

# EXHIBIT Q

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**Dean G. Michael**

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**From:** Dean Michael •  
**Sent:** Monday, January 23, 2017 8:27 AM  
**To:** Dean G. Michael

1. Introduction
2. Purpose
3. Give the deputy an opportunity to introduce himself.
4. Describe your accomplishments.
5. Describe your strengths and weaknesses.
6. Describe problems.
7. Suggest improvements.

Sent from my iPhone

**Dean G. Michael**

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**From:** Dean Michael  
**Sent:** Monday, January 23, 2017 8:28 AM  
**To:** Dean G. Michael

**Review current code of conduct/ethics/operational policies**  
**Review employee files**  
**Meet with each employee**  
**Determine which employees do not have necessary training/certifications**  
**Meet with DA. Establish ADA point of contact for criminal matters/search warrants**  
**Have ADA provide guidance for execution of warrants - 1st Party vs 3rd Party.**  
**Evaluate equipment and training programs (Ballistic Shields)**  
**Evaluate u y/u yes (daily and high risk transportation f - follow vehicles)**  
**Review policies concerning judicial threats**  
**Review policies concerning courthouse security/emergencies**  
**Review status of fleet vehicles**  
**Review emergency response to jail incidents**  
**Review warrant division operation**  
**Review administrative personnel assignments.**  
**Grant writing process**  
**Meet with judges**  
**Grants**  
**Chiefs of police**

Sent from my iPhone