

**Parma Police Department  
Office Of the Deputy Chief of Police  
Internal Memo Reference #240015182**

I respectfully report that on Friday, February 23, 2024, newly appointed Parma Police Chief James Blair briefed this officer on a confidential matter concerning a missing department desktop computer hard disk drive (hereinafter referred to as “hard drive”). Blair told me that the day after he assumed the office of the chief of police, he discovered the hard drive that was inside the department desktop computer assigned to and used by former police Chief Joseph Bobak (hereinafter referred to as computer or Bobak’s computer), who had retired from service one week earlier on February 16, 2024, was now missing from the inside of the computer without any explanation from anyone or any documentation as to its disposition, or the status of any records that were contained on the hard drive. The following internal memo contains a synopsis of the information that has been gathered to this point.

**Timeline of Events after Bobak’s retirement**

To provide context around the chain of events outlined in this memo, it is important to first describe relevant background information. Upon Bobak’s retirement from the department, Blair, who was the deputy police chief at the time, assumed command of the department as the acting police chief. He was officially named the police chief six days later on Thursday, February 22, 2024. During the six days between Bobak’s retirement and Blair’s official assumption of the office, he inherited some of the position’s duties, one of which included the finalization and presentation of the department’s budget. As such, Blair agreed to allow Bobak to have temporary access to the interior offices of the police department by letting him keep his department issued key fob. The purpose for this gesture was so Bobak could continue helping Blair with the finalization of the department’s budget and to make it convenient for Bobak so he could continue removing his personal items that he failed to remove prior to his last day on the job and left behind in the office and on the police firing range. During the six-day period that Blair was the acting police chief, he did not formally move into the chief’s office and left it vacant.

On Monday, February 19, 2024 (three days after Bobak officially retired) at approximately 0800 hours, Bobak entered the Parma Justice Center using his key fob. He went to the chief’s office which is where he spent most of his time that morning. The purpose for his visit was to assist Chief Blair with the budget preparation, and so Bobak could take some press photos of him dressed in his uniform for a news story about his retirement. Chief Blair spent the next couple of hours with Bobak and [REDACTED] reviewing and finalizing the budget for presentation to Parma City Council. Building surveillance video confirms that Bobak left the building at approximately 1034 hours that morning and walked out the front doors of the Justice Center. Chief Blair said he did not recall seeing Bobak access the desktop computer at the chief’s desk while he was in the office. Blair also could not recall with any degree of certainty whether the computer was still inside the office under the desk where it was normally kept. However, as this report will later describe, Bobak’s computer was only in its customary position underneath

the chief's desk, but it was plugged in and still connected to the network.

The following day, Tuesday, February 20, 2024, Chief Blair said he was in the chief's office when he noticed that Bobak's computer was not in the office and that a new computer was underneath the desk still packaged in its original box. Chief Blair said he asked [REDACTED] if [REDACTED] knew the whereabouts of Bobak's computer and [REDACTED] replied that [REDACTED] did not know, but that there was a computer on the countertop on the cabinet in the chief's conference room. Chief Blair said he looked and saw a computer tower on the countertop as [REDACTED] indicated. At this point, Chief Blair assumed this was Bobak's old computer and he noted to himself that the computer would need to eventually be refurbished and assigned to another employee.

Two days later, on February 22, 2024, Chief Blair was officially sworn in as the new police chief. Bobak was in the building that day and spent time on the shooting range removing his personal weapons that he kept stored there. Later that afternoon at approximately 1600 hours, I observed him in [REDACTED]'s office sitting in front of [REDACTED] desk after Chief Blair had left for the day. Bobak left the building at approximately 1700 hours. The next day on Friday, February 23, 2024 at approximately 0545 hours, Chief Blair began moving into the chief's office. While cleaning the desk area, he again noticed the new computer still in its box underneath the chief's desk. Chief Blair said he took a closer look at the computer tower that was on the countertop in the chief's conference room. Upon further inspection, Chief Blair said he recognized it as Bobak's prior, old computer that was replaced about 18 months ago, and was not the most recent department computer that Bobak was assigned and using before he retired on February 16<sup>th</sup>.

Chief Blair said he began searching the office for Bobak's more recently assigned computer and when he could not find it, he eventually contacted George Balasko, the property and facilities manager for the Parma Justice Center. Balasko told Chief Blair that Bobak did not turn in his computer before he retired. Chief Blair also spoke with Ptl. Ken Chihil, the property and evidence officer for the department, who is responsible for the procedural destruction of property held by the department. He also said that Bobak never turned in his computer before he retired. Ptl. Chihil added that before he retired, Bobak told him he wanted to accompany him on the next scheduled property destruction because he had some items he wanted to destroy. However, Chihil indicated that the property destruction was cancelled and Bobak never gave him any property to destroy.

Chief Blair contacted Balasko and instructed him to secure Bobak's old computer that was sitting in the chief's conference room. Chief Blair first went back to the chief's conference room and pulled the computer away from the wall to get it ready for Balasko to secure. When he did this, he noticed a smaller and newer computer sitting behind it. Balasko went to the chief's conference room and upon inspecting the smaller computer, verified that this computer was in fact the most recent department computer Bobak was assigned and using before he retired. The computer was a Dell, Model #3070SFF, Serial # [REDACTED]. The computer contained a traditional 3.5-inch hard drive with 500GB memory. The computer was purchased

for \$579.99 on April 30, 2020, but was not put into service as Bobak's computer until sometime in mid to late 2022. Chief Blair instructed Balasko to secure both computers and have them refurbished for use elsewhere in the building.

### **Discovery of the missing hard drive**

Later that morning on Friday, February 23<sup>rd</sup>, Chief Blair had a conversation with Captain Thomas Siedlecki where the Chief expressed his regret at suspecting that Bobak may have removed his computer from the building. Capt. Siedlecki then asked Chief Blair if in fact the Chief verified that the computer still contained the hard drive. So, Capt. Siedlecki directed Balasko to check both computers to see if the hard drives were still intact inside the computers. During an inspection of the computers, Balasko discovered that the hard drives had been removed from both computers.

Afterwards, Chief Blair verified with Balasko, Chihil, and Capt. Siedlecki that there was no documentation or court orders on file relative to the destruction of either hard drive, and that both were now missing from the department with no documentation about their final disposition or the location of any data and records that were stored on the hard drives.<sup>1</sup> Later that day while at Patrol Union negotiations at City Hall, Chief Blair informed Parma Safety Director Bob Coury of the preliminary facts and said he would be investigating the matter.

At approximately 1310 hours that same day, Chief Blair spoke with Bobak via phone and asked him about the hard drive that was missing from the computer. Chief Blair said Bobak told him that on Wednesday, February 14<sup>th</sup>, two days before he retired, he removed the hard drive from the computer tower. Chief Blair said he asked Bobak if he still had the hard drive and Bobak told him that he did not, and when he asked what he did with it, Chief Blair said that Bobak told him he "wiped" the hard drive, "drilled holes in it," and then "threw it in the dumpster." Chief Blair said he asked Bobak why he did that and he said Bobak told him that was "what we do" with old hard drives, and he did it while he was still the chief. Chief Blair said he told Bobak that he did not think this was the proper procedure because the hard drive may have contained public records. Chief Blair said Bobak retorted back asking "what public records," and he affirmed that we have "always destroyed old hard drives," which includes the mobile data terminals inside of the cruisers. Chief Blair said he reiterated his doubts about the propriety of disposing of department owned computer hard drives in this manner, at which time he said Bobak changed the subject of the conversation.

Chief Blair said he then received a call from Capt. Siedlecki. Capt. Siedlecki told Chief Blair that Bobak just called him and yelled at him, asking him why Chief Blair called him and said he (Siedlecki)

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<sup>1</sup> Balasko mentioned that it was possible the hard drive from Bobak's old computer might be mixed in with some old hard drives that he has in storage, but he would have to confirm this possibility. So, for the purposes of this memo and the initial inquiry it encompasses, the focus will be on the missing hard drive from the most recent computer Bobak was using just before he retired.

accused him of violating public records laws by destroying the hard drive. Capt. Siedlecki also indicated that Bobak claimed the computer was not operating properly so it could not have been refurbished. After learning from Bobak that he had removed the hard drive from the computer, Chief Blair had Balasko turn off Bobak’s key fob which provides secured access to the Justice Center.

The next day on Saturday, February 24, 2024 sometime in the afternoon, Chief Blair indicated that Bobak called him on the phone to discuss the hard drive. Chief Blair said Bobak claimed he told Blair that he was planning on destroying the hard drive and that his motivation for destroying it was that the hard drive contained what he referred to as “sensitive files” and that he “did not trust George Balasko.” Chief Blair said he told Bobak he did not remember Bobak sharing these concerns with him before he retired. He said Bobak further claimed that in the past he caught Balasko looking at things he was not supposed to, but did not provide specific examples or documentation to bolster these claims. Chief Blair said he again reiterated to Bobak his doubts about the propriety of disposing of hard drives in the manner Bobak admitted to doing so and he further mentioned the need for a journal entry for documentation of property destruction. He said Bobak countered this statement by stating the hard drive was not evidence so there would not be a journal entry.

**Controlled Call with Bobak**

After we verified that the data on the hard drive was not backed up by DataServ, the department’s IT vendor, on Monday, March 4, 2024 at approximately 1602 hours, a controlled recorded phone call was placed to Bobak to see if we could ascertain the status of the missing hard drive.<sup>2</sup> Chief Blair, Capt. Siedlecki and I were present on the call. During the phone call, Chief Blair told Bobak that he checked with DataServ and the hard drive was not backed up and he was checking with Bobak to see if the hard drive still existed. Chief Blair and Bobak conversed about the reasons why Bobak decided to remove it from the computer. The first conversation between them lasted for 7 minutes and 42 seconds. Bobak would call back a few minutes later and they conversed again for approximately three minutes. Below is a transcript of the conversation between Chief Blair and Bobak:

Chief Blair	What’s up Joe?
Bobak	I don’t know, you tell me.
Chief Blair	I’m sitting here with Tom and Kevin. We need a little guidance from you on something.
Bobak	Hmmm
Chief Blair	So, I had George check DataServ and your hard drive was not backed up. So...
Bobak	Ok
Chief Blair	If, so basically why I’m calling is...if that hard drive still exists...um

<sup>2</sup> See appendix A, describing the current process of department hard drive data management and disposition.

Bobak	Like I told you, <i>unintelligible</i> ...and like I told you there was stuff on there that I got from the [REDACTED] I had to deal with, and there's other stuff that was on there and...um...you know we destroyed computers lots of times and you know Jim, you guys know...so I don't understand what the big deal is with it anyway...
Chief Blair	Um...well the big deal is that computer and that hard drive was the property of the city and they had records that were public records and I'm responsible for that now and were now missing that hard drive...so, its fine, I mean, I'm not worried about the fact that you destroyed it...its we destroy that property in a certain way, not the way you did it, and I'm even ok with that...but the fact of the matter is...um...you know I'm responsible for that computer, it's in the inventory, the controlled assets that I'm responsible for, and those records were not backed up and that's on me and I need to cover my own ass, so that's why I'm giving you a call.
Bobak	So...again I understand why you're calling me...um...but I told you, I know I told you that I was...that's why I got you a new computer...I was destroying that because there's documents on it...I don't trust George, I never did, and I believe he probably would of went through it, I think he went through other computers...just like I told you I caught him in my office, Tom caught him in his office looking at stuff, so...stuff on there that had to be...
Chief Blair	But that computer should come to me then...
Bobak	Go ahead...
Chief Blair	That computer should come to me then...I mean...destroying it on your own is completely different then...um...actually giving it to me and having me put it in property for destruction...that's the problem...It's not the problem that it was destroyed, it was the way it was destroyed and it wasn't backed up before it was destroyed...
Bobak	Yeah, well like I told you Jim there was stuff on there that was sent to me in confidence from [REDACTED]...[REDACTED] that I gave you that you were aware of...
Chief Blair	Right...that...I know but that's all the more reason to give it to me and not destroy it, that's stuff that can't be destroyed in that manner.
Bobak	Well...
Chief Blair	Do you still have it?
Bobak	Let me ask you something right now... You're the chief and if you want to destroy

	something could you do that?
Chief Blair	Uh...no I couldn't not in that manner...I'd have to put it on the friggin controlled assets the way it's destroyed, and I'd have to...I'd have to back it up with DataServ and then I'd have to put that into property and it would have to be destroyed that way.
Bobak	So...what you just said right there...backing it up on DataServ...I just told you there was a lot stuff on there that was confidential...
Chief Blair	Ok, well then you can back it up on an external hard drive...
Bobak	You're not understanding what I'm saying, there was stuff on there that was confidential. Like that one investigation I told you about...
Chief Blair	Right then that comes to me as the new chief.
Bobak	Um...I'm not being argumentative with you about that...I mean I was the chief of police at that time...it wasn't like...I told you I snuck in there and uh...destroyed it overnight or something like that...
Chief Blair	Well, that's the other thing, I had George check and the last time that computer was accessed in this building was on Monday, February 19th?
Bobak	Say that again?
Chief Blair	The last time that computer was accessed was Monday, February 19 <sup>th</sup> .
Bobak	That's impossible, he's wrong.
Chief Blair	Ok, we'll recheck that.
Bobak	I mean you saw the office was cleared out when I left on the 16th, that is an absolute friggin lie.
Chief Blair	Ok, well then I will double check that, I'll take your word for that, but...
Bobak	I mean I don't know how he could even say that.
Chief Blair	That's the information I got from George.
Bobak	So what day did you show up there? You showed up on the 19 <sup>th</sup> right?
Chief Blair	What day did what?
Bobak	What day did you go in that office? You showed up on the 19 <sup>th</sup> , right?
Chief Blair	Umm...I wasn't in the office on the 19 <sup>th</sup> except for when we went over the budget, that was it.
Bobak	Ok, but you were in, you were at work on the 19 <sup>th</sup> right?
Chief Blair	Yep.
Bobak	Ok, did you start setting up the office?
Chief Blair	No.
Bobak	Ok, did I come in there with you on that day and sat in the conference room with you?
Chief Blair	Yes.
Bobak	Alright, did you see me...did you see my computer set up?

Chief Blair	I do not recall if the computer was there or not.
Bobak	Jim, it was not set up, that is an absolute bullshit lie.
Chief Blair	Ok.
Bobak	I did not go in there on the 19 <sup>th</sup> and do anything, if he told you that he's fucking lying to you, which doesn't surprise me.
Chief Blair	When did you...well when was it destroyed then?
Bobak	Uh...the week before I left, probably the...Wednesday before, so Wednesday maybe?
Chief Blair	Alright...well I'm not comfortable just going with all this, so I'm gonna punt this to Coury just for...cover my ass, and that way I can put in on the controlled assets, that it was destroyed that way.
Bobak	Alright.
Chief Blair	So...that's why it would really be...really help.
Bobak	That's fine...I mean I told you about that before I left, that you know there was confidential things on there that had to be destroyed.
Chief Blair	Like I...like I said I don't remember you telling me you were destroying that computer, there was another computer that was in this conference room that...I don't know what computer your destroying or what manner you're destroying...If you're destroying a computer that's fine...Like I said I don't have a problem if you destroy a computer...It's the manner in which it was destroyed and not just also the computer itself, it's the data that's on it that's important...so that has to be backed up somehow, either to DataServ or a external hard drive, and then you hand that external hard drive over to me, cause I'm the...now I'm responsible for that data.
Bobak	So the other computer that was destroyed several years ago whenever I got that second computer, so I don't know, I mean, why George left it up there I have no idea.
Chief Blair	Yeah, I don't know.
Bobak	That computer actually Bob Desimone bought those Dell computers back when he was still working here.
Chief Blair	Alright, well I was just hoping that you still had that so I wouldn't have to punt this.
Bobak	I will go through and look at everything I have, I'm almost positive I don't, but I still have 5 or 6 more boxes of office stuff that I had I that didn't get to whatever, but...
Chief Blair	If you could look for it and if you find it...that or the data...that would be really

	helpful, it would make me feel a lot more comfortable.
Bobak	What data?
Chief Blair	If you took any data off of that and transferred it...
Bobak	I didn't take any data off of anything...
Chief Blair	Alright, the if you have the hard drive that would be really helpful if you brought that in, and that way I wouldn't have to punt this and we could just, it'd be between us.
Bobak	Alright, I'll go out and look through the stuff I have right now in my garage and see if I find anything.
Chief Blair	Alright, thanks Joe.
Bobak	Alright.
Chief Blair	Bye.
	Bobak calls back a few minutes later...
Chief Blair	What's up Joe?
Bobak	So let me ask... <i>unintelligible</i> ...why wouldn't backed up to the server...I thought everything would be... <i>unintelligible</i> ...server.
Chief Blair	Uhh...what I found out was that your [REDACTED] documents, that kind of stuff is backed up on the server, but the [REDACTED] is not ever backed up, you have to manually back that up...and that's the hard drive.
Bobak	So...alright...so there would be nothing on there anyway for you to have...I mean...I mean if I typed out something on a Word document or something like that... <i>unintelligible</i> ...
Chief Blair	But you said there was, that was the [REDACTED] and that...that wouldn't have been backed up.
Bobak	No I'm talking about...so the stuff on the [REDACTED] is automatically backed up.
Chief Blair	Ok, yeah...
Bobak	Ok, alright and...so what's the issue then?
Chief Blair	The [REDACTED]..everything that's on the [REDACTED] there's stuff that you save on the [REDACTED] that...that needs to be manually backed up. We all have files on those [REDACTED], even like when Brian left, he has a bunch of files on that [REDACTED] that has to be backed up, and wasn't backed up, its actually still on that computer so...

Bobak	Ok.
Chief Blair	There's...there's files that are on there, you know and I would imagine they're the sensitive files that...that you were talking about.
Bobak	There are some yeah, I'm not going to lie, there are, I mean there are some that are not...there's just...ugh...departmental stuff, just some stuff you were working on, things like that you typed up, but that was it.
Chief Blair	Then why destroy it...
Bobak	But you're saying that the only stuff that is on the [REDACTED] is not backed up?
Chief Blair	Correct.
Bobak	Ok, I just want to make sure.
Chief Blair	Alright.
Bobak	And I'm telling you right now if George told you I was in there on the 19 <sup>th</sup> on that computer he's fucking lying to you.
Chief Blair	Well, I...it's in the system...so I'll have him double check it, maybe he looked at the wrong line or something.
Bobak	What do you mean in it's in the system?
Chief Blair	So he looked up in some computer program when that was last on that we have like our network and it showed it on Monday the 19 <sup>th</sup> in the morning being accessed...so...
Bobak	My computer?
Chief Blair	Yep that...that chief's PC
Bobak	Jim, that's total BS, that computer was dismantled on Wednesday or so, the middle of the week.
Chief Blair	I'm not...I'm not gonna dispute that...um I'll have him double check that.
Bobak	Alright...umm...alright I'm gonna go out in my garage right now and start tearing all these boxes apart, <i>unintelligible</i> ...if I find it I'll call you, whatever...
Chief Blair	Ok, great.
Bobak	I'm telling you right now if he's telling you I was in there on the 19 <sup>th</sup> , he's f-ing lying to you man, that's bullshit
Chief Blair	Ok, alright I believe you Joe.
Bobak	I...I don't believe that you believe me because... <i>unintelligible</i> ...you called me.

Chief Blair	Alright...well...I...that's...I didn't actually look at the screen so. If you're saying you didn't access it on that day and it was gone then...I mean I don't know you to be a liar, so...why wouldn't I believe you?
Bobak	Alright, I'll go look through this stuff and I'll call you later tonight
Chief Blair	Alright, thanks.

Bobak's unilateral decision to remove a hard drive from a city owned computer in this manner is a novel issue as neither Chief Blair, Siedlecki, Balasko nor I are aware of any prior chiefs, or command staff officers who upon retiring from the department, removed the physical hard drive from the city-owned computer(s) they were using and destroyed them on their own volition, and without formal notification to anyone in the department.

**Management of Department Computer Data and Disposition of Computer Hardware When an Employee Resigns, Retires or is Reassigned**

Appendix A contains information from Capt. Siedlecki explaining the general procedures for the administrative disposition of an employee's computer when they leave service, along with a brief outline of how computers are controlled within the department.

**Hard Drive(s) Covered Under Controlled Assets Policy**

The hard drive is covered under the definition of a controlled asset under the department's Controlled Assets Policy. Controlled Assets are tangible items that cost less than \$5,000, but must be accounted for because they are sensitive, portable, prone to theft, or require risk management coverage. Personal computers are explicitly identified as a controlled asset under this policy. Under the policy, the department is responsible for ensuring that controlled asset inventory sheets are updated annually and submitted to auditing.

**Information from DataServ**

An email dated March 12, 2024 from Paul Winkler, Chief Technology Architect at DataServ, to Balasko reveals some verifiable discrepancies with Bobak's initial claims that he removed the hard drive from the computer on February 14th, two days before he retired on February 16<sup>th</sup>. Winkler's email indicates that a DataServ audit revealed that on Friday, February 16, 2024 at 1902 hours, and sometime late on Sunday, February 18, 2024, Bobak's computer showed a "LastLogon Timestamp" indicating that his computer was still up and running at that time. The DataServ audit also revealed that Bobak's computer last checked in with the network server on Monday, February 19, 2024 at 0810 hours and 1204 hours. The computer's check in at 1204 hours was the last time the computer communicated with the network server, which means it was disconnected from the network at some point that day or soon thereafter. This audit information from DataServ, according to Balasko, further confirms that the hard drive for Bobak's computer was still intact inside the computer tower and was operable and connected to

the network on all these dates. The fact that Bobak left the building on February 19<sup>th</sup> at 1034 hours and the computer was still operable after he was off the premises leads to the question of who disconnected the computer from the network sometime after 1204 hours on February 19<sup>th</sup>.

### **Additional Information**

There are some open questions regarding Chief Bobak's [REDACTED], and [REDACTED] involvement in the hard drive removal. This is so especially in view of [REDACTED] physical access and close working relationship with Bobak. The below information is the basis for these questions.

Capt. Siedlecki and I both reviewed building surveillance cameras in the days after Bobak retired from the department. Appendix B contains notes on Capt. Siedlecki's observations. This review revealed that in the days after Bobak retired, he and [REDACTED] were observed together inside the building on several occasions. On Saturday, February 17<sup>th</sup>, one day after he retired from the department, he and [REDACTED] were observed inside the building together (Bobak was allowed to keep his key fob because he was helping Chief Blair with the budget) when it was closed to the public. Both were also observed in the building together again the next day, Sunday, February 18<sup>th</sup> in the late afternoon. Bobak was also observed entering the building one week later, Saturday, February 24<sup>th</sup>, the day after the discovery of the missing hard drive and his key fob being deactivated. On that day, [REDACTED] arrived first and let [REDACTED] in through the front doors. Bobak soon followed and attempted to use his key fob to also gain access through the front doors, but because the key fob was shut off, [REDACTED] walked out and allowed him into the building and they both walked into the chief's office area together.

On a side note, with regards to Winkler's email where he references the last logon timestamp for Bobak's computer occurring sometime late on February 18, 2024, there is the possibility that Bobak could have physically logged onto his computer sometime late on February 18<sup>th</sup> as indicated in the email. Surveillance video confirms that at 1628 hours on that date, Bobak used his key fob to enter the building through the court employee entrance and then entered the door through the Records Room presumably to gain access to the chief's office area. A few minutes later at 1636 hours, [REDACTED] enters the building through the main doors in front of the Justice Center and enters the corridor leading to the chief's office area. Bobak spends approximately two hours in the building and at approximately 1845 hours, he leaves the chief's office area. [REDACTED] then leaves roughly 45 minutes later at 1934 hours.

As noted in Capt. Siedlecki's timeline, on the evening of Monday, February 19<sup>th</sup>, President's Day, [REDACTED] enters the building through the main doors of the Justice Center at 1902 hours carrying a bag in [REDACTED] left arm. It was not unusual for [REDACTED] to return to the building in the evening hours because Bobak allowed [REDACTED] to work overtime redacting body camera videos and to use [REDACTED] work computer to complete [REDACTED] college studies. About two hours later at 2104 hours, [REDACTED] is seen on video leaving through the door located outside of the command staff row where the chief's office is located. When [REDACTED] leaves, [REDACTED] is carrying one bag in [REDACTED] right arm, and a large brown paper bag with handles in [REDACTED] left hand. [REDACTED]

walks out the main doors of the building and stops at a trash can that is located on the main walkway to the front doors. ██████ takes the entire paper bag and its entire contents and shoves it into the trash can, gets in ██████ car and leaves.

The next morning, February 20th, at 1003 hours, ██████ is observed on surveillance video walking down the maintenance hallway off Stairwell A. As ██████ walks down the corridor, ██████ is carrying a white “bankers” box in ██████ left hand with a lid covering the box. ██████ stops at the door to the maintenance employees’ tool room and enters this room with the white box in ██████ hand. About one minute later, ██████ emerges from the maintenance employees’ tool room, this time with the white box in ██████ left hand, but the lid was now removed and tucked underneath ██████ left arm. The inside of the box was exposed to the camera view and it appeared to be empty. ██████ then walks into the next room over which is where all the cleaning supplies are stored. About one minute later, ██████ emerges from the cleaning supply room with the white box in ██████ left hand, but with the lid now back on the box, and ██████ is also holding what appears to be a large black spoon and a container of cleaning wipes. Later that morning around 1150 hours, ██████ is seen leaving the building carrying a black bag. ██████ returns about an hour later carrying the same bag. As documented earlier in this memo, this was the same day that Chief Blair (acting chief on this date) noticed that the computer under the chief’s desk was gone, and a box for a new computer was in its place.

The maintenance employee’s tool room is used exclusively by the maintenance employees for storage of all their tools, such as drills, screwdrivers, and hammers, that they use to conduct maintenance on the building. There is nothing else in this room such as administrative storage, records, supplies, etc. I spoke with the maintenance employees to see if ██████ or anyone else asked to borrow tools from them during the month of February and they indicated one officer borrowed a sander and that was it.

Respectfully submitted,

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Deputy Chief Kevin Riley #102

## Appendix A

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### **Part I. Separation of Employment related to Computer use/equipment**

Upon separation (retirement, resignation, termination) of employment from the Parma Police Department, an individual is not required to take any action regarding; the physical use of computers, storage of information, or log/password information.

Once separation has occurred; Parma Police IT personnel (DataServ vendor and/or George Balasko) will complete the following steps regarding the management of the computer:

1. Network log-in credentials are disabled (On some occasions if there is operational necessity, per the Chief of Police, email access is permitted to continue).
2. All network data remains "as is" on the network server
3. Data specifically saved on the physical computer's hard drive, (often referred to as the [REDACTED]) remains on the computer's hard drive unless there is a request to transfer or relocate it

Reference: Information regarding the separation process is based on an interview with George Balasko. Since this is a **NO ACTION REQUIRED** process there is no policy or procedure which specifically covers this topic. It would fall into a past practice category. Examples of past practice from a command staff level would be Captain McCann's retirement in January of 2023; where no action was needed and all equipment was left in place for the next Administrative Captain assigned to that area (Room 2086).

### **Part II. Computers related to the Parma Police Department**

Computers are a controlled city asset with an acquisition value generally under \$5,000.00 and are accounted for because they are sensitive, portable, prone to theft, or require risk management coverage.

Record keeping for the physical status of computer assets are maintained at the departmental level. Departments (i.e. police, fire, etc.) are responsible for ensuring their Controlled Assets Inventory Sheets are updated annually and that any new assets, transferred assets, or assets disposed of are promptly reported and recorded.

Additional details:

- Computers are assigned to work areas, not specific individuals
- Any employee with log-in/password credentials can log into any computer at any location within the Parma Police Department
- Areas have restrictions (fob, physical key)
- Physical Computer inventory and status is tracked through a Record of Controlled Assets.
  - Description (Tower, Laptop, etc.)
  - Manufacture and/or Model

- Action (Purchased, Moved, Destroyed, etc.)
- Action Date
- Serial #/ VIN/ Tag #
- Process is set forth through the Auditor's office

Reference: City's Controlled Asset Policy (document attached), Guidance from the City's Auditing Department (document attached), Practice (Controlled Asset sheets completed annually)

### Part III. Reporting of issues with computers

Any issues with computers are to be reported to Parma Police IT (DataServ and/or George Balasko)

- If an issue is reported to DataServ Services:
  - In-person through the technician or through email [alert@dataservtech.com](mailto:alert@dataservtech.com)
    - DataServ will create a service ticket regarding the issue
  - Some computer issues can be resolved remotely, while other issues need onsite service
- A DataServ technician works onsite weekly for 4-hours on Thursdays (generally from 9am-1pm)
  - The technician will address any issues which could not be handled remotely
- If an issue is reported to George Balasko, he will generally try to fix the problem on site. If George Balasko needs assistance with resolving a computer issue, he will get assistance from DataServ

If computer issues can be fixed, Parma Police IT (George Balasko or DataServ) will complete that task. If a computer is deemed unfixable and/or obsolete, then the computer will be set for destruction and taken out-of-service (Policy and Procedure – Destruction of Hard Drives 16.3 document attached).

- If the data on the [REDACTED] (hard drive) is recoverable, then the data will be removed and temporarily transferred onto an external hard drive
- In most cases when continuity of operations exists, a new computer is set-up and the data saved on the external hard drive is then transferred onto the new computer
- An unfixable/obsolete computer is then designated for disposal via the following process:
  - The hard drive is removed by Parma Police IT personnel
  - Parma Police IT personnel then store the hard drives in the secured server room [REDACTED] until a destruction can be coordinated with the Property & Evidence Manager (Ken Chihil)
    - Note: Historically destruction of hard drives were completed by various means (firing range, drill press, steel mill blast furnace)
    - After January 2023, steel mills became unavailable due to EPA regulations
    - It was then learned that other police agencies were using commercial hazmat disposal contractors
    - Property Manager Chihil began researching possible disposal vendors/contractors who could accommodate our needs
    - On January 30, 2024 - Chief Bobak had Property Manager Ken Chihil receive an estimate from Ross Environmental Services, Inc to perform a destruction

- The Field Services Time & Material Estimate totaled \$999.44 (Document attached)
  - A date for destruction has yet to be determined
  - The computer tower case and other components, e.g. motherboard, processor, etc. is disposed of by George Balasko through routine garbage (dumpster)
- Destruction activity is recorded into the Assets Control Inventory Sheet for that year

Reference: Policy and Procedure 16.3 (Chapter 16-Records, Policy-3; Destruction of Hard Drives); Information regarding the reporting of computer issues is based on an interview with George Balasko and Property Manager Ken Chihil; Ross Environmental Services, Inc estimate.

## Appendix B

**02/17/2024 (Saturday)**

15:08:50 Joseph Bobak enters Parma Justice Center Court Employee entrance carrying unknown items in left hand

15:23:03 Joseph Bobak exits Parma Justice Center Court Employee entrance and goes to his vehicle

15:24:40 Joseph Bobak enters Court Employee entrance with retirement plaque and other items

15:27:00 ██████████ enters PJC Front Court Entrance with Red Box (appears to be from a bakery) in hand

17:02:47 Joseph Bobak exits command hall to Bailiff area walks towards the 2<sup>nd</sup> floor vending area, then turns and walks to the front Bailiff area and waits.

17:03:54 ██████████ leaves Command Staff Hallway and meets Joseph Bobak near the bailiff station, they both return into the Command staff stairwell area and ██████ fobs Joseph Bobak into the Command Hall area.

17:04:06 ██████████ then turns back within the stairwell area and proceeds to exit the building through the front court entrance.

17:04:30 Joseph Bobak exits Command Staff Hallway and walks out of the building through the Court Employee entrance

17:08:33 Joseph Bobak comes back into the building through front court entrance. Believe he left his work vehicle in back court employee lot and drove his personal pick-up truck to the front of the Justice Center

17:16:01 ██████████ walks though into Command Row with Stancato's pizza and ██████ black bag

18:54:48 Joseph Bobak exits PJC front court entrance with long brown box filled with items

18:57:20 Joseph Bobak waits near front court entrance doors and peers in through glass, at 18:57:33 he fobs into the main entry and keys back into Command row

18:59:20 Joseph Bobak exits Command row area with a green broom in his left hand, goes out to the front court parking lot and brushes off his snow-covered personal vehicle

19:03:35 Joseph Bobak drives vehicle out of front lot towards PSE Credit Union and turns left (south)

onto Regency

19:37:39 [REDACTED] leaves Command row area with back on right side and on [REDACTED] cell phone in [REDACTED] left ear

**02/18/2024 (Sunday)**

16:28:40 Joseph Bobak enter building through court employee entrance (keys in left hand) then into Records division door (16:29:18)

16:36:20 [REDACTED] enters front court main entry with water bottle and red item in left hand, black bag on right arm

18:45:10 Joseph Bobak leaves command row area in stairwell with coffee in left hand

19:34:25 [REDACTED] leaves command staff stairwell area with black bag in left arm and box of bakery

**02/19/2024 (Monday)**

08:06:00 Joseph Bobak enters building front court main entry (water bottle and keys in hands)

08:51:00 [REDACTED] enters building front court main entry with black bag hanging from left arm, keys in right hand.

10:23:15 Joseph Bobak leaves command row area through stairwell with numerous items in both hands (documents in right)

19:02 hrs. [REDACTED] enter Parma Justice Center carrying one bag in left arm

21:04 hrs. [REDACTED] exits Parma Justice Center carrying one bag in right arm (the same as one upon entry) and a large brown paper bag with handles in [REDACTED] left hand. [REDACTED] exits the building and walks directly to the exterior garbage trash cans and places the entire brown paper bag and contents into the container.

**02/20/2024 (Tuesday)**

10:03:00 hrs. [REDACTED] walks down Stairwell A – Main Floor stairs with a white box covered with the lid and carrying same within [REDACTED] left hand.

10:03:40 hrs. [REDACTED] walks down the Maintenance Hallway still carrying the white box with lid cover and enters the Maintenance tool room

10:04:33 hrs. [REDACTED] exits the Maintenance tool room with the white box in [REDACTED] left hand, lid now off the box and being carried under [REDACTED] left arm and no visible contents in the box. [REDACTED] walks immediately into the next room (the cleaning supply room

10:05:12 hrs. [REDACTED] exits the Cleaning Supply room with the white box in [REDACTED] left hand, lid now back on the box. Also carrying cleaning wipes and a black colored item on [REDACTED] left side.

11:50:54 hrs. [REDACTED] exits Parma Justice Center main entry carry black bag

12:53:47 hrs. [REDACTED] enters Parma Justice Center court main entry with black bag

16:02:35 hrs. [REDACTED] exits Parma Justice Center main entry with black bag and white plastic bag on left side

19:02:50 hrs. [REDACTED] enters Parma Justice Center main entry – courts (carrying black bag)

20:44:48 hrs. [REDACTED] exits Parma Justice Center main entry – courts (carrying black bag)

#### **02/24/2024 (Saturday)**

16:26:39 hrs. [REDACTED] leaving building carrying black bag on right side and large brown paper bag in left hand

#### **03/07/2024 (Thursday)**

20:5:44 hrs. [REDACTED] leaving building through front court main entry with black bag and large framed picture on right side and large brown paper bag (and) large black hard case