



ETHICSPPOINT®

Incident Management

Case

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Case 424-Theft or Misuse of Company Assets/Services
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Opened
01/03/2025
Days open
Less than 24 hours
Last modified
01/03/2025
Intake method
Hotline Web
Status
In Process

Alert Status
None

Case Details

Reported tier information

Case type:
Allegation

Intake method:
Hotline Web

Location

Organization/Building name:

City of Las Cruces, NM

Branch Number:

25

Location name:

Police Department

Location/Address:

Police Department - 25
217 E. Picacho

City:

Las Cruces

State/Province:

NM

ZIP/Postal code:

88001

Country/Territory:

United States

Location Name:

Police Department

Reporter Information**Reporter anonymous:**

Yes

Case Information**Relationship to the Company or Organization?**

Employee

Please identify the person(s) engaged in this behavior:

Sharon Zameret Bartlett - Records Technician

Do you suspect or know that a supervisor or management is involved?

Do Not Know / Do Not Wish To Disclose

Is management aware of this problem?

Do Not Know / Do Not Wish To Disclose

What is the general nature of this matter?

Theft of time and misuse of company resources

What do you estimate the monetary value of this matter to be?

USD USD1000-USD4999

Where did this incident or violation occur?

Records Section

Please provide the specific or approximate time this incident occurred:

During the business work day, between 0700 - 1700 hours daily

How long do you think this problem has been going on?

1 to 3 months

How did you become aware of this violation?

I observed it

Please identify any persons who have attempted to conceal this problem and the steps they took to conceal it:

n/a

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Case Details:

I have observed this employee conducting personal business and booking appointments for her pet-sitting business during work hours

over the past 2 months. She has also been observed viewing non-work-related websites on the internet during company time.

I have attached a spreadsheet that documents the detailed observations from 12/30/2024 to the time this report was submitted.

Legacy information

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