



# North Dakota Department of Transportation

Thomas K. Sorel  
*Director*

Doug Burgum  
*Governor*

February 12, 2019

Mr. Glenn Jackson

Based on accusations of workplace harassment, we have asked a workplace investigations to be conducted regarding the Driver's License Division. In order to maintain a fair and impartial investigation, you will be placed on paid administrative leave for the duration of the investigation.

I ask that you have no contact with other Driver's License staff during the investigation without prior approval from me.

Upon receipt of this memo, you will give your supervisor the following:

- 1) all NDDOT cards, including ID, telephone and credit.
- 2) your passwords for all computer programs you have access to.
- 3) keys to doors, and office

In case we need to contact you, I expect you to be available by phone between 8 a.m. and 5 p.m. on workdays.

Respectfully,

Mark Nelson  
Deputy Director  
Driver and Motor Vehicle Services

\_\_\_\_\_  
Signature Acknowledging Receipt

2/12/19  
\_\_\_\_\_  
Date

Cc: Human Resources