

Disciplinary Report

To: Thomas E. Sharp, Marketing Manager

From: Laura J. Benson, HR Coordinator

Date: July 22, 2024

Subject: Disciplinary Review - Incident Involving Janitor

Incident Overview:

On the evening of July 20, 2024, at approximately 10:00 PM, an incident occurred in the newsroom of Prime News that led to the tragic death of one of our senior journalists, Daniel H. Reynolds. The body was discovered by the night shift janitor, Albert, who immediately alerted security.

Key Points from the Investigation:

1. Timeline of Events:

- The janitor began his shift at 9:00 PM, following standard procedure.
- At around 10:00 PM, the janitor discovered the body of Daniel H. Reynolds at his desk. The scene showed clear signs of a struggle, with several items knocked over and a heavy object, possibly the murder weapon, found nearby.

2. Janitor's Actions:

- Upon discovering the body, the janitor immediately called for help, contacting security and following emergency protocols.
- The janitor provided a statement to the police, indicating that he was alone in the office when he found the body, with no one else present at the time.

3. Discrepancies and Concerns:

- Initial suspicions arose due to the janitor's proximity to the crime scene and the fact that he was the one to discover the body. However, the janitor

has consistently maintained that he had no knowledge of how the incident occurred and that he was simply performing his duties when he stumbled upon the scene.

- It is important to note that the police have not yet found evidence directly linking the janitor to the crime, and he has fully cooperated with the investigation.

4. Witness Testimony:

- It has been noted that another employee may have been present in the building around the time of the incident, as per witness statements from other staff members who reported seeing someone leave the office shortly before the body was found.

Conclusion and Recommendations:

Based on the information gathered, there is currently insufficient evidence to take disciplinary action against the janitor for any involvement in the death of Daniel H. Reynolds. The janitor followed proper protocol upon discovering the body and has cooperated with the authorities.

However, it is recommended that the janitor be temporarily reassigned to another area of the building while the investigation continues to avoid any potential conflicts or disruptions in the newsroom. This is not a punitive measure but rather a precautionary step to maintain a smooth workflow during this sensitive time.

Furthermore, continued cooperation with the police investigation is crucial, and any new evidence that may arise should be reported immediately. The HR department will remain in contact with the janitor and provide any necessary support during this period.

Signed:

Laura J. Benson
HR Coordinator
Prime News