

Nathan Deal
Governor

Brian Owens
Commissioner


DATE: April 7, 2014
TO: Quinton Darrisaw, Correctional Officer
ID# [REDACTED]
FROM: Donald G. Barrow, Warden
SUBJECT: Official Letter of Reprimand

This letter of reprimand is being issued as a result of your failure to follow the mandated policies set fourth by the Department to regulate and ensure scheduled working hours and proper call in procedures.

On March 28, 2014, you failed to report to work as scheduled. Because you did not comply with policy, your absence was disapproved, your paycheck will be reduced to reflect eight hours and fifteen minutes of unauthorized leave, in accordance with Standard Operating Procedure IVO10-0003, Leave Without Pay.

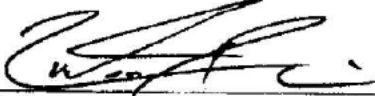
As a member of the Washington State Prison staff, it is essential that you understand the importance of following established guidelines governing work schedules, leave usage, and reporting procedures.

This type of behavior will not be tolerated. This reprimand is to serve both as a stimulus, encouraging you to improve your performance in this area, and as a reminder that your failure to adhere to terms and conditions of employment may result in more severe action, up to and including termination.



Donald G. Barrow, Warden

4/9/14
Date



Quinton Darrisaw, Correctional Officer
(Signature acknowledges receipt of letter only)

4/9/14
Date

- cc: Victor Walker, Field Operations Manager
- Carey Barnes, Commissioner's Designee for Adverse Actions and Grievances
- Patricia Smith, Personnel Director
- Central Office Personnel File

Equal Opportunity Employer