



Office of the Mayor

Michelle L. Blanton

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March 25, 2024

Acting Chief Doug Davis
City of Circleville
151 E. Franklin Street
Circleville, Ohio 43113

RECEIVED

MAR 25 2024

Re: Administrative Leave with Pay

Dear Acting Chief Davis:

Please be advised that the City of Circleville is conducting an investigation into allegations of potential misconduct by you. Consequently, you are hereby placed on paid administrative leave pending the outcome of this investigation.

During the period of paid administrative leave, you are required to remain available to answer any inquiries, including being able to report in-person between the hours of 8:00 a.m. and 4:00 p.m. You are not to come on city property, or contact City of Circleville employees, absent prior approval by me, or any designee. You are hereby instructed to not retaliate against, harass, threaten, or coerce anyone regarding this matter. You are not to disclose any details of the investigation to any party, other than a personal legal representative. Similarly, you are not to conduct any work for, or otherwise hold yourself out to represent the City of Circleville during your period of paid administrative leave absent prior approval from me. While on the period of administrative leave with pay, you are to return all City-owned equipment and identification materials, including but not limited to, your badge, ID card, keys to any city building, city radio, city computer, city files or city work materials that are not currently housed in your office, city phone and duty weapon.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,
A handwritten signature in dark ink, appearing to read "Michelle L. Blanton", is written over a horizontal line.
Mayor Blanton