

# WHITFIELD COUNTY



## RECORD OF COACHING

**Employee Name:** Styles, Nathan

**Department:** Whitfield County Sheriff's Office

**Employee ID No.:** #0705

**Date of Counseling:** 08/10/16

**Date of Employment:** 07/13/2010

**Job Title:** Detention Sgt.

**ACTION:** Verbal Counseling

**DATE OF INCIDENT:** 07/26/16

### STATE REASON FOR ACTION:

**Violation of Conduct Rule (Rule Violated):** \_\_\_\_\_

**Violation of Policy (Policy Violated):** 11.12 C (9) **Competent Performance: Falling to satisfy performance standards on any assigned or assumed duty or task after receiving comparable training and experience as the typical member.**

**Performance or Procedure Violation:** \_\_\_\_\_

**Other:** \_\_\_\_\_

### FACTS OF THE SITUATION:

#### Details of Incident:

On 07-26-2016 Inmate Brian Hernandez-Acosta was arrested and brought to the Intake Section of the Whitfield County Sheriff's Office for Intake Processing. During the intake process the Inmates property and money was taken logged and secured, the inmate and Detention staff both signed forms listing his property and money. Next date when the inmate was being released he made a verbal complaint that is money was not all there. He stated the form said he had \$958.00 dollars and he was only returned \$858.00 dollars.

I (Lt. Jim Quarles) was advised of the issue and started an investigation into this matter. The video of the intake process was pulled and observed by myself. It showed Sgt. Nathan Styles taking the property and money from the inmate and placing it on the counter to be counted by the Intake Officer, who was later identified as Officer Kayla Kovach.

In the video you can see Officer Kovach hands as she starts to count the money, then she takes her hands and the money out of camera view for only a few seconds and then comes back into camera range. It is a practice for all staff securing money taken from an inmate to count the money within the area marked off for the camera to record the process to insure all money is counted properly and accurately.

The manner in which Officer Kovach counts the money is in a way which makes it impossible to see what the true amount is, added, she takes the money out of camera view, only for a few seconds but it does affect the results.

When the Intake Property Form is filled out by Officer Kovach, she list the money at \$958.00 and she and Sgt. Styles signs off saying this is the correct amount. When the total amount was \$858.00. During the interview process of Officer Maria Pack disclosed there was only \$858.00 entered into the Kiosk system shortly after the Inmate was processed.

All supervisor know and have been advised either by memo or policy all monies taken in from an Inmate is to be counted in view of the camera and any moneys exceeding \$500.00 is to be counted by the supervisor and the receiving officer and both have to come to the same number before signing off on how much money was there in total, this was not done in this process. The Policy for Inmate Admission issued on 02/23/2009 states: "US Currency will be counted, sealed in an envelope with a signed receipt, and immediately placed in a secure drop box. All transactions should be verified by two officers.

**Previous Counseling and Date(s) for Same Infraction:** N/A \_\_\_\_\_

**Changes in performance or Conduct since Last Counseling:** N/A \_\_\_\_\_

**FUTURE CONDUCT OR PERFORMANCE REQUIREMENTS:**

1. Follow all policies and practices as it pertains to their job at the Whitfield County Sheriff's Office.
2. To assist their staff when the policies and practices requires for it.

**CONSEQUENCES:**

**Consequences of Failure to Correct or Improve Conduct/Performance:** Progressive Disciplinary Action up and to termination.

**TIME PERIOD FOR IMPROVEMENT AND FOLLOW-UP:**

*EJT*

This unsatisfactory conduct and behavior should be corrected immediately. Future conduct of this nature will not be tolerated.

**EMPLOYEE COMMENTS:**

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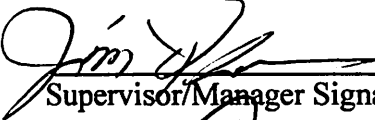
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(Attach additional sheets if necessary)


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 content have been reviewed with me.

  
Employee Signature

8/22/16  
Date

  
Supervisor/Manager Signature

8-22-16  
Date

  
Department Head Signature

8-1-16  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date