

PERSONNEL ACTION NOTICE

Employee Name Nathanael Styles
 Social Security no [REDACTED]
 Street Address [REDACTED]
 City/State/Zip [REDACTED]
 Mailing Address Same

Badge No 587
 Employee No S0705
 Cell Phone [REDACTED]
 Home Phone [REDACTED]

HIRE/RE-HIRE - EFFECTIVE DATE _____

Employment Status: ()

- Regular full-time
- Regular part-time
- Temporary
- Seasonal
- Supplemental
- Elected Official
- Constitutional Officer

Department _____
 Division _____
 Position Title _____
 Position Control No. _____
 Location _____
 Grade/Salary Class _____
 Annual Salary _____
 Hourly Rate _____
 Daily Rate _____
 Other Rate _____

D.C. Mandatory 2% Yes No

Last hire date _____

Original hire date _____
 Leave Accrual Date _____
 Date of Birth _____
 Marital Status _____
 Gender: _____
 Ethnic I.D. _____

FLSA Status: Non-Exempt Exempt

Workers Comp Code: _____

EEOC Code _____

PTO Accrual Rate RegPTO Fire24
 SPCR Other: _____

SEPARATION - EFFECTIVE DATE: _____

Reason: ()

- Resignation (attach resignation notice)
- Abandonment of position
- Layoff
- Loss of job requirement
- Dismissal
- Other, specify _____

No. days unused PTO due: _____

Forwarding address: _____

CHANGE - EFFECTIVE DATE: 04/01/2018

REASON FOR CHANGE: Demotion

() all applicable boxes:

| | FROM | TO |
|--|-----------|-------------------|
| <input type="checkbox"/> Department | | |
| <input type="checkbox"/> Division | | |
| <input checked="" type="checkbox"/> Position title | Sergeant | Detention Officer |
| <input checked="" type="checkbox"/> Position control no. | 02123-001 | 02126-012 |
| <input type="checkbox"/> Pay grade | | |
| <input type="checkbox"/> Pay rate - Hourly | | |
| <input type="checkbox"/> Pay rate - Annual | | |
| <input type="checkbox"/> Pay rate - Daily or Per Case | | |
| <input type="checkbox"/> Workers Compensation Code | | |
| <input type="checkbox"/> Active status or other, reason: | | |
| <input type="checkbox"/> Other: _____ | | |

COMMENTS:

HR USE ONLY

| | |
|---------------------|--|
| SmartFusion HR | |
| SmartFusion Payroll | |
| Kronos | |
| IT | |
| EDOC | |
| FLSA Tracking | |

Department Head/Date _____

Human Resources/Date _____



WHITFIELD COUNTY



NOTICE OF PROPOSED DISCIPLINARY ACTION

Employee Name: Nathan Styles

Department: WCSO/Detention

Employee ID No.: S2692

Date of Counseling: 3/20/2018

Date of Employment: 11/01/2010

Time in Position: 3 Years

Job Title: Sergeant

ACTION:

DATE OF INCIDENT: 2/12/18 - 3/8/18

Suspension without pay () Demotion (from Sergeant to Detention Officer) Dismiss

Effective Date: 4/1/2018

REASON FOR ACTION:

(Check all Applicable Categories)

- Violation of Whitfield County Sheriff's Office Policy Section 11.16 Insubordination
- Violation of Whitfield County Sheriff's Office Policy Section 11.12 Competent Performance
- Whitfield County Merit Policy: 1-1-33 (b)(3): inefficiency, negligence or incompetence in the performance of duties;
- Whitfield County Merit Policy: 1-1-33 (b)(8): violation of County Ordinances, administrative regulations, departmental rules;

FACTS OF THE SITUATION:

Background:

Over the past month Sgt. Nathan Styles has had multiple issues occur on his shift, despite ongoing training and counselling. These issues include failure to properly clean the jail, failure to inspect the work of his subordinates after being directed to do so, failure to relay information to subordinates after being directed to do so, failure to have an incident report completed on a medical situation, and leaving work without approval of supervision.

Cleaning Issues:

One task of night shift housing is to conduct cleaning of the facility on a nightly basis. The purpose of this function is to keep the jail in an orderly fashion, prevent the spreading of disease and bacteria, prevent any pest issues, and as a preventive measure to keep the jail functional. Lt. David Pickett as per common practice, inspects the jail for cleanliness. The following issues have been discovered after inspecting for cleanliness following Sgt. Styles shift.

- 2/12/2018 the restrooms in the towers were found to be in disarray with trash scattered in the floor.
- 2/23/2018 the hallway outside of the medical padded cell had multiple food trays and debris in the floor and had not been cleaned.
- 2/26/2018 the breakroom had trash overflowing from the container and had not been cleaned.

- 2/26/2018 the admin hallway had not been cleaned, trash had not been removed, admin restroom was not cleaned.

- 3/08/2018 the trash had not been removed from the medical area

Failure to follow directives: Inspections:

Following each of these incidents, Lt. Pickett took photos of the unsanitary areas and forwarded them to Sgt. Styles. Lt. Pickett also after each of these incidents instructed Sgt. Styles that issues were occurring on his shift and that he needed to start inspecting the tasks his shift was conducting to get everything up to standards. Sgt. Styles stated that he understood and would start inspecting the job his shift was doing. Due to the fact issues in regards to cleaning were still occurring, Sgt. Styles was asked by Lt. Pickett if he was inspecting his shift's work as directed on 3/08/2018, Sgt. Styles stated that he was not.

Failure to follow directives: Passing along information:

On 3/7/2018, Lt. Pickett sent all detention supervisors an email regarding proper disrobe search procedure of trustee inmates. In this email directives were given on how and when disrobe searches should be conducted after taking trustee inmates outside of the secured area of the jail. The email stated, "This needs to be corrected and address with staff immediately". The purpose of conducting the disrobe search of inmates who leave the secure area of the facility is a safety and security measure, a means to control contraband within the facility, and a deterrent for possible future attempts to smuggle in contraband.

On 3/8/2018, Lt. Pickett reviewed the video of the nightly clean up and observed Officer Gabriel Shipman conducting the clean-up detail along with 2 trustee inmates. Officer Shipman and both trustees left the secured area of the jail to conduct cleaning in the front lobby, visitation, and central control. Upon returning to the secured area of the jail a disrobe search was not conducted. Lt. Pickett spoke with Sgt. Styles and asked if he had relayed the information from the email to all of his staff members as directed. Sgt. Styles stated that he had not done so. Sgt. Styles acknowledged that he had received the email and advise that he was aware it said to immediately get this his staff members.

Leaving work without permission:

While looking into the issues listed above it was discovered that on 2/10/2018, Sgt. Styles clocked into work at 1901 hours and went to the housing office. At 1911 Sgt. Styles was observed on camera leaving the jail and getting into his car and driving away. At 1936 Sgt. Styles can be seen returning to work and heading towards the housing office. Sgt. Styles did not clock out when he left the facility. Lt. Pickett asked Sgt. Styles why he had left and he stated that his girlfriend had called and needed assistance blocking off a doorway at her home and that he left to assist and then returned to work. Also while looking into these issues Sgt. Styles did admit to Captain Wes Lynch on 3/9/2018 that he had left work on an unknown date to take food to his girlfriend and did not notify his supervisor. When any employee is going to be absent from work they must notify their supervisor. This is due to accountability issues and keeping administration aware of any situations that may occur.

On 11/20/2015 Sgt. Styles received a written reprimand for not notifying administration of him taking off work. Lt. Pickett asked Sgt. Styles why he did not notify administration of him leaving work on 2/10/2018 and he advised that he thought he had emailed Lt. Pickett but that he must have forgotten. Lt. Pickett also advised Sgt. Styles that if he was leaving work to handle personal matters he should have clocked out. Sgt. Styles stated that he understood.

Failure to document important events:

On 2/23/2018 at 0638, an inmate had a seizure in his room and caused an injury to his head. The inmate was taken to medical by Officer Vinnie Schaub. Inmate Trevino was treated by medical and P.A. Kim Griffin made Captain Wes Lynch and Lt. Pickett aware of the situation.

While compiling information regarding the inmate to be sent to the DA's Office, it was discovered by Captain Lynch that an incident report from 02/23/2018 had never been completed. Lt. Pickett spoke with Sgt. Styles on 3/12/2018 when it was discovered that no incident report had been completed. Sgt. Styles stated that he thought that Sgt. Graham Williams was going to complete the report but that he might have been mistaken. Lt. Pickett spoke with Sgt. Williams who advised that the entire situation involving Inmate Trevino occurred before he came on duty and he would not have volunteered to complete a report on an incident that he had no knowledge of. It is Sergeant Style's responsibility to ensure that issues are reported on his shift, and to review them for accuracy and completeness, as a Detention Sergeant.

Policy Violations:

Section 11.12 Competent Performance

Members shall perform competently all assigned or assumed job responsibilities, duties and tasks.

1. (C) (9): *Failing to satisfy performance standards on any assigned or assumed duty or task after receiving comparable training and experience as the typical member.*

These actions constitute a violation of the Competent Performance policy in that Sgt. Styles knew of the following job responsibilities and failed to complete the task.

- Sgt. Styles knew that night shift is responsible for conducting cleaning detail and has failed to have the jail cleaned in manner which meets goals and expectations.
- Sgt. Styles as a supervisor knew that it is his responsibility to inspect the work of his subordinates and make any corrections towards employees whose performance is not up to standard.

Section 11.16 Insubordination

Members shall willfully observe and obey the lawful verbal and written rules, duties, policies, procedures, and practices of the Office. Members shall also subordinate their personal preferences and work priorities to the lawful verbal and written rules, duties, policies, procedures and practices of the Office as well as to the lawful orders and directives of supervisory personnel.

These actions constitute a violation of the Insubordination policy in that the employee knew about the following directives but did not follow them:

- Sgt. Styles was advised on multiple occasions to inspect the cleanliness of the jail and failed to do so.
- Sgt. Styles was advised to immediately notify his shift of the email sent by Lt. Pickett and failed to do so.
- Sgt. Styles has been instructed in the past that anytime he is absent from his work area he is to notify his supervisor of his absence.

On 10/16/17 Sgt. Nathan Styles was issued a Written Reprimand for Violation of Sheriff's Office Policy 11.16 Insubordination and Section 11.12 Competent Performance. Sgt. Styles had received an email from Lt. David Pickett instructing him to pass a directive along to his shift and failed to do so. Lt. Pickett also addressed in the Written Reprimand that Sgt. Styles' shift had not been cleaning the jail up to standards. Sgt. Styles was given the following Future Conduct or Performance Requirements in this Written Reprimand:

- Work towards all directives and standards of this Office.
- Pass along all information to subordinates, so that they will be aware of ongoing issues.
- When given assignments inspect the task to assure that everything is up to standards.

Sgt. Styles has failed to follow the Future Conduct or Performance Requirements given to him on his previous written reprimand and has continued to show patterns of insubordination and competent performance.

Previous Counseling and Date(s) for Same Infraction:

1. _ The Sergeant was notified of cleanliness issues, told to make sure that they did not reoccur, and was told to inspect his personnel's work so that these problems did not continue, on the following dates: 2/12/2018, 2/23/2018, 2/26/2018, 2/26/2018, and 3/08/2018.
2. _ On 10/16/2017 Sgt. Styles received a written reprimand for failure to inspect the cleanliness of the jail and for failure to pass along information to his subordinates when directed to do so.
3. _ On 11/20/2015 Sgt. Styles received a written reprimand for being absent from work and failing to notify his supervisor.

EFFECTIVE DATE: 4/1/2018

FUTURE CONDUCT OR PERFORMANCE REQUIREMENTS:

1. The employee will follow lawful directives given by his supervisor.
2. The employee will work any scheduled times, unless he receives prior permission from his supervisor.
3. The employee will not leave his assigned duties without first notifying his supervisor.
4. The employee will complete incident reports when an important event occurs.
5. The employee will follow all Sheriff's Office and County Policies and Procedures

CONSEQUENCES

As a consequence of this action, the employee will be demoted from Sergeant to Detention Officer.

Future violations of directives or policies will result in appropriate discipline, which may include termination.

TIME PERIOD FOR IMPROVEMENT AND FOLLOW-UP:

1. Time period for improvement: Immediate.
2. Follow-up date(s): Ongoing

EMPLOYEE COMMENTS:

(Attach additional sheets if necessary)

You have the right to respond to these charges or reasons, in writing, to the Human Resources Director within (10) calendar days from the date this notice is received. You may submit affidavits to support your response. Failure to respond within this time period will result in the proposed disciplinary action becoming effective on the date specified without further notice. Furthermore, failure to respond within the time period specified will result in a waiver of all further appeal rights including any appeal to the Merit Board.

*This action will also count as a written reprimand under Merit Policy 1-1-33(a)(4).

I have read and understand the contents of this document, and understand that it will be part of my personnel record. My signature confirms that the issues have been reviewed with me.

Nathn Style
Employee Signature

3/16/18
Date

[Signature]
Supervisor/Manager Signature

3-16-18
Date

[Signature]
Department Head Signature

3-19-18
Date

Human Resources Signature

Date