



MEMORANDUM

TO: Cheryl Payton

FROM: Neil Gerstenberger
Assistant Deputy Director
Georgia Crime Information Center

DATE: May 31, 2016

RE: Documented Oral Reprimand

You are being issued a documented oral reprimand regarding a sustained finding of rude and inappropriate behavior in which you were found in violation of GBI Policy 1006 – Standards of Conduct. Interviewed employees noted that they have been the subject of or witnessed you belittle, talk down to, raise your voice or use an aggressive, rude tone when speaking to them.

When communicating with employees you should be aware of your tone of voice, not speak in a condescending manner and conduct all disciplinary matters in private.

As a GBI manager you have the responsibility to be courteous, professional and respectful at all times when dealing with co-workers; tactful in performing your duties; and exercise patience and discretion.

Your conduct is in violation of the following GBI Policy:

**VIOLATION: GBI Policy Statement 1006
Standards of Conduct**

Employee signature: _____

Date: _____

Cheryl Payton

May 31st 2016

POLICY STATEMENT

Purpose

As members of a law enforcement agency, it is imperative that employees never engage in behavior that violates the public trust or reflects negatively on the GBI.

General

The GBI requires its employees to conduct themselves both on-duty and off-duty in a manner that does not discredit either them or the GBI. Employees must not, at any time, engage in criminal, dishonest, immoral, or unethical conduct. GBI employment is a public trust, requiring adherence to the U. S. Constitution and Georgia Constitutions, state and federal laws, ethical principles and GBI policies. In the absence of specific rules or standards, all employees will be responsible for the proper exercise of good judgment and ethical behavior. On-duty or off-duty conduct that tends to bring discredit to the GBI or impairs the operation or efficiency of the GBI will result in appropriate disciplinary action including dismissal from employment.

Employees must avoid any conduct creating the appearance that they are violating the law or the ethical standards of this policy.

XVI. COURTESY

Employees shall, at all times, be courteous and professional when dealing with co-workers and the public. Employees shall be tactful in the performance of their duties, shall control their tempers, and shall exercise patience and discretion. In the performance of their duties, employees shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning sex, race, religion, politics, national origin, lifestyle, sexual orientation or similar personal characteristics.

cc: OPS Early Warning System