business only.
- b. Employees shall document that they possess a valid Louisiana driver's license. Employees are responsible for reporting any revocation, suspension, or addition of restrictions to their driver's licenses.
- c. Employees shall perform pre-trip vehicle inspections and note the condition of the car's exterior and interior.
- d. Employees shall complete the OPCD Vehicle Log that has been established, both when first taking the vehicle and when returning the vehicle. A vehicle log book should be in each vehicle.
- e. Upon end of use of the vehicle, if the fuel gage reads $\frac{1}{4}$ full or below the employee driving this vehicle will proceed to one of the three (3) City of New Orleans fueling stations and fill the vehicle fuel tank.
- f. Upon end of use of the vehicle, the employee driving this vehicle will turn in the vehicle keys to their supervisor and report any issues with the vehicle.
- g. Employees must receive prior written authorization to conduct OPCD-related business in an OPCD vehicle outside the New Orleans Metropolitan Statistical Area (MSA).
- h. Employees are responsible for vehicle abuse and/or misuse, and may be held accountable for any repair or service costs resulting from their failure to obtain services or repairs in a timely manner.
- i. Employees must always use a seat belt when either driving or riding in an OPCD vehicle.
- j. Parking and/or moving violations are the personal responsibility of the employee driving an OPCD vehicle. Failure of an employee to pay or otherwise resolve parking and/or moving violations may result in disciplinary actions, up to and including dismissal.

- k. If OPCD receives a ticket generated by the red-light camera system or the speed-control system, OPCD shall notify the affected employee within five calendar days of the violation. If OPCD receives a delinquent notice of a ticket over 60 days past due, the employee shall have a maximum of 30 calendar days to pay the ticket or face disciplinary action. If the ticket is not paid within the 30 days, OPCD shall pay the ticket immediately, and shall deduct the ticket fine amount from the affected employee's pay.
- l. Employees are strictly prohibited from smoking or vaping of any substances in an OPCD vehicle. Employees are strictly prohibited from using chewing tobacco while in an OPCD vehicle.
- m. Employees are strictly prohibited from drinking or having opened alcoholic beverages in an OPCD vehicle, even if not driving.
- n. Employees who lock the keys in an OPCD vehicle are personally responsible for retrieving safely such keys by a locksmith or similar provider. Employees are personally responsible for any damage to an OPCD vehicle when attempting to gain entry.

VIII. PROCESS FOR USING AN OPCD VEHICLE

- a. An employee who needs to use an OPCD vehicle for business purposes shall provide his/her supervisor with as much advance notice as is reasonably possible.
- b. The employee must have a valid Louisiana Driver's License to use an OPCD vehicle.
- c. The employee must maintain copy of his/her valid driver's license with the human resources department.

IX. ACCIDENT PROCEDURES

The following procedures must be followed and shall apply to any accident or loss involving any OPCD vehicle.

- a. Call 9-1-1 to request the dispatch of a police officer, and unless otherwise advised, remain at the scene of the accident. If injuries are involved, request the dispatch of an EMS unit. Make sure to obtain the accident report number given for the report written by the responding officer. If an NOPD officer is dispatched, this number will be the "NOPD Item Number."
- b. Report the accident, damage, and/or loss to the appropriate supervisor who will notify the Facilities Manager.
- c. Complete a Vehicle and Equipment Damage Report Form, which is attached to this policy and should be with vehicle log book in vehicle. If it is not possible to obtain a copy of this Form, please make sure to record the following:

- a. The accident report number/NOPD Item Number for the report written by the police.
 - b. The year, make, model, license plate #, odometer reading, and color of the other vehicles involved in the accident.
 - c. The names and addresses of the driver(s) of the other vehicle(s) involved in the accident.
 - d. The names and addresses of the owner(s) of the vehicle(s) involved in the accident.
 - e. The names and contact information of any witness or witnesses.
 - f. The names of the other occupants involved in the accident.
 - g. The name, address, telephone number and description of injuries of any injured occupants of other vehicles involved in the accident.
 - h. The name, address, and telephone number of the insurance carrier(s) of the other vehicle(s) involved in the accident, and the appropriate insurance policy number(s) for the other vehicle(s) involved in the accident.
- d. Upon completion, submit the form to the appropriate supervisor. The employee should also keep a copy of the form for his/her own records.
 - e. If injuries are reported, the operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.

X. TAKE-HOME VEHICLES

These rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- a. Take-home vehicles may only be assigned to the Executive Director and the Director of Operations.
 - a. The Executive Director and the Director of Operations must be domiciled within the four parishes of Region 1 and the distance from place of residence and the PSAP cannot be greater than 40 miles.
 - b. Meet all other criteria regarding requirements to drive an OPCD vehicle as set forth in this policy.
- b. Take-home vehicle use. Take-home vehicles are to be used for the conduct of OPCD business. In addition, these employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations. OPCD vehicles should not be used to perform personal business. However, in some instances, take-home vehicles may be used to perform incidental, personal errands outside the course and scope of OPCD business, so long as the errands are conducted to and from work without significant deviation, are brief in nature, and do not detract from the employee's activities as a public servant. Employees granted take-home vehicle status should be mindful that they are always under the watchful eyes

of the taxpayers. Examples of appropriate stops between domicile and PSAP are grocery store, pharmacy, gas station, cleaners, take-home food, etc. Examples of inappropriate stops between domicile and PSAP are sit down restaurant for dinner, happy hour, etc. Any abuse of the discretion of OPCD take-home vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including termination.

- c. 24 hours/7 days a week vehicle use. The Executive Director and Director of Operations hold key positions which require them to be available at all times which mandate 24 hours/7 days a week availability.
- d. Take-home vehicle use charge. Employees with take-home vehicle usage will be charged a fee as determined by CNO Circular Memorandum No. 10-09 or its latest version. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of vehicle use.
- e. Taxable fringe benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with CNO Circular Memorandum 36-86 or its latest version and under Internal Revenue Service rules and regulations.
- f. Insurance. Each employee granted take-home vehicle authority will provide to the OPCD Finance Manager a copy of their current personal automobile insurance policy or their personal non-owned automobile insurance policy. Vehicle use outside the scope and purpose of employment by OPCD, whether permissible or not, will not be covered by the OPCD insurance policy. Employees with a take-home vehicle must endorse their current Personal Automobile Policy to provide coverage for Non-Owned Autos, including Physical damage Coverage and provide evidence of the coverage in force. Minimum personal automobile insurance coverages and limits required of employees with take-home autos are as follows:
 - a. Automobile Liability, Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
 - b. Uninsured Motorist – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
 - c. Comprehensive and Collision – Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD for damage due to accidents outside the scope and purpose of employment by OPCD.
 - d. Non-owned coverage including Bodily Injury and Property Damage Liability and Physical Damage (“Comprehensive” and “Collision”).
 - e. Any employee with a take-home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance Policy in force must purchase a Personal Non-Owned Automobile Liability and Physical Damage coverage (“Comprehensive and Collision”).

- f. The Auto Liability Limits shall be at least the Mandatory State Minimum Financial Responsibility Limits for bodily injury and property damage. Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD, for damage due to accident outside the scope and purpose of employment by OPCD.

- g. Take-home vehicle when not in use by Executive Director and/or Operations Director. These are OPCD vehicles that are “assigned” for official use by these two directors in the performance of their duties and are not their personal vehicles. When the Executive Director and/or the Director of Operations are absent from their OPCD duties for an extended time (i.e. on leave lasting more than two days, out of town at a conference and not using OPCD vehicle for transportation to conference – under no circumstances is the OPCD vehicle to be left at airport parking lot until return from conference, out for extended sick time, etc.), these assigned take-home vehicles will be returned to OPCD for use as needed by OPCD personnel.

- h. Temporary take-home vehicle authorization. If operational needs dictate the requirement for an OPCD employee to have use of a take-home vehicle for a limited time, the Executive Director or Operations Director can grant this authorization. Examples of a proper use of this are during an emergency, when authorized the use of an OPCD vehicle for a scheduled trip and allowed for convenience to start trip from domicile, etc. When this is granted it must be for short periods of time and employee is not subject to any take-home vehicle use charge per paragraph “D” above.

XI. Emergency Equipment

- a. As an emergency services agency, OPCD vehicles may be equipped with emergency equipment to include lights and sirens.
- b. The use of this emergency equipment must be in accordance with Louisiana Revised Statute 32:24.

**ORLEANS PARISH COMMUNICATION DISTRICT
VEHICLE AND EQUIPMENT DAMAGE REPORT FORM**

Employees involved in an accident in an OPCD vehicle shall complete this form and notify the Director of Finance & HR within 24 hours of the accident.

Date of Report: _____

Police Accident Report/NOPD Item Number: _____

Is the vehicle still in use? (Yes/No): _____

Was the vehicle towed? (Yes/No): _____

Current Location of Vehicle: _____

Accident Information

Date of Accident (MM/DD/YYYY): _____

Time of Accident (hour, minute, AM/PM): _____

Weather Conditions: _____

Road Conditions: _____

Headlights on? (Y/N): _____

Seatbelt Worn? (Y/N): _____

Location of Accident: _____

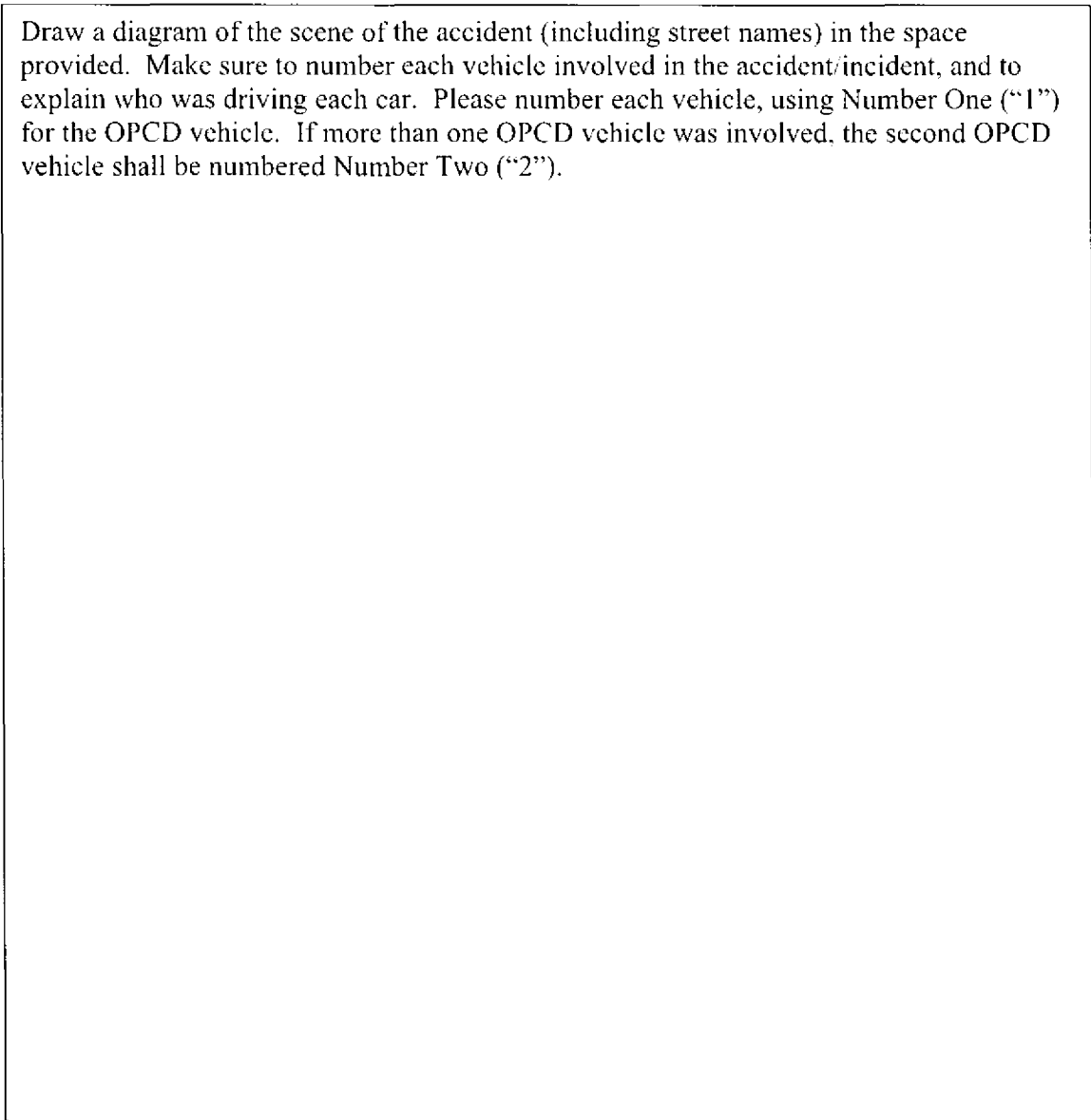
Agency or Agencies Responding: _____

Fully describe what happened leading up and including the accident:

Additional Comments:

Name and Title of Supervisor Reviewing this Report:

Draw a diagram of the scene of the accident (including street names) in the space provided. Make sure to number each vehicle involved in the accident/incident, and to explain who was driving each car. Please number each vehicle, using Number One ("1") for the OPCD vehicle. If more than one OPCD vehicle was involved, the second OPCD vehicle shall be numbered Number Two ("2").



OPCD Vehicle Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Job Title: _____

Driver's Name: _____

Where were you coming from and where were you going when the incident/accident occurred?

Was this official OPCD business? (Yes/No) _____

Fully describe the damage to the OPCD vehicle:

Please list the names of any other passengers in the OPCD vehicle at the time of the incident:

List the names and phone numbers of any witnesses to the incident/accident:

Witness One _____

Witness Two _____

Injured passenger(s) of the OPCD vehicle, including the driver:

	Name	Address	Telephone #	Injury
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Other Vehicle(s) Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Driver's Name: _____

Driver's Address: _____

Car Owner's Name, if different from driver: _____

Car Owner's Address: _____

Fully describe the damage to the other vehicle:

Names of the occupants in the other vehicle:

Injured passenger(s) of the other vehicle, including the driver:

Name	Address	Telephone #	Injury
1.			
2.			
3.			
4.			
5.			

Other Vehicle Insurance Carrier Information:

Name of Carrier: _____

Address of Carrier: _____

Telephone Number: _____

Policy Number: _____

MEMORANDUM OF INTERVIEW

On June 5, 2023, William "Yogi" Robertson was telephonically interviewed by Investigators Damon Rodriguez and Ken Petro of the City of New Orleans Office of Inspector General (OIG). After being advised of the official identities of Rodriguez and Petro, Robertson voluntarily provided the following information:

(OIG Note: This interview was conducted via the cell phone of [REDACTED] [REDACTED] Investigators Rodriguez and Petro were attempting to locate William "Yogi" Robertson. The vehicle Yogi was driving on May 7, 2023 is registered to [REDACTED] [REDACTED] On June 5, 2023, they visited [REDACTED] and met with [REDACTED] [REDACTED] told the two investigators that that her brother, Yogi, purchased the vehicle from her and that Yogi was supposed to have gotten all paperwork and title changes completed. [REDACTED] had the appropriate paperwork showing the sale of the vehicle to Yogi and allowed Investigator Rodriguez to take a photo of the sale. That document will be retained in the case file for future use. She was aware that Yogi did not possess a valid driver's license and that he was involved in a recent accident with his vehicle. [REDACTED] did not know the details of the accident, but was able to contact her brother, Yogi, via her cell phone.)

Once on the phone, Yogi provided the following description of his involvement in the accident that occurred on May 7, 2023:

Yogi advised that he was driving his personal car that was involved in a vehicle accident with a police officer. He said the accident occurred at I-610 and Elysian Fields. He said he was in the right lane at a stop light and that the police unit, which was a black SUV was in the left lane. He said that when the light changed from red to green, the SUV in the left lane turned in front of him and hit his vehicle. Yogi thinks the person driving the SUV did not see his vehicle when he turned in front of him. Yogi said that he did not have a valid driver's license and that the officer let him go. Yogi did not report the accident because of his expired driver's license, but he thought the officer was at fault for the accident. In addition, Yogi did not want to get the officer in trouble. Yogi said the officer driving the SUV did not seem to be impaired. Yogi said that he lives at [REDACTED]





ORLEANS PARISH COMMUNICATION DISTRICT

9-1-1/3-1-1

STANDARD OPERATING PROCEDURE NUMBER: 1.3.1.

SUBJECT: AGENCY DELEGATION OF AUTHORITY

DATE ISSUED/REVISED: Tuesday, May 14th, 2019

RELATIVE REFERENCE(S): LS RS 32:24

ACCREDITATION STANDARD(S):

APPROVED BY

Jayce J. Monni

Executive Director, OPCD

DATE 05/14/2019

I. PURPOSE

To state the responsibilities and requirements regarding the appropriate use of OPCD vehicles, including, but not limited to their operation, maintenance, refueling, as well as the coordination of these activities. Compliance with this policy will result in reduced costs, better management of OPCD resources, reduced claims and liabilities, and increases in accountability and responsibility.

II. AUTHORITY AND APPLICABILITY

Pursuant to the Cooperative Endeavor Agreement effective May 2016 (hereafter, "CEA-2016"), the OPCD is responsible for the development of policies and procedures for consolidated 9-1-1 operations. Resolution 18-07 of the OPCD Board of Commissioners authorizes the Executive Director to issue standard operating procedures regarding the daily operation of the agency.

III. BACKGROUND

OPCD has a small fleet of vehicles for use by OPCD employees for official business. The facilities department is responsible for ensuring that the vehicles are maintained according to manufacturer requirements, and that vehicles have sufficient fuel at all times.

IV. VEHICLE IDENTIFICATION

All OPCD vehicles must have a public license plate and must be registered to OPCD through the Louisiana Office of Motor Vehicles.

V. SECURITY

All OPCD vehicles must be locked when not in use, even at the OPCD site. All equipment or valuables within the vehicle shall be placed in a location where it is out of sight of passersby.

VI. Missing vehicles, equipment, and valuables shall be reported immediately to the New Orleans Police Department (NOPD) and the employee's immediate supervisor. The supervisor shall, in turn, notify the 9-1-1 Director of Operations and/or the Executive Director. It should be noted that personal property is not insured for loss or damage by OPCD. OPCD is not responsible for any personal property that is lost or stolen.

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Employees using an OPCD vehicle will be responsible and held accountable for vehicles assigned to or operated by them. Employees using an OPCD vehicle shall comply with the following:

- a. Employees shall operate an OPCD vehicle in a safe and courteous manner and ensure that the use of this vehicle is for official OPCD business only.
- b. Employees shall document that they possess a valid Louisiana driver's license. Employees are responsible for reporting any revocation, suspension, or addition of restrictions to their driver's licenses.
- c. Employees shall perform pre-trip vehicle inspections and note the condition of the car's exterior and interior.
- d. Employees shall complete the OPCD Vehicle Log that has been established, both when first taking the vehicle and when returning the vehicle. A vehicle log book should be in each vehicle.
- e. Upon end of use of the vehicle, if the fuel gage reads $\frac{1}{4}$ full or below the employee driving this vehicle will proceed to one of the three (3) City of New Orleans fueling stations and fill the vehicle fuel tank.
- f. Upon end of use of the vehicle, the employee driving this vehicle will turn in the vehicle keys to their supervisor and report any issues with the vehicle.
- g. Employees must receive prior written authorization to conduct OPCD-related business in an OPCD vehicle outside the New Orleans Metropolitan Statistical Area (MSA).
- h. Employees are responsible for vehicle abuse and/or misuse, and may be held accountable for any repair or service costs resulting from their failure to obtain services or repairs in a timely manner.
- i. Employees must always use a seat belt when either driving or riding in an OPCD vehicle.
- j. Parking and/or moving violations are the personal responsibility of the employee driving an OPCD vehicle. Failure of an employee to pay or otherwise resolve parking and/or moving violations may result in disciplinary actions, up to and including dismissal.

- k. If OPCD receives a ticket generated by the red-light camera system or the speed-control system, OPCD shall notify the affected employee within five calendar days of the violation. If OPCD receives a delinquent notice of a ticket over 60 days past due, the employee shall have a maximum of 30 calendar days to pay the ticket or face disciplinary action. If the ticket is not paid within the 30 days, OPCD shall pay the ticket immediately, and shall deduct the ticket fine amount from the affected employee's pay.
- l. Employees are strictly prohibited from smoking or vaping of any substances in an OPCD vehicle. Employees are strictly prohibited from using chewing tobacco while in an OPCD vehicle.
- m. Employees are strictly prohibited from drinking or having opened alcoholic beverages in an OPCD vehicle, even if not driving.
- n. Employees who lock the keys in an OPCD vehicle are personally responsible for retrieving safely such keys by a locksmith or similar provider. Employees are personally responsible for any damage to an OPCD vehicle when attempting to gain entry.

VIII. PROCESS FOR USING AN OPCD VEHICLE

- a. An employee who needs to use an OPCD vehicle for business purposes shall provide his/her supervisor with as much advance notice as is reasonably possible.
- b. The employee must have a valid Louisiana Driver's License to use an OPCD vehicle.
- c. The employee must maintain copy of his/her valid driver's license with the human resources department.

IX. ACCIDENT PROCEDURES

The following procedures must be followed and shall apply to any accident or loss involving any OPCD vehicle.

- a. Call 9-1-1 to request the dispatch of a police officer, and unless otherwise advised, remain at the scene of the accident. If injuries are involved, request the dispatch of an EMS unit. Make sure to obtain the accident report number given for the report written by the responding officer. If an NOPD officer is dispatched, this number will be the "NOPD Item Number."
- b. Report the accident, damage, and/or loss to the appropriate supervisor who will notify the Facilities Manager.
- c. Complete a Vehicle and Equipment Damage Report Form, which is attached to this policy and should be with vehicle log book in vehicle. If it is not possible to obtain a copy of this Form, please make sure to record the following:

- a. The accident report number/NOPD Item Number for the report written by the police.
 - b. The year, make, model, license plate #, odometer reading, and color of the other vehicles involved in the accident.
 - c. The names and addresses of the driver(s) of the other vehicle(s) involved in the accident.
 - d. The names and addresses of the owner(s) of the vehicle(s) involved in the accident.
 - e. The names and contact information of any witness or witnesses.
 - f. The names of the other occupants involved in the accident.
 - g. The name, address, telephone number and description of injuries of any injured occupants of other vehicles involved in the accident.
 - h. The name, address, and telephone number of the insurance carrier(s) of the other vehicle(s) involved in the accident, and the appropriate insurance policy number(s) for the other vehicle(s) involved in the accident.
- d. Upon completion, submit the form to the appropriate supervisor. The employee should also keep a copy of the form for his/her own records.
 - e. The operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.

X. TAKE-HOME VEHICLES

These rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- a. Take-home vehicles may only be assigned to the Executive Director and the Director of Operations.
 - a. The Executive Director and the Director of Operations must be domiciled within the four parishes of Region 1 and the distance from place of residence and the PSAP cannot be greater than 40 miles.
 - b. Meet all other criteria regarding requirements to drive an OPCD vehicle as set forth in this policy.
- b. Take-home vehicle use. Take-home vehicles are to be used for the conduct of OPCD business. In addition, these employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations. OPCD vehicles should not be used to perform personal business. However, in some instances, take-home vehicles may be used to perform incidental, personal errands outside the course and scope of OPCD business, so long as the errands are conducted to and from work without significant deviation, are brief in nature, and do not detract from the employee's activities as a public servant. Employees granted take-home vehicle status should be mindful that they are always under the watchful eyes of the taxpayers. Examples of appropriate stops between domicile and PSAP

are grocery store, pharmacy, gas station, cleaners, take-home food, etc. Examples of inappropriate stops between domicile and PSAP are sit down restaurant for dinner, happy hour, etc. Any abuse of the discretion of OPCD take-home vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including termination.

- c. 24 hours/7 days a week vehicle use. The Executive Director and Director of Operations hold key positions which require them to be available at all times which mandate 24 hours/7 days a week availability.
- d. Take-home vehicle use charge. Employees with take-home vehicle usage will be charged a fee as determined by CNO Circular Memorandum No. 10-09 or its latest version. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of vehicle use.
- e. Taxable fringe benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with CNO Circular Memorandum 36-86 or its latest version and under Internal Revenue Service rules and regulations.
- f. Insurance. Each employee granted take-home vehicle authority will provide to the OPCD Finance Manager a copy of their current personal automobile insurance policy or their personal non-owned automobile insurance policy. Vehicle use outside the scope and purpose of employment by OPCD, whether permissible or not, will not be covered by the OPCD insurance policy. Employees with a take-home vehicle must endorse their current Personal Automobile Policy to provide coverage for Non-Owned Autos, including Physical damage Coverage and provide evidence of the coverage in force. Minimum personal automobile insurance coverages and limits required of employees with take-home autos are as follows:
 - a. Automobile Liability, Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
 - b. Uninsured Motorist – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
 - c. Comprehensive and Collision – Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD for damage due to accidents outside the scope and purpose of employment by OPCD.
 - d. Non-owned coverage including Bodily Injury and Property Damage Liability and Physical Damage (“Comprehensive” and “Collision”).
 - e. Any employee with a take-home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance Policy in force must purchase a Personal Non-Owned Automobile Liability and Physical Damage coverage (“Comprehensive and Collision”).

- f. The Auto Liability Limits shall be at least the Mandatory State Minimum Financial Responsibility Limits for bodily injury and property damage. Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD, for damage due to accident outside the scope and purpose of employment by OPCD.
- g. Take-home vehicle when not in use by Executive Director and/or Operations Director. These are OPCD vehicles that are "assigned" for official use by these two directors in the performance of their duties and are not their personal vehicles. When the Executive Director and/or the Director of Operations are absent from their OPCD duties for an extended time (i.e. on leave lasting more than two days, out of town at a conference and not using OPCD vehicle for transportation to conference – under no circumstances is the OPCD vehicle to be left at airport parking lot until return from conference, out for extended sick time, etc.), these assigned take-home vehicles will be returned to OPCD for use as needed by OPCD personnel.
- h. Temporary take-home vehicle authorization. If operational needs dictate the requirement for an OPCD employee to have use of a take-home vehicle for a limited time, the Executive Director or Operations Director can grant this authorization. Examples of a proper use of this are during an emergency, when authorized the use of an OPCD vehicle for a scheduled trip and allowed for convenience to start trip from domicile, etc. When this is granted it must be for short periods of time and employee is not subject to any take-home vehicle use charge per paragraph "D" above.

XI. Emergency Equipement

- a. As an emergency services agency, OPCD vehicles may be equipment with emergency equipment to include lights and sirens.
- b. The use of this emergency equipment must be in accordance with Louisiana Revised Statute 32:24.

**ORLEANS PARISH COMMUNICATION DISTRICT
VEHICLE AND EQUIPMENT DAMAGE REPORT FORM**

Employees involved in an accident in an OPCD vehicle shall complete this form and notify the Director of Finance & HR within 24 hours of the accident.

Date of Report: _____

Police Accident Report/NOPD Item Number: _____

Is the vehicle still in use? (Yes/No): _____

Was the vehicle towed? (Yes/No): _____

Current Location of Vehicle: _____

Accident Information

Date of Accident (MM/DD/YYYY): _____

Time of Accident (hour, minute, AM/PM): _____

Weather Conditions: _____

Road Conditions: _____

Headlights on? (Y/N): _____

Seatbelt Worn? (Y/N): _____

Location of Accident: _____

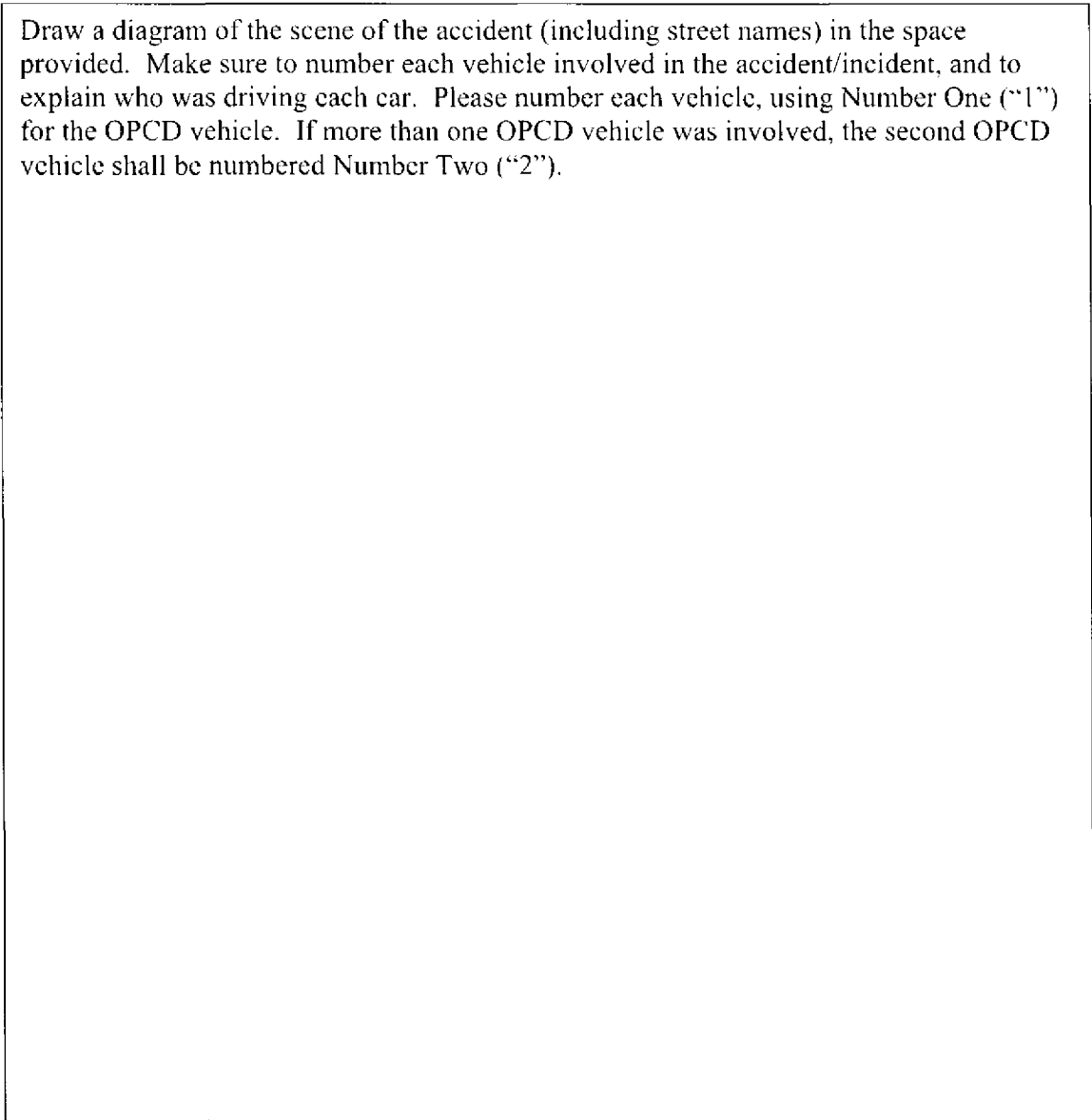
Agency or Agencies Responding: _____

Fully describe what happened leading up and including the accident:

Additional Comments:

Name and Title of Supervisor Reviewing this Report:

Draw a diagram of the scene of the accident (including street names) in the space provided. Make sure to number each vehicle involved in the accident/incident, and to explain who was driving each car. Please number each vehicle, using Number One ("1") for the OPCD vehicle. If more than one OPCD vehicle was involved, the second OPCD vehicle shall be numbered Number Two ("2").



OPCD Vehicle Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Job Title: _____

Driver's Name: _____

Where were you coming from and where were you going when the incident/accident occurred?

Was this official OPCD business? (Yes/No) _____

Fully describe the damage to the OPCD vehicle:

Please list the names of any other passengers in the OPCD vehicle at the time of the incident:

List the names and phone numbers of any witnesses to the incident/accident:

Witness One _____

Witness Two _____

Injured passenger(s) of the OPCD vehicle, including the driver:

	Name	Address	Telephone #	Injury
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Other Vehicle(s) Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Driver's Name: _____

Driver's Address: _____

Car Owner's Name, if different from driver: _____

Car Owner's Address: _____

Fully describe the damage to the other vehicle:

Names of the occupants in the other vehicle:

Injured passenger(s) of the other vehicle, including the driver:

Name	Address	Telephone #	Injury
1.			
2.			
3.			
4.			
5.			

Other Vehicle Insurance Carrier Information:

Name of Carrier: _____

Address of Carrier: _____

Telephone Number: _____

Policy Number: _____

OPCD SOP 1.3.1 - Vehicle Policy Properties

General Security Details Previous Versions


Property	Value
Description	
Title	1
Subject	
Tags	
Categories	
Comments	
Origin	
Authors	pbrock
Last saved by	Tyrell Morris
Revision number	7
Version number	
Program name	Microsoft Office Word
Company	Fairfax County Government
Manager	
Content created	7/21/2017 3:38 PM
Date last saved	5/11/2023 12:44 PM
Last printed	5/25/2011 2:30 PM
Total editing time	02:04:00
Content	
Content status	
Content type	application/vnd.openxmlformats-officedoc
Pages	11
Word count	2290
Character count	13053
Line count	108
Paragraph count	30
Template	Normal.dotm
Scale	No
Links dirty?	No
Language	
File	
Size	1.11 MB

Info

OPCD SOP 1.3.1 - Vehicle Policy

Desktop » Forensic Get Meta Data

- Upload
- Share
- Copy path
- Open file location



Enable Editing

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Don't worry—you can continue reading in this view. If you need to edit, and you trust this file, then enable editing.

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Properties ▾

Size	1.11MB
Pages	
Words	
Total Editing Time	124 Minutes
Title	I
Tags	None
Comments	None

Related Dates

Last Modified	5/11/2023 12:44 PM
Created	7/21/2017 3:38 PM
Last Printed	5/25/2011 2:30 PM

Related People

Author	 pbrock
Last Modified By	 Tyrell Morris

General Security Details Previous Versions

Property	Value
Description	
Title	I
Subject	
Tags	
Categories	
Comments	
Origin	
Authors	pbrock
Last saved by	Tyrell Morris
Revision number	7
Version number	
Program name	Microsoft Office Word
Company	Fairfax County Government
Manager	
Content created	7/21/2017 3:38 PM
Date last saved	5/11/2023 12:44 PM
Last printed	5/25/2011 2:30 PM
Total editing time	02:04:00
Content	

[Remove Properties and Personal Information](#)

OK

Cancel

Apply

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 001 - ORLEANS PARISH COMMUNICATIONS DISTRICT

Entry Date	Entered By	Notepad Type	Notepad Subject
5/10/2023 10:23:08 AM	[REDACTED]	Support Registration	initial registration
Claim registered and routed for assignment.			
5/10/2023 11:43:23 AM	[REDACTED]	Reassigned	Handler change
Previous handler .supv.AUTO_VFIS_PHYSDAM .supv.AUTO_VFIS_PHYSDAM, Current handler [REDACTED]. Previous supervisor Unknown, Current supervisor [REDACTED]			
5/10/2023 12:20:32 PM	[REDACTED]	New Claim Assignment	New Claim Registration [EXTERNAL] ORLEANS PARISH COMMS DIST - [REDACTED]
[REDACTED] Sent: Wednesday, May 10, 2023 10:26:38 AM			
To: [REDACTED]			
CC:			
Subject: New Claim Registration [EXTERNAL] ORLEANS PARISH COMMS DIST - [REDACTED]			
New Mail Received: 05/09/2023 Subject: New Claim Registration [EXTERNAL] ORLEANS PARISH COMMS DIST - TR-0003179 - LOSS NOTICE 5-7-2023 From Address: [REDACTED] To Address: [REDACTED]			
Claim Support Notes: New Claim			
5/10/2023 4:58:12 PM	[REDACTED]	Letter/Form/Report Generated	Acknowledgement (1)
Claim Letter: Acknowledgement (1) Created Date: May 10 2023 10:07AM Entered By: admin			
5/12/2023 11:51:11 AM	[REDACTED]	Communication Insd/Insd Rep	Spoke with insured

Claimant Notepads

Claimant: 001 - ORLEANS PARISH COMMUNICATIONS DISTRICT

Entry Date	Entered By	Notepad Type	Notepad Subject
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Call from insured Dayton Gibson - Facility Manager / [REDACTED]

Insured involved vehicle: 2019 Ford Expedition

Insured vehicle damage: right front bumper, headlight and fender

Loss details: does not have information

Insured needs to get vehicle towed to repair shop

Shop: [REDACTED] New Orleans

Collision deductible: \$250

Insured handling claim is [REDACTED]

Insured was calling to see if we can make arrangements for towing.

I told insured they would schedule the tow to the repair facility and submit the invoice as part of the claim.

5/12/2023 11:54:25 AM	[REDACTED]	Communication Insd/Insd Rep	Voicemail from insured, call back
Voicemail from insured, [REDACTED], inquired if vehicle can be towed to [REDACTED] in New Orleans for estimate/repair			
Called cell, [REDACTED], no answer, left voicemail requesting return call, provided claim/contact information. Advised vehicle can be towed to repair shop			

5/12/2023 11:57:14 AM	[REDACTED]	Financial Activity	Reserve Increase
loss \$7,500			

5/12/2023 3:07:26 PM	[REDACTED]	Communication Insd/Insd Rep	Call from Insured--Vehicle Location
I received a call from insured [REDACTED]. Vehicle was dropped off at [REDACTED]. Notified handler of same.			

5/15/2023 4:06:21 AM	ISOResponse	ISO Claim Initial Response	ISO Initial Submission Successful
ISO Initial Submission Successful			

5/15/2023 4:15:29 AM	ISOResponse	ISO Claim Search	ISO Match Report
ISO Match Report			

5/15/2023 4:15:30 AM	ISOResponse	ISO Claim Risk Response	ISO Risk Response
ISO Risk Response			

5/15/2023 11:55:37 AM	[REDACTED]	Investigation	Iso Search
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Claimant Notepads

Claim Number: [REDACTED]

Claimant: 001 - ORLEANS PARISH COMMUNICATIONS DISTRICT

Entry Date	Entered By	Notepad Type	Notepad Subject
No relevant matches			
5/15/2023 11:59:34 AM	[REDACTED]	Letter/Form/Report Generated	AppraisalAssignmentRequest

Claim Letter: AppraisalAssignmentRequest
Created Date: May 15 2023 11:59AM
Entered By: [REDACTED]

5/15/2023 12:01:27 PM	[REDACTED]	Communication Vendor	Appraisal Assignment Email
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Appraisal Assignment Email
5/15/2023 12:35:15 PM [REDACTED] Communication Vendor Appraisal Acknowledgment

Bobby Lee
5/18/2023 11:06:53 AM [REDACTED] 1P Appraisal Received From Appraiser Appraisal Report

[REDACTED] Sent: Wednesday, May 17, 2023 2:36:50 PM
To: [REDACTED]
CC:
Subject: [EXTERNAL] CLAIM LATR23050413; INSURED: ORLEANS PARISH COMMUNICATIONS DISTRICT

New Mail Received: 05/17/2023 Subject: [EXTERNAL] CLAIM LATR23050413; INSURED: ORLEANS PARISH COMMUNICATIONS DISTRICT From Address: [REDACTED] To Address: [REDACTED]

5/18/2023 12:00:39 PM	[REDACTED]	Financial Activity	Reserve Increase
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expense increased to \$800 for appraisal services

5/18/2023 12:11:54 PM	[REDACTED]	Expense	Appraiser Invoice
-----------------------	------------	---------	-------------------

Invoice is fair/reasonable for time/effort/mileage
*
Fuel \$5.00
Hours 7 @ \$95.00 = \$665.00
Mileage 165 @ \$.655 = \$108.08
*
Total \$778.07

5/18/2023 12:16:50 PM	[REDACTED]	1P Appraisal Received From Appraiser	Payment Issuance
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Received Appraisal from: [REDACTED]
VIN Matches Vehicle Claimed: Yes 3750
IV Repairable: Yes
Appraisal Total: \$4,599.78
Total Repair Time: 12.2
Overview of Repairs: front bumper assembly, right fender skirt, right front wheel
Appraiser Comments: agreed pricing
Insured Tax Exempt: Yes
Photos Provided Support Scope/Pricing: Yes
Description of Possible Supplement: hidden damage
*
\$4,599.78 - \$287.73 - \$93.84 - \$15.58 (sales tax) - \$250 (deductible) = \$3,952.63
*
Referred to subro
*
Check to agent

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 001 - ORLEANS PARISH COMMUNICATIONS DISTRICT

Entry Date	Entered By	Notepad Type	Notepad Subject
5/18/2023 12:23:46 PM	[REDACTED]	Letter/Form/Report Generated	PaymentCover-AdviseAppraiserofAdd'IDamage (Insured)

Claim Letter: PaymentCover-AdviseAppraiserofAdd'IDamage(Insured)
Created Date: May 18 2023 12:23PM
Entered By: tdonohue

5/18/2023 12:25:43 PM	[REDACTED]	Communication Insd/Insd Rep	Email to Insured/Agent, payment
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5/18/2023 2:47:11 PM	[REDACTED]	Subrogation Activity	Subrogation Assignment
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Subrogation assigned to [REDACTED] to review for subrogation potential.
Assignment to send direct to collections
\$4,599.78 - \$287.73 - \$93.84 - \$15.58 (sales tax) - \$250 (deductible) = \$3,952.63: NO PR. ?

At fault veh: [REDACTED]

Basis for Subro Referral: insured stated was stopped and the CV attempted to go around the IV by passing them on the right and side swiped the IV. no police report written as police did not come to the scene. claimant exchanged info and left. no insurance info obtained. no phone # for the claimant obtained. no scene photos. ran tag and got a different address on the registration vs what the insured provided. updated CV year make model per ISO report

5/18/2023 2:47:52 PM	[REDACTED]	Subro Reassignment	Subro handler change
5/23/2023 10:48:38 AM	[REDACTED]	Subrogation Activity	SUBRO EVAL/[REDACTED]

Claimant struck INS veh.
Paid 3952.63 + 250 ded total of 4202.63
No carrier info. Filed with [REDACTED]

5/30/2023 4:50:15 PM	[REDACTED]	Subrogation Activity	[REDACTED] Case Acknowledgement
6/20/2023 11:18:07 AM	[REDACTED]	Reassigned	Handler change

email recvd from Wilber acknowledging receipt of case. Email uploaded to attachments.

6/20/2023 11:29:35 AM	[REDACTED]	1P Supplment Received	[EXTERNAL] CLAIM LATR23050413; INSURED: ORLEANS PARISH COMMUNICATIONS DISTRICT
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[REDACTED] Sent: Tuesday, June 20, 2023 8:04:59 AM
To: [REDACTED]
CC:
Subject: [EXTERNAL] CLAIM LATR23050413; INSURED: ORLEANS PARISH COMMUNICATIONS DISTRICT

New Mail Received: 06/19/2023 Subject: [EXTERNAL] CLAIM LATR23050413; INSURED: ORLEANS PARISH COMMUNICATIONS DISTRICT From Address: [REDACTED] To Address: [REDACTED]
Claim Support Notes:

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 001 - ORLEANS PARISH COMMUNICATIONS DISTRICT

Entry Date	Entered By	Notepad Type	Notepad Subject
6/20/2023 11:49:01 AM	[REDACTED]	1P Supplement Received	Supplement received from the appraiser/reviewed/paid/sent to insured and agent with a copy of the supplement.

Received Supplement From: [REDACTED]

Total of Supplement Submitted: \$ 420.04

Supplement Submitted for: Additional claim related damage, tires, alignment, and wiring for lights repair.

The supplement is fair in scope, part pricing, labor hours and \$65/hr labor rate, so I issued payment as noted above, sent the check via US mail and a copy of the supplement via email to the insured, CC the agent/RD.

Documentation Provided to Support Supplement: Itemized supplement, report, photos.

Subro/salvage: none

Reviewed and paid fair supplemental invoice: 190.00

6/20/2023 2:14:57 PM	[REDACTED]	Subrogation Activity	Supplement to [REDACTED]
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Received notice of supplement paid on the claim.

Uploaded supplement supports to [REDACTED] and advised the supplement will result in change of amount to pursue.

7/6/2023 11:18:14 AM	[REDACTED]	Communication Other	[REDACTED]
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Received Subpoena for claim documents from New Orleans Office of Inspector General, [REDACTED]

I called him to review, he is asking for all claim file documents from the 1st and 3rd party claims, what we paid out, what the insured/agent submitted to us, etc.

I forwarded the subpoena to [REDACTED] for his review and direction. I await same to proceed.

Deadline to comply is 7/21/23

7/6/2023 11:18:46 AM	[REDACTED]	Communication Other	[EXTERNAL] ORLEANS PARISH COMMUNICATIONS DISTRICT LATR23050413
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[REDACTED] Sent: Thursday, July 6, 2023 9:40:49 AM

To: [REDACTED]

CC:

Subject: [EXTERNAL] ORLEANS PARISH COMMUNICATIONS DISTRICT LATR23050413

New Mail Received: 07/05/2023 Subject: [EXTERNAL] ORLEANS PARISH COMMUNICATIONS DISTRICT [REDACTED]

From Address: [REDACTED] To Address: [REDACTED] Claim Support Notes: Subpoena

7/6/2023 11:45:52 AM	[REDACTED]	Communication Other	[REDACTED]
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Review with [REDACTED]

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Entry Date	Entered By	Notepad Type	Notepad Subject
5/10/2023 10:23:08 AM	[REDACTED]	Support Registration	initial registration
Claim registered and routed for assignment.			
5/10/2023 12:08:17 PM	[REDACTED]	Reassigned	Handler change
Previous handler .supv.AUTO_VFIS_PDLIAB .supv.AUTO_VFIS_PDLIAB, Current handler [REDACTED] Previous supervisor Unknown, Current supervisor [REDACTED]			
5/10/2023 2:13:08 PM	[REDACTED]	3P Coverage Auto	Summary

Coverage Form:

CA0001 (10/13) - BUSINESS AUTO COVERAGE FORM

Applicable Endorsement(s):

AU1005 (01/20) - WAIVER OF GOVERNMENTAL OR CHARITABLE

D/L Within Policy Term: Y

Vehicle on Policy: 5 2019 FORD EXPEDITION 2019 FORD EXPEDITION

Course & Scope: Y

Limits: 500K

Liability Deductible: none

Identified Issues: none

5/10/2023 2:15:33 PM [REDACTED] New Claim Assignment

New Claim Registration
[EXTERNAL] ORLEANS
PARISH COMMS DIST [REDACTED]

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Entry Date	Entered By	Notepad Type	Notepad Subject
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[REDACTED] Sent: Wednesday, May 10, 2023 10:26:41 AM

To: [REDACTED]

CC:

Subject: New Claim Registration [EXTERNAL] ORLEANS PARISH COMMS DIST - [REDACTED]

New Mail Received: 05/09/2023 Subject: New Claim Registration [EXTERNAL] ORLEANS PARISH COMMS DIST -

[REDACTED] - LOSS NOTICE 5-7-2023 From Address: [REDACTED] To Address: [REDACTED]

Claim Support Notes: New Claim

5/10/2023 2:26:31 PM [REDACTED]

3P Liability Analysis

initial review

Facts Summary: Insured vehicle struck by other vehicle need to clarify loss details

Procedural Requirement: none for MVA

Negligence Standard:

The "ordinary negligence" standard is that the defendant should have acted as a reasonably prudent person would have acted under the same or similar circumstances. "Gross negligence" is the absence of even slight care and diligence.

Immunities:

Emergency vehicle responding with lights or sirens have immunity from negligence in many situations. La. R.S. 32:24.

****All emergency vehicle operators are granted specific driving privileges. While properly using these privileges, there is liability only for "reckless disregard" or "gross negligence", not for "ordinary" negligence.

***When, the driver of an authorized emergency vehicle is properly exercising emergency vehicle privileges, the driver is liable only for reckless disregard, not for ordinary negligence. Lenard v. Dilley, 805 So.2d 175 (La. 2002); see also Matthews, et ux. v. Maddie, et al., 822 So.2d 739, 2001-1535 (La.App. 1 Cir. 6/21/02)

Damage Caps: 500K

Unless the tortfeasor was intoxicated, intentionally caused the accident, fled the scene, or was committing a felony, the owner or operator of an uninsured motor vehicle cannot recover for:

1. BI: the first \$15,000 or
2. PD: the first \$25,000

The provisions above shall not apply to any vehicle which is legally parked at the time of the accident. La. R.S. 32:866H.

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Other Defenses/Privileges: Emergency lights OR siren is required

Joint and Several: NA

Liability Analysis: Appears unfavorable for the insured based on the review of the insured report

Contribution/Subro Potential: none

Liability Analysis: pending

Contribution/Subro Potential: pending

Action Plan:

Call IC and clarify loss details

Rule out injuries

Request IV driver statement

Order PR

Coordinate call with 1p,

Investigate and handle accordingly

5/10/2023 2:28:41 PM [REDACTED]

Communication Insd/Insd Rep

IC contact

called IC [REDACTED]

no known injuries. IC did not have much details and asked me to email the IV driver for details

gave the IC the claim # as IC is trying to get an estimate from their SOC but needed a claim #, IV will need to be towed

insured contact for the IV is the facilities manager [REDACTED], send

msg to [REDACTED]

sending email to IC

5/11/2023 11:23:08 AM [REDACTED]

Communication Insd/Insd Rep

email to IV driver

sent email to IV driver

need to

obtain statement

rule out injuries

confirm loss location street and city

confirm police agency that responded to order PR

is there a dash cam in the IV?

any scene photos taken of the CV?

any tickets or citations issued?

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Entry Date	Entered By	Notepad Type	Notepad Subject
5/11/2023 11:25:04 AM	[REDACTED]	3P Liability Analysis	initial review updated

Facts Summary: Insured vehicle struck by other vehicle need to clarify loss details

Procedural Requirement: none for MVA

Negligence Standard:

The "ordinary negligence" standard is that the defendant should have acted as a reasonably prudent person would have acted under the same or similar circumstances. "Gross negligence" is the absence of even slight care and diligence.

Immunities:

Emergency vehicle responding with lights or sirens have immunity from negligence in many situations. La. R.S. 32:24.

****All emergency vehicle operators are granted specific driving privileges. While properly using these privileges, there is liability only for "reckless disregard" or "gross negligence", not for "ordinary" negligence.

***When, the driver of an authorized emergency vehicle is properly exercising emergency vehicle privileges, the driver is liable only for reckless disregard, not for ordinary negligence. Lenard v. Dilley, 805 So.2d 175 (La. 2002); see also Matthews, et ux. v. Maddie, et al., 822 So.2d 739, 2001-1535 (La.App. 1 Cir. 6/21/02)

Damage Caps: 500K

Unless the tortfeasor was intoxicated, intentionally caused the accident, fled the scene, or was committing a felony, the owner or operator of an uninsured motor vehicle cannot recover for:

1. BI: the first \$15,000 or
2. PD: the first \$25,000

The provisions above shall not apply to any vehicle which is legally parked at the time of the accident. La. R.S. 32:866H.

Other Defenses/Privileges: Emergency lights OR siren is required

Joint and Several: NA

Liability Analysis: pending

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Contribution/Subro Potential: pending

5/11/2023 11:27:19 AM jroman

Letter/Form/Report Generated

ContactLetterClaimant

Claim Letter: ContactLetterClaimant
Created Date: May 11 2023 11:27AM
Entered By: [REDACTED]

5/11/2023 3:17:23 PM [REDACTED]

Communication Insd/Insd Rep

email to IV driver 2nd attempt

sent email to IV driver

need to
obtain statement
rule out injuries
confirm loss location street and city
confirm police agency that responded to order PR
is there a dash cam in the IV?
any scene photos taken of the CV?
any tickets or citations issued?

IV driver called and then said had to go but will call back

5/11/2023 4:36:28 PM [REDACTED]

Communication Insd/Insd Rep

IV driver statement

received call from IV driver [REDACTED]
insured stated he was stopped at intersection. 4 lane intersection 3 to go straight and a right turn only lane. insured was next to the right turn only lane. The claimant vehicle came from behind and attempted to go around the insured and side swiped the IV. CV did not have lights on and loss occurred 10:40pm. claimant stated he was late to work. insured called police but police did not respond so no report taken. no scene photos taken, no insurance info known. no ph# obtained.
sending letter to claimant and sending subro referral

5/11/2023 4:46:37 PM [REDACTED]

3P Liability Analysis

Summary

Facts Summary: Insured vehicle was stopped and struck by the claimant vehicle that attempted to go around the insured

Procedural Requirement: none for MVA

Negligence Standard:

The "ordinary negligence" standard is that the defendant should have acted as a reasonably prudent person would have acted under the same or similar circumstances. "Gross negligence" is the absence of even slight care and diligence.

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Immunities:

Emergency vehicle responding with lights or sirens have immunity from negligence in many situations. La. R.S. 32:24.

***All emergency vehicle operators are granted specific driving privileges. While properly using these privileges, there is liability only for "reckless disregard" or "gross negligence", not for "ordinary" negligence.

***When, the driver of an authorized emergency vehicle is properly exercising emergency vehicle privileges, the driver is liable only for reckless disregard, not for ordinary negligence. Lenard v. Dilley, 805 So.2d 175 (La. 2002); see also Matthews, et ux. v. Maddie, et al., 822 So.2d 739, 2001-1535 (La.App. 1 Cir. 6/21/02)

Damage Caps: 500K

Unless the tortfeasor was intoxicated, intentionally caused the accident, fled the scene, or was committing a felony, the owner or operator of an uninsured motor vehicle cannot recover for:

1. BI: the first \$15,000 or
2. PD: the first \$25,000

The provisions above shall not apply to any vehicle which is legally parked at the time of the accident. La. R.S. 32:866H.

Other Defenses/Privileges: Emergency lights OR siren is required

Joint and Several: NA

Liability Analysis: appears favorable for the insured

Contribution/Subro Potential: Y

5/11/2023 4:49:06 PM [REDACTED]

Subro Referral

Summary

Basis for Subro Referral: insured stated was stopped and the CV attempted to go around the IV by passing them on the right and side swiped the IV. no police report written as police did not come to the scene. claimant exchanged info and left. no insurance info obtained. no phone # for the claimant obtained. no scene photos. ran tag and got a different address on the registration vs what the insured provided. updated CV year make model per ISO report. unable to run insurance check in ISO as request must be accompanied by a PR and one was not written. sending subro referral

5/11/2023 4:52:07 PM [REDACTED]

Letter/Form/Report Generated

ContactLetterClaimant

Claimant Notepads

Claim Number: [REDACTED]

Claimant: 002 - [REDACTED]

Entry Date	Entered By	Notepad Type	Notepad Subject
Claim Letter: ContactLetterClaimant Created Date: May 11 2023 4:52PM Entered By: [REDACTED]			
5/11/2023 4:53:12 PM	[REDACTED]	Letter/Form/Report Generated	FileClosingSheetElectronicFile
Claim Letter: FileClosingSheetElectronicFile Created Date: May 11 2023 4:53PM Entered By: [REDACTED]			
5/15/2023 4:07:22 AM	ISOResponse	ISO Claim Initial Response	ISO Initial Submission Successful
ISO Initial Submission Successful			
5/15/2023 4:21:01 AM	ISOResponse	ISO Claim Search	ISO Match Report
ISO Match Report			
5/15/2023 4:21:01 AM	ISOResponse	ISO Claim Risk Response	ISO Risk Response
ISO Risk Response			
5/18/2023 2:47:11 PM	[REDACTED]	Subrogation Activity	Subrogation Assignment
Subrogation assigned to [REDACTED] to review for subrogation potential.			
5/18/2023 2:47:52 PM	[REDACTED]	Subro Reassignment	Subro handler change
Previous handler [REDACTED] Current handler [REDACTED]			
5/31/2023 4:42:15 PM	[REDACTED]	Communication Clmt/Clmt Rep	
Sent: Wednesday, May 31, 2023 2:09:58 PM To: CC: Subject:			
New Mail Received: 05/31/2023 Subject: From Address: To Address: Claim Support Notes:			



Exhibit 1:

MEMORANDUM OF INTERVIEW

On July 10, 2023, Karl Fasold, Director of Technology, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Fasold voluntarily provided the following information:

Fasold began his employment with the OPCD in 2004. He described his responsibilities as everything involving Information Technology (IT) in theory. In approximately 2015, then Mayor Mitch Landrieu wanted to consolidate OPCD into an independent entity without having city employees working as dispatchers. Before the consolidation occurred, the fire and police dispatchers were employed by the respective City of New Orleans (City) Public Safety Departments. It was after the consolidation that Tyrell Lashley, now Morris, was brought in as a Deputy Director of Operations by Shinar Hayes. (OIG Note: Shinar Hayes was the 911 Operations Director in 2017. She resigned in April 2018.) When Morris was named Executive Director, the Cooperative Endeavor Agreement (CEA) between the City and OPCD was changed and Morris became the overall Director of the OPCD.

Fasold noted that Executive Director (ED) Tyrell Morris believed he knew technology and has brought multiple programs to the OPCD without any validation by the IT department at OPCD. Some of those programs brought into OPCD by Morris have worked better than others. Fasold said Power DMS and the NICE program were two software programs brought into OPCD by Morris that have worked well.

When Morris's accident occurred on May 7, 2023, Fasold was out of the office on leave. Fasold received a call from Bill Irwin after a Friday meeting Morris had with staff and informed them of his accident on Sunday. When he returned the following week to OPCD, Fasold was not interested in wanting to know much about the Morris accident. However, OPCD was receiving media requests for footage and audio and Fasold secured those records. When Fasold retrieved and reviewed these recordings, he observed and heard what took place during the May 7, 2023 accident.

At the time of the accident, all current Department Directors and Morris had the ability to modify the current policies of the OPCD in Power DMS. That access was eventually limited after the accident and now only Teresa Thompson has administrator rights in Power DMS to make changes to the policy documents. Fasold noted the policy in question regarding auto accidents, SOP 1.3.1 is incorrectly labeled as "Agency Delegation of Authority." Fasold did not see the change to SOP 1.3.1 and has no idea who would have made the change. (OIG Note: The OPCD policy was changed by adding the words, "If injuries are reported.") Fasold is a reserve officer with the New Orleans Police Department (NOPD) and he is familiar with the City policy in place stipulating that an officer involved in an accident undergo drug and alcohol testing. Fasold recalled Morris had previously expressed the idea of eliminating the drug/alcohol requirement for accidents and have a specialized unit investigate if OPCD vehicles were involved in an accident as is the practice with NOPD vehicles because of the shortage of officers at NOPD available to respond to accidents.

Fasold does not recall any previous accidents involving OPCD personnel and is unable to say what was the practice prior to Morris' accident. He did believe making Thompson the only person with access to change policy documents was "closing the barn door" after the change was made. The Power DMS system is a cloud-based system and can be accessed remotely via an internet connection. (OIG Note: The policies for OPCD were stored on the DMS system.) Fasold does not have any information of employees at OPCD sharing passwords. He added, that action is prohibited by OPCD policy. Fasold is unaware who would have completed the form describing the circumstances of the May 7, 2023 accident which included a sketch.

Fasold stated the metadata being used by the media as a "smoking gun" is not irrefutable. The Power DMS metadata does not necessarily mean that Morris altered any OPCD policy. For example, when Fasold obtained files for the OIG request, he noted the metadata on the file showed it was created, edited, and downloaded on the same date he performed the task. Fasold said a better forensic review would be to see the audit log within Power DMS for the file in question.

Fasold mentioned some programs acquired by Morris such as Carbine, Esinet, and Hexagon were legal under State of Louisiana procurement law. These acquisitions were service based and thus valid under the law. Fasold noted during Morris's press conference about Esinet, Morris made statements that were overly broad about the purchase, which subsequently caused litigation to be filed about that purchase. Fasold contends that Morris's description of the purchase at the press conference was incorrect.

Morris has been using his personal cell phone since arriving at OPCD. This arrangement is permitted under OPCD policy and an employee can receive a \$40 reimbursement. Fasold recently provided a OPCD issued cell phone to Morris based upon some sensitive information Morris would be receiving from SafeCom. According to Morris, that information could not be placed upon a personal cell phone. The laptop used by Morris during his time as ED for OPCD was taken off the shelf at OPCD and probably not wiped of previous data or users. Fasold had logged into Morris's laptop in order to install programs and perform other maintenance.

MEMORANDUM OF INTERVIEW

On July 10, 2023, Casandra Robert, Senior Financial Analyst, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Robert voluntarily provided the following information:

Robert has been employed since 2018 with OPCD. In her capacity she oversees financial records and the payroll for the OPCD. Robert learned of a May 7, 2023 automobile accident involving OPCD Executive Director Tyrell Morris on Monday, May 8, 2023. She was contacted by Dayton Gibson, Facilities Manager for the OPCD and instructed to obtain the deductible amount for OPCD from the insurance company. Robert also was involved in emails with Gibson and Morris about the accident. Information regarding the other driver was in the vehicle parked at Morris's residence. Morris's driver, Earnest Gray, was tasked to retrieve that information which was needed. Robert printed a copy of the OPCD vehicle accident policy from the server on May 8, 2023. Robert created a folder and retained multiple documents related to the Morris accident. This folder was located in Robert's locked desk drawer at the OPCD.

Robert did not complete any paperwork related to the Morris accident. Robert was shown a copy of the accident form and diagram related to the accident. Robert does not know who completed the form, however, she noted to investigators it did not "jive" with what she saw about the accident on television. Robert added she was disappointed in Morris because he was untruthful about the accident to her. Morris told Robert that the driver of the other vehicle came from behind him and clipped the front of his car. This was the information drawn on the sketch previously shown to Robert by investigators. According to Robert, Morris personally paid the \$250 deductible to OPCD regarding the vehicle repairs. Robert provided the insurance adjuster Morris' cellular telephone number which started with a 202-area code.

A previous vehicle policy for the OPCD from 2016 was modified by Morris in 2019. During her employment at OPCD, Robert does not recall any other vehicle accidents during this time period. Roberts said Morris did not want Jared Brossette to know about the accident. She is unaware of why Brossette was terminated from the OPCD. Robert is unaware of anyone at OPCD sharing computer login information with other employees.



ORLEANS PARISH COMMUNICATION DISTRICT

9-1-1/3-1-1

STANDARD OPERATING PROCEDURE NUMBER: 1.3.1.

SUBJECT: AGENCY DELEGATION OF AUTHORITY

DATE ISSUED/REVISED: Tuesday, May 14th, 2019

RELATIVE REFERENCE(S): LS RS 32:24

ACCREDITATION STANDARD(S):

APPROVED BY

Jayle J. Morris

Executive Director, OPCD

DATE 05/14/2019

I. PURPOSE

To state the responsibilities and requirements regarding the appropriate use of OPCD vehicles, including, but not limited to their operation, maintenance, refueling, as well as the coordination of these activities. Compliance with this policy will result in reduced costs, better management of OPCD resources, reduced claims and liabilities, and increases in accountability and responsibility.

II. AUTHORITY AND APPLICABILITY

Pursuant to the Cooperative Endeavor Agreement effective May 2016 (hereafter, "CEA-2016"), the OPCD is responsible for the development of policies and procedures for consolidated 9-1-1 operations. Resolution 18-07 of the OPCD Board of Commissioners authorizes the Executive Director to issue standard operating procedures regarding the daily operation of the agency.

III. BACKGROUND

OPCD has a small fleet of vehicles for use by OPCD employees for official business. The facilities department is responsible for ensuring that the vehicles are maintained according to manufacturer requirements, and that vehicles have sufficient fuel at all times.

IV. VEHICLE IDENTIFICATION

All OPCD vehicles must have a public license plate and must be registered to OPCD through the Louisiana Office of Motor Vehicles.

V. SECURITY

All OPCD vehicles must be locked when not in use, even at the OPCD site. All equipment or valuables within the vehicle shall be placed in a location where it is out of sight of passersby.

- VI. Missing vehicles, equipment, and valuables shall be reported immediately to the New Orleans Police Department (NOPD) and the employee's immediate supervisor. The supervisor shall, in turn, notify the 9-1-1 Director of Operations and/or the Executive Director. It should be noted that personal property is not insured for loss or damage by OPCD. OPCD is not responsible for any personal property that is lost or stolen.

VII. EMPLOYEE RESPONSIBILITIES

Employees using an OPCD vehicle will be responsible and held accountable for vehicles assigned to or operated by them. Employees using an OPCD vehicle shall comply with the following:

- a. Employees shall operate an OPCD vehicle in a safe and courteous manner and ensure that the use of this vehicle is for official OPCD business only.
- b. Employees shall document that they possess a valid Louisiana driver's license. Employees are responsible for reporting any revocation, suspension, or addition of restrictions to their driver's licenses.
- c. Employees shall perform pre-trip vehicle inspections and note the condition of the car's exterior and interior.
- d. Employees shall complete the OPCD Vehicle Log that has been established, both when first taking the vehicle and when returning the vehicle. A vehicle log book should be in each vehicle.
- e. Upon end of use of the vehicle, if the fuel gage reads $\frac{1}{4}$ full or below the employee driving this vehicle will proceed to one of the three (3) City of New Orleans fueling stations and fill the vehicle fuel tank.
- f. Upon end of use of the vehicle, the employee driving this vehicle will turn in the vehicle keys to their supervisor and report any issues with the vehicle.
- g. Employees must receive prior written authorization to conduct OPCD-related business in an OPCD vehicle outside the New Orleans Metropolitan Statistical Area (MSA).
- h. Employees are responsible for vehicle abuse and/or misuse, and may be held accountable for any repair or service costs resulting from their failure to obtain services or repairs in a timely manner.
- i. Employees must always use a seat belt when either driving or riding in an OPCD vehicle.
- j. Parking and/or moving violations are the personal responsibility of the employee driving an OPCD vehicle. Failure of an employee to pay or otherwise resolve parking and/or moving violations may result in disciplinary actions, up to and including dismissal.

- k. If OPCD receives a ticket generated by the red-light camera system or the speed-control system, OPCD shall notify the affected employee within five calendar days of the violation. If OPCD receives a delinquent notice of a ticket over 60 days past due, the employee shall have a maximum of 30 calendar days to pay the ticket or face disciplinary action. If the ticket is not paid within the 30 days, OPCD shall pay the ticket immediately, and shall deduct the ticket fine amount from the affected employee's pay.
- l. Employees are strictly prohibited from smoking or vaping of any substances in an OPCD vehicle. Employees are strictly prohibited from using chewing tobacco while in an OPCD vehicle.
- m. Employees are strictly prohibited from drinking or having opened alcoholic beverages in an OPCD vehicle, even if not driving.
- n. Employees who lock the keys in an OPCD vehicle are personally responsible for retrieving safely such keys by a locksmith or similar provider. Employees are personally responsible for any damage to an OPCD vehicle when attempting to gain entry.

VIII. PROCESS FOR USING AN OPCD VEHICLE

- a. An employee who needs to use an OPCD vehicle for business purposes shall provide his/her supervisor with as much advance notice as is reasonably possible.
- b. The employee must have a valid Louisiana Driver's License to use an OPCD vehicle.
- c. The employee must maintain copy of his/her valid driver's license with the human resources department.

IX. ACCIDENT PROCEDURES

The following procedures must be followed and shall apply to any accident or loss involving any OPCD vehicle.

- a. Call 9-1-1 to request the dispatch of a police officer, and unless otherwise advised, remain at the scene of the accident. If injuries are involved, request the dispatch of an EMS unit. Make sure to obtain the accident report number given for the report written by the responding officer. If an NOPD officer is dispatched, this number will be the "NOPD Item Number."
- b. Report the accident, damage, and/or loss to the appropriate supervisor who will notify the Facilities Manager.
- c. Complete a Vehicle and Equipment Damage Report Form, which is attached to this policy and should be with vehicle log book in vehicle. If it is not possible to obtain a copy of this Form, please make sure to record the following:

- a. The accident report number/NOPD Item Number for the report written by the police.
 - b. The year, make, model, license plate #, odometer reading, and color of the other vehicles involved in the accident.
 - c. The names and addresses of the driver(s) of the other vehicle(s) involved in the accident.
 - d. The names and addresses of the owner(s) of the vehicle(s) involved in the accident.
 - e. The names and contact information of any witness or witnesses.
 - f. The names of the other occupants involved in the accident.
 - g. The name, address, telephone number and description of injuries of any injured occupants of other vehicles involved in the accident.
 - h. The name, address, and telephone number of the insurance carrier(s) of the other vehicle(s) involved in the accident, and the appropriate insurance policy number(s) for the other vehicle(s) involved in the accident.
- d. Upon completion, submit the form to the appropriate supervisor. The employee should also keep a copy of the form for his/her own records.
 - e. The operator of the OPCD vehicle(s) must take a drug and alcohol test as soon as possible. The Director of Human Resources should be contacted for the name and location of the testing facility.

X. TAKE-HOME VEHICLES

These rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- a. Take-home vehicles may only be assigned to the Executive Director and the Director of Operations.
 - a. The Executive Director and the Director of Operations must be domiciled within the four parishes of Region 1 and the distance from place of residence and the PSAP cannot be greater than 40 miles.
 - b. Meet all other criteria regarding requirements to drive an OPCD vehicle as set forth in this policy.
- b. Take-home vehicle use. Take-home vehicles are to be used for the conduct of OPCD business. In addition, these employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations. OPCD vehicles should not be used to perform personal business. However, in some instances, take-home vehicles may be used to perform incidental, personal errands outside the course and scope of OPCD business, so long as the errands are conducted to and from work without significant deviation, are brief in nature, and do not detract from the employee's activities as a public servant. Employees granted take-home vehicle status should be mindful that they are always under the watchful eyes of the taxpayers. Examples of appropriate stops between domicile and PSAP

are grocery store, pharmacy, gas station, cleaners, take-home food, etc. Examples of inappropriate stops between domicile and PSAP are sit down restaurant for dinner, happy hour, etc. Any abuse of the discretion of OPCD take-home vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including termination.

- c. 24 hours/7 days a week vehicle use. The Executive Director and Director of Operations hold key positions which require them to be available at all times which mandate 24 hours/7 days a week availability.
- d. Take-home vehicle use charge. Employees with take-home vehicle usage will be charged a fee as determined by CNO Circular Memorandum No. 10-09 or its latest version. This fee will be automatically deducted from the employee's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of vehicle use.
- e. Taxable fringe benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with CNO Circular Memorandum 36-86 or its latest version and under Internal Revenue Service rules and regulations.
- f. Insurance. Each employee granted take-home vehicle authority will provide to the OPCD Finance Manager a copy of their current personal automobile insurance policy or their personal non-owned automobile insurance policy. Vehicle use outside the scope and purpose of employment by OPCD, whether permissible or not, will not be covered by the OPCD insurance policy. Employees with a take-home vehicle must endorse their current Personal Automobile Policy to provide coverage for Non-Owned Autos, including Physical damage Coverage and provide evidence of the coverage in force. Minimum personal automobile insurance coverages and limits required of employees with take-home autos are as follows:
 - a. Automobile Liability, Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
 - b. Uninsured Motorist – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
 - c. Comprehensive and Collision – Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD for damage due to accidents outside the scope and purpose of employment by OPCD.
 - d. Non-owned coverage including Bodily Injury and Property Damage Liability and Physical Damage (“Comprehensive” and “Collision”).
 - e. Any employee with a take-home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance Policy in force must purchase a Personal Non-Owned Automobile Liability and Physical Damage coverage (“Comprehensive and Collision”).

- f. The Auto Liability Limits shall be at least the Mandatory State Minimum Financial Responsibility Limits for bodily injury and property damage. Any deductibles will be the sole responsibility of the employee and will not be borne in any way by OPCD, for damage due to accident outside the scope and purpose of employment by OPCD.
- g. Take-home vehicle when not in use by Executive Director and/or Operations Director. These are OPCD vehicles that are “assigned” for official use by these two directors in the performance of their duties and are not their personal vehicles. When the Executive Director and/or the Director of Operations are absent from their OPCD duties for an extended time (i.e. on leave lasting more than two days, out of town at a conference and not using OPCD vehicle for transportation to conference – under no circumstances is the OPCD vehicle to be left at airport parking lot until return from conference, out for extended sick time, etc.), these assigned take-home vehicles will be returned to OPCD for use as needed by OPCD personnel.
- h. Temporary take-home vehicle authorization. If operational needs dictate the requirement for an OPCD employee to have use of a take-home vehicle for a limited time, the Executive Director or Operations Director can grant this authorization. Examples of a proper use of this are during an emergency, when authorized the use of an OPCD vehicle for a scheduled trip and allowed for convenience to start trip from domicile, etc. When this is granted it must be for short periods of time and employee is not subject to any take-home vehicle use charge per paragraph “D” above.

XI. Emergency Equipement

- a. As an emergency services agency, OPCD vehicles may be equipment with emergency equipment to include lights and sirens.
- b. The use of this emergency equipment must be in accordance with Louisiana Revised Statute 32:24.

**ORLEANS PARISH COMMUNICATION DISTRICT
VEHICLE AND EQUIPMENT DAMAGE REPORT FORM**

Employees involved in an accident in an OPCD vehicle shall complete this form and notify the Director of Finance & HR within 24 hours of the accident.

Date of Report: _____

Police Accident Report/NOPD Item Number: _____

Is the vehicle still in use? (Yes/No): _____

Was the vehicle towed? (Yes/No): _____

Current Location of Vehicle: _____

Accident Information

Date of Accident (MM/DD/YYYY): _____

Time of Accident (hour, minute, AM/PM): _____

Weather Conditions: _____

Road Conditions: _____

Headlights on? (Y/N): _____

Seatbelt Worn? (Y/N): _____

Location of Accident: _____

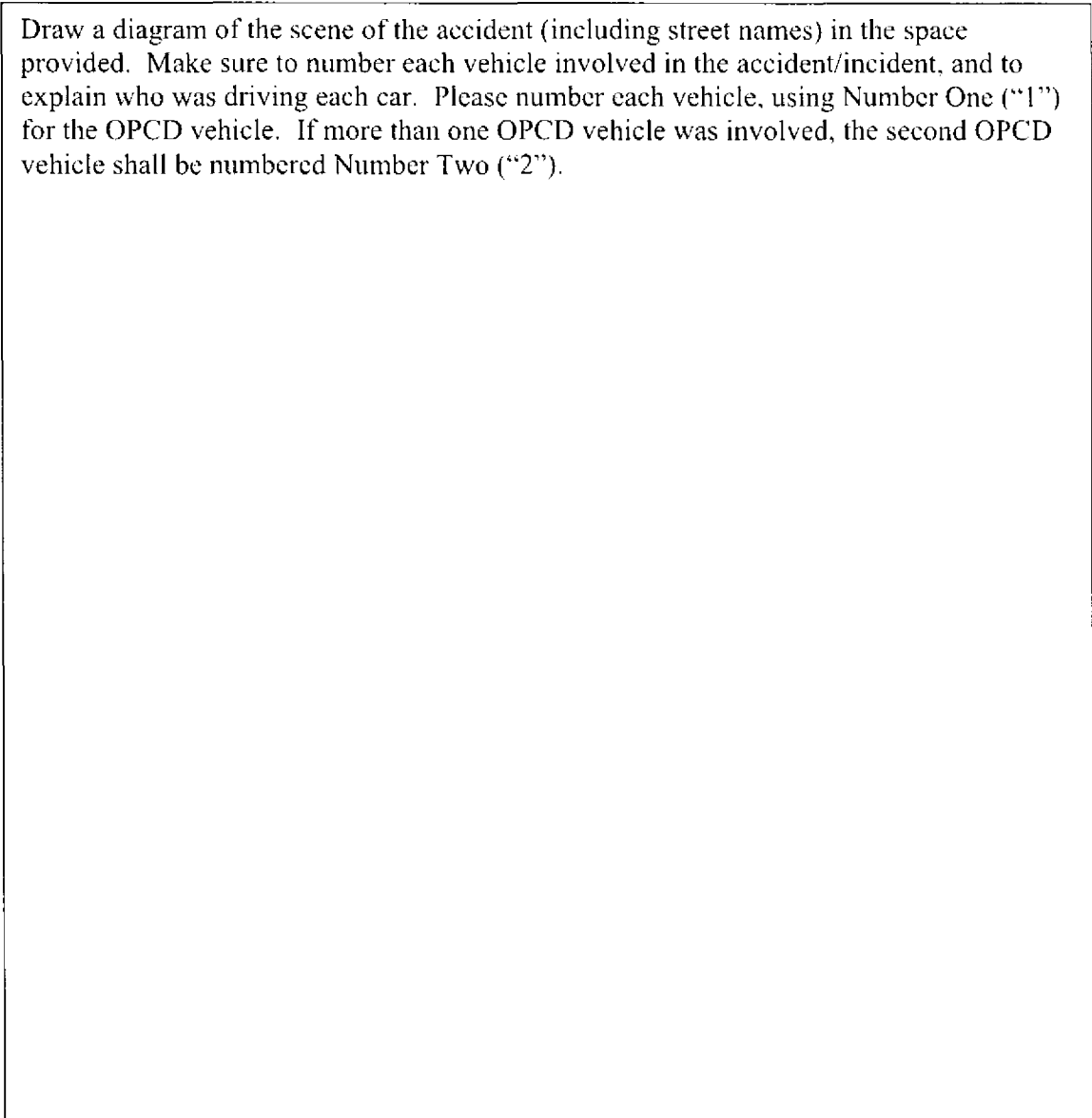
Agency or Agencies Responding: _____

Fully describe what happened leading up and including the accident:

Additional Comments:

Name and Title of Supervisor Reviewing this Report:

Draw a diagram of the scene of the accident (including street names) in the space provided. Make sure to number each vehicle involved in the accident/incident, and to explain who was driving each car. Please number each vehicle, using Number One ("1") for the OPCD vehicle. If more than one OPCD vehicle was involved, the second OPCD vehicle shall be numbered Number Two ("2").



OPCD Vehicle Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Job Title: _____

Driver's Name: _____

Where were you coming from and where were you going when the incident/accident occurred?

Was this official OPCD business? (Yes/No) _____

Fully describe the damage to the OPCD vehicle:

Please list the names of any other passengers in the OPCD vehicle at the time of the incident:

List the names and phone numbers of any witnesses to the incident/accident:

Witness One _____

Witness Two _____

Injured passenger(s) of the OPCD vehicle, including the driver:

	Name	Address	Telephone #	Injury
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Other Vehicle(s) Information

Year: _____ Make: _____ Model: _____

License Plate No.: _____ Odometer Reading: _____

Color: _____

Driver's Name: _____

Driver's Address: _____

Car Owner's Name, if different from driver: _____

Car Owner's Address: _____

Fully describe the damage to the other vehicle:

Names of the occupants in the other vehicle:

Injured passenger(s) of the other vehicle, including the driver:

Name	Address	Telephone #	Injury
1.			
2.			
3.			
4.			
5.			

Other Vehicle Insurance Carrier Information:

Name of Carrier: _____

Address of Carrier: _____

Telephone Number: _____

Policy Number: _____

MEMORANDUM OF INTERVIEW

On July 10, 2023, Teresa Thompson, Director of Training and Compliance, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Thompson voluntarily provided the following information:

Thompson has been employed with the OPCD for twenty-two years. She was out of the office on leave on May 8, 2023 which was the day after OPCD Executive Director Tyrell Morris was involved in an automobile accident. When she returned to the OPCD, Thompson was approached by Megan Clark, OPCD Director of Communications, on either May 9th or May 10th. Clark asked Thompson about how to handling media requests. Thompson told Clark that Morris usually handled those matters. Thompson did not have any discussions about the accident with Morris.

Thompson acknowledged sending an email dated June 2, 2023 to the executive team regarding altering OPCD policies that were maintained on the Power DMS server. The email was Morris' idea. Morris told Thompson of the compromise of vehicle policy 1.3.1 by someone with access to Power DMS. In the email, Thompson informed the other directors at OPCD that she was now the only person who could alter or change OPCD policies in Power DMS. The OPCD policies were removed from the public website due to the alteration of policy 1.3.1. Thompson believed only the author of the policy could alter the policy once it was completed. Thompson noted based upon her knowledge, Morris authored policy 1.3.1 at the OPCD prior to his accident. As the OPCD was undergoing Commission on Accreditation for Law Enforcement Agencies (CALEA) certification, it is possible based upon their standards that a department head could alter department policies. Thompson did not alter the policy, did not know who would have changed the policy, and was never informed by anyone as being responsible for the vehicle policy 1.3.1 alteration.

Thompson has not seen any paperwork or reports related to the Morris accident on May 7, 2023. These matters may have instead been directed to the Director of Support Services, Jared Brossette and his subordinates Cassandra Robert and Dayton Gibson. Thompson has neither given her computer login credentials to another OPCD employee nor used another an employee's login credentials. She is also unaware of any previous accidents involving OPCD vehicles.

MEMORANDUM OF INTERVIEW

On July 10, 2023, Wendy Ervin, Director of 911 Operations, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Ervin voluntarily provided the following information:

Ervin has been employed with OPCD on two separate occasions. She was first employed from 1993 until 2003. Ervin returned to OPCD in 2016 and was appointed to her current position sometime after Hurricane Ida in 2021. Ervin learned about the automobile accident involving OPCD Executive Director Tyrell Morris on the afternoon of May 8, 2023; a day after the accident. Ervin was asked by Megan Clark to print an incident from the Computer Aided Dispatch (CAD) system. It was at this time she saw on the incident sheet bearing the notation of "Comm 1" which Ervin knew to be Morris' radio call sign. Ervin had a brief conversation with Morris on May 8, 2023 about the accident from the previous night. Morris told Ervin he was heading to the office to drop off his car before leaving town on a trip. Ervin asked Morris if he was hurt and Morris replied that he was not injured in the accident.

Ervin does not recall any previous accidents involving OPCD vehicles. Ervin was issued a car from OPCD and advised investigators she never read the OPCD policy pertaining to vehicles. Ervin did not alter any OPCD vehicle policy and learned of the possible alteration from the local news. OPCD policies are maintained in the Power DMS server which can be accessed through the internet or an application on a user's cell phone.

Ervin denied ever giving or asking to use any OPCD employee's computer login credentials. Ervin noted this action is a violation of OPCD policy. Ervin had no involvement in completing any forms for the insurance claim related to Morris' accident.

MEMORANDUM OF INTERVIEW

On July 12, 2023, Teresa Thompson, Director of Training and Compliance, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OPCD office located at 118 City Park Drive, New Orleans, LA with Karl Fasold also being present. Being previously advised of the identities of the interviewing investigators, Thompson voluntarily provided the following information:

Thompson began to follow up on a request related to the audit and tracking data for the Power DMS server. Based on her effort and consultation with Power DMS, Thompson discovered that Tyrell Morris' login credentials were used to access Power DMS system on May 24, 2023. Thompson also found that Morris deleted a policy entitled "OPCD SOP – Vehicle Policy." at 20:42:59 during this session.

When Thompson found this activity in the log, she contacted interim Executive Director Fasold. Fasold told Thompson he would contact OIG investigators and request another meeting. Thompson was distressed by what she discovered related to Morris's deletion of an OPCD policy. Thompson indicated having a personal friendship away from work with Morris and being disappointed in Morris deleting the vehicle policy since she is the person at OPCD responsible for policy changes and managing Power DMS.

[REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
6/1/2023 11:03:21 Central Daylight Time	PublicAccessEnabledForDoc	Morris Tyrell	TMorris	<u>DocumentName:</u> <u>OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u>	User 'TMorris' made Document 'OPCD SOP 2.1.10 - Mobile Crisis Response Unit' accessible to anyone with a link.	PowerDMS.com
6/1/2023 11:03:21 Central Daylight Time	SaveDoc	Morris Tyrell	TMorris	<u>UserName:</u> TMorris <u>DocumentName:</u> <u>OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u>	Edit	PowerDMS.com
6/1/2023 11:00:20 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName:</u> TMorris <u>DocumentName:</u> <u>OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> DocumentRevisionID : 1635155	Load Document	PowerDMS.com
6/1/2023 10:59:54 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName:</u> TMorris	Accept site agreement - 72.203.203.34	PowerDMS.com
6/1/2023 10:59:52 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName:</u> TMorris	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
6/1/2023 10:59:45 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com
5/31/2023 14:58:05 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , DocumentRevisionID : 1635155	Load Document	PowerDMS.com
5/31/2023 14:57:57 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , DocumentRevisionID : 1635155	Revision properties edited	PowerDMS.com
5/31/2023 14:57:57 Central Daylight Time	RevisionStatusChanged	Morris Tyrell	TMorris		Document ID 923925, Document Revision ID 1299503, had its status modified.	PowerDMS.com
5/31/2023 14:57:57 Central Daylight Time	RevisionStatusChanged	Morris Tyrell	TMorris		Document ID 923925, Document	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Time					Revision ID 1635155, had its status modified.	
5/31/2023 14:57:53 Central Daylight Time	SaveDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u>	Edit	PowerDMS.com
5/31/2023 14:57:50 Central Daylight Time	FileConnectDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentRevisionID : 1635155</u>	New file '12410869' was uploaded and attached to DocumentRevision '1635155'.	PowerDMS.com
5/31/2023 14:57:50 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , <u>DocumentRevisionID : 1635155</u>	SaveNew	PowerDMS.com
5/31/2023 14:57:50 Central Daylight Time	FileConnectDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentRevisionID : 1635155</u>	New file '12410869' was uploaded and attached to DocumentRevision	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username
5/31/2023 14:57:50 Central Daylight Time	CopiedFile	Morris Tyrell	TMorris
5/31/2023 14:57:26 Central Daylight Time	FileConnectDoc	Morris Tyrell	TMorris
5/31/2023 14:57:25 Central Daylight Time	DocLoad	Morris Tyrell	TMorris
5/31/2023 14:57:09 Central Daylight Time	DocLoad	Morris Tyrell	TMorris
5/31/2023 14:56:59	DocLoad	Morris Tyrell	TMorris

Exported on 7/12/2023 by [REDACTED]

Items Affected	Description	Client Name
	'1635155'.	
	File '9391059' was copied and saved as file '12410869'.	PowerDMS.com
<u>UserName: TMorris</u> DocumentRevisionID : 1635155	New file '12410878' was uploaded and attached to DocumentRevision '1635155'.	PowerDMS.com
<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , DocumentRevisionID : 1635155	Load Document (Non-Active Revision)	PowerDMS.com
<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , DocumentRevisionID : 1635155	Load Document (Non-Active Revision)	PowerDMS.com
<u>UserName: TMorris</u>	Load Document	PowerDMS.com

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Central Daylight Time				, <u>DocumentName:</u> <u>OPCD SOP 2.1.10 - Mobile Crisis Response Unit</u> , DocumentRevisionID : 1299503		
5/31/2023 14:56:45 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>OPCD SOP 2.2.5 - Mobile Dispatch Terminal Initiated Incidents</u> , DocumentRevisionID : 999778	Load Document	PowerDMS.com
5/31/2023 14:56:36 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>OPCD SOP 2.2.5 - Mobile Dispatch Terminal Initiated Incidents</u> , DocumentRevisionID : 999778	Load Document	PowerDMS.com
5/31/2023 14:56:09 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 72.203.203.34	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
5/31/2023 14:56:08 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com
5/25/2023 09:19:55 Central Daylight Time	Logout	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged out of an active session. (Forms) IP: 72.203.203.34	PowerDMS.com
5/25/2023 08:59:56 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 72.203.203.34	PowerDMS.com
5/25/2023 08:59:54 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com
5/25/2023 08:59:45 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com
5/25/2023 08:59:41 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com
5/25/2023 08:59:37 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
5/24/2023 20:42:59 Central Daylight Time	DelDoc	Morris Tyrell	TMorris	DocumentID: 182243	The Document 'OPCD SOP - Vehicle Policy' was deleted.	PowerDMS.com
5/24/2023 20:39:20 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>DocumentRevisionID</u> : 264338	Load Document	PowerDMS.com
5/24/2023 20:32:56 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>DocumentRevisionID</u> : 264338	Load Document	PowerDMS.com
5/24/2023 20:31:10 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>OPCD Emergency Directive 23-01:</u> <u>Mandatory Overtime</u> , <u>DocumentRevisionID</u> : 1594853	Load Document	PowerDMS.com
5/24/2023 20:31:08 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 166.137.115.8	PowerDMS.com
5/24/2023 20:31:05	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Central Daylight Time					logged in. IP: 166.137.115.8	
5/24/2023 20:30:57 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com
5/24/2023 20:30:53 Central Daylight Time	LoginFail	Morris Tyrell	TMorris		Login failed for Username: tmorris. Error: PWD	PowerDMS.com
5/19/2023 15:10:17 Central Daylight Time	UpdateUser	Morris Tyrell	TMorris	<u>UserName: dward</u>	User dward was updated	PowerDMS.com
5/19/2023 15:10:17 Central Daylight Time	UserArchived	Morris Tyrell	TMorris	<u>UserName: dward</u>	User dward was archived.	PowerDMS.com
5/19/2023 15:09:27 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 72.203.203.34	PowerDMS.com
5/19/2023 15:09:25 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com
5/16/2023 13:47:51 Central Daylight	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: ,</u>	Load Document	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Time				DocumentRevisionID : 264338		
5/16/2023 13:46:52 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 72.203.203.34	PowerDMS.com
5/16/2023 13:46:50 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com
5/11/2023 12:47:37 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: ,</u> <u>DocumentRevisionID : 264338</u>	Load Document	PowerDMS.com
5/11/2023 12:44:19 Central Daylight Time	DocRevFilesUnlock	Morris Tyrell	TMorris	<u>DocumentName: ,</u> <u>DocumentRevisionID : 264338</u>	The files for this document revision have been unlocked.	PowerDMS.com
5/11/2023 12:44:11 Central Daylight Time	FileSaved	Morris Tyrell	TMorris	<u>DocumentName: ,</u> <u>DocumentRevisionID : 264338</u>	A file was saved (via DocumentService)	PowerDMS.com
5/11/2023 12:43:33 Central Daylight Time	DocRevFilesLock	Morris Tyrell	TMorris	<u>DocumentName: ,</u> <u>DocumentRevisionID : 264338</u>	The files for this document revision have been locked.	PowerDMS.com
5/11/2023 12:43:23	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Load Document	PowerDMS.com
Exported on 7/12/2023 by [REDACTED]						

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Central Daylight Time				, <u>DocumentName:</u> , DocumentRevisionID : 264338		
5/11/2023 12:42:37 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> , DocumentRevisionID : 264338	Load Document	PowerDMS.com
5/11/2023 12:39:41 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> , DocumentRevisionID : 264338	Load Document	PowerDMS.com
5/11/2023 12:34:11 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>OPCD SOP 2.2.8 -</u> <u>Incidents Involving</u> <u>Public Transit</u> <u>Vehicles and</u> <u>Locations</u> , DocumentRevisionID : 1156430	Load Document	PowerDMS.com
5/11/2023 12:33:42 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> , DocumentRevisionID : 264338	Load Document	PowerDMS.com
Exported on 7/12/2023 by [REDACTED]						

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
5/11/2023 12:33:25 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 198.44.220.5	PowerDMS.com
5/11/2023 12:33:23 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 198.44.220.5	PowerDMS.com
5/2/2023 21:35:28 Central Daylight Time	Logout	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged out of an active session. (Forms) IP: 24.252.105.45	PowerDMS.com
5/2/2023 21:15:53 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> <u>. DocumentName: OPCD SOP 2.3 Call Introduction</u> <u>DocumentRevisionID : 164768</u>	Load Document	PowerDMS.com
5/2/2023 21:15:38 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> <u>. DocumentName: OPCD SOP 2.1.6 - Caller Management and Customer Service Process</u> <u>DocumentRevisionID</u>	Load Document	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
				: 1035968		
5/2/2023 21:15:35 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.4 - Emergency Rule</u> , <u>DocumentRevisionID : 956741</u>	Load Document	PowerDMS.com
5/2/2023 21:15:31 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 2.1.3. - Minimum Certification Requirements</u> , <u>DocumentRevisionID : 956739</u>	Load Document	PowerDMS.com
5/2/2023 21:15:15 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 24.252.105.45	PowerDMS.com
5/2/2023 21:15:11 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 24.252.105.45	PowerDMS.com
4/20/2023 13:18:30 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: Training Bulletin -</u>	Load Document	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
				Louisiana Annual Ethics Training , DocumentRevisionID : 1383794		
4/20/2023 13:18:28 Central Daylight Time	Inbox	Morris Tyrell	TMorris	UserName: TMorris	Inbox documents tab accessed with 12 documents.	PowerDMS.com
4/20/2023 13:18:25 Central Daylight Time	DocSign	Morris Tyrell	TMorris	UserName: TMorris , DocumentName: Notice to Employees-Vending Machines , DocumentRevisionID : 1612288	Sign Document via Credentials	PowerDMS.com
4/20/2023 13:18:18 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	UserName: TMorris , DocumentName: Notice to Employees-Vending Machines , DocumentRevisionID : 1612288	Load Document	PowerDMS.com
4/20/2023 13:18:12 Central Daylight Time	Inbox	Morris Tyrell	TMorris	UserName: TMorris	Inbox documents tab accessed with 13 documents.	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
4/20/2023 13:12:18 Central Daylight Time	AttributesChanged	Morris Tyrell	TMorris	<u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u>	The distribution for 1 users or groups was affected with respect to their requirement of document 1174737	PowerDMS.com
4/20/2023 13:12:09 Central Daylight Time	RevisionStatusChanged	Morris Tyrell	TMorris		Document ID 1174737, Document Revision ID 1612288, had its status modified.	PowerDMS.com
4/20/2023 13:12:09 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName:</u> TMorris , <u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u> , DocumentRevisionID : 1612288	Revision properties edited	PowerDMS.com
4/20/2023 13:12:08 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName:</u> TMorris , <u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u> , DocumentRevisionID : 1612288	Revision properties edited	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
4/20/2023 13:12:08 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>Notice to</u> <u>Employees-Vending</u> <u>Machines</u> , DocumentRevisionID : 1612288	Revision date changed from 04/20/2023 to 04/20/2023.	PowerDMS.com
4/20/2023 13:11:19 Central Daylight Time	FileConnectDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , DocumentRevisionID : 1612288	New file '12194162' was uploaded and attached to DocumentRevision '1612288'.	PowerDMS.com
4/20/2023 13:11:19 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>Notice to</u> <u>Employees-Vending</u> <u>Machines</u> , DocumentRevisionID : 1612288	SaveNew	PowerDMS.com
4/20/2023 13:11:19 Central Daylight Time	FolderContentMoved	Morris Tyrell	TMorris	<u>Folder: Documents</u> <u>(ID: 31045)</u>	1 items were moved to folder 'Documents' (ID: 31045).	PowerDMS.com
4/20/2023 13:11:19	SaveDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	SaveNew	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Central Daylight Time				, <u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u>		
4/20/2023 13:11:12 Central Daylight Time	FolderContentMoved	Morris Tyrell	TMorris	<u>Folder: 1.3 Finance Management (ID: 122143)</u>	1 items were moved to folder '1.3 Finance Management' (ID: 122143).	PowerDMS.com
4/20/2023 13:11:12 Central Daylight Time	SaveDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u>	Edit	PowerDMS.com
4/20/2023 13:10:50 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName:</u> <u>Notice to Employees-Vending Machines</u> , <u>DocumentRevisionID</u> : 1612288	Load Document (Non-Active Revision)	PowerDMS.com
4/20/2023 13:10:18 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	Accept site agreement - 72.203.203.34	PowerDMS.com
Exported on 7/12/2023 by [REDACTED]						

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
4/20/2023 13:10:16 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	<u>UserName: TMorris</u>	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com
4/19/2023 16:05:12 Central Daylight Time	AttributesChanged	Morris Tyrell	TMorris	<u>DocumentName: OPCD SOP 1.2.0 -EEO and Harrassment</u>	The distribution for 1 users or groups was affected with respect to their requirement of document 230877	PowerDMS.com
4/19/2023 16:05:10 Central Daylight Time	PublicAccessEnabledForDoc	Morris Tyrell	TMorris	<u>DocumentName: OPCD SOP 1.2.0 -EEO and Harrassment</u>	User 'TMorris' made Document 'OPCD SOP 1.2.0 -EEO and Harrassment' accessible to anyone with a link.	PowerDMS.com
4/19/2023 16:05:10 Central Daylight Time	SaveDoc	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 1.2.0 -EEO and Harrassment</u>	Edit	PowerDMS.com
4/19/2023 16:04:10 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 1.2.0 -EEO and</u>	Revision properties edited	PowerDMS.com

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Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
				<u>Harrassment</u> , DocumentRevisionID : 887775		
4/19/2023 16:04:10 Central Daylight Time	SaveRev	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 1.2.0 -EEO and</u> <u>Harrassment</u> , DocumentRevisionID : 887775	Revision date changed from 10/27/2019 to 10/26/2019.	PowerDMS.com
4/19/2023 16:03:35 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	<u>UserName: TMorris</u> , <u>DocumentName: OPCD SOP 1.2.0 -EEO and</u> <u>Harrassment</u> , DocumentRevisionID : 887775	Load Document (Non-Active Revision)	PowerDMS.com
4/19/2023 16:03:08 Central Daylight Time	DocRevFilesUnlock	Morris Tyrell	TMorris	<u>DocumentName: OPCD SOP 1.2.0 -EEO and</u> <u>Harrassment</u> , DocumentRevisionID : 324255	The files for this document revision have been unlocked.	PowerDMS.com
4/19/2023 16:03:07	FileSaved	Morris Tyrell	TMorris	<u>DocumentName:</u>	A file was saved	PowerDMS.com

Exported on 7/12/2023 by [REDACTED]

Event Log

Time	Event	Name	Source Username	Items Affected	Description	Client Name
Central Daylight Time				OPCD SOP 1.2.0 -EEO and Harrassment , DocumentRevisionID : 324255	(via DocumentService)	
4/19/2023 16:02:41 Central Daylight Time	DocRevFilesLock	Morris Tyrell	TMorris	DocumentName: OPCD SOP 1.2.0 -EEO and Harrassment , DocumentRevisionID : 324255	The files for this document revision have been locked.	PowerDMS.com
4/19/2023 15:59:14 Central Daylight Time	DocLoad	Morris Tyrell	TMorris	UserName: TMorris , DocumentName: OPCD SOP 1.2.0 -EEO and Harrassment , DocumentRevisionID : 324255	Load Document	PowerDMS.com
4/19/2023 15:58:53 Central Daylight Time	AcceptSA	Morris Tyrell	TMorris	UserName: TMorris	Accept site agreement - 72.203.203.34	PowerDMS.com
4/19/2023 15:58:51 Central Daylight Time	LoginPass	Morris Tyrell	TMorris	UserName: TMorris	User Tyrell Morris logged in. IP: 72.203.203.34	PowerDMS.com

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MEMORANDUM OF INTERVIEW

On July 13, 2023, Jared Brossett, former Orleans Parish Communications District (OPCD) was interviewed by Investigator Ken Petro and Damon Rodriguez, New Orleans Office of Inspector General (OIG) at 1 Canal Place New Orleans, LA. Present for the interview was Brossett's counsel, James Williams, Attorney at Law in New Orleans. After being advised of the official identities of Petro and Rodriguez, he voluntarily provided the following information:

Brossett had previously served at the Orleans Parish Communications District (OPCD) for approximately eight months as the Director of Services. He was on staff during a car accident involving Executive Director Tyrell Morris. Brossett said he learned about the accident on the Sunday following the accident. Brossett recalled that Morris was scheduled to be out of town the week following the accident due to a work-related conference. Before Morris departed for the conference, he had directed Cassandra Robert to get quotes to fix the vehicle involved in the accident and to inform OPCD's insurance carrier. Upon Morris's return to the office on Friday on that week, he held a conference with Human Resources and the Support Services side of the OPCD. Brossett attended this meeting at which time Morris stated that he (Morris) felt violated by the press coverage of the accident and that there was an internal mole at OPCD who had tipped off the media. Morris reviewed the particulars of the accident and blamed the other driver for the accident. Morris couldn't understand why the mole had such malice toward him.

Brossett was able to get more specific regarding dates by referring to his personal cell phone and provided the following:

May 12, 2023: Morris advised the staff, that he could not do anything to the mole due to whistleblower protections.

May 24, 2023: After the previous meeting, Morris reached out to Brossett for a private meeting at which time, Morris told Brossett that he thought he was the mole. Brossett denied this. Morris then wanted Brossett to help make this go away.

June 22, 2023: Morris came to Brossett and told him that OIG wanted to interview employees and that Brossett was on the list.

June 23, 2023: Brossett was terminated from his position by the Human Resources Director and the new Chief of Staff for OPCD for reasons of "At Will".

Brossett advised that Teresa Thompson had access to all OPCD policies and that all Directors and Managers had access to Power DMS using their assigned administrative privilege. Morris and Thompson could remotely link into Power DMS. Brossett was shown and asked about the drug/alcohol policy for vehicles dated May 2019. Brossett did not know who made those changes and had no interaction with anyone who may have made changes to the documents. Brossett knows that the official policy relating to that topic was dated 2019. Brossett has never seen the vehicle accident report concerning the OPCD vehicle Morris was driving. Brossett was then provided a copy of the OPCD

accident report. Brossett had not seen the report but indicated that the handwriting appeared to be that of Morris.

Wendy Irvin, the Director of Operations, sent Brossett a text message while this matter was ongoing. Brossett said he felt threatened by it. The text contained a video of the car accident that Brossett had while serving on the New Orleans City Council. Brossett was driving a City provided vehicle and was cited for Driving While Intoxicated (DWI). Irvin's commentary read, "Somebody just sent this to me. I thought it was removed from everywhere?" "Just wanted you to know it was still out there". After providing this information from his phone, Brossett again stated that he felt threatened by it based on his past conversation with Morris.

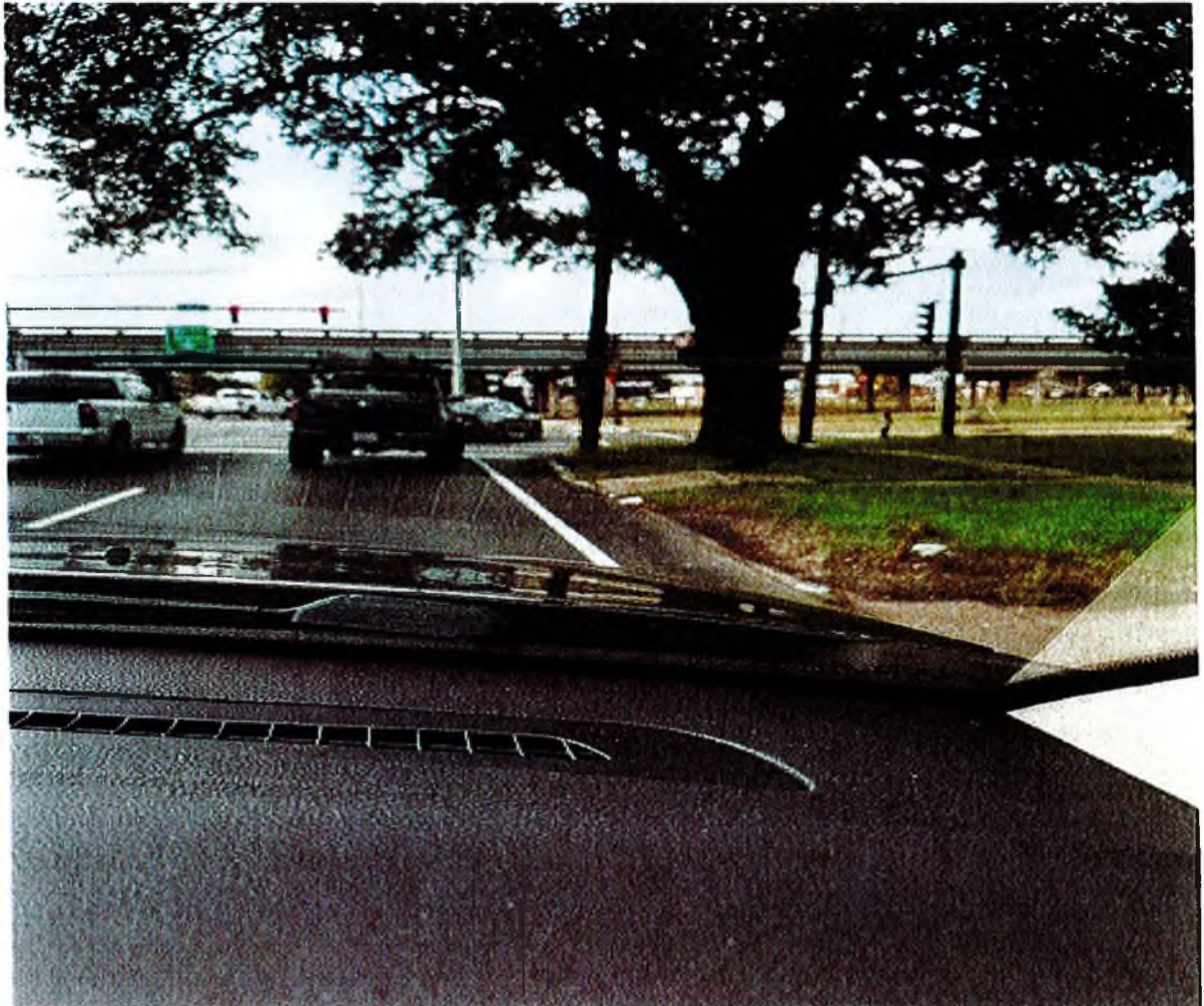
Prior to Morris's accident, Brossett had no hint of his impending termination. Brossett advised that Morris played favorites. He described OPCD as having a toxic work environment.

MEMORANDUM OF INTERVIEW

On July 18, 2023, Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG) traveled to the intersection of Elysian Fields and 610 in order to photograph the layout of the intersection. The following information was observed:

Three lanes of traffic are present with no designated lane for a right turn onto the 610 Service Road also known as Humanity Street. The way the intersection is constructed does not allow another vehicle to pass a vehicle in the right lane on the right side of that vehicle without being obstructed by a telephone pole or tree. The accident in question showed the driver of the OPCD vehicle, Tyrell Morris, located in the center lane as depicted by the white pickup truck in the below photograph. No right turn is allowed from that lane.

A photo was taken by Investigator Chenevert and will be made a part of this Memorandum of Interview.



MEMORANDUM OF INTERVIEW

On July 19, 2023, Ernest Gray, Executive Aide, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Gray voluntarily provided the following information:

Gray is a Police Officer Standards and Training certified law enforcement officer and has been employed at the OPCD since February 2023. His prior employment was with the Tulane Police Department and he works occasional security details with the Orleans Parish Sheriff's Office. Gray was approached by former OPCD Executive Director Tyrell Morris about coming to work at the OPCD. Gray's main responsibility was to drive Morris around to meetings and other OPCD related functions. Gray also kept Morris' OPCD schedule. Gray would not wait for Morris if he was in a meeting but rather Gray would return to the OPCD to assist with other functions at the office.

On the night of Morris' auto accident, Gray was not driving Morris but rather working a security detail. Gray and OPCD employee Dayton Gibson received a text message from Morris informing them about the accident. Gray replied back to the text checking to make sure Morris was not injured. Gray came to work the day after Morris' accident and accompanied Gibson to view the damaged vehicle at Morris' residence. Gray noted the front bumper was hanging off the vehicle, which convinced Gibson to have the vehicle towed to the repair shop.

Gray was asked by OPCD employee Cassandra Robert if he had any knowledge or information regarding the accident. Gray did not have any specific information about the accident, but did retrieve information in the vehicle related to the driver of the other vehicle and provided it to Robert. The vehicle used by Morris on the night of the accident was not his usually assigned vehicle. That vehicle, a 2023 Black Tahoe, was in the shop for air conditioning repairs. Gray could not recall ever seeing Morris in a state of intoxication during the time he drove him for OPCD business. Gray is armed when he transports Morris based upon some of the places to which they have traveled for OPCD related functions. Gray has never used another OPCD employee's login credentials to access the computer systems at the OPCD.

MEMORANDUM OF INTERVIEW

On July 19, 2023, Dayton Gibson, Facilities Manager, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Gibson voluntarily provided the following information:

Gibson has been employed by the OPCD for about fifteen years. He was promoted to Facilities Manager in 2010. Gibson received a text message from former Executive Director Tyrell Morris late in the evening of May 7, 2023. The text message from Morris informed Gibson that he (Morris) was in an automobile accident earlier that evening. Gibson sent a text Morris asking if he was alright and Morris replied yes. Gibson went back to sleep that night after this text exchange with Morris.

The next day, May 8, 2023, Gibson received emails from Morris regarding the repairs and insurance matters related to the accident. Gibson learned from either Morris or Earnest Gray that the driver of the other vehicle involved in the accident did not have insurance. Gibson did not speak with Morris about specifics related to the accident. Gibson was able to get a claim number from the insurance company and had the vehicle towed to Gerber for repairs. Gibson noted Morris drove the vehicle home after the accident. Gibson had reason to believe that Morris had anything was done improperly with regards to the accident

Gibson was not familiar with the OPCD policy on vehicles but believed common sense would prevail. He noted it would be proper to call the police, inform the Finance Manager and Executive Director, and then call the insurance company. Gibson was a passenger in a OPCD vehicle that was involved in an accident about five years ago. He does not recall if the driver of the vehicle, Deb Rattigan, was tested for drugs and alcohol.

MEMORANDUM OF INTERVIEW

On August 2, 2023, William Robinson, also known as Yogi, was interviewed by Investigators Ken Petro and Damon Rodriguez of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the residence of Robinson located at [REDACTED] New Orleans, Louisiana. After being advised of the identities of the interviewing Investigators, Robinson voluntarily provided the following information:

On May 7, 2023, Robinson was stopped at a red light in the right-hand lane on Elysian Fields at the intersection of Elysian Fields and the I-610. A vehicle, he now knows was driven by Tyrell Morris, turned into his lane from the center lane and struck his vehicle. Robinson said he was in the far-right lane, which had the option of turning right onto the I-610 ramp or going straight. It was Robinson's intention to go straight prior to being struck by the vehicle driven by Morris. Immediately after being struck, the other vehicle put on its emergency lights (Blue Lights). Robinson advised that he thought, "great, it's a cop". Robinson's intent was to drive straight but due to the traffic accident he pulled to the side of the road.

Robinson did not have a valid driver's license nor did he have vehicle insurance at this time. He thought he would be incarcerated because of this. The driver of the other vehicle approached Robinson and through questioning learned that Robinson was an uninsured and a non-licensed driver. At this point, Morris stated to Robinson, "If I call another cop, you're going to jail". Morris gave Robinson his insurance information and told him, if he left, there would be no need for the police to send a responding car. Robinson took the hand written note and left. (OIG Note: Robinson maintained possession of the note which Morris provided him and supplied it to Investigators upon request. This note and photographs of Robinson's vehicle will be retained by the OIG.)

The note reads "Tyrell Morris [REDACTED], 118 City Park Ave. Lic Plate # 264666/La, National Union Fire Ins, # VFNGT R0003179". It is written on a piece of scrap paper from the Orleans Parish Communications District.

Robinson advised that Morris did not appear to be drunk or drinking.

Robinson stated that he now has a driver's license, but his vehicle is not drivable and he has no means to repair it at this time.


Robinson is currently employed at a bakery.

He stated that he has not been contacted by members of the media or law enforcement.

Tyrell Morris

National Union Fire Ins

VFNUTR ~~000~~ 3179

Lic # 

118 City Park Ave

Lic Plat # 264666 / LA

MEMORANDUM OF INTERVIEW

On August 9, 2023, Taylor Green, Emergency Communication Specialist 2, Orleans Parish Communications District (OPCD), was interviewed by Investigators Troy Chenevert and Damon Rodriguez, of the City of New Orleans Office of Inspector General (OIG). The interview was conducted at the OIG office located at 525 St. Charles Avenue, New Orleans, LA. After being advised of the identities of the interviewing investigators, Green voluntarily provided the following information:

Green confirmed on May 7, 2023, she posted video she recorded at [REDACTED], a bar located on Rampart Street, to Instagram Story, a social media platform. In the video, Green filmed former OPCD Executive Director Tyrell Morris at the bar on his birthday. Green confirmed posting the video on the night of Morris' birthday. She noted Morris ordered an alcoholic beverage from the bar that evening. Green also advised she pinned money on Morris' shirt in honor of his birthday. Green told investigators Morris' driver Ernest was also at the bar. (OIG Note: Ernest Gray was the driver for Morris during this time period when he was the Executive Director at OPCD.) Green believed Morris was at the bar for a total of one to one and a half hours.

Green said she, Morris, and Ernest went outside and ordered food from a vendor. All three ate their food in her car. She advised Morris and Ernest ate in her back seat. Once Green was through eating, she left the bar. Green did not see what vehicle Morris was using that night. Green did not know if Morris went to any other establishments that night. Green did not see Morris or Ernest leave The Page bar. Green learned of the Morris' automobile accident when he submitted his first resignation from the position of OPCD Executive Director.

West's Louisiana Statutes Annotated
Louisiana Revised Statutes
Title 14. Criminal Law (Refs & Annos)
Chapter 1. Criminal Code (Refs & Annos)
Part VII. Offenses Affecting Organized Government
Subpart E. Miscellaneous Offenses Affecting Judicial Functions and Public Records (Refs & Annos)

LSA-R.S. 14:132

§ 132. Injuring public records

Currentness

A. First degree injuring public records is the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing, filed or deposited, by authority of law, in any public office or with any public officer.

B. Second degree injuring public records is the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing, defined as a public record pursuant to R.S. 44:1 et seq. and required to be preserved in any public office or by any person or public officer pursuant to R.S. 44:36.

C. (1) Whoever commits the crime of first degree injuring public records shall be imprisoned for not more than five years with or without hard labor or shall be fined not more than five thousand dollars or both.

(2) Whoever commits the crime of second degree injuring public records shall be imprisoned for not more than one year with or without hard labor or shall be fined not more than one thousand dollars or both.

Credits

Amended by Acts 1980, No. 454, § 1; Acts 1999, No. 671, § 1, eff. July 1, 1999.

LSA-R.S. 14:132, LA R.S. 14:132

The Revised Statutes and the Codes are current through the 2023 First Extraordinary Session.

Accident Procedure

This procedure shall apply to any incident resulting in property damage or injury to another involving any licensed City vehicle and all City equipment, whether owned, leased, or borrowed by the City of New Orleans or a personal vehicle of a City employee who receives auto allowance and who is on authorized City business at the time of the accident.

Step 1: Call 9-1-1 to request the dispatch of a police officer, and unless otherwise advised, remain at the scene of the accident. Make sure to obtain the accident report number given for the report written by the responding officer. If an NOPD officer is dispatched, this number will be the "NOPD Item Number."

Step 2: Report accident, damage or loss to the City's Risk Manager within twenty-four (24) hours. Contact information for the City's Third Party Administrator can be found on the Neutral Ground.

Step 3: All incidents and/or accidents, regardless of severity, that result in property damage, injury to employees or others, or damages to City vehicles must be reported to EMD. The appropriate contact information can be found on EMD's page of the City website- <http://nola.gov/equipment-maintenance-division/>.

Step 4: Complete a Vehicle and Equipment Damage Supervisor Report form. This form should be attached to your vehicle's copy of the Vehicle and Equipment Policy. If it is not, make sure to record:

- The accident report number/NOPD Item Number given for the report written by the police
- The: year, make, model, license plate #, odometer reading, and color of the other vehicles involved in the accident
- The names and addresses of the drivers of the other vehicles involved in the accident
- The names and addresses of the owners of the other vehicles involved in the accident
- The names and contact information of two (or as many as possible) witnesses to the accident
- A description of the damage done to the other vehicles involved in the accident
- The names of the occupants in the other vehicles involved in the accident
- The name, address, telephone number, and description of injuries of any injured occupants of other vehicles involved in the accident
- The name, address, and telephone number of the insurance carriers of the other vehicles involved in the accident, and the appropriate insurance policy numbers for the other vehicles involved in the accident

Step 5: Upon completion of Step 4, copies of the Vehicle and Equipment Damage Supervisor Report form are to be promptly sent to:

- The Risk Management Unit
- The Vehicle Coordinator of the employee's department.
- EMD

The employee should also keep a copy of the form for their own record

Step 6: The operator of the City vehicle must take a drug and alcohol test as soon as possible. Please visit EMD's page of the City website for the contact information of the vendor currently providing this service- <http://nola.gov/equipment-maintenance-division/>.

Step 7: Where death or injury has occurred from a vehicular accident, immediately notify the City's Risk Manager by telephone. Contact information for the City's Risk Manager can be found on the Neutral Ground page of the City website- <http://nola.gov/equipment-maintenance-division/>.

Step 8: All police vehicles require, in addition to the above, a Supervisory Report of Accident form to be completed by the employee's immediate supervisor. This form should be forwarded as present police department policy indicates.