

FILED

BEFORE THE OFFICE OF THE INSURANCE COMMISSIONER

2010 MAY 13 A 8:28

In the Matter of

CARLTON M. WILLIAMS,

Licensee

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Hearings Unit, DIC
Patricia J. Petersen
Chief Hearing Officer
Order No. 10-0013

OIC HEARING MEMORANDUM

FACTS

By Order Revoking License dated January 22, 2010, effective February 11, 2010, Carlton M. Williams ("Mr. Williams" or "the Licensee") was notified that his insurance producer license was to be revoked pursuant to RCW 48.17.530, subject to his right to demand a hearing (Exhibit 1). The Licensee requested a hearing on February 1, 2010 and this adjudicative proceeding ensued. By letter dated January 14, 2010, the Licensee informed the OIC that he had been convicted of three felony counts of embezzlement in King County Superior Court on December 16, 2009 (Exhibit 2).

The Licensee has not been the subject of prior disciplinary action by the OIC. No consumer complaints or insurance company complaints have been made to the OIC in regard to Mr. Williams. Exhibit 3 attached hereto is a letter from Mr. Williams to Deputy Insurance Commissioner John F. Hamje, explaining his position and demanding a hearing. Mr. Williams is expected to testify in that regard at hearing.

On December 16, 2009, the Licensee was convicted upon a guilty plea of three felony counts of theft in the first degree in King County Superior Court (Exhibit 4). These convictions arose as a result of the Licensee's conversion of funds from the Southeast Seattle Senior Center (SESSC), where he was the Director, on at least three occasions between July 2007 and January 2008. (See Exhibit 5). The Center offers social, health, and recreation activities and services to senior citizens and is a part of the non-profit Senior Services of King County (Exhibit 6). The Licensee resigned his position as Director and paid back \$90,000 in restitution prior to his sentencing. The Licensee states that he has entered treatment for compulsive gambling since his arrest.

ARGUMENT AND AUTHORITY

I. Grounds for Revocation

RCW 48.17.530(1)(f) authorizes the commissioner to revoke an insurance producer's license if he or she has been convicted of a felony. RCW 48.17.530(1)(h) also authorizes revocation for using fraudulent, coercive or dishonest practices, or demonstrating incompetence, untrustworthiness, or financial irresponsibility.

II. Argument

According to the Seattle Police Department's report, in early June 2007, Mr. Williams' assistant at the SESSC discovered that one bank statement was missing and there were two checks signed by Mr. Williams that did not have supporting receipts or other documentation. When she spoke to Mr. Williams about it, Mr. Williams blithely stated that he had "borrowed" some funds, but would pay them back. When this information reached the President of the SESSC Board of Directors, Mr. Williams was told in July 2007 that he needed to immediately cease his personal use of SESSC funds.

As a result of continued financial inconsistencies at SESSC, the CFO initiated an audit of policies and procedures used at the Center in early November 2007. Mr. Williams was present at a meeting held on November 21, 2007, at which he was told that internal controls appeared to be "non-existent," according to the CFO. Mr. Williams took umbrage at the CFO's assessment and defended his operation of the SESSC. The audit concluded on February 28, 2008 found that between May 2007 and February 2008, there had been 54 suspicious transactions totaling \$84,400, 45 of which took place between the months of July 2007 and February 2008. Twelve transactions occurred after the November 21, 2007 meeting with Mr. Williams. Most of the transactions were checks made out to "Cash," and signed by Mr. Williams on the SESSC bank account.

On February 28, 2008, the Executive Director and CFO of SESSC again met with Mr. Williams. Mr. Williams admitted no wrongdoing, and said that the cash he had withdrawn was paid to contractors and vendors for services. When asked for contact information on the payees, Mr. Williams said that he just "ran into them on the street," and had no other contact information. That same day, The Center's Controller sent an email to Mr. Williams, requesting that he forward to her certain documentation supporting numerous disbursements made by him. The Controller emphasized that she needed the documentation "by the end of the day today." In response, Mr. Williams sent her a somewhat lengthy email stating that he didn't know what all the hurry was about but would forward the materials the following morning. Concluding the email, Mr. Williams stated, "For the record, I am not accustomed to being dictated to! Same day demands to not sit well with me. Please keep this in mind in the future."

Later, Mr. Williams submitted invoices from the supposed vendors that were all generic invoices in Mr. Williams' handwriting, listing only individuals, with no further contract information. The Center's Board President told the staff that she knew the receipts provided by Mr. Williams were false because she herself had previously paid the named vendors for services rendered.

Mr. Williams resigned from SESSC on March 4, 2008, citing his "mismanagement and misrepresentation" of the Center's finances and funds. The same day, Mr. Williams gave the Center a check for \$35,000. On March 9, 2008, Mr. Williams informed SECCS that he had taken an additional \$55,000 from the Center to support a gambling problem. He asked the Center whether full repayment would forestall further action against him. In an email dated

March 9, 2008 to SESSC's Executive Director and Mr. Williams' former supervisor, Mr. Williams asked whether if he repaid the stolen money "will this be punishment enough to resolve any further actions against me?" He gave the Center a check for \$55,000 on March 12, 2008.

On March 13, 2008, having fully repaid the stolen money, Mr. Williams emailed the Center's Executive Director. Mr. Williams entreated her to keep news of the matter from being released to SESSC staff and Board, stating it would only be "holding me up to further ridicule," asking her to help him "put this behind me without further embarrassment." Unbeknownst to Mr. Williams, SESSC staff had called the Seattle Police Department to report the embezzlement on March 7, 2008.

Mr. Williams did not have a one-time, momentary lapse of judgment brought on by dire financial circumstances out of his control. He continually took monies under his care, approximately 54 times, to use for gambling. He took more than \$84,400 in less than a year. Even when confronted by other staff at the Senior Center, he persisted. Even after a November 2007 audit revealed Mr. Williams' personal use of Center funds, he defended his actions and wrote more checks to himself on the Center's account. He didn't of his own accord enter therapy for his gambling issues until he was caught. He had no remorse until he got caught. The Senior Center trusted him to safeguard its business affairs, and he betrayed it. He behaved arrogantly throughout the entire investigative process until he was cornered and had no alternative but to play the repentant, and fundamentally good, transgressor.

While it is not the Office of the Insurance Commissioner's ("OIC") prerogative to enforce federal law, it must also be noted that 18 U.S. Code § 1033(e)(1)(A) makes it a crime for any person who has been convicted of a felony involving dishonesty or a breach of trust to engage in the business of insurance. Embezzlement satisfies both characterizations of applicable felonies. The fact that Mr. Williams' crimes did not involve insurance is of no consequence. In other words, were this revocation to be overturned, Mr. Williams would still be unable to act as an insurance producer legally. In fact, this federal bar means that he cannot ever work in the insurance industry in any capacity ever again.

Contrary to Mr. Williams' assertion in his demand for hearing dated February 1, 2010, the OIC has not "misinterpreted" the judgment of the Court. The OIC didn't interpret anything, let alone misinterpret anything. The fact is that the Licensee brazenly stole a large amount of money to which he had access only because of his position of trust. He pled guilty to three felony counts of embezzlement and was duly sentenced. This is the sole basis for the OIC's action. The OIC has not made any moral judgment about Mr. Williams as a person. The OIC's position is simply that two statutory conditions that justify revocation of his license have been more than met. A vague overall sense that Mr. Williams is untrustworthy is not the basis of the revocation.

Mr. Williams states that he is now trustworthy and is fit to act in a fiduciary capacity with premium funds. At his wife's behest, Mr. Williams entered treatment for a compulsive behavior that requires access to money and caused him and his family great distress. Why would he need treatment if he can, as he suggests, just simply will himself away from his addiction and its attendant consequences? Yet we have not received any opinion from his treatment provider that

endorses the notion that Mr. Williams' having the fiduciary responsibilities that accompany a producer license would be a therapeutically acceptable course at present. Even if he successfully recovers from his compulsive gambling, it stands to reason that easy access to other people's money would be an at-risk situation for him for some time to come, if not always. He stole from a Senior Center. What would stop him from stealing premium funds should he suffer a relapse?

The OIC's mission is to protect consumers. Were the OIC to overturn this revocation, and were Mr. Williams to thereafter cause consumer harm by converting premium funds, for example, we would not have done our job.

For the above-stated reasons, the OIC urges the Administrative Law Judge to uphold the revocation of Mr. Williams' producer license.

III. Exhibits to be Presented

- Exhibit 1 Order Revoking License
- Exhibit 2 Licensee's Notice to OIC of conviction
- Exhibit 3 Licensee's Demand for Hearing
- Exhibit 4 Judgment and Sentence Felony, King County Superior Court dated 12-31-09
- Exhibit 5 Seattle Police Case Investigation Report 2008-86648
- Exhibit 6 Southeast Seattle Senior Center Website Brochure

Respectfully Submitted this 13th day of May, 2010.

Marcia G. Stickler
Legal Affairs Division
Office of the Insurance Commissioner
(360) 725-7048
MarciaS@oic.wa.gov

MIKE KREIDLER
STATE INSURANCE COMMISSIONER

STATE OF WASHINGTON



Phone (360) 725-7000
www.insurance.wa.gov

OFFICE OF
INSURANCE COMMISSIONER

FILED

FEB 04 2010

Hearing Unit, OIC
Patricia D. Petersen
Chief Hearing Officer

In the Matter of

No. 10-0013

Carlton M. Williams,

ORDER REVOKING LICENSE

Licensee

To: Carlton M. Williams
6113 S Ryan Street
Seattle, WA 98178

IT IS ORDERED AND YOU ARE HEREBY NOTIFIED that your license is REVOKED, effective February 11, 2010, pursuant to RCW 48.17.530 (1) (f) and 48.17.540 (2).

THIS ORDER IS BASED ON THE FOLLOWING:

On December 31, 2009, you were convicted by final judgment in the Superior Court of King County on three counts of theft in the first degree – felonies. You are to begin a six month electronic home detention sentence on February 5, 2010 after which you will have 24 months of community supervision (probation). This felony conviction shows you to be untrustworthy and not qualified for a license, within the meaning of RCW 48.17.530 (1) (f) and (h) and constitutes grounds for revocation under RCW 48.17.540 (1).

IT IS FURTHER ORDERED that you return your insurance agent's license certificate to the Commissioner on or before the effective date of the revocation of your license, as required by RCW 48.17.530 (4).

NOTICE CONCERNING YOUR RIGHT TO A HEARING. Please note that a detailed summary of your right to contest this Order is attached. Briefly, if you are aggrieved by this Order, RCW 48.04.010 permits you to demand a hearing. Pursuant to that statute and others: You must demand a hearing, in writing within 90 days after the date of this Order, which is the day it was mailed to you, or you will waive your right to a hearing. Your demand for a hearing must specify briefly the reasons why you think this Order should be changed. If your demand

EXHIBIT 1 **PAGE** 1

ORDER REVOKING LICENSE

No. 10-0013

Page 2

for a hearing is received by the Commissioner before the effective date of the revocation, then the revocation will be stayed (postponed) pending the hearing, pursuant to RCW 48.04.020. Upon receipt of your demand for a hearing, you will be contacted by an assistant of the Chief Hearing Officer to schedule a teleconference with you and the Insurance Commissioner's Office to discuss the hearing and the procedures to be followed.

Please send any demand for hearing to the Insurance Commissioner, to the attention of John Hamje, Deputy Insurance Commissioner, Consumer Protection Division, Office of the Insurance Commissioner, P.O. Box 40257, Olympia, WA 98504-0257.

ENTERED AT TUMWATER, WASHINGTON, this 22nd day of January, 2010.

MIKE KREIDLER
Insurance Commissioner

By


JOHN F. HAMJE
Deputy Insurance Commissioner

Investigator: Cheryl Penn

DECLARATION OF MAILING

I certify under penalty of perjury under the laws of the State of Washington that on the date listed below, I mailed or caused delivery of a true copy of this document to *Carlton M. Williams*:

Dated: January 22, 2010
At Tumwater, Washington

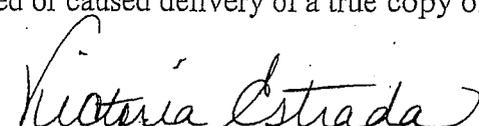

Victoria Estrada

EXHIBIT 1 PAGE 2

NOTICE OF YOUR RIGHT TO A HEARING

You have the right to demand a hearing to contest this Order. During this hearing, you can present your argument that the Order should not have been entered for legal and/or factual reasons and/or to explain the circumstances surrounding the activities which are the subject of this Order. You may be represented by an attorney if you wish, although in some hearings before this agency parties do choose to represent themselves without an attorney.

Your Demand for Hearing should be sent to John F. Hamje, Deputy Insurance Commissioner, Office of the Insurance Commissioner, P.O. Box 40257, Olympia, WA 98504-0257, and must briefly state how you are harmed by this Order and why you disagree with it. You will then be notified both by telephone and in writing of the time and place of your hearing. If you have questions concerning filing a Demand for Hearing or the hearing process, please telephone the Hearings Unit, Office of the Insurance Commissioner, at 360/725-7002.

Your Demand for Hearing must be made within 90 days after the date of this Order, which is the date of mailing, or your Demand will be invalid and this Order will stand. If your Demand for Hearing is received before the effective date of this Order, the penalties contained in the Order will be stayed (postponed) until after your hearing.

It is important to know that if you demand a hearing, you will have two options for how it will be handled:

Option 1: Unless you specifically request Option 2, your hearing will be presided over by an administrative law judge from the Office of the Insurance Commissioner. Under this option, upon receipt of your Demand for Hearing, the Insurance Commissioner may refer the case to an administrative law judge. The administrative law judge is an individual who has not had any involvement with this case. The administrative law judge will hear and make the final decision in the case without any communication, input or review by the Insurance Commissioner or staff or any other individual who has knowledge of the case. This administrative law judge's final decision may uphold or reverse the Commissioner's action or may instead impose any penalties which are less than those contained in the Order.

Option 2: If you elect, your hearing will be presided over by an administrative law judge from the Office of Administrative Hearings. That administrative law judge will issue an initial or recommended decision which will then be sent to the Insurance Commissioner. The Insurance Commissioner, or his designee, will review the initial decision and make the final decision. The Insurance Commissioner's final decision in the case may uphold, reverse or modify the initial decision, thereby changing the penalty which is recommended in the initial decision. In writing the final decision, the Insurance Commissioner is not bound by the findings of facts or conclusions of law which were made in the initial decision.

Office of Insurance Commissioner, State of Washington
P.O. Box 40257
Olympia, WA. 98504-0257
Attention: Licensing Dept.

January 14, 2010

Reference: Telephone Conversation with Cheryl Penn, January 14, 2010

I am writing this letter to notify the Insurance Commissioner's Office of my recent felony conviction. I have enclosed a copy of the Judgment and Sentence Information, as well as a copy of my insurance agent's license.

My employer has asked if I can still sell our Life Insurance Product, based upon my plea agreement? I work for BW-Memorial Corporation, in Sea Tac, WA. 98188.

Please advise at your earliest convenience.


Carlton Mark Williams
6113 So. Ryan St.
Seattle, WA. 98178
(206) 723-1734

EXHIBIT 2 PAGE 1

FILED

FEB 04 2010

Hearings Unit, OIC
Patricia D. Petersen
Chief Hearing Officer

February 1, 2010

John F. Hamje
Deputy Insurance Commissioner
Office of the Insurance Commissioner
P.O. Box 40257
Olympia, WA 98504-0257

This is my formal request to demand a hearing to contest the revocation of my Insurance Agent's License. Per the letter, No. 10-0013 entitled Order Revoking License, I received, dated January 22, 2010, it establishes a revocation date of February 11, 2010, pursuant to RCW 48.17.530 (1) (f) 48.17.540 (2).

The basis of the letter cites the judgment contained in the court papers I sent to your department, but I feel your department has misinterpreted the specifics of that judgment. I was diligent and timely in notifying your office of the crime that I had committed and equally honest regarding my willingness to agree to a Plea Agreement offered by the court. Good people make bad decisions, and unfortunately, I fall into that category. Maybe on the surface of the court judgment it might appear that I am untrustworthy, but facts not reflected in that judgment significantly contributed to my illegal actions. I believe I am a trustworthy person and entitled to have my license re-instated. I welcome the opportunity review these contributing factors at a hearing.

I am currently on Electronic Home Detention. This detention began on January 29, 2010 and will end on February 17, 2010. I do however have to complete 240 hours of community service during my 24 months of community supervision.

I look forward to my hearing date.

Respectfully,



Carlton M. Williams
6113 So. Ryan St.
Seattle, WA. 98178
(206) 999-7128 (cell)*
(206) 723-1734 (home)

HAMJE

FEB 04 2010

CONSUMER PROTECTION

* Best Number to contact me

EXHIBIT 3 PAGE 1

SUPERIOR COURT OF WASHINGTON FOR KING COUNTY

STATE OF WASHINGTON,

Plaintiff,

Vs.

CARLTON MARK WILLIAMS

Defendant,

No. 09-1-05934-5-SEA

JUDGMENT AND SENTENCE
FELONY (FJS)

I. HEARING

I.1 The defendant, the defendant's lawyer, RUSSELL DAWSON, and the deputy prosecuting attorney were present at the sentencing hearing conducted today. Others present were: MARY WILLIAMS (D's wife)
MARIE

II. FINDINGS

There being no reason why judgment should not be pronounced, the court finds:

2.1 CURRENT OFFENSE(S): The defendant was found guilty on 12/16/2009 by plea of:

Count No.: I Crime: THEFT IN THE FIRST DEGREE
RCW 9A.56.030(1)(a) AND 9A.56.020(1)(b) Crime Code: 02514
Date of Crime: 07/13/2007 Incident No. _____

Count No.: II Crime: THEFT IN THE FIRST DEGREE
RCW 9A.56.030(1)(a) AND 9A.56.020(1)(b) Crime Code: 02514
Date of Crime: 07/30/2007 Incident No. _____

Count No.: III Crime: THEFT IN THE FIRST DEGREE
RCW 9A.56.030(1)(a) AND 9A.56.020(1)(b) Crime Code: 02514
Date of Crime: 01/11/2008 Incident No. _____

Count No.: _____ Crime: _____
RCW _____ Crime Code: _____
Date of Crime: _____ Incident No. _____

[] Additional current offenses are attached in Appendix A

SPECIAL VERDICT or FINDING(S):

- (a) While armed with a firearm in count(s) _____ RCW 9.94A.510(3).
- (b) While armed with a deadly weapon other than a firearm in count(s) _____ RCW 9.94A.510(4).
- (c) With a sexual motivation in count(s) _____ RCW 9.94A.835.
- (d) A V.U.C.S.A offense committed in a protected zone in count(s) _____ RCW 69.50.435.
- (e) Vehicular homicide Violent traffic offense DUI Reckless Disregard.
- (f) Vehicular homicide by DUI with _____ prior conviction(s) for offense(s) defined in RCW 41.61.5055, RCW 9.94A.510(7).
- (g) Non-parental kidnapping or unlawful imprisonment with a minor victim. RCW 9A.44.130.
- (h) Domestic violence offense as defined in RCW 10.99.020 for count(s) _____
- (i) Current offenses encompassing the same criminal conduct in this cause are count(s) _____ RCW 9.94A.589(1)(a).

2.2 OTHER CURRENT CONVICTION(S): Other current convictions listed under different cause numbers used in calculating the offender score are (list offense and cause number): _____

2.3 CRIMINAL HISTORY: Prior convictions constituting criminal history for purposes of calculating the offender score are (RCW 9.94A.525):

- Criminal history is attached in Appendix B.
- One point added for offense(s) committed while under community placement for count(s) _____

2.4 SENTENCING DATA:

Sentencing Data	Offender Score	Seriousness Level	Standard Range	Enhancement	Total Standard Range	Maximum Term
Count I	2	II	3 TO 9		3 TO 9 MONTHS	10 YEARS AND/OR \$20,000
Count II	2	II	3 TO 9		3 TO 9 MONTHS	10 YEARS AND/OR \$20,000
Count III	2	II	3 TO 9		3 TO 9 MONTHS	10 YEARS AND/OR \$20,000
Count						

Additional current offense sentencing data is attached in Appendix C.

2.5 EXCEPTIONAL SENTENCE (RCW 9.94A.535):

Substantial and compelling reasons exist which justify a sentence above/below the standard range for Count(s) _____. Findings of Fact and Conclusions of Law are attached in Appendix D. The State did did not recommend a similar sentence.

III. JUDGMENT

IT IS ADJUDGED that defendant is guilty of the current offenses set forth in Section 2.1 above and Appendix A.

The Court DISMISSES Count(s) _____

IV. ORDER

IT IS ORDERED that the defendant serve the determinate sentence and abide by the other terms set forth below.

- 4.1 RESTITUTION AND VICTIM ASSESSMENT: *bvt see Appendix F*
- Defendant shall pay restitution to the Clerk of this Court as set forth in attached Appendix B.
 - Defendant shall not pay restitution because the Court finds that extraordinary circumstances exist, and the court, pursuant to RCW 9.94A.753(2), sets forth those circumstances in attached Appendix E.
 - Restitution to be determined at future restitution hearing on (Date) _____ at _____ m.
 - Date to be set.
 - Defendant waives presence at future restitution hearing(s).
 - Restitution is not ordered.

★ Defendant shall pay Victim Penalty Assessment pursuant to RCW 7.68.035 in the amount of \$500. ★

4.2 OTHER FINANCIAL OBLIGATIONS: Having considered the defendant's present and likely future financial resources, the Court concludes that the defendant has the present or likely future ability to pay the financial obligations imposed. The Court waives financial obligation(s) that are checked below because the defendant lacks the present and future ability to pay them. Defendant shall pay the following to the Clerk of this Court:

- (a) \$ 226, Court costs; Court costs are waived; (RCW 9.94A.030, 10.01.160)
- ★ (b) \$100 DNA collection fee (RCW 43.43.754)(mandatory for crimes committed after 7/1/02); ★
- (c) \$ _____, Recoupment for attorney's fees to King County Public Defense Programs;
 Recoupment is waived (RCW 9.94A.030);
- (d) \$ _____, Fine; \$1,000, Fine for VUCSA; \$2,000, Fine for subsequent VUCSA;
 VUCSA fine waived (RCW 69.50.430);
- (e) \$ _____, King County Interlocal Drug Fund; Drug Fund payment is waived;
(RCW 9.94A.030)
- (f) \$ _____, State Crime Laboratory Fee; Laboratory fee waived (RCW 43.43.690);
- (g) \$ _____, Incarceration costs; Incarceration costs waived (RCW 9.94A.760(2));
- (h) \$ _____, Other costs for: _____

- 4.3 PAYMENT SCHEDULE: Defendant's TOTAL FINANCIAL OBLIGATION is: \$ 826.00. The payments shall be made to the King County Superior Court Clerk according to the rules of the Clerk and the following terms: Not less than \$ _____ per month; On a schedule established by the defendant's Community Corrections Officer or Department of Judicial Administration (DJA) Collections Officer. Financial obligations shall bear interest pursuant to RCW 10.82.090. The Defendant shall remain under the Court's jurisdiction to assure payment of financial obligations: for crimes committed before 7/1/2000, for up to ten years from the date of sentence or release from total confinement, whichever is later; for crimes committed on or after 7/1/2000, until the obligation is completely satisfied. Pursuant to RCW 9.94A.7602, if the defendant is more than 30 days past due in payments, a notice of payroll deduction may be issued without further notice to the offender. Pursuant to RCW 9.94A.760(7)(b), the defendant shall report as directed by DJA and provide financial information as requested.
- Court Clerk's trust fees are waived.
 - Interest is waived except with respect to restitution.

4.4 FIRST TIME OFFENDER WAIVER OF PRESUMPTIVE SENTENCE: The court waives imposition of a sentence within the presumptive sentence range and imposes the following sentence pursuant to RCW 9.94A.650:

(a) Defendant shall serve a term of confinement as follows, commencing: immediately;

(Date): 2/5/09 2010 by 6 a.m./p.m.

2 months/days on count I; 2 months/days on count II; 2 months/days on count III

This term shall be served:

in the King County Jail.

in King County Work/Education Release subject to conditions of conduct ordered this date.

in King County Electronic Home Detention subject to conditions of conduct ordered this date.

For burglary or residential burglary offense, before entering Electronic Home Detention, 21 days must be successfully completed in Work/Education Release.

_____ days of confinement are converted to _____ days in King County Supervised Community Option (Enhanced CCAP) subject to conditions of conduct ordered this date.

The terms in Count(s) No. I - III are ~~consecutive~~ concurrent.

This sentence shall run CONSECUTIVE CONCURRENT to the sentence(s) in cause _____

The sentence(s) herein shall run CONSECUTIVE CONCURRENT to any other term previously imposed and not referenced in this order.

Credit is given for time served in King County Jail or EHD solely for confinement under this cause number pursuant to RCW 9.94A.505(6): _____ day(s) or days determined by the King County Jail.

Jail term is satisfied; defendant shall be released under this cause.

Credit is given for days determined by the King County Jail to have been served in the King County Supervised Community Option (Enhanced CCAP) solely under this cause number.

The court authorizes earned early release credit consistent with the local correctional facility standards for days spent in the King County Supervised Community Option (Enhanced CCAP).

(b) COMMUNITY CUSTODY is ordered for 24 months (up to 12 months unless treatment is ordered, in which case not more than 24 months). The Defendant shall report to the Department of Corrections within 72 hours of release from custody, or this date if currently out of custody; shall comply with any affirmative acts imposed by the Department to monitor compliance with this sentence; shall comply with all rules, regulations and conditions of the Department for supervision of offenders; and shall not possess any firearm or ammunition; shall perform all affirmative acts necessary to monitor compliance and otherwise comply with the other terms of this sentence. APPENDIX F attached for additional conditions.

(c) COMMUNITY RESTITUTION: Defendant shall complete _____ days/hours of service 30 days converted to 240 hours of community service under the supervision of the Department of Corrections to be completed; on a schedule established by the defendant's Community Corrections Officer; or as follows: _____ If the defendant is not supervised by the Department of Corrections, this will be monitored by the Helping Hands Program.

(d) NO CONTACT: For the maximum term of 10 year(s), defendant shall have no contact

Misty Richardson; Alex Arceo;
with Southeast Seattle Senior Services Center; Senior Services
See Appendix F

(e) DNA TESTING. The defendant shall have a biological sample collected for purposes of DNA identification analysis and the defendant shall fully cooperate in the testing, as ordered in APPENDIX G.

[] HIV TESTING: For sex offense, prostitution offense, drug offense associated with the use of hypodermic needles, the defendant shall submit to HIV testing as ordered in APPENDIX G.

(f) [] OTHER CONDITIONS: _____

[] Additional conditions are attached in APPENDIX F

Date: 12/31/09

Douglas A. North
JUDGE

Print Name: Douglas North

Presented by: [Signature]

Deputy Prosecuting Attorney, WSBA# 34049
Print Name: Patrick Hinds

Approved as to form:

[Signature]
Attorney for Defendant, WSBA # 11296
Print Name: Russell Osburn

EXHIBIT 4 PAGE 5

SUPERIOR COURT OF WASHINGTON FOR KING COUNTY

STATE OF WASHINGTON,

Plaintiff,

vs.

CARLTON MARK WILLIAMS

Defendant,

No. 09-1-05934-5-SEA

APPENDIX F

ADDITIONAL CONDITIONS OF SENTENCE

• D^{1c} paid full amount of victim's loss prior to charges being filed

~~XXXXXX~~

• D may have 3rd party contact w/ Southeast Seattle Senior Center +/or Senior Services +/or staff for the limited purpose of ~~over~~ attempting to arrange reimbursement of any overpayment of restitution

12/31/09
Date

Douglas A. North
JUDGE, King County Superior Court

SUPERIOR COURT OF WASHINGTON FOR KING COUNTY

STATE OF WASHINGTON,

Plaintiff,

vs.

CARLTON MARK WILLIAMS

Defendant,

No. 09-1-05934-5-SEA

JUDGMENT AND SENTENCE

APPENDIX H

COMMUNITY CUSTODY

The Defendant shall comply with the following conditions of community custody, effective as of the date of sentencing unless otherwise ordered by the court.

- 1) Report to and be available for contact with the assigned community corrections officer as directed;
- 2) Work at Department of Corrections-approved education, employment, and/or community restitution;
- 3) Not possess or consume controlled substances except pursuant to lawfully issued prescriptions;
- 4) Pay supervision fees as determined by the Department of Corrections;
- 5) Receive prior approval for living arrangements and residence location; and
- 6) Not own, use, or possess a firearm or ammunition. (RCW 9.94A.706)
- 7) Notify community corrections officer of any change in address or employment;
- 8) Upon request of the Department of Corrections, notify the Department of court-ordered treatment;
- 9) Remain within geographic boundaries, as set forth in writing by the Department of Corrections Officer or as set forth with SODA order.

[] The defendant shall not consume any alcohol.

[] Defendant shall have no contact with: _____

[] Defendant shall remain [] within [] outside of a specified geographical boundary, to wit: _____

The defendant shall participate in the following crime-related treatment or counseling services:
continue treatment for gambling addiction

[] The defendant shall comply with the following crime-related prohibitions:

A shall have no employment handling funds unless he has previously informed his employer of these convictions

Other conditions may be imposed by the court or Department during community custody.

Community Custody shall begin upon completion of the term(s) of confinement imposed herein, or at the time of sentencing if no term of confinement is ordered. The defendant shall remain under the supervision of the Department of Corrections and follow explicitly the instructions and conditions established by that agency. The Department may require the defendant to perform affirmative acts deemed appropriate to monitor compliance with the conditions and may issue warrants and/or detain defendants who violate a condition.

Date: 12/31/09

Douglas A. Nasir
JUDGE

EXHIBIT 4 PAGE 7

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : ATTACHMENT
Desc : CIR FOLLOW UP INVESTIGATION



SEATTLE
POLICE
DEPARTMENT

CASE INVESTIGATION REPORT: 2008-86648
TYPE OF CRIME: THEFT BY EMBEZZLEMENT
DATE OF INCIDENT: 03-07-08
DATE OF LAST ENTRY: 06-01-09
SUBMITTED BY: Det. K. Haverkate #5407, Fraud Unit B752A, 684-8979, karen.haverkate@seattle.gov

UCR -
CMS -
LODI -

ENTITIES:

VERIFIED SUSPECT: WILLIAMS, Carlton Mark 'Mark'
B/M 06-17-47
6113 S Ryan St, Seattle, WA 98178

INVESTIGATION:

- 1 03-11-08 Assigned case for follow-up investigation.
- 2 03-20-08 Computer checks on Williams.
- 3 4-4-08 Phone message from Tim Bridges.
- 4 4-8-08 Email from Bridges. Replied to Bridges requesting a number of items from him and others at Senior Services that will be needed to bring a case against Williams.
- 5 4-21-08 Phone call from the Media Unit regarding the status of this case. Advised them that I was awaiting the documents from Bridges.
- 6 04-23-08 Email from Bridges. He has the documents. Arranged to meet on 04-24-08.
- 7 04-24-08 Met with Bridges. Received copies of correspondence with Williams, statements of various Senior Services employees, copies of checks received from Williams, copies of documents obtained from Bank of America, and a list of suspect transactions. Williams has paid the Senior Center \$90,000 since his resignation.

April 2008- April 2009, investigation of case 08-29617 preempted other investigations
- 8 05-27-09 Attempted to locate contact information for the vendors/contractors listed on the receipts submitted by Williams that were believed to be fraudulent. Unfortunately, only individuals' names were listed, no business names, making it impossible to narrow it down.

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Reviewed the invoices provided for the cash/debit transactions. Although purportedly invoices involving repairs/services from a number of different vendors, all were written on the same generic invoice, and all were written in what appears to be the same handwriting. There were even similarities in the signatures of the different vendor signatures.

Email to Williams' last known email address requesting a statement from him.

9. 06-01-09

Phone message from Russell Dawson, Attorney for Williams. Phone call to Dawson, message left.

Phone call from Dawson. Williams has provided him with my email and other documents related to this investigation. Dawson relayed that Williams would like to decline making a statement. Dawson requested that Williams' voluntary, timely restitution of all monies, as well as his admissions to SESSC be considered while charges are being considered.

Case prepared for LODI.

I certify (declare) under penalty of perjury under the laws of the State of Washington that this report is true and correct to the best of my knowledge and belief (RCW 9A.72.085)

Officer Submitting Report	Serial #	Unit#	Date Signed	Seattle WA Place Signed
Approved By		Serial	Date	

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CERTIFICATION FOR DETERMINATION OF PROBABLE CAUSE:

That **Karen M Haverkate** is a Detective with the Seattle Police Department and has reviewed the investigation conducted in Seattle Police Department Case number. There is probable cause to believe that **CARLTON MARK WILLIAMS** committed the crime of THEFT BY EMBEZZLEMENT. This belief is predicated on the following facts and circumstances.

Southeast Seattle Senior Services Center (SESSC), a subsidiary of Senior Services, is a business located at 4655 S Holly St in Seattle, King County, WA. Tim Bridges is the Chief Financial Officer for Senior Services, Denise Klein is the Executive Director, and Tara Voss is the Controller. Carlton Mark Williams was the Director of SESSC from November 16, 2006 until March 4, 2008. Joanne Donohue was Williams' immediate supervisor, Misty Richardson was Williams' Administrative Assistant until July 6, 2007, and Trudy McCleary and Patti Scott were the President and Vice President respectively of the Board for SESSC. Alex Arceo replaced Richardson as Williams' Administrative Assistant. SESSC maintained banking accounts at Bank of America and 1st Savings Bank of Renton. Senior Services maintained an account at Wells Fargo.

In early June, 2007, Richardson was reconciling the SESSC monthly bank accounts for May prior to sending the report to Voss. She discovered that one bank statement was missing and that there were two checks signed by Williams for which she had no supporting receipts or paperwork. She spoke to Williams about the missing statement and the checks and Williams told her that he had "borrowed" some funds and that he would replace it soon. Williams told her not to send the report to the Board of Directors. Richardson called McCleary and requested to meet with her about Williams' request. Richardson said McCleary told her she would speak with Williams that weekend and for Richardson to keep her informed. Richardson said she then advised McCleary she would submit her notice of resignation. Richardson suspected there was something improper going on with the Center's finances.

Richardson said that in the first week of July, she had all the bank statements, and noticed that on the statement that had been missing in June, that there were several checks that had been written without supporting receipts or paperwork. Richardson reported this information to McCleary. McCleary said she had seen receipts that showed Williams had deposited checks into the account to cover the money he had "borrowed" and that he was told not to use SESSC funds for his personal benefit anymore. Richardson resigned on July 6, 2007.

On June 11, 2007, Voss sent Williams and Richardson an email requesting the SESSC reports for May. From July through September, she sent several more emails to Williams and his new Administrative Assistant, Alex Arceo, reminding them that she needed the financial reports by the 10th of each month. By September 21 2007, Voss was concerned about the accounting practices being followed at SESSC due to late submission of reports and that the Wells Fargo bank deposits did not match the amounts listed on the reports. Voss asked to meet with Arceo for a training session. She met with Arceo on September 26, 2007. Williams did not attend the meeting. Voss learned that Williams was the sole authorized signer on the SESSC Operations checking account, that there was no dual signature requirement for checks in excess of \$1000, that Williams kept the bank statements in his office and that Arceo kept the blank checks in his office. However, the staff had keys to each other's offices. Voss continued to receive late and incomplete records from SESSC. Voss relayed her findings to Bridges.

On November 8, 2007, Bridges met with Arceo and Williams to discuss agency procedure and internal controls. Williams advised him that he received all mail and distributed it after opening it; that he made all

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decisions and approvals of vendors; that he received and coded all invoices; that he approved invoices for payment, and that he prepared and, as the only authorized signer on the account, signed the checks. Bridges learned that Arceo reconciled the deposits and that Williams reconciled the checks written against the Operations account. Williams alone reconciled the Board accounts. Bridges learned that McCleary was being paid large sums from the Board accounts and that Williams approved his own expense reports and reimbursements. Bridges recommended an immediate revision of the internal controls and segregation of duties, as well as a detailed audit of all checks and deposits for the preceding six-month period. Mr. Bridges began the audit.

On November 21, 2007, Bridges, Klein, and Donahue met with Williams. Williams expressed surprise at Bridge's report and defended his operation of the SESSC.

On February 28, 2008, Bridges advised Donahue of the findings of his audit. He found that between May 2007 and February 2008, there were 54 suspicious transactions totaling \$84,400, 45 of which took place between the months of July 2007 and February 2008. Twelve of the transactions occurred after the November 21 meeting with Williams.

Copies of the first five checks in May were not available and there is no supporting documentation to show what the money was used for. The majority of the remaining transactions were in the form of checks written for "Cash" against the Bank of America account, with several ATM Debit transactions from the Bank of America and the 1st Savings Bank of Renton accounts.

On February 29, 2008, Klein and Bridges met again with Williams. Williams did not admit to any wrong doing during the meeting and stated that the cash monies he had withdrawn had been given to contractors for their services. He could or would not provide contact information for any of the vendors, and said he would hire/pay them when he "ran into them on the street".

On March 3, 2008 Williams called Donahue, telling her he was taking the day off to "think things over".

On March 4, 2008 Williams left Klein a voicemail telling her he was resigning. Klein called him and requested an in-person meeting on March 10. Later on March 4th, Williams delivered a letter of resignation to Scott at SESSC along with a Cashier's check for the amount of \$35,000. In his resignation letter, he cited "the mismanagement and misrepresentation of the SESSC financial records and funds" as his reason for his resignation. He apologized for his "inability to maintain accurate and complete financial records". After receiving Williams' resignation letter and check, Bridges, Klein, and Donahue spoke with McCleary about the invoices Williams had provided for the cash withdrawals. The invoices, all on generic paper stock and written in the same handwriting, were for building repairs and landscaping at the SESSC. McCleary advised them that they were for services that she had already taken care of and that the payments were not legitimate.

On March 9, Williams left Klein a voicemail that referenced "additional funds" he had "misappropriated". He also sent Klein and Donahue an email stating there was approximately \$50,000 - \$55,000 he had taken beyond those funds he had repaid with the \$35,000 check, and that he wanted to repay it all. He explained that he took the money to support a gambling problem. He also wanted to know if his repayment of the total amount of money would prevent the SESSC from taking any further actions against him. Donahue met with Williams on March 10 and he admitted to her that he had taken the money and wanted to repay the full amount. On March 12, Williams again delivered a letter and a Cashier's check for the amount of \$55,000 to Scott at the SESSC. He met with Donahue and gave her copies of both the letter and the Cashier's check.

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Arcero also sent Klein and Donahue an email on behalf of Scott, that Williams had returned all missing money taken from SESSC.

On March 13, 2007, Donahue received an email from Williams in which he again stated his remorse and shame, and advised her that he was seeking counseling for his problem.

Under penalty of perjury under the laws of the State of Washington, I certify that the foregoing is true and correct to the best of my knowledge and belief. Signed and dated by me this _____ day of _____ 2009, at Seattle, Washington.

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Attachment - Type : WITNESS STATEMENT
Desc : DONAHUE STATEMENT

Joanne's Statement

My name is Joanne Donohue and I was Mark William's immediate supervisor while he was the Director of the Southeast Seattle Senior Center.

During the fall and winter of 2007, I learned from the accounting department that there was serious lack of internal controls at the Southeast Seattle Senior Center. I was informed that Tim Bridges, our CFO, was going to the Center to review the internal controls on November 8th, 2007 as a follow up to a visit previously made by a member of his staff. Mr. Bridges reported his findings to myself and our Executive Director, Denise Klein, on November 13th, 2007(see attached report). It notes a serious and troubling lack of internal controls at the Southeast Seattle Senior Center.

After this meeting, another meeting was set up between Mr. Williams, Mr. Bridges, Ms. Klein and myself on November 21st, 2007. At this meeting Mr. Williams expressed shock at the report Mr. Bridges had written and defended his operation of the Center. Mr. Bridges and his staff were to go out and do a through audit of transactions at the Center in the next couple of weeks. Mr. Williams and I were to work out proper procedures to insure internal controls at the Center. Working on this project with Mr. Williams proved to be frustrating, as Mr. Williams would routinely miss deadlines and drag out the formation and implementation of new and proper procedures.

Mr. Bridges informed me about the suspicious withdrawals on Thursday, February 28th. Ms. Denise Klein and Mr. Bridges met with Mark Williams on Friday, February 29th to confront him about the suspicious withdrawals. I was not part of this meeting. I was told by both Ms. Klein and Mr. Bridges that Mark did not admit to anything during that meeting. However, neither thought that Mark's explanations were satisfactory. The three of us discussed next steps. I told both Ms. Klein and Mr. Bridges that I no longer had confidence in Mark's ability to manage the senior center and that I thought we needed to terminate his employment. Worse case scenario, he was stealing from the center and best case scenario was incompetent management. Either way, I no longer felt I could trust or depend on his leadership.

On Tuesday, I received a call from Mark Williams shortly after he dropped off his letter of resignation and the check for \$35,000. He told me that he had dropped off his letter of resignation with the receptionist. He apologized and said he had let his family down and the senior center community down. He said it was a difficult for him to talk about it and said that maybe in the future he would be able to talk more. I told him to take care and he hung up. I then went downstairs and retrieved the letter of resignation from our receptionist. I came up and spoke to Mr. Bridges and we went looking for Ms. Klein. We learned that she was at lunch in the neighborhood and I went to the restaurant to let her know about Mark's resignation and the copy of the cashier's check.

Later that day or perhaps the following day, we (Tim, Denise and me) spoke to Trudy McLeary (former board president and current board member) on a conference call in Ms. Klein's office. Ms. McLeary told us she helped the administrative Assistant, Alex Arceo round up the

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Attachment - Type : WITNESS STATEMENT
Desc : DONAHUE STATEMENT

documentation requested by our accounting staff (for the suspicious withdrawals and checks). Ms. McLeary told us that it was clear to her that Mark was stealing money from the center because the explanation provided for the withdrawals and checks was for work that she had already taken care of. Therefore, she knew the documentation was bogus.

For: STEVENSON, SUNNY K (6533) Friday March 12, 2010

EXHIBIT

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Attachment - Type : **WITNESS STATEMENT**
Desc : **BRIDGES STATEMENT**

Statement of Tim Bridges about the Southeast Seattle Senior Center

Over the course of May, 2007 to February, 2008 C. Mark Williams misappropriated between \$80,000 and \$90,000 of Southeast Seattle Senior Center funds.

May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08
\$6,760	\$900	\$19,200	\$10,750	\$8,200	\$12,180	\$8,500	\$3,950	\$11,000	\$10,000

These misappropriations occurred in 54 separate transactions, of which 45 took place between the months of July, 2007 and February, 2008.

May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08
8	1	10	7	4	9	3	2	6	4

In an attempt to conceal his misdeeds, Mr. Williams created false backup for a majority of these transactions and withheld information from the Agency, the Board of the Southeast Seattle Senior Center and his staff.

When Senior Services began to investigate the lack of internal controls, incomplete information and chronic late reporting at the Southeast Seattle Senior Center; Mr. Williams withheld information and lied to the accounting staff.

When Mr. Williams was confronted with evidence of misappropriation, he denied that he had done anything wrong and attempted to portray the investigation as going after him because he was an African-American.

After several days, Mr. Williams resigned his position and returned about 1/3rd of the monies (\$35,000) he had misappropriated. 8 days later, he returned another \$55,000.

My Chronology

- 11/16/06 C. Mark Williams is hired as Director of the Southeast Seattle Senior Center (SESSC)
- 05//07 First instances of misappropriation of funds.
- 06/07 Mistey Richardson, the Assistant Director, questions the lack of a bank statement for one of the board accounts and notices that '...the money was funny...'
- 06/08/07 Ms. Richardson resigns and informs the Board President, Trudy McCleary, of her concerns.
- 06/07 Ms. McCleary confronts Mr. Williams and he assures her that the money has been returned to the accounts
- 07/06/07 Ms. Richardson's last day
- 07/09/07 Mr. Williams begins to misappropriate in earnest.
- 07/07-09/07 Senior Services accounting staff continues to work with Mr. Williams to correct the continuing problems of incomplete information and chronic late reporting from the Southeast Seattle Senior Center.
- 09/26/07 The Senior Services accounting department conducts its first internal audit at SESSC. The results indicated severe lack of internal control.
- 11/08/07 I conduct the second internal audit at SESSC. The results indicated severe lack of internal control. During this

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11/13/07 process, Mr. Williams gave false information as to the internal controls of the SESSC board accounts. Joanne Donohue, Senior Services Vice President and Mr. Williams immediate supervisor, Denise Klein, Executive Director of Senior Services and myself meet to discuss my findings from 11/08/07.

11/21/07 Mr. Williams is confronted with the results of these audits. At this meeting Mr. Williams expressed surprise that there were any concerns at all and stated that he had not been informed of any problems.

11/27/07 and 12/04/07. The Senior Services accounting staff conducts an intense, transaction by transaction audit of SESSC for the months of June, 2007 to November, 2007. Mr. Williams withholds the fraudulent backup of his misappropriation

12/01/07-03/04/08 Ms. Donohue works with Mr. Williams to devise and implement internal controls for the SESSC.

02/28/08 Senior Services accounting staff, seeing no improvement in the timelessness or completeness of the reports from SESSC, demands a series of invoices relating to cash withdrawals that appear questionable.

02/29/08 Mr. Williams meets with Denise Klein, Executive Director of Senior Services, and Tim Bridges, CFO and denies any wrongdoing or improprieties.

03/04/08 Mr. Williams resigns and returns \$35,000

03/07/08 After coming up with the full scope and scale of the theft and fraud, Senior Services calls the Seattle Police Department.

03/12/08 Mr. Williams returns another \$55,000



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Attachment - Type : WITNESS STATEMENT
Desc : RICHARDSON STATEMENT

Tim Bridges

From: A&M Richardson [chsng4ever@yahoo.com]
Sent: Wednesday, April 16, 2008 21:39
To: Tim Bridges
Subject: Mistey's Statement

MISTEY RICHARDSON'S STATEMENT

It has been sometime since this happened and I can only tell you what I recall...

Second week of June in 2007 I began to reconcile Southeast Seattle Center monthly bank accounts for May. As I looked over the bank statements I realized that one bank statement was missing. I wrote a note to remind myself to inform Mark Williams, Director of the missing bank statement.

As I was working on the Board of Directors accounts, one of the statements showed two checks had been written that I had no receipts or paper work for. Both were signed by Mark. I put the account aside to talk with Mark the next morning when he arrived. I reconciled the rest of the accounts.

The next morning I reported the missing bank statement to Mark and asked him about the two checks that had been written. He told me that he had to borrow some funds and that he would be replacing it soon. He then asked me not to send out the report to the Board of Directors.

I called Trudy McCleary, President, Board of Directors and asked if she would come see me as soon as possible. Trudy and I went into the conference room. That was when I told her of the discrepancies with the bank statements and what Mark had asked me to do by not sending out the report to the Board of Directors. Trudy looked over the bank statement and asked me to keep her informed on the missing statement she would talk with Mark at the Boards Training that weekend. At that time I told Trudy that I would be putting in my two week notice of resignation.

I turned in my resignation to Mark, Friday, June 8th.

The following week, Trudy came to me and told me that Mark had told her about the two checks and had showed her a receipt of him depositing the total amount of the checks back into the account. She said he would be giving me that receipt and he also told her that he asked me not to send the report to Senior Services until he was able to put the funds back into the account. I told her that was not what he said to me. Trudy then went on to tell me that she told Mark that he was not to use those funds for personal use anymore. She then asked me if the missing statement had shown up. I told her no. She asked if I would reconsider turning in my resignation. I asked for a few days to think about it.

Mark, Trudy and I sat down and I informed them that I was still going to resign but instead of leaving on June 22nd I would like to stay on until July 6th. They accepted the change.

The first week of July, all the bank statements had come in. I started to reconcile the statements. I noticed the statement that was missing the month early had several checks written without receipts or paper work. I called Trudy and told her over the phone what I had run across.

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04/24/08

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Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: Denise Klein
Sent: Monday, April 21, 2008 15 02
To: Tim Bridges

Attachments: Re: Money Received; Re: Money Received; Repayment Request Addendum; Repayment Request; Voice Message From: (206)7231734; Voice Message From: (206)9997128

My brief timeline, with the times I spoke to Mark in person, is as follows and can supplement the material you are providing to the police:

- 1) On Friday, February 29, you, Mark and I met at 2 pm in my office. I continued to meet with him briefly after you left that meeting. During that time I told him that at the very least what he had done/failed to do was a breach of all good management principles. At that time he was still avowing that he had given the cash he withdrew from the Board accounts to pay various contractors.
- 2) On Monday, March 3, Mark called me. He was taking a day of leave "to think things over" and was calling me from his car headed "to Portland."
- 3) On Tuesday, March 4, Mark called (that voice mail is attached) and stated that he was resigning but did not admit taking the funds. On that day, he provided a letter of resignation, along with his first check. My response was to call him and set up an in-person meeting for March 10.
- 4) On Sunday, March 9, he left a voice mail (attached) that referenced "additional funds I misappropriated." He also sent an e-mail stating there were funds he took beyond what he had thus far repaid.
- 5) On Monday, March 10, I met with him at the Uptown Espresso. This is what I remember from that conversation:
 - a. He had taken the money.
 - b. The amount he took was larger than what he had repaid thus far and he was attempting to identify the funds and wanted to repay all of them.
 - c. The reason for all this was that he has "a gambling problem." He stated he was going to seek treatment for this because his wife wanted him to.
 - d. He was sorry and ashamed.
- 6) He called me and asked to meet me briefly in front of our building (2208 - 2nd Ave) on the date he provided the second check. He gave me a copy of a letter and, I think, a copy of the check but not the original. I believe that was March 12, around mid-day.
- 7) There was just one additional communication between us: an e-mail that is attached, stating that he was surprised I would provide any information about this. I did not respond.

I know that the voice mails and voice mail messages were from Mark. It was his voice, calling from his phone #'s.

Denise Klein, Executive Director
Senior Services
promoting the well-being of older adults
2208 Second Ave
206 727-6201
denisek@seniorservices.org
www.seniorservices.org

At Senior Services we embrace the belief that cultural, social, and other differences should be respected and celebrated. We are building a staff team with extraordinary cultural competence and also providing that team with tools to positively address institutionalized racism. All our employees are responsible for providing and supporting a culturally competent work environment that will enrich our interactions with each other and our products and services. This provides the foundation for empowering our customers (primarily those who are aging and giving care to others) so their needs are justly represented and their desires amply fulfilled.

04/24/08

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Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: Comcast Mail [cmwemw@comcast.net]
Sent: Thursday, March 13, 2008 16 43
To: alex arceo; Joanne Donohue; Denise Klein
Subject: Re: Money Received

Thanks for acknowledging the receipt of my repayment cashier checks.

----- Original Message -----
From: Alexander Arceo
To: 'Joanne Donohue'; denisek@seniorservices.org
Cc: cmwemw@comcast.net
Sent: Wednesday, March 12, 2008 2:48 PM
Subject: Money Received

Joanne and Denise,

I am forwarding a message to you from Patricia Scott, Vice President of the SESSC Board, that all of the money has been returned to the Southeast Seattle Senior Center from C. Mark Williams in the form of a cashier's check for \$55,000.00.

This is in addition to the \$35,000.00 check that was previously given.

This makes it a total of \$90,000.00 and any amount above and beyond what is owed to our accounts will be donated to the Southeast Seattle Senior Center.

Lastly, the check is in our safe.

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

04/24/08

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Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: Comcast Mail [cmwemw@comcast.net]
Sent: Thursday, March 13, 2008 17 22
To: Denise Klein
Subject: Re: Money Received

Denise, I am somewhat perplexed by your e-mail. Not that I did not expect that the SESSC Board would be made aware of my actions and repayments, but why the staff? I am already humiliated by my actions. Is it necessary to publish anything more than that the situation has been resolved? Anyway, I guess I will reap what I sowed. To say that I hoped that somehow I could have put this behind me without further embarrassment is a huge understatement. Based upon your statement that everyone will find out anyway, makes me extremely sad. As I mentioned to you when we met on Monday, that I am truly remorseful for my actions, and that I was determined to repay the monies in question ASAP to avoid further distractions to the Center and Agency. Also based upon our conversation you believe somehow the Black Employees of Senior Services and Black Community Organizations might view my resignation as a failure on Senior Services' part to be fair and sensitive to its Black employees. That would never be the case, sense I would not bring that kind of negative attention on myself, SESSC or Senior Services. My whole intent has always been to resolve the repayment of the missing funds, and hope that the Center and the Agency could move forward. I do respect you Denise, and I know that you are attempting to do whatever damage control that you feel is required, but if possible just know that nothing that happens from this point on, can ever change the contempt that I feel for myself, and the shame I feel for what I have done to my family. If holding me up to further ridicule is what in your estimation is required, than who am I to question your motives. I can only say that I will work forwardly to correct those aspects of my character that have caused me to make unexplainable decisions which have led to my current circumstance. As I mentioned to you, I am seeking counseling through an EAP organization to begin addressing my problem. As of this writing I have not been in contact with any other employee of Senior Services on this matter. If you will please let me know if a broader circulation of my actions have been communicated. It is not for me, it is for my family. Thanks.

----- Original Message -----

From: Denise Klein
To: Joanne Donohue ; Tim Bridges
Cc: cmwemw@comcast.net
Sent: Wednesday, March 12, 2008 3:23 PM
Subject: RE: Money Received

I think we should think about releasing this information to all staff, Board, etc. Everyone will find out anyway and we could look better if we get ahead of it.

Denise Klein, Executive Director
Senior Services
promoting the well-being of older adults
2208 Second Ave
206 727-6201
denisek@seniorservices.org
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From: alex arceo
Sent: Wednesday, March 12, 2008 3:48 PM
To: Joanne Donohue; Denise Klein
Cc: cmwemw@comcast.net
Subject: Money Received
Importance: High

04/24/08

For: STEVENSON, SUNNY K (6533) Friday March 12, 2010

Page: 113 of 166

EXHIBIT 5 PAGE 13

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Joanne and Denise,

I am forwarding a message to you from Patricia Scott, Vice President of the SESSC Board, that all of the money has been returned to the Southeast Seattle Senior Center from C. Mark Williams in the form of a cashier's check for \$55,000.00.

This is in addition to the \$35,000.00 check that was previously given.

This makes it a total of \$90,000.00 and any amount above and beyond what is owed to our accounts will be donated to the Southeast Seattle Senior Center.

Lastly, the check is in our safe.

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

04/24/08

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: Comcast Mail [cmwemw@comcast.net]
Sent: Sunday, March 09, 2008 11 14
To: Denise Klein; Joanne Donohue
Subject: Repayment Request Addendum
Importance: High

Upon further review of the my earlier e-mail, I failed to be specific about my repayment actions and timeframe. I plan to secure the funds and have a cashier's check in the amount of \$55,000.00 made to SESSC and available by or no later than Friday, March 14th. These funds can either be given directly to you or Gisela Baxter. I will keep you apprised as to the time and delivery of the check.

04/24/08

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: Comcast Mail [cmwemw@comcast.net]
Sent: Sunday, March 09, 2008 09:50
To: Denise Klein; Joanne Donohue
Subject: Repayment Request

Once again let me extend my sincere apology for my irresponsible actions in misappropriating the SESSC Board Funds. I cannot begin to explain my personal disappointment and sorrow for betraying the trust of the SESSC Members and Staff that I loved, the Senior Services Agency that I respected, and my family who now have to share the indignation of my actions with me.

Over the last few days I have given considerable thought to the fact that above the \$35,000.00 that I submitted with my resignation, that there is more money that I misappropriated from the Center's Board Accounts.

I believe the amounts are approximately \$16,000.00 from the Director's Discretionary Account, and \$30-35,000.00 from the other Board accounts. The grand total being in the neighborhood of \$50-55,000.00, of which I plan to repay.

I do not want to subject anyone to any further distraction or disappointment in delaying settling this issue.

If I am able to repay the additional \$50-55,000 within a reasonable time period, will this be punishment enough to resolve any further actions against me? If these numbers are too high, I would ask that any excess amounts be donated to the SESSC.

I have decided to seek counseling to help me resolve the contributing factors that led to my indiscretions.

I know that there is nothing that I can do to restore the trust that I have lost, however I will persevere to find other ways to make positive contributions to my community, and never allow myself to pursue this kind of behavior.

I do hope that you will give me this opportunity to resolve this matter.

Denise, I left a voicemail on your cell phone requesting that you or Joanne call me. I can be reached at (206) 723-1734, or (206) 999-7128.

Regretfully,
C. Mark Williams

04/24/08

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: (206)7231734 [tel=_206_7231734@seniorservices.org]
Sent: Sunday, March 09, 2008 09 15
To: Denise Klein
Subject: Voice Message From: (206)7231734
Attachments: VoiceMessage[ID=176506 G=168 C=1 A=8E91AB03-8756-4B34-8043-C968DA98A835 R=0 F=228].WAV

04/24/08

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : WITNESS STATEMENT
Desc : KLEIN STATEMENT

Tim Bridges

From: (206)9997128 [tel=_206_9997128@seniorservices.org]
Sent: Tuesday, March 04, 2008 13:12
To: Denise Klein
Subject: Voice Message From: (206)9997128
Attachments: VoiceMessage[ID=171872 G=168 C=1 A=C07F0327-968D-45B1-8652-BF910585884B R=0 F=228].WAV

04/24/08

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT

Desc : MAR 4 RESIGNATION LETTER AND \$35000 CASHIER CHECK

March 4, 2008

Gisela Baxter, SESSC Board President
Patti Scott, SESSC Vice-President
Cc; Denise Klein, Senior Services Executive Director,
Joanne Donahue, Senior Services Vice-President

Subject: Resignation

Due to the mismanagement and misrepresentation of the SESSC financial records and funds, I am submitting my resignation, effective immediately.

I am sincerely sorry for my inability to maintain accurate and complete financial records.

It hurts me deeply to know that my actions have cast a negative shadow on the Center that I led, the Agency that I represented, and the family that I love.

I have enclosed a cashier's check in the amount of \$35,000.00 to reimburse the SESSC for the amount I believe is due to offset the funds in question.

I further will return the keys and all files associated with the SESSC to the SESSC Board and resign from all organizations and committees related to the SESSC.

I am hopeful that the staff and members of the SESSC will continue to prosper and benefit from new leadership.

Sincerely,



C. Mark Williams

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT

Desc : MAR 4 RESIGNATION LETTER AND \$35000 CASHIER CHECK

Bank of America  **Cashier's Check Receipt** Prepared by: 104

Purchased by: C. MARK WILLIAMS Date Issued: March 04, 2008
NO.: 2280329091

Payable to: ***SOUTHEAST SEATTLE SENIOR CENTER***

Check purchased in the amount of: ***\$35,000.00*** DRAWER: Bank of America, N.A.

NOT NEGOTIABLE

Notice to Client: If your check is lost, stolen or destroyed, you may be required to sign an indemnity agreement before drawee will provide a refund or replacement. You will not be entitled to a refund or replacement until after 90 days from the issue date, and you will receive a refund or replacement only if the check has not been paid and the drawee is not otherwise required to pay the item or hold the funds.

PURCHASER'S RECEIPT

Ref# *228104036S

Bank of America  **CASHIER'S CHECK** 18-2
1250 CK.# 2280329091

Purchaser: C. MARK WILLIAMS ISSUE DATE: March 04, 2008

VOID AFTER 90 DAYS

\$35,000.00

SOUTHEAST SEATTLE SENIOR CENTER

VOID VOID VOID VOID VOID

Bank of America, N.A., Seattle, Washington
For further contact (888) 274-0368

[Signature]

⑆ 3300330091 ⑆ ⑆ 1250000021 ⑆ 3138 9600 ⑆ 522

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT

Desc : MARCH 12 LETTER AND \$55000 CASHIER CHECK

March 12, 2008

Gisela Baxter, SESSC Board President
Patti Scott, SESSC Board Vice-President
Cc: Denise Klein, Senior Services Executive Director,
Joanne Donahue, Senior Services Vice-President

Subject: SESSC Funds Repayment
Reference: Email dated March 9, 2008 to Denise Klein, and Joanne Donahue same
Subject.

Upon further review as stated in the referenced e-mail, I realized that more than the \$35,000 that I included with my resignation was due to repay the SESSC for monies that were misappropriated during my employment. I believe the amounts are approximately \$16,000 from the Director's Discretionary Account, and between \$30-35,000 from the other Board Accounts. The grand total being in the neighborhood of \$50-\$55,000.

I am enclosing a cashier's check in the amount of \$55,000 made payable to the Southeast Seattle Senior Center (SESSC) to repay these funds. If this total is greater than the actual amount due, please donate the balance to the SESSC. If this payment is not enough I will repay that amount as well.

I am truly sorry for my actions, and plan to pursue counseling to help me resolve the contributing factors that led to my indiscretions.

I hope that this payment will resolve this issue in full.

Regretfully,

C. Mark Williams

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT

Desc : MARCH 12 LETTER AND \$55000 CASHIER CHECK

Prepared by: 104

Bank of America  **Cashier's Check Receipt**

Purchased by: C. MARK WILLIAMS Date Issued: March 12, 2008
NO.: 2280329865

Payable to: ***SOUTHEAST SEATTLE SENIOR CENTER***

Check purchased in the amount of: ***\$55,000.00*** DRAWER: Bank of America, N.A.

NOT NEGOTIABLE

PURCHASER'S RECEIPT

Notice to Client: If your check is lost, stolen or destroyed, you may be required to sign an indemnity agreement before drawee will provide a refund or replacement. You will not be entitled to a refund or replacement until after 90 days from the issue date, and you will receive a refund or replacement only if the check has not been paid and the drawee is not otherwise required to pay the item or hold the funds.

Ref# *228104028S

47-14-5497B 1-2001

Bank of America  **CASHIER'S CHECK**

192 1250 CK.# 2280329865
ISSUE DATE: March 12, 2008

Purchaser: C. MARK WILLIAMS VOID AFTER 90 DAYS

PAY TO THE ORDER OF: *****SOUTHEAST SEATTLE SENIOR CENTER*****

\$55,000.00

NOT VALID OVER \$250,000

Bank of America, N.A., Seattle, Washington
For inquiries contact (888) 217-4398

BY: 
Authorized Signature

⑈ 3380138885⑈ * 125000021⑈ 213A 9L0⑈ 5??

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY**

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : **DOCUMENT**

Desc : **MARCH 12 LETTER AND \$55000 CASHIER CHECK**

**Southeast Seattle Senior Center
Operational Account
4855 S. Holly St. 722-0317
Seattle, WA 98118**

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

IF MORE THAN 1 CHECK
LIST ALL CHECKS ON
REVERSE SIDE

AUTHORIZE FUNDS TO BE DISTRIBUTED, INCLUDING LESS CASH, FROM THIS DEPOSIT AS FOLLOWS:

LESS PAYMENT TYPE: CARD LOAN/PLC #

LESS ADD'L DEPOSIT TO: CHECKING SAVINGS #

LESS PURCHASE OF:

SIGNATURE: X

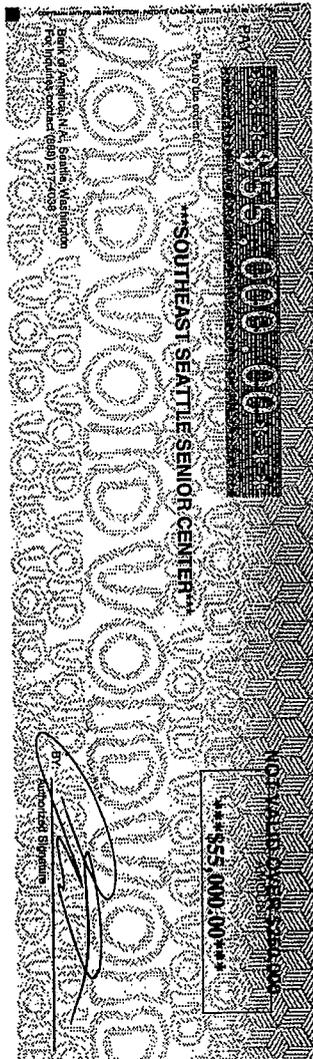
CASH	
TOTAL CHECKS	
SUBTOTAL	\$ 55,000.00
LESS CASH	
AMOUNT	
AMOUNT	
AMOUNT	
TOTAL DEPOSIT	\$ 55,000.00

CHECKING DEPOSIT



Rainier Beach 057802
Washington

⑆ 125000024⑆ 62432 000⑆



Purchaser: C. MARK WILLIAMS

Bank of America

CASHIER'S CHECK

CR # 2280329865
ISSUE DATE: March 12, 2008

⑆ 2280329865⑆ ⑆ 125000024⑆ 2138 940⑆ 522

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY**

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : **DOCUMENT**
Desc : **SEPTEMBER SITE VISIT**

SENIOR CENTER – Southeast
DATE OF VISIT – Wednesday, September 26, 2007
PEOPLE IN ATTENDANCE – Tara Voss and Alex Arceo. Mark Williams not present.

PURPOSE – discussion of required monthly accounting detail to downtown office, cash receipts, and procedures for bank reconciliations.

REQUIRED ACCOUNTING DETAIL: Alex is aware of the deadlines established by the downtown accounting office regarding monthly accounting reports which are necessary to generate accurate and timely statements. In recent months however, both timeliness and completeness of this report surfaced as areas of concern. The following are examples:

1. Consistent tardiness of deposits/expenses report. Reports are due by the 10th day of the following month in order to generate statements on the 15th; in recent months this report has been emailed on average 2 days late.
2. Wells Fargo deposit batches per the report often do not reflect batches per the bank. WF electronic deposit batch reports (see attached example) are emailed to all center directors (and bookkeepers) by the 5th of the following month for reconciliation prior to submittal to Tara. After review of multiple Daily Receipts logs, noted that information detailed in the Shift Cash Log prepared by the a.m. or p.m. volunteer receptionist was missing, including long/(short) amounts, B&B Diner, and other un-receipted items.
3. Board account deposits are occasionally included in the WF deposits tab, increasing the potential for double booking of revenue.
4. Proper coding of both deposits and expenses, of both operations and board accounts, is frequently missing or incorrect. Alex has been repeatedly informed that previous accounting reports prepared by the previous bookkeeper would serve as a useful guide in generating current month reports, or to call Tara with any coding questions.
5. Monthly outstanding check list on WF expenses tab is missing. Alex appeared unaware of procedure to determine the outstanding checks at month end. Through review of recent monthly WF statements, the beginning outstanding balance was determined as of 9/1/07. Instructed Alex how to review for previous o/s checks which cleared in the current month as well as which checks written during the month which did not clear in order to update the outstanding list at month end.
6. Accurate descriptions and vendor and payee/donor names of both board deposits and checks are not included in reports.

CASH RECEIPTS:

All cash receipts are receipted in writing by the volunteer receptionist via a carbon copy receipt log. Each receipt contains the following information: date, received from, amount receipt number, form of payment, and signature of on-duty receptionist.

There is an a.m. and a p.m. volunteer receptionist shift. Each shift begins with \$25 in "startup" cash to make change if needed. Upon receipting, all cash/checks are placed in a locked cash box at the receptionist area. Each receptionist maintains a separate cash receipts folder. At the end of each shift, the receptionist completes a "Shift Cash Log" which contains the following information: signoff on beginning cash count (\$25), day & date, circled for a.m. or p.m. shift, receptionist name, beginning receipt #, ending receipt #, total of unreceipted items such B&B diner, stamps, soda, snacks. (Note, the total of all unreceipted items is totaled and entered on one carbon receipt, with the supporting register tape attached). A dual cash count is performed by a second staff or volunteer with their signoff. The log is then provided to Alex who initials the sheet upon his review.

At the end of each day, the Daily Receipts log is completed. It details the total cash receipts from the following: B&B diner, morning reception desk, morning thrift shop, afternoon receptionist desk, and afternoon thrift shop. (Note, B&B diner and gift shop cash receipts are dual counted).

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : SEPTEMBER SITE VISIT

There is also a line for long/(short) amounts. This is rarely over \$2. The Daily Receipts log is reviewed and signed by Mark.

Deposits are taken daily, if possible, to Wells Fargo. The deposit slip is prepared by Alex. Natalya Brusilovsky, Program Coordinator, or Mark Williams deliver the deposit to the bank. Alex posts the deposit detail in the monthly schedule and attaches the bank generated deposit slip to the Daily Receipts log.

As noted above, WF deposit batches are often not equal to the detailed sum in the deposits spreadsheet. The importance of updating the schedule on a daily basis, including all un-receipted or long/(short) items, and tying the detailed sum to the bank deposit batch, was stressed.

CASH DISBURSEMENTS:

In previous site visits, noted that most purchases were made via the center's credit card. At this time the credit card is no longer in use. Mark Williams is the sole check signer on the Wells Fargo checking account.

Checks are written for the following: utilities, instructors, custodial expenses, building maintenance, office depot, and various center events. *As the purpose of this site visit was not to perform control testing surrounding cash receipts, no updates to previously noted procedures are documented. At this point, it is unclear who is coding and approving invoices or writing checks. In previous visits, noted that the check's carbon copy was attached to the cancelled invoice and filed by vendor name.*

All blank checks are located in a safe in Alex's locked office. However, all employees have master keys to everyone's office.

Currently, there is no requirement of two signatures for those payments in excess of \$1,000. Senior Services has established an individual check limit of \$4,000. Subsequent review of monthly accounting reports indicated no check written over \$2,100. Suggest an adjusted limit of \$2,500.

BANK RECONCILIATIONS:

WF checking account statements are filed in Alex's office. Depository statements are not mailed to senior centers rather; electronic batch spreadsheets are emailed on a monthly basis.

At the time of the visit, monthly updates to the outstanding check list were not performed. Alex appeared unsure of a proper filing system for the WF statements and indicated that no reviews, by him or Mark, of the WF statements are conducted.

Alex stated that all board bank statements are kept in Mark's office. He was uncertain the extent to which these statements were regularly reviewed, reconciled, and signed off. At the time of the visit, monthly reconciliations of board bank accounts by Tara are well behind schedule due to the issues noted above. On October 26th, a YTD board account open items spreadsheet was emailed to Alex and Mark in order to reconcile the board accounts through September.

CONCLUSION: The September month end report submitted by Alex showed noticeable improvement, and copies of bank statements were mailed in a timelier manner. However, a subsequent site visit (with Mark present) is necessary.

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : SEPTEMBER SITE VISIT

1. Detail testing of disbursements in both operations and board accounts should be performed. That Mark Williams is the sole check signer on the accounts is cause for concern. The previous center director and previous bookkeeper split the invoice coding, signoff, and check writing functions to maintain a proper segregation of duties. This segregation does not appear to have been maintained with the new center management. Recent month end reports indicate checks written to "cash", often with no coding and/or vague description.
2. Review all original board bank statements for reconciliation and proper signoff. Senior Services' reconciliation is meant to serve as a secondary review of statements, not the sole review/reconciliation function.
3. Confirm that all mail is opened by volunteer receptionists in a public area.

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : BRIDGES SITE VISIT REPORT

SENIOR CENTER - Southeast
DATE OF VISIT - Thursday, November 8, 2007
PEOPLE IN ATTENDANCE - Tim Bridges, Mark Williams and Alex Arceo.
PURPOSE - Review of Center's internal control procedures.

I met with Mark Williams, Senior Center Director and Alex Arceo, Administrative Assistant to review internal control procedures at the Southeast Seattle Senior Center.

Mr. Williams gave the following overview of how mail was handled at the Center.

- 1 All mail is given to Mr. Williams
- 2 Mr. Williams goes through the mail, opens it and then distributes it to various staff members.

Mr. Williams gave the following overview of how invoices are processed

- 1 Mr. Williams makes all decisions and approvals with respect to vendors
- 2 Mr. Williams opens all invoices (see above).
- 3 Mr. Williams codes all invoices to expense accounts
- 4 Mr. Williams approves all invoices for payment
- 5 Mr. Williams prepares all checks for approved invoices.
- 6 Mr. Williams signs all checks

Mr. Williams also noted that he was the only authorized signer on the Operations checking account.

Mr. Williams gave the following overview of how checks/cash are processed

- 1 Mr. Williams opens all checks received in the mail (see above)
- 2 If a check is received in the course of the Center's operating day, the receptionist will write a receipt for the amount received.
- 3 At the end of each reception shift, the checks/cash received are dual counted and signed or initialed by the volunteer receptionist and a staff member
- 4 Mr. Arceo will prepare a deposit each day and sign off on the deposit
- 5 Mr. Williams reviews each deposit and initials it.
- 6 The deposits are kept in the Center's safe until they are taken to the bank, usually 2-3 times per week.

Mr. Williams also stated that different receipt book was used for each day of the week (i.e. a 'Monday' receipt book on Mondays, a 'Tuesday' receipt book on Tuesday, etc.)

Mr. Williams gave the following overview of bank reconciliation procedures

- 1 Mr. Arceo reconciles the Operations accounts with Wells Fargo
- 2 Mr. Williams will review and will sometime initial
- 3 Mr. Williams will prepare the bank reconciliations for the 'Board' accounts
- 4 Mr. Williams will review these with Trudy McCleary, Center Board President and Gisela Baxter, Center Board Treasurer.
- 5 Ms. McCleary or Ms. Baxter would sometimes initial the reconciliations after this review.

During this overview, Mr. Williams did the speaking. Mr. Williams also stated that the Center had no written procedures for these activities and 4 times referenced Mr. Arceo not yet completing his 6 month probationary period with the Agency.

Testing

After this interview, I did a small amount of detail testing with Mr. Arceo. I reviewed the month of October for deposits and the month of September for checks. I had hoped to review the bank reconciliations, but after discussing the matter with Mr. Arceo, it is apparent that bank reconciliations are not being done for the Operations Account. Mr. Arceo stated that he [Mr. Arceo] would reconcile the deposits and that Mr. Williams would reconcile the checks written. It is clear that no bank reconciliations are occurring at the Center. The Center's filing system is organized by month, one file for deposits and one for checks. The system has Board and Operations detail in the same file.

In my review of the deposits I noted that the receipts for the Thrift Store operated by the Center were unverifiable and did not match the tape that came from the cash register used at the store. There were several instances of only one set of initials on the 'dual count' at the end of a reception shift. There were instances of the cash log appearing to have been

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2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : BRIDGES SITE VISIT REPORT

rewritten. There were several instances of multiple numbers written on the cash log making it difficult to see which numbers had been agreed to and signed off on.

In my review of the checks I noted that many of the invoices did not have an approval. I also noted that Trudy McCleary, the Board President, was being paid large sums from the Board's 'Property' Account (further review shows that Ms. McCleary has been paid \$16,161 through September, 2007). Mr. Williams approves his own expense reports and cuts and signs the check for same.

Conclusions

I believe that the internal controls and segregation of duties at the Southeast Seattle Senior Center are nonexistent. Mr. Williams is substantially involved in every step of every process and exerts absolute control over all the processes. This is best illustrated by his handling of the incoming mail and the cash disbursement process. There is no check or control on Mr. Williams in any of the processes reviewed. This is a substantial risk factor for the Agency and the Center.

Recommendations

- 1 With the direction and oversight of his supervisor, Mr. Williams should institute a regimen of written procedures, consistent with the Agency's policies concerning segregation of duties and internal control. The accounting department will assist in any way requested and required.
- 2 There should be a detailed audit of all checks and deposits for the last six months conducted by the accounting department.
- 3 Training in proper procedures for filing, bank reconciliations and other activities should be given by the accounting department.
- 4 The accounting department should conduct additional on site audits and reviews, at least one before the end of 2007 and one in each quarter of 2008 to confirm that all proper procedures are in place and are being followed.

Submitted by Tim Bridges, November 13, 2007

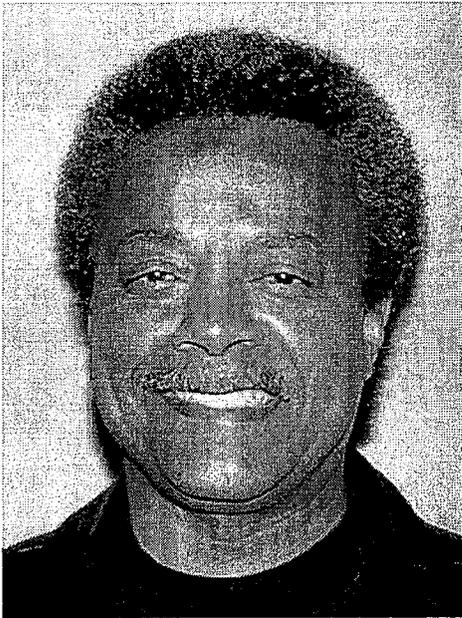
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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : PICTURE
Desc : WILLIAMS DOL PHOTO

Department Of Licensing – IDL System



A handwritten signature in black ink, appearing to read "C. Mark Williams".

Picture Number: WILLICM539LP
Control Number: 32041643C1108
Name: WILLIAMS,CARLTON MARK
Production Status: Mailed – 06-16-2004
Issue Date: 06-12-2004
Report Date: May 29, 2009 10:22:44 AM

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Monday, June 11, 2007 15:49
To: Tara Voss
Subject: RE: May King County reports

Will do.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Monday, June 11, 2007 3:39 PM
To: Mark Williams; Mistey Richardson
Subject: May King County reports

Hi Mark/Mistey,
I'm missing your King County SER report and narrative for May. I'm hoping to get the invoice out to Roz tomorrow. Do you think you can email me your reports by then? Thanks!

Tara Voss
Controller
Senior Services
2208 Second Avenue
Seattle, WA 98121
(206) 727-6298
(206) 448-5766 (fax)
www.seniorservices.org

04/24/08

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Thursday, July 12, 2007 15 25
To: Tara Voss
Subject: RE: King County Report

I understand. However, with Mistey's resignation, data collection and report preparation has been impacted this month. I'll do better next month. Hopefully I'll have an Admin. Assistant in place within the next couple of weeks.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Thursday, July 12, 2007 3:11 PM
To: Mark Williams
Subject: RE: King County Report

I email the reports to Roz so not need to worry about that. Just an FYI, I like to have all support for invoicing in by the 10th of the month. Thanks!

-----Original Message-----

From: Mark Williams
Sent: Thursday, July 12, 2007 3:04 PM
To: Tara Voss
Subject: King County Report

Tara, I did not e-mail this to Roseland, yet, should I? By the way, you will notice a significant increase in the **Unduplicated Count Total**. This increase is due primarily to two events; **Farmer's Market Voucher Distributions on June 14th & 15th, and the Health Fair on June 30th**. Anyway, since Mistey had been e-mailing this report, I am not sure if it goes to both you and Roseland or just you. Please advise. Thanks

04/24/08

SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY

GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Monday, July 16, 2007 12:18
To: Tara Voss
Subject: RE: June Financials-2007

Will do.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Monday, July 16, 2007 11:57 AM
To: Mark Williams
Subject: RE: June Financials-2007

Thanks Mark. I only have one question so far. I don't see that your checking account (with Wells Fargo) has been reconciled to show the current outstanding checks. When you get a chance, can you please update that tab on your spreadsheet and email that back to me? All of the senior centers are now required to reconcile these accounts on a monthly basis for audit purposes.

-----Original Message-----

From: Mark Williams
Sent: Friday, July 13, 2007 5:03 PM
To: Tara Voss
Subject: June Financials-2007

Tara, here's my June Financial inputs. Unfortunately, I think I disarmed the automatic adding feature on the Property Account. Otherwise I believe everything is correct. I have been swamped. I do apologize for the delay. Call me if you have any questions.

04/24/08

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Friday, August 03, 2007 12:23
To: Tara Voss
Subject: RE: 06-2007 Statements

Yes I will get them into you today. Somehow I had a problem attempting to update the attachment you sent to me, and save it to remit it to you. Alex is working with me to straighten things out. By the way, what account code do I use for remitting the City of Seattle Gambling Tax Return Payment?

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Friday, August 03, 2007 8:17 AM
To: Mark Williams
Subject: RE: 06-2007 Statements

Mark,
I am still missing your updated year end projections. Please let me know if you won't be able to email these today.
Thanks,
Tara

-----Original Message-----

From: Tara Voss
Sent: Tuesday, July 17, 2007 9:39 AM
To: Mark Williams
Subject: 06-2007 Statements

Hi Mark,
Attached are your June 2007 monthly statements. Please update your year end projections and email them back to me by next Tuesday, July 24th. I will run your board statements once you can get me that information on the director discretionary and board designated bank accounts. Manual statements are in today's mail. Thank you!

Tara Voss
Controller
Senior Services
2208 Second Avenue
Seattle, WA 98121
(206) 727-6298
(206) 448-5766 (fax)
www.seniorservices.org

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Friday, August 10, 2007 11 31
To: Tara Voss
Cc: Mark Williams
Subject: July 2007 Reports
Attachments: SESC July 2007 Month End Report - comp 08-10-2007.xls; 07-2007 SESC.xls

Tara,

Good morning!!! Please find attached the following files:

- 1) July 2007 Month End Report from SESC
- 2) 07-2007 SESC Report

Per your instructions, we have compared your 07-2007 SESC report with our records and they match. If it is of any importance, the last two days of July aren't reflected on the report. In addition, the deposits for June 28 and 29, 2007 are listed as the bottom two entries.

Please let me know if there is any other information we need to provide.

Thank you.

Alexander L. Arceo
Administrative Assistant
South East Senior Center
206-722-0317

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Monday, September 10, 2007 09:09
To: Denise Klein; Karen Beisner
Cc: !Executive Team
Subject: RE: Home Phone #s.doc

FYI. My home phone number is (206) 723-1734, my cell number is (206) 999-7128. My wife Marie's cell number is (206) 719-2012.

From: Denise Klein [mailto:DeniseK@seniorservices.org]
Sent: Sunday, September 09, 2007 8:25 PM
To: Karen Beisner
Cc: !Executive Team
Subject: Home Phone #s.doc

Here are some phone numbers I collected during the building disaster. Some are updates. I've left some blank. And we may want to add others to this list. I suggest it include all supervisors.

Although Karen can maintain the updated list, I think we all need to have access or a copy:

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Thursday, September 13, 2007 10:51
To: Tara Voss
Cc: alex arceo
Subject: RE: August King County report

Will do. Alex is compiling the unduplicated count. Once this is done I'll e-mail you both the narrative and service activity reports.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Thursday, September 13, 2007 9:20 AM
To: Mark Williams
Cc: alex arceo
Subject: August King County report

Hi Mark,
I'm missing your August narrative and monthly service report for the King County Aging contract. Can you please email that to me today? I'd like to get the invoice out by this evening. Thanks!
Tara

Tara Voss
Controller
Senior Services
2208 Second Avenue
Seattle, WA 98121
(206) 727-6298
(206) 448-5766 (fax)
www.seniorservices.org

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Monday, September 17, 2007 11 21
To: Tara Voss
Cc: Mark Williams
Subject: RE: missing August trial balance
Attachments: 08-2007 SESC Trial Balance Report.xls

Tara,

Good morning! I have attached a file I believe is what you need. Please let me know if this is not what you are looking for.

Thanks!

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

-----Original Message-----

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Monday, September 17, 2007 10:05 AM
To: alex arceo
Cc: Mark Williams
Subject: missing August trial balance

Hi Alex,
I'm missing your August trial balance report. Have you emailed that yet? I am running statements this morning.
Thanks,
Tara

Tara Voss
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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Friday, September 21, 2007 12:56
To: Tara Voss
Subject: RE: July board activity

I have noticed this also and directed my concern to Mark about this.

I think it would be good for you to come down and go over this with us. I would be more comfortable knowing what is expected of me and preparing the work I am responsible for in acceptable format.

The morning will work for me.

If Tuesday or Wednesday morning at say around 9 AM would work for you that would be fine. Let me know which will work best for you or, if you had a time more convenient for you. I should be flexible enough to accommodate your schedule.

Thanks!

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

-----Original Message-----

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Friday, September 21, 2007 12:44 PM
To: alex arceo
Cc: Mark Williams; Joanne Donohue
Subject: RE: July board activity

Thanks Alex. The more I think about it, I'd like to come out to your center for a visit sometime next week. Monday isn't a good day for me but I am fairly open the remainder of the week. I'd like to go over the reporting of deposits, expenses, and board activity. My guess is it will take a couple hours. I'm a bit concerned because the August deposits still do not tie to the bank schedule. I've found some that do, the majority do not. My understanding is that there are controls and procedures in place to make sure the deposit batches per your records tie to the bank's records. That we have so many days where these amounts do not tie is a problem.

Would you let me know which days work best for you? I would prefer to meet in the morning as opposed to later in the day. My mind is fresher then!

Thanks,
Tara

-----Original Message-----

From: alex arceo
Sent: Friday, September 21, 2007 12:37 PM
To: Tara Voss
Cc: Mark Williams
Subject: RE: July board activity

Tara,

Mark is out of the office today. I will try to rectify what I can and send it to you as soon as I can.

Thank you.

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

-----Original Message-----

04/24/08

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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Friday, September 21, 2007 12:09 PM
To: Mark Williams; alex arceo
Subject: July board activity

Hello Mark/Alex,
Thanks for emailing me your updated schedule. I will hopefully get that imported to the g/l this afternoon and generate your statements today or Monday morning. My records indicate however, that I am missing information I needed in order to import your July board activity.

You'll see on the attached spreadsheet that I have 4 tabs highlighted blue. Within each of those tabs I have further highlighted the specific areas I am missing info. What it basically comes down to is the same issue we had with August. I'm missing vendor names on checks, donor/payee names on deposits, etc.

I have 2 additional questions though:

1. Property account: I see a \$7K funds transfer. What account was this deposited to? It looks like it could have been the Treasury Account; however, that tab lists an \$8K funds transfer, not \$7K. All funds transfers must always net to zero. Can you please explain what's going on here?

2. Board Designated account: there were 3 checks written to Trudy McCleary. 2 of them relate to a rummage sale but one I believe is mistakenly coded to 84090 which is 'Contracted Building Services'. Am guessing you meant to code this 64500.

Can you please update this schedule and email back to me? Thanks.
Tara

Tara Voss
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www.seniorservices.org

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Tuesday, September 18, 2007 11:03
To: Tara Voss; alex arceo
Subject: RE: missing August trial balance

You will have it today.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Tuesday, September 18, 2007 10:29 AM
To: alex arceo
Cc: Mark Williams
Subject: RE: missing August trial balance

Actually, what I am looking for is the report detailing your individual deposit transaction, checks, and board activity. This report is supposed to be emailed to me by the 10th of the following month (ex: Aug. report was due Sept. 10th) so that I can import this detail to our general ledger and issue your monthly financial statements by the 15th. I need this report as soon as you can get it to me.
Thanks,
Tara

-----Original Message-----

From: alex arceo
Sent: Monday, September 17, 2007 11:21 AM
To: Tara Voss
Cc: Mark Williams
Subject: RE: missing August trial balance

Tara,

Good morning! I have attached a file I believe is what you need. Please let me know if this is not what you are looking for.

Thanks!

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

-----Original Message-----

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Monday, September 17, 2007 10:05 AM
To: alex arceo
Cc: Mark Williams
Subject: missing August trial balance

Hi Alex,
I'm missing your August trial balance report. Have you emailed that yet? I am running statements this morning.
Thanks,
Tara

Tara Voss
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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Thursday, September 20, 2007 15:13
To: Tara Voss
Cc: Mark Williams
Subject: August 2007 Expense Log Final Version.xls
Attachments: August 2007 Expense Log Final Version.xls

Tara,

Thank you for your patience and for clarifying what you need from me. I try to do better next month.

Please find attached the information you need.

Alexander L. Arceo

Administrative Assistant

South East Seattle Senior Center

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Friday, September 21, 2007 12:37
To: Tara Voss
Cc: Mark Williams
Subject: RE: July board activity
Follow Up Flag: Follow up
Due By: Monday, September 24, 2007 00:00
Flag Status: Completed

Tara,

Mark is out of the office today. I will try to rectify what I can and send it to you as soon as I can.

Thank you.

Alexander L. Arceo
Administrative Assistant
South East Seattle Senior Center

-----Original Message-----

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Friday, September 21, 2007 12:09 PM
To: Mark Williams; alex arceo
Subject: July board activity

Hello Mark/Alex,

Thanks for emailing me your updated schedule. I will hopefully get that imported to the g/l this afternoon and generate your statements today or Monday morning. My records indicate however, that I am missing information I needed in order to import your July board activity.

You'll see on the attached spreadsheet that I have 4 tabs highlighted blue. Within each of those tabs I have further highlighted the specific areas I am missing info. What it basically comes down to is the same issue we had with August. I'm missing vendor names on checks, donor/payee names on deposits, etc.

I have 2 additional questions though:

1. Property account: I see a \$7K funds transfer. What account was this deposited to? It looks like it could have been the Treasury Account; however, that tab lists an \$8K funds transfer, not \$7K. All funds transfers must always net to zero. Can you please explain what's going on here?

2. Board Designated account: there were 3 checks written to Trudy McCleary. 2 of them relate to a rummage sale but one I believe is mistakenly coded to 84090 which is 'Contracted Building Services'. Am guessing you meant to code this 64500.

Can you please update this schedule and email back to me? Thanks.

Tara

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: alex arceo
Sent: Thursday, September 27, 2007 16:21
To: Tara Voss
Cc: Mark Williams
Subject: August 2007 Expense Log Final 09-27-07.xls
Attachments: August 2007 Expense Log Final 09-27-07.xls

Tara,

Please find attached the latest August Report. The deposit worksheet has been corrected. Please let me know if there is any other information you need.

Thanks!

Alexander L. Arceo

Administrative Assistant

South East Seattle Senior Center

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Tara Voss
Sent: Thursday, October 04, 2007 08 58
To: Tim Bridges
Subject: August SESC

Attachments: RE: missing August trial balance; RE: July board activity; RE: July board activity; August 2007 Expense Log Final 09-27-07.xls; August 2007 Expense Log Final Version.xls; July 2007 Reports; RE: 06-2007 Statements; RE: May King County reports; RE: King County Report; RE: June Financials-2007; RE: August King County report; RE: missing August trial balance

Tim, here is a string of emails that I believe portray the concerns I have out at Southeast. Some things to note:

1. The 'July 2007 Reports' – complete lack of detail on all board tabs.
2. When I emailed Alex about where his August detail was, the report he emails me back with is the WF deposit batch schedule that I originally emailed to him for comparison with his records! Shocking that he felt that was the same schedule as the monthly trial balance schedule he's supposed to send me.
3. Even after my training visit last week, Alex continued to include board deposits with the WF deposits tab. It's odd, Mark (if he was reviewing this report) should have caught that before I did.

I'll update my site visit recap today and email that to you as well.

Tara Voss
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Senior Services
2208 Second Avenue
Seattle, WA 98121
(206) 727-6298
(206) 448-5766 (fax)
www.seniorservices.org

04/24/08

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Attachment - Type : DOCUMENT
Desc : VOSS EMAILS

Tim Bridges

From: Mark Williams
Sent: Thursday, February 28, 2008 18:11
To: Tara Voss; alex arceo
Cc: Tim Bridges; Joanne Donohue
Subject: RE: disbursement support on board expenses

Hello Tara. I am somewhat perplexed by your sense of urgency with this request. When Tim and you were out here conducting your internal audit you never asked for this data, although I explained at the time that I maintained the Board Files and Alex maintained the operation files. You could have received those source documents prior to your audit at that time. I am glad that Alex was able to locate and fax the work orders he was, prior to my return to the office. As you know we have been working with Joanne to develop and implement cash handling and disbursement procedures that address check and balances and as well proper filing of our financial records. Those procedures are in place as of this month. As I mentioned in the information that I faxed to you, I still need to provide you with the 7/30/07 work order for David Burrell and the invoices from Brennan. I am thinking that they are attached to the July statements. I will forward this information to you tomorrow morning. For the record, I am not accustomed to being dictated to! Same day demands do not set well with me. Please keep this in mind in the future. Thanks.

From: Tara Voss [mailto:TaraV@seniorservices.org]
Sent: Thursday, February 28, 2008 1:32 PM
To: Mark Williams; alex arceo
Cc: Tim Bridges; Joanne Donohue
Subject: disbursement support on board expenses
Importance: High

Hi Mark/Alex,
Please see attached schedule of the monthly transactions, beginning July 2007, which hit your 1st Savings Bank of Renton Treasury Account. There are 7 tabs in total. On each tab you will notice that I have certain disbursements highlighted yellow. For each of these transactions Tim and I need you to fax me the support you have on file (invoices, check copies, etc.). I need this information faxed to me by the end of the day today.
Thanks,
Tara

Tara Voss
Controller
Senior Services
2208 Second Avenue
Seattle, WA 98121
(206) 727-6298
(206) 448-5766 (fax)
www.seniorservices.org

04/24/08

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Attachment - Type : DOCUMENT
Desc : WILLIAMS' REPAYMENT LETTER

From: Comcast Mail [mailto:cmwemw@comcast.net]
Sent: Sunday, March 09, 2008 9:50 AM
To: Denise Klein; Joanne Donohue
Subject: Repayment Request

Once again let me extend my sincere apology for my irresponsible actions in misappropriating the SESSC Board Funds.

I cannot begin to explain my personal disappointment and sorrow for betraying the trust of the SESSC Members and Staff that I loved, the Senior Services Agency that I respected, and my family who now have to share the indignation of my actions with me.

Over the last few days I have given considerable thought to the fact that above the \$35,000.00 that I submitted with my resignation, that there is more money that I misappropriated from the Center's Board Accounts.

I believe the amounts are Approximately \$16,000.00 from the Director's Discretionary Account, and \$30-35,000.00 from the other Board accounts. The grand total being in the neighborhood of \$50-55,000.00, of which I plan to repay.

I do not want to subject anyone to any further distraction or disappointment in delaying settling this issue.

If I am able to repay the additional \$50-55,000 within a reasonable time period, will this be punishment enough to resolve any further actions against me? If these numbers are too high, I would ask that any excess amounts be donated to the SESSC.

I have decided to seek counseling to help me resolve the contributing factors that led to my indiscretions.

I know that there is nothing that I can do to restore the trust that I have lost, however I will perservere to find other ways to make positive contributions to my community, and never allow myself to pursue this kind of behavior.

I do hope that you will give me this opportunity to resolve this matter.

Denise, I left a voicemail on your cell phone requesting that you or Joanne call me. I can be reached at (206) 723-1734, or (206) 999-7128.

Regretfully,
C. Mark Williams

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

2799 - 0 EMBEZZLE

Attachment - Type : DOCUMENT
Desc : WILLIAMS' REPAYMENT LETTER

From: Comcast Mail [mailto:cmwemw@comcast.net]
Sent: Sunday, March 09, 2008 11:14 AM
To: Denise Klein; Joanne Donohue
Subject: Repayment Request Addendum
Importance: High

Upon further review of the my earlier e-mail, I failed to be specific about my repayment actions and timeframe. I plan to secure the funds and have a cashier's check in the amount of \$55,000.00 made to SESSC and available by or no later than Friday, March 14th. These funds can either be given directly to you or Gisela Baxter. I will keep you apprised as to the time and delivery of the check.

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GO 2008-86648 (ARREST - FEL)

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Attachment - Type : ATTACHMENT

Desc : WILLIAMS' EMPLOYMENT APPLICATION- HANDWRITTEN

43

APPLICATION FOR EMPLOYMENT

NAME LAST WILLIAMS		FIRST C.		MIDDLE MARK	
ARE YOU OVER AGE 18? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		WILL VISA OR IMMIGRATION STATUS PREVENT LAWFUL EMPLOYMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		TODAY'S DATE 09-21-06	
EMAIL ADDRESS CMWEMWA@comcast.net		PHONE (206) 723-1734		DATE AVAILABLE TODAY	
POSITION APPLIED FOR CENTRAL AREA SENIOR SVCS. DIR.				SALARY DESIRED \$55,000+	
PRESENT ADDRESS STREET 6113 S. RYAN ST.		CITY SEATTLE		STATE ZIP WA- 98178	
FORMER ADDRESS STREET		CITY		STATE ZIP	
FORMER ADDRESS STREET		CITY		STATE ZIP	
IN EMERGENCY NOTIFY E. MARIE WILLIAMS				EMERGENCY PHONE (206) 719-2012	



EDUCATION RECORD

NAME OF SCHOOL	LOCATION	YEARS ATTENDED	DID YOU GRADUATE?	YR. LEFT SCHOOL	MAJOR MINORS	DEGREE RECEIVED
HIGH SCHOOL JAMES A. GARFIELD	SEA. WA.	1962-65	YES	1965		DIPLOMA
COLLEGE WASHINGTON STATE UNIV.	PULLMAN WA	1965-70	YES	1970	ENGLISH BUSINESS	B.A.
COLLEGE PITTSBURGH UNIV.	PITTSBURGH PA	1988	YES	1988	EDUCATIONAL MGMT	CERTIFICATION
OTHER SEATTLE COMM. COLLEGE	SEA. WA.	2002	YES	2002	TEACHING CERT. EDUC.	PROFESSIONAL TECHNICAL Teaching Cert.

EMPLOYMENT RECORD: List Last Three Employers

PREVIOUS EMPLOYERS	EMPLOYMENT DATES	SALARY	POSITION	ELIGIBLE FOR REHIRE
NAME SEATTLE Vocational Institute	FROM 2001-2003	STARTING \$21.00/hr	STARTING ADMISSIONS	YES
ADDRESS 2104 S. JACKSON (SEA.)	TO 2003-2005	ENDING \$25/hr	ENDING FACULTY COND.	NO
SUPERVISOR DR. NORMAN BROOKS	REASON FOR LEAVING LACK OF WORK HOURS			
NAME PUGET SOUND O.I.C.	FROM 4/2001	STARTING \$25/hr + Comm	STARTING MGR/CASE MGMT	YES
ADDRESS RENT, WA.	TO 8/2001	ENDING \$25/hr + Comm	ENDING MGR/CASE MGMT	NO
SUPERVISOR JOE DRAKE	REASON FOR LEAVING LOSS OF FUNDING			
NAME BONNEY-WATSON Funding	FROM 2000	STARTING	STARTING	YES
ADDRESS SEATTLE, WA.	TO 2004	ENDING	ENDING	NO
SUPERVISOR DOUG MILLER	REASON FOR LEAVING PURSUED JOB OPPORTUNITY			
REFERRED BY: Gloria Ross	HAVE YOU EVER WORKED FOR SENIOR SERVICES OF SEAKC BEFORE? NO			
LIST PERIODS OF UNEMPLOYMENT OF MORE THAN THIRTY DAYS, AND EXPLAIN SINCE I AM RETIRED, I AM NOT SURE THIS SECTION APPLIES TO ME? MY RETIREMENT DATE IS JULY 2002. I HAVE HAD PERIODS OF UNEMPLOYMENT SINCE MY RETIREMENT.				

SENIOR SERVICES OF SEATTLE/KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN, MARITAL STATUS, VETERAN STATUS, OR THE PRESENCE OF ANY SENSORY, MENTAL OR PHYSICAL DISABILITY OR ANY OTHER BASIS PROHIBITED BY FEDERAL, STATE, OR LOCAL LAW.

OVER 6/16/06

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Attachment - Type : ATTACHMENT

Desc : WILLIAMS' EMPLOYMENT APPLICATION- HANDWRITTEN

PERSONAL DATA

WHO REFERRED YOU TO THIS AGENCY? <i>Gloria Ross</i>
WITHIN THE LAST SEVEN YEARS HAVE YOU BEEN CONVICTED OR PLED NO CONTEST TO ANY CRIMINAL OFFENSE INVOLVING DISHONESTY OR BREACH OF TRUST? (Conviction Of Such A Crime Will Not Necessarily Bar You From Employment With The Agency) <i>NO</i>
IF YES, INDICATE NATURE OF OFFENSE, DATE, COURT, AND DISPOSITION
IS THERE ANYTHING THAT WILL INTERFERE WITH YOUR ABILITY TO PERFORM, ON A REGULAR BASIS, THE DUTIES OF THE JOB FOR WHICH YOU ARE APPLYING? <i>NO</i>

U.S. MILITARY SERVICE

BRANCH OF SERVICE	DATE IN	DATE OUT	WHERE SERVED	SPECIALTY
<i>N/A</i>				

EXPERIENCE

DESCRIBE YOUR SKILLS PERTINENT TO THIS POSITION:
<i>• EXTENSIVE MANAGERIAL SKILLS</i>
<i>• FAMILIAR WITH CENTRAL AREA SENIOR CENTER & SOME OF ITS MEMBERS</i>
<i>• EXCELLENT VERBAL/WRITTEN COMMUNICATION SKILLS</i>
<i>• EXTENSIVE EXPERIENCE IN LEADING NON-PROFIT ORGANIZATIONS</i>
INDICATE ANY OTHER SKILLS RELATED TO THE POSITION YOU ARE SEEKING
<i>• PROFICIENT WITH MS OFFICE SUITE</i>
<i>• EXPERIENCED IN PROGRAM DEVELOPMENT AND CREATIVE FUNDRAISING</i>
<i>• EXTENSIVE EXPERIENCE IN WORKING A BOARD OF DIRECTORS AND VOLUNTEERS</i>

PLEASE ATTACH RESUME IF AVAILABLE

I certify that the information given by me to Senior Services of Seattle/King County is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered to conflict with Senior Services of Seattle/King County's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I authorize Senior Services of Seattle/King County to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Senior Services of Seattle/King County from any liability for future references it may provide regarding my work history at the agency.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Senior Services of Seattle/King County or myself. I understand that no representative of Senior Services of Seattle/King County, other than the authorized officer of the agency, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if Senior Services of Seattle/King County advances any paid leave before it has been accrued, or advanced or loans me any money during the course of my employment, or if I lose, damage, or fail to return any agency property, Senior Services of Seattle/King County is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature *C. Mark Orr* Date *09-21-06*

FOR AGENCY'S USE ONLY

**SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY**

GO 2008-86648 (ARREST - FEL)

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Attachment - Type : **ATTACHMENT**

Desc : **WILLIAMS' EMPLOYMENT APPLICATION- HANDWRITTEN**

Standard Insurance Company

Enrollment and Change Form

Mark all boxes and complete all sections that apply. Return completed form to your Human Resources Department.

APPLICANT	Your Name (Last, First, Middle) WILLIAMS, CARLTON, MARK		Group Name Senior Services of Seattle/King County		Group Number(s) 639936	
	Your Address 6113 So. RYAN ST.		City SEATTLE		State WA	ZIP 98178
LIFE INSURANCE	Your Soc. Sec. No. 530-44-7355		Date of Birth 06/17/47		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
	Job Title/Occupation DIRECTOR					
DISABILITY	Check with your Human Resources Department about coverage options available to you and Evidence Of Insurability requirements.					
	Life Insurance <input checked="" type="checkbox"/> Life with AD&D Employer Paid					
BENEFICIARY	Check with your Human Resources Department about coverage options available to you and Evidence Of Insurability requirements.					
	Long Term Disability <input checked="" type="checkbox"/> Employer Paid LTD					
CHANGE	This designation applies to Life/Life with AD&D Insurance available through your Employer, if any. Designations are not valid unless signed, dated, and delivered to the Employer during your lifetime. See page 2 for further information.					
	Primary - Full Name ELAINE MARIE WILLIAMS		Address 6113 So. RYAN ST. SEATTLE, WA. 98178		Soc. Sec. No.	Relationship % of Benefit WIFE 100%
SIGNATURE	Contingent - Full Name VINCENT VANCE WILLIAMS		Address 418-17th AVE SE #15F APT 101		Relationship % of Benefit SON	
	CHRISTOPHER MARK WILLIAMS		6113 So RYAN ST. SEATTLE WA 98178		SON	
Use this section only when you wish to make a change after insurance becomes effective and sections that apply.						
<input type="checkbox"/> Add Dependent <input type="checkbox"/> Delete Dependent <input type="checkbox"/> Name Change <input type="checkbox"/> Beneficiary Change <input type="checkbox"/> Other						
Date of add/delete _____ Former name _____						
I wish to make the choices indicated on this form. If electing coverage, I authorize deductions from my wages to cover my contribution, if required, toward the cost of insurance. I understand that my deduction amount will change if my coverage or costs change.						
Member/Employee Signature Required C. Mark Williams				Date (Mo/Day/Yr) 11/14/2007		
Human Resources Department - Complete this section. Retain form for your records.						
Division ID 01	Billing Category 00	Date of Hire or Rehire	Hours Worked Per Week	Earnings \$	Per: <input type="checkbox"/> Hour <input type="checkbox"/> Wk <input type="checkbox"/> Mo <input type="checkbox"/> Yr	

**SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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SEATTLE
POLICE
DEPARTMENT

GENERAL OFFENSE REPORT

GENERAL OFFENSE #
2008-086648
RELATED EVENT #

INCIDENT INCIDENT AND ARREST ARREST ONLY

Reported:		Occurred (on or between):						
Date	Time	Date	Time	Date	Time			
3/07/08	0909	12/06	2008 MAR -7 PM 10:02	3/07/08				
Submitted by:		Serial #	Org. Unit	Secondary Officer	Serial #	Approved by:	Serial #	Date:
L. Harris		7403	B112M	S. Cook	6325	<i>[Signature]</i>	3812	3/7/08

Location of Occurrence:

Street Address	Apartment/ Suite #	City	State	Zip	Beat	Census Tract
4655 S Holly St		Seattle	WA	98118	S1	111

Offense	Complete or Attempt?	1. Used	2. Loc Type	3. # of Units	4. Entry Method (Burglary Only)	5. Criminal Activity	6. Weapon/Force
#1 EMBEZZLE	<input checked="" type="checkbox"/> C <input type="checkbox"/> A	N / - / -	5		<input type="checkbox"/> N <input type="checkbox"/> F	- / - / -	- / - / -
#	<input type="checkbox"/> C <input type="checkbox"/> A	- / - / -			<input type="checkbox"/> N <input type="checkbox"/> F	- / - / -	- / - / -
#	<input type="checkbox"/> C <input type="checkbox"/> A	- / - / -			<input type="checkbox"/> N <input type="checkbox"/> F	- / - / -	- / - / -
#	<input type="checkbox"/> C <input type="checkbox"/> A	- / - / -			<input type="checkbox"/> N <input type="checkbox"/> F	- / - / -	- / - / -

1. Suspect Used (Limit 3) <small>This data element is used to indicate whether the offenders were suspected of using alcohol/drugs during or shortly before the incident, or of using a computer to perpetrate the crime.</small> A - Alcohol C - Computer Equipment D - Drugs/Narcotics N - Not Applicable	2. Location Type (Mandatory for all Offenses) 1 - Air Bus/Terminal 2 - Bank/Savings/Loan 3 - Bar/Night Club 4 - Church/Synagogue/Temple 5 - Commercial/Office Building 6 - Construction Site 7 - Convenience Store 8 - Department/Discount Store 9 - Drug Store/Dr's Office/Hospital 10 - Field/Woods/Park 11 - Government/Public Building 12 - Grocery/Supermarket 13 - Street/Highway/Alley/Sidewalk 14 - Hotel/Motel/Etc 15 - Jail/Prison 16 - Lake/Waterway 17 - Liquor Store 18 - Parking Lot/Garage 19 - Rental Storage Facility 20 - Residence/Home 21 - Restaurant 22 - School/College 23 - Service/Gas Station 24 - Specialty Store 25 - Other/Unknown
---	---

3. Number of Units Burglary Only Number of Units is needed ONLY when Location 14 (Hotel/Motel) or Location 19 (Rental Storage) is used	5. Criminal Activity (Limit 3) Only for Counterfeit/Forgery/Drug/Narcotics/Gambling/Pornography/Possess/Steal/Property/Weapons Offenses B - Buying/Receiving C - Cultivating/Manufacturing/Publishing D - Distributing/Selling E - Exploiting Children J - Gang, Juveniles N - Gang, None/Unknown O - Operating/Promoting/Assisting G - Gang, Other P - Possessing/Concealing T - Transporting/Transmitting/Importing U - Using/Consuming	6. Weapon/Force Used (Limit 3) Only Crimes Against PERSONS-Select Weapon Used or Displayed 85 - Asphyxiation 90 - Blunt Object 70 - Drugs/Narcotics/Pills 60 - Explosives 65 - Fire/Incendiary Devices 11 - Firearm (Unk Type) 11a - Firearm-Full Auto (Unk Type) 11b - Firearm, Other 11c - Firearm-Full Auto, Other 12 - Handgun 12a - Handgun-Full Auto 20 - Knife/Cutting Instrument 35 - Motor Vehicle 99 - None 90 - Other Weapon 40 - Personal Weapons (Hands/Fists/Teeth/Etc) 90 - Poison 10 - Rifle 10a - Rifle-Full Auto 14 - Shotgun 14a - Shotgun-Full Auto 95 - Unknown
---	--	--

Special Study (Limit 2)	Bias/Anti (Hate Crimes)	32 - Anti-Hispanic	25 - Anti-Other Religion
<input type="checkbox"/> 13 - Anti-American Indian/Alaskan Native	<input type="checkbox"/> 31 - Anti-Homosexual (Gay and Lesbian)	<input type="checkbox"/> 71 - Anti-Homeless	<input type="checkbox"/> 51 - Anti-Physical Disability
<input type="checkbox"/> 14 - Anti-Asian/Pacific Islander	<input type="checkbox"/> 24 - Anti-Islamic	<input type="checkbox"/> 43 - Anti-Homosexual (Gay and Lesbian)	<input type="checkbox"/> 23 - Anti-Protestant
<input type="checkbox"/> 27 - Anti-Atheist/Agnostic/Etc	<input type="checkbox"/> 21 - Anti-Jewish	<input type="checkbox"/> 24 - Anti-Islamic	<input type="checkbox"/> 53 - Anti-Sensory Disability
<input type="checkbox"/> 45 - Anti-Bisexual	<input type="checkbox"/> 41 - Anti-Male Homosexual (Gay)	<input type="checkbox"/> 11 - Anti-White	<input type="checkbox"/> 11 - Anti-White
<input type="checkbox"/> 12 - Anti-Black	<input type="checkbox"/> 15 - Anti-Multi Racial Group	<input checked="" type="checkbox"/> 88 - None (no bias)	<input type="checkbox"/> 90 - Unknown
<input type="checkbox"/> 22 - Anti-Catholic	<input type="checkbox"/> 52 - Anti-Mental Disability		
<input type="checkbox"/> 42 - Anti-Female Homosexual (Lesbian)	<input type="checkbox"/> 26 - Anti-Multi Religion Group		
<input type="checkbox"/> 61 - Anti-Gender, Female	<input type="checkbox"/> 33 - Anti-Other Ethnicity/National Origin		
<input type="checkbox"/> 62 - Anti-Gender, Male			
<input type="checkbox"/> 44 - Anti-Heterosexual			

Gang Involved: M-Motorcycle O-Organized Crime U-Possible P-Prison S-Street N-No Involvement

Additional Distribution:

Violent Crimes Special Investigations Burg/Theft Juvenile Auto Theft

Special Victims Crimes Crime Analysis K9 Other

Narcotics Vice

2008-086648

**SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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SEATTLE
POLICE
DEPARTMENT

GENERAL OFFENSE REPORT

GENERAL OFFENSE #
2008-086648

Enter Number of:					
Victims	4	Other Persons	Arrestees	1	Suspects
Vehicles	1	Institutions	Statements, Officers	Statements, Witness	Unknown Suspects
Statements, Suspects					
Enter Number of Forms:					
Property/Evidence ESR					
Property/Other					

NT/NARRATIVE

- Document as Relevant:
- (1)-Victims Injuries (Details and where medical exam occurred)
 - (2)-Property Damage (Incidental to the offense)
 - (3)-Name, Address, Phone Number of Juvenile's Parent(s)/Guardian(s)-Note if contacted and if Incident Adjusted
 - (4)-Scene Processing
 - (5)-List Statements Taken and Disposition
 - (6)-Reconstruct Incident and Describe Investigation
 - (7)-Booked Charge(s)

(6) On 3/7/08 I was working as a uniformed Seattle Police Officer as 2M21 in a marked patrol vehicle. At 1158 hrs I was dispatched to a theft call at 2208 2 Av Seattle, WA 98121. Upon arriving I made contact with C1/Klein as well as C2/Bridges who informed me that one of their former employees, S/Williams, had embezzled almost \$76,000 from the Southeast Senior Services Center before he turned in his resignation on 3/4/08 with a cashiers check for the amount of \$35,000. C2/Bridges stated that on 2/28/08 he was notified of a number of suspicious "round" cash withdrawals totaling approximately \$36,000. C1/Klein stated that on 2/29/08 they had a meeting with S/Williams to discuss the withdrawals. C1/Klein stated that on 3/3/08 S/Williams called in sick, and then returned to work on 3/4/08 with the letter of resignation and the check for the \$35,000. The letter of resignation apologized for his inability to maintain accurate and complete financial records, and that he believed that the 35K would offset the funds in question.

C2/Bridges stated that he spent a week out at the Southeast Senior Services Center and was able to find approximately \$76,000 that was questionable financial transactions. C2/Bridges stated that S/Williams would write checks to cash to pay for work done to the Senior Services Center by different contractors. C2/Bridges stated that when S/Williams was questioned about getting in touch with the different contractors, S/Williams stated that he had no way of getting in touch with the contractors and that he would just run into them on the street.

C2/Bridges stated that they contacted the former Administrative Assistant, Misty Richardson that resigned in 7/07. C2/Bridges stated that Misty said that she was not surprised to hear from them in regards to S/Williams. Misty told C2/Bridges that she contacted the Trudy McCleary, the former President of the Board and told her of suspicious financial activity that was occurring in regards to S/Williams. Misty then resigned after S/Williams financial management had been brought to light. C2/Bridges stated that he wasn't sure if Trudy McCleary was involved or not with S/Williams and his financial management.

C2/Bridges has copies of all the bank statements in a file, as well as the copies of the checks/receipts that were cashed for repairs to the Southeast Senior Services Center. C2/Bridges stated that they are available to us if we were to need them at a later date.

I gave C1/Klein and Bridges a business card with my name and serial and the event # on it.

C1/Klein gave me a copy of the letter of resignation with a copy of the cashiers check, and I forward them to the detectives in the alert packet along with the copy of the report.

I HEREBY CERTIFY (DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF (RCW 9A.72.085)

 PRIMARY OFFICER'S SIGNATURE	7403	B112M	3/7/08	SEATTLE, WA
	SERIAL #	UNIT #	DATE SIGNED	PLACE SIGNED

**SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
RECORDS REQUEST COPY**

GO 2008-86648 (ARREST - FEL)

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 SEATTLE POLICE DEPARTMENT		ENTITY INSTITUTION FORM		GENERAL OFFENSE # 2008-086648				
Institution Role/Role #: <input type="checkbox"/> 3 - Account Holder # <input type="checkbox"/> 6 - Involved-Other # <input type="checkbox"/> 2 - Promise # <input type="checkbox"/> 4 - Registered Owner # <input checked="" type="checkbox"/> 1 - Victim #1		Institution Type: 16	Institution Name: ZOOMER - 7 PHO: 02 Southeast Senior Services Center	Institution Phone: 206-722-0317				
Street Address: 4655 S Holly St.		Apt./Suite#	City: Seattle	State: WA	Zip: 98118			
<table border="0"> <tr> <td style="vertical-align: top;"> Institution Type 1 Arena/Auditorium 2 Bar/Tavern 3 Bowling Alley 4 Business-Auto 5 Business-Bank/Credit Union 6 Business-Boat 85 Business-Check Cashing 7 Business-Child Care 8 Business-Dry Cleaner/Laundry 9 Business-Finance/Mortgage/Brokerage 10 Business-Gas/Service Station 11 Business-Health Spa/Gym 12 Business-Industrial/Manufacturing 98 Business-Info. Tech./Software 13 Business-Insurance 14 Business-Metal Recycler 15 Business-Newsstand/Magazine 16 Business-Other 17 Business-Parking Garage 18 Business-Parking Lot 19 Business-Pawn Shop 20 Business-Radio Station 21 Business-Rental 22 Business-Residential Group/Multifamily Structure 23 Business-Salon/Hairdresser/Spa 24 Business-Security 25 Business-Storage 26 Business-Television Station 27 Business-Tow Company 28 Cemetery 29 Clubs/Civic Service 30 Construction Site 31 Depot-Train/Airport/Bus/Ferry 32 Espresso Stand 33 Hospital 34 Hotel 35 Mail 36 Marina 37 Motel 38 Museum 39 Night Club/Cocktail Lounge </td> <td style="vertical-align: top;"> 40 Office-Apartment/Condo 41 Office-Attorney/Lawyer 42 Office-Dental 43 Office-Medical 44 Office-Other 45 Public-City/Municipal Building 46 Public-County Building 47 Public-Federal Building 48 Public-Fire Station 49 Public-Jail 50 Public-Library 51 Public-Other 52 Public-Park/Beach 53 Public-Police Station 54 Public-Restroom 55 Public-State Building 56 Public-Transportation 57 Public-Utilities 58 Religious-Church 59 Religious-Mosque 60 Religious-Other 61 Religious-Temple/Synagogue 62 Restaurant 63 Restaurant-Fast Food/Drive In 64 School-Alternative 65 School-College/University 66 School-Elementary 67 School-High 68 School-Middle 69 School-Preschool 70 School-Vocational 71 Social Service Agency/Center 72 Store-Adult 73 Store-Appliance 74 Store-Auto Parts/Supplies 75 Store-Book 76 Store-Cellular/Wireless 77 Store-Clothing 78 Store-Convenience 79 Store-Department 80 Store-Drug/Pharmacy 81 Store-E Commerce/Internet </td> <td style="vertical-align: top;"> 80 Store-Electronics 81 Store-Furniture 82 Store-Grocery/Supermarket 83 Store-Gun 84 Store-Home Improvement/Hardware 85 Store-Jewelry 86 Store-Liquor 67 Store-Music/Movie/Game 68 Store-Office Equipment 89 Store-Other 90 Store-Sporting Goods 91 Store-Used Goods/Antiques 86 Store-Warehouse/Bulk 92 Theater 93 Warehouse </td> </tr> </table>						Institution Type 1 Arena/Auditorium 2 Bar/Tavern 3 Bowling Alley 4 Business-Auto 5 Business-Bank/Credit Union 6 Business-Boat 85 Business-Check Cashing 7 Business-Child Care 8 Business-Dry Cleaner/Laundry 9 Business-Finance/Mortgage/Brokerage 10 Business-Gas/Service Station 11 Business-Health Spa/Gym 12 Business-Industrial/Manufacturing 98 Business-Info. Tech./Software 13 Business-Insurance 14 Business-Metal Recycler 15 Business-Newsstand/Magazine 16 Business-Other 17 Business-Parking Garage 18 Business-Parking Lot 19 Business-Pawn Shop 20 Business-Radio Station 21 Business-Rental 22 Business-Residential Group/Multifamily Structure 23 Business-Salon/Hairdresser/Spa 24 Business-Security 25 Business-Storage 26 Business-Television Station 27 Business-Tow Company 28 Cemetery 29 Clubs/Civic Service 30 Construction Site 31 Depot-Train/Airport/Bus/Ferry 32 Espresso Stand 33 Hospital 34 Hotel 35 Mail 36 Marina 37 Motel 38 Museum 39 Night Club/Cocktail Lounge	40 Office-Apartment/Condo 41 Office-Attorney/Lawyer 42 Office-Dental 43 Office-Medical 44 Office-Other 45 Public-City/Municipal Building 46 Public-County Building 47 Public-Federal Building 48 Public-Fire Station 49 Public-Jail 50 Public-Library 51 Public-Other 52 Public-Park/Beach 53 Public-Police Station 54 Public-Restroom 55 Public-State Building 56 Public-Transportation 57 Public-Utilities 58 Religious-Church 59 Religious-Mosque 60 Religious-Other 61 Religious-Temple/Synagogue 62 Restaurant 63 Restaurant-Fast Food/Drive In 64 School-Alternative 65 School-College/University 66 School-Elementary 67 School-High 68 School-Middle 69 School-Preschool 70 School-Vocational 71 Social Service Agency/Center 72 Store-Adult 73 Store-Appliance 74 Store-Auto Parts/Supplies 75 Store-Book 76 Store-Cellular/Wireless 77 Store-Clothing 78 Store-Convenience 79 Store-Department 80 Store-Drug/Pharmacy 81 Store-E Commerce/Internet	80 Store-Electronics 81 Store-Furniture 82 Store-Grocery/Supermarket 83 Store-Gun 84 Store-Home Improvement/Hardware 85 Store-Jewelry 86 Store-Liquor 67 Store-Music/Movie/Game 68 Store-Office Equipment 89 Store-Other 90 Store-Sporting Goods 91 Store-Used Goods/Antiques 86 Store-Warehouse/Bulk 92 Theater 93 Warehouse
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Victim Institution Linkage								
Victim of Offense(s): (Reference from General Offense Report) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> All								
Victim Business Type <input checked="" type="checkbox"/> B Business <input type="checkbox"/> F Financial Institution <input type="checkbox"/> G Government <input type="checkbox"/> O Other <input type="checkbox"/> R Religious Organization <input type="checkbox"/> S Society/Public <input type="checkbox"/> U Unknown								
Institution Particulars								
On Site Security Installed <input type="checkbox"/> Yes <input type="checkbox"/> No		Alarm Company						
Contact Name Klein, Denise		Affiliation Executive Director		Phone Number 206-727-6201				
Submitted by L. Harris								
		Serial 7403		Date 3/07/08				

Form S07.05 Entity Institution Form Rev. 9/07

Page 3 of 7 pages

**SEATTLE POLICE DEPARTMENT
GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

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SEATTLE
POLICE
DEPARTMENT

ENTITY SUSPECT FORM

2008 MAR -7 PM 10:02

GENERAL OFFENSE #

2008-086648

RELATED EVENT#

SUSPECT OF OFFENSE (S):

(REFERENCE FROM GENERAL OFFENSE REPORT)

1 2 3 4 ALL

Role/ Role # 2 <input checked="" type="checkbox"/> 2 - Suspect <input type="checkbox"/> 3 - Arrested		Name (Last, First Middle) <input type="checkbox"/> Unknown Williams, Carlton M		<input type="checkbox"/> Alias/Moniker <input type="checkbox"/> Possible Name		Race <input checked="" type="checkbox"/> B <input type="checkbox"/> W <input type="checkbox"/> U <input type="checkbox"/> O <input type="checkbox"/> A		Sex <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female					
DOB (Age if DOB is unknown) 06/17/47		Caution Flag (Limit 6) <input type="checkbox"/> S Attempt Suicide <input type="checkbox"/> A Assaultive to Officers <input type="checkbox"/> E Ecting		<input type="checkbox"/> M Mental <input type="checkbox"/> X Sex Offender <input type="checkbox"/> K Stalking		<input type="checkbox"/> T Threats to Officers <input type="checkbox"/> W Weapon							
Street Address 6113 S Ryan St.		Apt./Suite#		City Seattle		State WA		Zip 98178					
Residence Phone 206-723-1734		Business Phone 206-341-0600		Cell Phone 206-719-2012		Pager or Email							
Driver's License WILLICM539LP		State/Country WA		Social Security Number 538-44-7355		Place of Birth		Occupation					
Employer		Address (Street, Suite, City)											
Additional Identification													
<input type="checkbox"/> DO DOC Number:		<input type="checkbox"/> OD Out of State Drivers License#		Other:									
<input type="checkbox"/> MI Military ID Number:		<input type="checkbox"/> PP Passport Number:											
Further Description													
Marital Status <input type="checkbox"/> D Divorced <input type="checkbox"/> P Domestic Partner <input type="checkbox"/> M Married <input type="checkbox"/> E Separated <input type="checkbox"/> S Single <input type="checkbox"/> W Widowed		Citizenship <input type="checkbox"/> F African Nation <input type="checkbox"/> A Asian Nation <input type="checkbox"/> C Canadian <input type="checkbox"/> S Central/South American Nation <input type="checkbox"/> E Eastern European Nation <input type="checkbox"/> T Greenland/Antarctic Territories				<input checked="" type="checkbox"/> X Mexican <input type="checkbox"/> M Middle Eastern Nation <input type="checkbox"/> O Oceanian Nation (Austrelan Continent, Pacific Island) <input type="checkbox"/> U United States of America <input type="checkbox"/> W Western European Nation				Dependency <input type="checkbox"/> E Ambulatory Equipment Requirement <input type="checkbox"/> A Drug/Alcohol Addiction <input type="checkbox"/> H Medical Equipment Requirement <input type="checkbox"/> C Mental Health Care Need <input type="checkbox"/> M Prescription Medication <input type="checkbox"/> S Service Animal Use			
Language (Limit 2)													
<input type="checkbox"/> 0 Amharic <input type="checkbox"/> A Arabic <input type="checkbox"/> B Bangali <input type="checkbox"/> D Cambodian <input type="checkbox"/> C Chinese(Cant) <input type="checkbox"/> M Chinese(Mand) <input checked="" type="checkbox"/> E English		<input type="checkbox"/> 1 Farsi <input type="checkbox"/> F French <input type="checkbox"/> G German <input type="checkbox"/> H Hebrew <input checked="" type="checkbox"/> X Hindi/Urdu <input type="checkbox"/> 2 Hungarian <input type="checkbox"/> I Italian		<input type="checkbox"/> J Japanese <input type="checkbox"/> K Korean <input type="checkbox"/> L Malay/Indonesian/Tamil <input type="checkbox"/> N Noctic <input type="checkbox"/> O Other <input type="checkbox"/> P Polish <input type="checkbox"/> 3 Portuguese		<input type="checkbox"/> 4 Romanian <input type="checkbox"/> R Russian/Ukrain <input type="checkbox"/> Q Samoan <input type="checkbox"/> 5 Serbo-Croatian <input type="checkbox"/> Z Sign Language <input type="checkbox"/> U Somali <input type="checkbox"/> S Spanish		<input type="checkbox"/> W Swahili <input type="checkbox"/> 6 Tagalog <input type="checkbox"/> T Thai <input type="checkbox"/> 7 Tigrinia <input type="checkbox"/> 8 Tongan <input type="checkbox"/> Y Turkish <input type="checkbox"/> V Vietnamese					
Complexion <input type="checkbox"/> ALB Albino <input type="checkbox"/> BLK Black <input type="checkbox"/> DBR Brown, Dark <input type="checkbox"/> LBR Brown, Light <input type="checkbox"/> MBR Brown, Medium <input type="checkbox"/> DRK Dark <input type="checkbox"/> FAR Fair <input type="checkbox"/> LGT Light <input type="checkbox"/> MED Medium <input type="checkbox"/> FOL Olive <input type="checkbox"/> LIG Light <input type="checkbox"/> RUD Ruddy <input type="checkbox"/> SAL Sallow <input type="checkbox"/> YEL Yellow						Height 5-08		Weight 175					
Build <input type="checkbox"/> F Athletic/Fit <input type="checkbox"/> H Heavy <input type="checkbox"/> M Medium <input type="checkbox"/> U Muscular		<input type="checkbox"/> O Obeso <input type="checkbox"/> L Slight/Very Thin <input type="checkbox"/> S Slim <input type="checkbox"/> T Stocky		<input type="checkbox"/> A Short <input type="checkbox"/> B Tall <input type="checkbox"/> P Pregnant		Handed <input type="checkbox"/> A Ambidextrous <input type="checkbox"/> L Left Handed <input type="checkbox"/> R Right Handed		Hair Color <input type="checkbox"/> BLK Black <input type="checkbox"/> BLN Blond/Strawberry <input type="checkbox"/> BLU Blue <input type="checkbox"/> BRN Brown <input type="checkbox"/> GRY Gray/Partially Gray		<input type="checkbox"/> GRN Green <input type="checkbox"/> ONG Orange <input type="checkbox"/> PNK Pink <input type="checkbox"/> PLE Purple <input type="checkbox"/> RED Red or Auburn		<input type="checkbox"/> SDY Sandy <input type="checkbox"/> WHI White <input type="checkbox"/> XXX Unk. or Bald	
Hair Style (Limit 5)													
<input type="checkbox"/> A Airo <input type="checkbox"/> B Balding <input type="checkbox"/> 5 Bangs <input type="checkbox"/> O Bob <input type="checkbox"/> 3 Bowl <input type="checkbox"/> E Braided		<input type="checkbox"/> N Bun <input type="checkbox"/> Z Buzz Cut <input type="checkbox"/> R Corn Rows <input type="checkbox"/> C Curly/Perm <input type="checkbox"/> 1 Dreadlocks <input type="checkbox"/> 2 Dreadlocks, Platts/Large		<input type="checkbox"/> D Dyed <input type="checkbox"/> V Fade/High & Tight <input type="checkbox"/> Y Feathered <input type="checkbox"/> F Flat Top <input type="checkbox"/> J Jerry Curl <input type="checkbox"/> L Long		<input type="checkbox"/> M Messy <input type="checkbox"/> H Mohawk <input type="checkbox"/> O Mullet <input type="checkbox"/> P Pony Tail <input type="checkbox"/> U Punk <input type="checkbox"/> 4 Shaved Bald		<input type="checkbox"/> 6 Shaved-In Designs, etc. <input type="checkbox"/> S Short <input type="checkbox"/> G Shoulder Length <input type="checkbox"/> K Spiked <input type="checkbox"/> U Straight <input type="checkbox"/> T Toupee/Wig		<input checked="" type="checkbox"/> X Twist <input type="checkbox"/> W Wavy			
Facial Hair Description (Limit 4)													
<input type="checkbox"/> F Beard, Full/Long <input type="checkbox"/> B Beard, Full/Trim/Short <input type="checkbox"/> P Beard, Partial <input type="checkbox"/> C Clean Shaven		<input type="checkbox"/> Z Fuzz <input type="checkbox"/> G Goatee <input type="checkbox"/> M Mustache <input type="checkbox"/> H Mustache, Handlebar		<input type="checkbox"/> I Mustache, Pencil/Thin <input type="checkbox"/> K Mustache, Thick <input type="checkbox"/> L Mutton/Lamb Chops <input type="checkbox"/> S Side Burns		<input type="checkbox"/> T Soul Patch/Fu Manchu <input type="checkbox"/> U Unshaven/Slubble							
Facial Hair Color <input type="checkbox"/> GRN Green <input type="checkbox"/> WHI White		<input type="checkbox"/> BLK Black <input type="checkbox"/> ONG Orange <input type="checkbox"/> XXX Unknown		<input type="checkbox"/> BLN Blond/Strawberry <input type="checkbox"/> PNK Pink		<input type="checkbox"/> BLU Blue <input type="checkbox"/> PLE Purple		<input type="checkbox"/> BRN Brown <input type="checkbox"/> SDY Sandy		<input type="checkbox"/> GRY Gray/Partially Gray <input type="checkbox"/> RED Red or Auburn			
Eye Color <input type="checkbox"/> BLK Black <input type="checkbox"/> BLU Blue <input type="checkbox"/> BRO Brown		<input type="checkbox"/> GRY Gray <input type="checkbox"/> GRN Green <input type="checkbox"/> HAZ Hazel		<input type="checkbox"/> MAR Maroon <input type="checkbox"/> MUL Multicolor <input type="checkbox"/> PNK Pink		<input type="checkbox"/> XXX Unknown		Corrective Lens <input type="checkbox"/> B Bi Focals <input type="checkbox"/> C Color Tinted <input type="checkbox"/> C Contacts		<input type="checkbox"/> G Glasses <input type="checkbox"/> M Monocle <input type="checkbox"/> S Sunglasses		<input type="checkbox"/> T Tri Focals <input type="checkbox"/> U Unknown	
<input type="checkbox"/> BLK Black <input type="checkbox"/> BLU Blue <input type="checkbox"/> BRO Brown		<input type="checkbox"/> GRY Gray <input type="checkbox"/> GRN Green <input type="checkbox"/> HAZ Hazel		<input type="checkbox"/> MAR Maroon <input type="checkbox"/> MUL Multicolor <input type="checkbox"/> PNK Pink		<input type="checkbox"/> XXX Unknown		<input type="checkbox"/> BLK Black <input type="checkbox"/> BLN Blond/Strawberry <input type="checkbox"/> BLU Blue <input type="checkbox"/> BRN Brown <input type="checkbox"/> GRY Gray/Partially Gray		<input type="checkbox"/> GRN Green <input type="checkbox"/> ONG Orange <input type="checkbox"/> PNK Pink <input type="checkbox"/> PLE Purple <input type="checkbox"/> RED Red or Auburn		<input type="checkbox"/> SDY Sandy <input type="checkbox"/> WHI White <input type="checkbox"/> XXX Unk. or Bald	

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SEATTLE
POLICE
DEPARTMENT

ENTITY SUSPECT FORM

GENERAL OFFENSE # 2008-086648

SUSPECT: WILLIAMS, CARLTON M

Scars, Marks and Tattoos						
Mark Type	Location	Description				
<input type="checkbox"/> Scar <input type="checkbox"/> Mark <input type="checkbox"/> Tattoo						
<input type="checkbox"/> Scar <input type="checkbox"/> Mark <input type="checkbox"/> Tattoo						
<input type="checkbox"/> Scar <input type="checkbox"/> Mark <input type="checkbox"/> Tattoo						
<input type="checkbox"/> Scar <input type="checkbox"/> Mark <input type="checkbox"/> Tattoo						
Clothing (2 colors may be listed)						
	Color (Limit 2) (Code Tables)	Type (Code Tables)		Color (Limit 2) (Code Tables)	Type (Code Tables)	
Hat	/		Coat	/		
Shirt	/		Pants	/		
Shoes	/		Dress	/		
Skirt	/		Jewelry	/		
Other:						
Additional Unknown Suspect Descriptors (Code Tables)						
Eye Defects (Limit 4)		Face Shape (Limit 3)		Facial Oddity (Limit 3)		
/ / / /		/ / /		/ / /		
Ears (Limit 4)		Nose (Limit 3)		Speech (Limit 4)		
/ / / /		/ / /		/ / / /		
Dress (Limit 4)		Suspect Wore (Limit 4)				
/ / / /		/ / / /				
Gang Validation						
<input type="checkbox"/> 1 Admits Gang Affiliation	<input type="checkbox"/> 9 Frequents Gang Areas	<input type="checkbox"/> 6 Gang Tattoos	<input type="checkbox"/> 3 Unlisted Informant			
<input type="checkbox"/> 8 Affiliates with Gangs	<input type="checkbox"/> 5 Gang Dress	<input type="checkbox"/> 10 Other				
<input type="checkbox"/> 2 Arrested with Gang	<input type="checkbox"/> 4 Gang Hand Signs/Symbols	<input type="checkbox"/> 7 Reliable Source				
Common Linkage Factors						
Resident Status-Seattle		Drug/Alcohol		Statement		
<input type="checkbox"/> N Non Resident <input checked="" type="checkbox"/> R Resident <input type="checkbox"/> U Unknown		<input type="checkbox"/> 4 Extreme <input checked="" type="checkbox"/> 3 No Visible Impairment <input type="checkbox"/> 2 Obvious <input type="checkbox"/> 1 Slight		<input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		
Access to Firearms		Armed Status				
<input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		<input type="checkbox"/> A At Time of Arrest <input type="checkbox"/> I At Time of Incident				
Age Range						
<input type="checkbox"/> 0 Unknown	<input type="checkbox"/> A 0-1 year	<input type="checkbox"/> D 6-8 years	<input type="checkbox"/> G 14-15 years	<input type="checkbox"/> J 22-28 years	<input type="checkbox"/> M 65-99 years	
<input type="checkbox"/> 1 Under 24 hours	<input type="checkbox"/> B 2-3 years	<input type="checkbox"/> E 9-11 years	<input type="checkbox"/> H 16-17 years	<input type="checkbox"/> K 30-49 years	<input type="checkbox"/> N Over 99	
<input type="checkbox"/> 2 1-6 days	<input type="checkbox"/> C 4-5 years	<input type="checkbox"/> F 12-13 years	<input type="checkbox"/> I 18-21 years	<input type="checkbox"/> L 50-64 years		
Related Vehicle #		Person Seat Position			Person Location	
		<input type="checkbox"/> C Cargo Area <input type="checkbox"/> 1 Front Left <input type="checkbox"/> 2 Front Middle <input type="checkbox"/> 3 Front Right <input type="checkbox"/> 4 Middle Left <input type="checkbox"/> 5 Middle Middle <input type="checkbox"/> 6 Middle Right <input type="checkbox"/> 7 Rear Left <input type="checkbox"/> 8 Rear Middle <input type="checkbox"/> 9 Rear Right <input type="checkbox"/> B Truck Bed <input type="checkbox"/> T Trunk			<input type="checkbox"/> I Observed/Contacted Inside Vehicle <input type="checkbox"/> O Observed/Contacted Outside Vehicle	
Arrest Linkage Factors						
Arrest Type		Juvenile Status		Disposition		
<input type="checkbox"/> O Incident & Arrest <input type="checkbox"/> T Arrest Only <input type="checkbox"/> S Summoned/Cited		<input type="checkbox"/> H Handled: Warned, Released, etc. <input type="checkbox"/> R Referred to: YSC, Court, Other Agency		<input type="checkbox"/> 1 Adjusted Juvenile <input type="checkbox"/> 7 Booked KC1 <input type="checkbox"/> 8 Booked YSC <input type="checkbox"/> 4 Citation/Notice of Infraction <input type="checkbox"/> 6 Hospital w/Guard <input type="checkbox"/> 5 Hospital w/o Guard <input type="checkbox"/> 1 I & R <input type="checkbox"/> 3 Released to CPS/Juvenile Agency <input type="checkbox"/> 2 Released to Parent/Guardian <input type="checkbox"/> 9 Transferred to Other LEA		
Armed With (Limit 2)						
<input type="checkbox"/> 15A Automatic Firearms, Other <input type="checkbox"/> 11A Automatic Firearm (Unk. type) <input type="checkbox"/> 12A Automatic Handgun		<input type="checkbox"/> 13A Automatic Rifle <input type="checkbox"/> 14A Automatic Shotgun <input type="checkbox"/> 17 Club, Blackjack, Brass Knuckles		<input type="checkbox"/> 11 Firearm (Unk type) <input type="checkbox"/> 15 Firearms, Other <input type="checkbox"/> 12 Handgun <input type="checkbox"/> 16 Lethal Cutting Instruments <input type="checkbox"/> 13 Rifle <input type="checkbox"/> 14 Shotgun <input type="checkbox"/> 1 Unarmed		
Submitted by		Serial		Date		
L.Harris		7403		3/07/08		

Form 507.07 Entity Suspect Form Rev. 10/07

Page 5 of 7

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

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 SEATTLE POLICE DEPARTMENT		ENTITY OTHER PERSON FORM				GENERAL OFFENSE # 2008-086648					
						RELATED EVENT #					
Person Role/Role#: <input checked="" type="checkbox"/> 5 - Complainant #1 <input type="checkbox"/> 4 - Registered Owner # <input type="checkbox"/> 30 - Subject # <input type="checkbox"/> 7 - Witness #											
Name (Last, First Middle) Klein, Denise		Race <input type="checkbox"/> B <input checked="" type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> U		Sex <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male		DOB (Age if DOB is unknown) 50's					
Street Address				Apt/Suite#	City	State	Zip				
Residence Phone 206-760-3366		Business Phone 206-727-6201		Cell Phone 206-650-3586		Pager or Email DeniseK@seniorservices.org					
Driver's License		State	Social Security Number		Other Identification						
Occupation Executive Director		Employer Senior Services of Seattle		Address (Street, Suite, City) 2208 2 AV Seattle, WA 98121							
Remarks											
Common Linkage Factors											
Special Notifications <input checked="" type="checkbox"/> N Do Not Disclose		Resident Status - Seattle <input type="checkbox"/> N Non Resident <input type="checkbox"/> R Resident <input checked="" type="checkbox"/> U Unknown		Drug/Alcohol <input type="checkbox"/> 4 Extreme <input checked="" type="checkbox"/> 3 No Visible Impairment <input type="checkbox"/> 2 Obvious <input type="checkbox"/> 1 Slight		Statement <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		Access to Firearms <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		Armed Status <input type="checkbox"/> A At Time of Arrest <input type="checkbox"/> I At Time of Incident	
Age Range <input type="checkbox"/> 0 Unknown <input type="checkbox"/> A 0-1 year <input type="checkbox"/> D 8-8 years <input type="checkbox"/> G 14-15 years <input type="checkbox"/> J 22-29 years <input type="checkbox"/> M 65-99 years <input type="checkbox"/> 1 Under 24 hours <input type="checkbox"/> B 2-3 years <input type="checkbox"/> E 9-11 years <input type="checkbox"/> H 16-17 years <input type="checkbox"/> K 30-49 years <input type="checkbox"/> N Over 99 <input type="checkbox"/> 2 1-6 days <input type="checkbox"/> C 4-5 years <input type="checkbox"/> F 12-13 years <input type="checkbox"/> I 18-21 years <input checked="" type="checkbox"/> L 50-64 years											
Related Vehicle #		Person Seat Position <input type="checkbox"/> C Cargo Area <input type="checkbox"/> 3 Front Right <input type="checkbox"/> 6 Middle Right <input type="checkbox"/> 9 Rear Right <input type="checkbox"/> 1 Front Left <input type="checkbox"/> 4 Middle Left <input type="checkbox"/> 7 Rear Left <input type="checkbox"/> 8 Truck Bed <input type="checkbox"/> 2 Front Middle <input type="checkbox"/> 5 Middle Middle <input type="checkbox"/> 8 Rear Middle <input type="checkbox"/> T Trunk			Person Location <input type="checkbox"/> Observed/Contacted Inside Vehicle <input type="checkbox"/> Observed/Contacted Outside Vehicle						
Person Role/Role#: <input checked="" type="checkbox"/> 5 - Complainant #2 <input type="checkbox"/> 4 - Registered Owner # <input type="checkbox"/> 30 - Subject # <input type="checkbox"/> 7 - Witness #											
Name (Last, First Middle) Bridges, Tim		Race <input type="checkbox"/> B <input checked="" type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> U		Sex <input type="checkbox"/> Unknown <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male		DOB (Age if DOB is unknown) late 40's					
Street Address				Apt/Suite#	City	State	Zip				
Residence Phone 360-424-1612		Business Phone 206-727-6211		Cell Phone 206-355-1534		Pager or Email TimB@seniorservices.org					
Driver's License		State	Social Security Number		Other Identification						
Occupation CFO		Employer Senior Services of Seattle		Address (Street, Suite, City) 2208 2 AV Seattle, WA 98121							
Remarks											
Common Linkage Factors											
Special Notifications <input checked="" type="checkbox"/> N Do Not Disclose		Resident Status - Seattle <input type="checkbox"/> N Non Resident <input type="checkbox"/> R Resident <input checked="" type="checkbox"/> U Unknown		Drug/Alcohol <input type="checkbox"/> 4 Extreme <input checked="" type="checkbox"/> 3 No Visible Impairment <input type="checkbox"/> 2 Obvious <input type="checkbox"/> 1 Slight		Statement <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		Access to Firearms <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No		Armed Status <input type="checkbox"/> A At Time of Arrest <input type="checkbox"/> I At Time of Incident	
Age Range <input type="checkbox"/> 0 Unknown <input type="checkbox"/> A 0-1 year <input type="checkbox"/> D 8-8 years <input type="checkbox"/> G 14-15 years <input type="checkbox"/> J 22-29 years <input type="checkbox"/> M 65-99 years <input type="checkbox"/> 1 Under 24 hours <input type="checkbox"/> B 2-3 years <input type="checkbox"/> E 9-11 years <input type="checkbox"/> H 16-17 years <input checked="" type="checkbox"/> K 30-49 years <input type="checkbox"/> N Over 99 <input type="checkbox"/> 2 1-6 days <input type="checkbox"/> C 4-5 years <input type="checkbox"/> F 12-13 years <input type="checkbox"/> I 18-21 years <input type="checkbox"/> L 50-64 years											
Related Vehicle #		Person Seat Position <input type="checkbox"/> C Cargo Area <input type="checkbox"/> 3 Front Right <input type="checkbox"/> 6 Middle Right <input type="checkbox"/> 9 Rear Right <input type="checkbox"/> 1 Front Left <input type="checkbox"/> 4 Middle Left <input type="checkbox"/> 7 Rear Left <input type="checkbox"/> 8 Truck Bed <input type="checkbox"/> 2 Front Middle <input type="checkbox"/> 5 Middle Middle <input type="checkbox"/> 8 Rear Middle <input type="checkbox"/> T Trunk			Person Location <input type="checkbox"/> Observed/Contacted Inside Vehicle <input type="checkbox"/> Observed/Contacted Outside Vehicle						
Submitted by L. Harris						Serial # 7403	Date 3/07/08				

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

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**SEATTLE
POLICE
DEPARTMENT**

ENTITY OTHER PERSON FORM

GENERAL OFFENSE#
2008-086648

Person Role/Role#: <input type="checkbox"/> 5 - Complainant #		<input type="checkbox"/> 4 - Registered Owner #		<input checked="" type="checkbox"/> 30 - Subject #1		<input type="checkbox"/> 7 - Witness #	
Name (Last, First Middle) Richardson, Misty			Race <input type="checkbox"/> B <input type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> I <input checked="" type="checkbox"/> U		Sex <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male		DOB (Age if DOB is unknown)
Street Address				Apt./Suite#	City	State	Zip
Residence Phone 253-839-7889		Business Phone		Cell Phone 206-854-3733		Pager or Email	
Driver's License			State		Social Security Number		Other Identification
Occupation		Employer		Address (Street, Suite, City)			
Remarks Former Administrative Assistant							
Common Linkage Factors							
Special Notifications <input checked="" type="checkbox"/> N Do Not Disclose		Resident Status - Seattle <input type="checkbox"/> N Non Resident <input type="checkbox"/> R Resident <input checked="" type="checkbox"/> U Unknown		Drug/Alcohol <input type="checkbox"/> 4 Extreme <input type="checkbox"/> 3 No Visible Impairment <input type="checkbox"/> 2 Obvious <input type="checkbox"/> 1 Slight		Statement <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No	
				Access to Firearms <input type="checkbox"/> Y Yes <input type="checkbox"/> N No		Armed Status <input type="checkbox"/> A At Time of Arrest <input type="checkbox"/> I At Time of Incident	
Age Range							
<input checked="" type="checkbox"/> 0 Unknown		<input type="checkbox"/> A 0-1 year		<input type="checkbox"/> D 6-8 years		<input type="checkbox"/> G 14-15 years	
<input type="checkbox"/> 1 Under 24 hours		<input type="checkbox"/> B 2-3 years		<input type="checkbox"/> E 9-11 years		<input type="checkbox"/> H 16-17 years	
<input type="checkbox"/> 2 1-8 days		<input type="checkbox"/> C 4-5 years		<input type="checkbox"/> F 12-13 years		<input type="checkbox"/> I 18-21 years	
				<input type="checkbox"/> J 22-29 years		<input type="checkbox"/> M 65-98 years	
				<input type="checkbox"/> K 30-49 years		<input type="checkbox"/> N Over 98	
				<input type="checkbox"/> L 50-64 years			
Related Vehicle #		Person Seat Position			Person Location		
<input type="checkbox"/> C Cargo Area		<input type="checkbox"/> 3 Front Right			<input type="checkbox"/> 9 Rear Right		
<input type="checkbox"/> 1 Front Left		<input type="checkbox"/> 4 Middle Left			<input type="checkbox"/> 6 Middle Right		
<input type="checkbox"/> 2 Front Middle		<input type="checkbox"/> 5 Middle Middle			<input type="checkbox"/> 7 Rear Left		
					<input type="checkbox"/> 8 Rear Middle		
					<input type="checkbox"/> 0 Rear Right		
					<input type="checkbox"/> B Truck Bed		
					<input type="checkbox"/> T Trunk		
					<input type="checkbox"/> I Observed/Contacted Inside Vehicle		
					<input type="checkbox"/> O Observed/Contacted Outside Vehicle		
Person Role/Role#: <input type="checkbox"/> 5 - Complainant #							
Person Role/Role#: <input type="checkbox"/> 4 - Registered Owner #							
Person Role/Role#: <input checked="" type="checkbox"/> 30 - Subject #2							
Person Role/Role#: <input type="checkbox"/> 7 - Witness #							
Name (Last, First Middle) McCleary, Trudy			Race <input type="checkbox"/> B <input type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> I <input checked="" type="checkbox"/> U		Sex <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male		DOB (Age if DOB is unknown)
Street Address				Apt./Suite#	City	State	Zip
Residence Phone 206-443-9600		Business Phone		Cell Phone 206-355-6009		Pager or Email US4ANTIQUE@aol.com	
Driver's License			State		Social Security Number		Other Identification
Occupation		Employer		Address (Street, Suite, City)			
Remarks Former President of the Board for Southeast Senior Center							
Common Linkage Factors							
Special Notifications <input checked="" type="checkbox"/> N Do Not Disclose		Resident Status - Seattle <input type="checkbox"/> N Non Resident <input type="checkbox"/> R Resident <input checked="" type="checkbox"/> U Unknown		Drug/Alcohol <input type="checkbox"/> 4 Extreme <input type="checkbox"/> 3 No Visible Impairment <input type="checkbox"/> 2 Obvious <input type="checkbox"/> 1 Slight		Statement <input type="checkbox"/> Y Yes <input checked="" type="checkbox"/> N No	
				Access to Firearms <input type="checkbox"/> Y Yes <input type="checkbox"/> N No		Armed Status <input type="checkbox"/> A At Time of Arrest <input type="checkbox"/> I At Time of Incident	
Age Range							
<input checked="" type="checkbox"/> 0 Unknown		<input type="checkbox"/> A 0-1 year		<input type="checkbox"/> D 6-8 years		<input type="checkbox"/> G 14-15 years	
<input type="checkbox"/> 1 Under 24 hours		<input type="checkbox"/> B 2-3 years		<input type="checkbox"/> E 9-11 years		<input type="checkbox"/> H 16-17 years	
<input type="checkbox"/> 2 1-8 days		<input type="checkbox"/> C 4-5 years		<input type="checkbox"/> F 12-13 years		<input type="checkbox"/> I 18-21 years	
				<input type="checkbox"/> J 22-29 years		<input type="checkbox"/> M 65-98 years	
				<input type="checkbox"/> K 30-49 years		<input type="checkbox"/> N Over 98	
				<input type="checkbox"/> L 50-64 years			
Related Vehicle #		Person Seat Position			Person Location		
<input type="checkbox"/> C Cargo Area		<input type="checkbox"/> 3 Front Right			<input type="checkbox"/> 9 Rear Right		
<input type="checkbox"/> 1 Front Left		<input type="checkbox"/> 4 Middle Left			<input type="checkbox"/> 6 Middle Right		
<input type="checkbox"/> 2 Front Middle		<input type="checkbox"/> 5 Middle Middle			<input type="checkbox"/> 7 Rear Left		
					<input type="checkbox"/> 8 Rear Middle		
					<input type="checkbox"/> 0 Rear Right		
					<input type="checkbox"/> B Truck Bed		
					<input type="checkbox"/> T Trunk		
					<input type="checkbox"/> I Observed/Contacted Inside Vehicle		
					<input type="checkbox"/> O Observed/Contacted Outside Vehicle		

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

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Related Event(s)

AB 2009-214284014
AB 2010-201265673

Related Person(s)

ARRESTED #1: WILLIAMS, CARLTON M
(Case Specific Information)

Sex : MALE
Race : AFRICAN AMERICAN/BLACK
Ethnicity : Non-Hispanic
Date of birth : Jun-17-1947
Address : 6113 S RYAN ST , SEATTLE , Washington 98178-
Phone Numbers: Home : (206)723-1734 Business : (206)341-0600
Cellular : (206)719-2012
Language(s) spoken: ENGLISH
Height : 5'08
Weight: 175 lbs
Eye color : BROWN

Master Name Index Reference
ARRESTED #1: WILLIAMS, CARLTON MARK
Sex : MALE
Race : AFRICAN AMERICAN/BLACK
Ethnicity : Non-Hispanic
Date of birth : Jun-17-1947

Linkage factors
Resident status : RESIDENT
Condition : NO VISIBLE IMPAIRMENT
Access to firearm : NO
Offense : 5015 - 1 WARRARR-FELONY - COMPLETED
Arrest date : Jan-29-2010 (Fri.)
Arrest type : ARREST ONLY
Armed with : UNARMED

Charge Summary

Charge # 1
Offense date : Oct-08-2009 (Thu.) 0800
Offense : THEFT 1 - COMPLETED
Charge statute : AB 0
Charge count :
Charge severity : FELONY REBOOK
Docket# : 091059345
SHO points : 0
Court type : SUPERIOR COURT
Disposition : RE-BOOKING Date : Oct-08-2009 (Thu.)

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GENERAL OFFENSE HARDCOPY (ORIGINAL RELEASE)
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GO 2008-86648 (ARREST - FEL)

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Related to General Offense# : 2008-86648

Charge # 2

Offense date : Jan-29-2010 (Fri.)
Offense : FTA/THEFT 1 - COMPLETED
Charge statute : AB 0
Charge count :
Charge severity : FELONY REBOOK
Docket# : 091059345
SHO points : 0
Court type : SUPERIOR COURT
Disposition : RE-BOOKING Date : Jan-29-2010 (Fri.)
Related to General Offense# : 2008-86648

Charge # 3

Offense date : Jan-29-2010 (Fri.)
Offense : FTA/THEFT 1 - COMPLETED
Charge statute : AB 0
Charge count :
Charge severity : FELONY REBOOK
Docket# : 091059345
SHO points : 0
Court type : SUPERIOR COURT
Disposition : RE-BOOKING Date : Jan-29-2010 (Fri.)
Related to General Offense# : 2008-86648

Charge # 4

Offense date : Jan-29-2010 (Fri.)
Offense : FTA/THEFT 1 - COMPLETED
Charge statute : AB 0
Charge count :
Charge severity : FELONY REBOOK
Docket# : 091059345
SHO points : 0
Court type : SUPERIOR COURT
Disposition : RE-BOOKING Date : Jan-29-2010 (Fri.)
Related to General Offense# : 2008-86648

COMPLAINANT #1: KLEIN, DENISE
(Case Specific Information)

Sex : FEMALE
Race : WHITE
Date of birth : 1957
Address : 2208 2 AV , SEATTLE , Washington 98121-
Phone Numbers: Home : (206)760-3366 Business : (206)727-6201
Cellular : (206)650-3586
Email : DENISEK@SENIORSERVICES.ORG

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Occupation : EXEC. DIRECTOR
Employer : SENIOR SERVICES OF SEATTLE 2208 2 AV

Master Name Index Reference
COMPLAINANT #1: KLEIN, DENISE
Sex : FEMALE
Race : WHITE
Date of birth : 1957

Linkage factors
Resident status : RESIDENT
Condition : NO VISIBLE IMPAIRMENT
Access to firearm : NO

COMPLAINANT #2: BRIDGES, TIM
(Case Specific Information)

Sex : MALE
Race : WHITE
Date of birth : 1967
Address : 2208 2 AV , SEATTLE , Washington 98121-
Phone Numbers: Home : (360)424-1612 Business : (206)727-6211
Cellular : (206)355-1534
Email : TIMB@SENIORSERVICES.ORG
Occupation : CFO
Employer : SENIOR SERVICES OF SEATTLE 2208 2 AV

Master Name Index Reference
COMPLAINANT #2: BRIDGES, TIM
Sex : MALE
Race : WHITE
Date of birth : 1967

Linkage factors
Resident status : RESIDENT
Condition : NO VISIBLE IMPAIRMENT
Access to firearm : NO

SUBJECT #1: RICHARDSON, MISTY
(Case Specific Information)

Sex : FEMALE
Race : UNKNOWN
Phone Numbers: Home : (253)839-7889 Cellular : (206)854-3733

Master Name Index Reference

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SUBJECT #1: RICHARDSON, MISTY

Sex : FEMALE

Race : UNKNOWN

Linkage factors

Resident status : UNKNOWN

Access to firearm : NO

SUBJECT #2: MCCLEARY, TRUDY
(Case Specific Information)

Sex : FEMALE

Race : UNKNOWN

Phone Numbers: Home : (206)443-9600 Cellular : (206)355-6009

Email : US4ANTIQUE@AOL.COM

Occupation : PRESIDENT

Employer : SE SENIOR CENTER

Master Name Index Reference

SUBJECT #2: MCCLEARY, TRUDY

Sex : FEMALE

Race : UNKNOWN

Linkage factors

Resident status : UNKNOWN

Access to firearm : NO

Related Business(es)

VICTIM #1: SE SENIOR SERVICES CENTER

Address : 4655 S HOLLY ST , SEATTLE , Washington

Phone no. : (206)722-0317

Type : BUSINESS - OTHER

IBR Business type : BUSINESS

Victim of : 2799 - 0 EMBEZZLE - COMPLETED

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Follow Up Report(s)

Follow Up # 1

Assignment Information

Assigned to **5407 - HAVERKATE, KAREN M**

Org unit : **FRAUD, FORGERY AND FINANCIAL EXPLOITATION**

Capacity : **INVESTIGATE**

Assigned on **Mar-13-2008 (Thu.) 2249** by **4697 - CHARLES, DARRELL R**

Report due on **Jul-26-2009 (Sun.)**

Remarks : **CF08-081**

Submission Information

Submitted on **Jun-01-2009 (Mon.) 1314**

Checked by : **4697 - CHARLES, DARRELL R**

Approved on **Jun-11-2009 (Thu.)** by **4697 - CHARLES, DARRELL R**

Follow Up completed : **YES**

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Clearance Information

General Information

Agency : SEATTLE POLICE DEPARTMENT
Cleared status : ARREST
Cleared on Sep-25-2009 (Fri.) by 5407 - HAVERKATE, KAREN M
Org unit B752A - FRAUD, FORGERY AND FINANCIAL EXPLOITATION
Approved by 4697 - CHARLES, DARRELL R
Org unit B752A - FRAUD, FORGERY AND FINANCIAL EXPLOITATION
Complainant/Victim notified : NO

Related Arrest Report: AB# 2009-214284014

Arrestee: WILLIAMS, CARLTON MARK
Date of birth : Jun-17-1947

Arrest Information

Status : CHARGED
Type of arrest : ARREST ONLY
Arrest date : Oct-08-2009 (Thu.) 0800
Rush File requested : NO
Arrest agency : SEATTLE PD
Arresting officers :
Summary of facts :
OUTSIDE AGENCY ARREST

Arrest Location

SODA zone : NO Drug free zone : NO

File number : 209035956
Other Agency ORI : KC JAIL

Additional Arrest Information

Case screened : NO
Notify Victim on release: NO
Juvenile : NO
Armed with : UNARMED
Diversion recommended : NO
Interpreter needed : NO
Rights given : NO
Mental exam required : NO
Statement taken : NO
Fingerprinted : NO Photo taken : NO
CD updated : NO
Family notified : NO by
Lawyer called : NO Meal given : NO Coffee given : NO

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Arrestee's occupation : SALESMAN
Detained : NO
Arrestee's occupation : SALESMAN

Lab Work

Related General Offense report(s)

2008-86648

Related CD#

150886

Related Arrest Report: AB# 2010-201265673

Arrestee: WILLIAMS, CARLTON MARK
Date of birth : Jun-17-1947

Arrest Information

Status : CHARGED
Type of arrest : ARREST ONLY
Arrest date : Jan-29-2010 (Fri.)
Rush File requested : NO
Arrest agency : SEATTLE PD
Arresting officers :
Summary of facts :
OUTSIDE AGENCY ARREST

Arrest Location

SODA zone : NO Drug free zone : NO

File number : 210003542
Other Agency ORI : WA017033C

Additional Arrest Information

Case screened : NO
Notify Victim on release: NO
Juvenile : NO
Armed with : UNARMED
Diversion recommended : NO
Interpreter needed : NO
Rights given : NO
Mental exam required : NO
Statement taken : NO
Fingerprinted : NO Photo taken : NO
CD updated : NO
Family notified : NO by
Lawyer called : NO Meal given : NO Coffee given : NO

SEATTLE POLICE DEPARTMENT
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2799 - 0 EMBEZZLE

Arrestee's occupation : SALESMAN
Detained : NO
Arrestee's occupation : SALESMAN

Lab Work

Related General Offense report(s)

2008-86648

Related CD#

150886

**** END OF HARDCOPY ****

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In The News

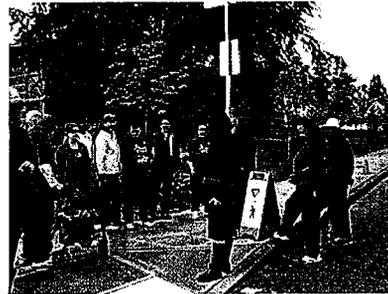
Our Center on the Seattle Channel

Recently our center's Enhance Fitness program was featured on the Seattle Channel. [View our episode here.](#)

Healthy Weight Group: A Success Story

Our Healthy Weight Group helped and supported Kathe with her 100 pound weight loss. [Read the article.](#)

[More News . . .](#)



Hours of Operation
M - F 8:30 a.m. - 4 p.m.

Southeast Seattle Senior Center

The Southeast Seattle Senior Center offers social, health, and recreation activities and services designed to encourage new experiences, new discoveries, and continued independence. The Center is open Mondays through Fridays 9am to 4pm with occasional weekend events. Membership at the Center is encouraged but not required, and is open to all adults 50 years and older.

"I am 90 years old and the reason I am so healthy and doing so well is Southeast Seattle Senior Center. I walk around Seward Park with the Sound Steps group and I see my friends at lunch and in the craft room. If the center was not here, I would be home alone most of the time." - Esther



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Contact Us

4655 South Holly Street
Seattle, WA 98118
8:30 a.m. - 4 p.m.
Phone:(206) 722-0317
Fax: (206) 722-2768
RuthE@seniorservices.org

Saint Patty's Day Celebration

5:30 - 8:00 PM
Friday, March 12, 2010
\$15.00 per person*
*Children 12 and under are \$7.50

- Traditional Irish dancing by the COMERFORD IRISH DANCERS
- Delicious Corned Beef dinner
- No-Host Bar: beer and wine
- Wonderful raffle prizes
- Show your Irish spirit—Come in Green

[Download the flyer](#)

St. PATTY'S DAY CELEBRATION

5:30 - 8:00 PM
Friday, March 12, 2010
\$15.00 per person

- *Traditional Irish dancing by the COMERFORD IRISH DANCERS
- *Delicious Corned Beef dinner
- *No-Host Bar: beer and wine
- *Wonderful raffle prizes
- *Show your Irish spirit—Come in Green
- *Children 12 and under are \$7.50

SOUTH SEATTLE SENIOR CENTER
4655 S. Holly Street, Seattle, WA 98118
For more info please call: 206-722-0317
or email: RuthE@seniorservices.org

LGBTQ Karaoke and Games

Friday, March 26
7:00pm-10pm
Welcoming the LGBTQ community and friends to an evening of fun, singing and games. No auditions, just belt it out and have a good time! A chance to meet new people in the community.
Light refreshments
No Host Bar
\$5.00 donation
Phone: 206 722-0317 or E-mail: ruthE@seniorservices.org
[Download the flyer](#)



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The Southeast Seattle Senior Center is part of [Senior Services of King County](#)
2208 Second Avenue, Suite 100, Seattle, WA, 98121-2055
Phone: (206) 448-5757 | Fax: (206) 448-5766 | info@seniorservices.org

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