

WHITFIELD COUNTY



WRITTEN REPRIMAND

Employee Name: Nathan Styles _____

Department: Housing _____

Employee ID No.: S2692 _____

Date of Counseling: 10/16/17 _____

Date of Employment: 11/01/10 _____

Time in Position: 3 Years _____

Job Title: Sergeant _____

DATE OF INCIDENT: 10/2/17 – 10/6/17 _____

STATE REASON FOR ACTION:

- Violation of Conduct Rule (Rule Violated): _____
- Violation of Policy (Policy Violated): Section 11.16 Insubordination and Section 11.12 Competent Performance _____
- Performance or Procedure Violation: _____
- Other: _____

FACTS OF THE SITUATION:

Details of Incident:

On 10/02/17 Lt. David Pickett sent an email to all Housing Sergeants in regards to the tower sliders and tower doors being left open. The email titled "Tower Security" advised all sergeants to speak with everyone on their shift, and advised them of keeping the doors closed at all times. The email also stated that Lt. Pickett and Captain Lynch would be following up on this matter.

Also on 10/02/17 Lt. Pickett sent Sgt. Nathan Styles an email with several tasks that needed to be completed and had been getting overlooked in recent weeks. These directives included Making sure the elevator floors are being cleaned on a nightly basis, cleaning the medical exam rooms, having the mattresses in the hallways stacked up a neat and orderly fashion, and buffing the front break room each weekend.

On 10/04/17 at 0630 hours Lt. Pickett went to the Housing Office and asked Sgt. Styles to accompany him to the elevators to inspect to see if they had been cleaned the previous night. Upon looking inside the elevators the floors were covered in dirt, dust, and debris. Lt. Pickett then asked Sgt. Styles why the elevators were not cleaned as directed and Sgt. Styles stated that he would have it taken care of. Lt. Pickett instructed Sgt. Styles to go get a trustee and come clean the elevators himself to ensure they were done properly. Lt. Pickett also advised Sgt. Styles to make certain that the task he was given on 10/02/17 were followed up on and inspected.

On 10/05/17 Captain Lynch and Lt. Pickett conducted an inspection of all the towers to see if the guidelines in regards to tower security were being followed by the staff, and to check for cleanliness and any possibly maintenance issues. Upon entering North Tower 1 the top tower door was open and had a broom shoved into the door to keep it from closing. Deputy Chris Patterson was in the tower and stated that the door was left that way from night shift (Sgt. Styles shift) but that he knew better and should have closed the door. Lt. Pickett asked who, Deputy Patterson had relieved that morning and he stated it was Officer Salim Mdeiway. While conducting tower inspections it was also observed by both Captain Lynch and Lt. Pickett that the mattresses in the hallways were piled up and dirty, and had not been organized like directed in the email sent to Sgt. Styles on 10/02/17.

On 10/06/17 at 0400 hours Lt. Pickett came in to speak with several officers on Sgt. Styles shift. Lt. Pickett then went to South Tower 2 to speak with Officer Salim Mdeiway about having the door of North Tower 1 propped open with a broom on the morning on 10/05/17. Officer Mdeiway stated that he had propped the door open. Lt. Pickett then asked if Sgt. Styles had spoken with him earlier in the week in regards to maintaining tower security and keeping the doors closed,. Officer Mdeiway stated that he was never given any such directions from Sgt. Styles and that if had been told he would have never had the door open.

At 0600 hours on the morning of 10/06/17 Lt. Pickett had Sgt. Styles meet in his office. Lt. Pickett asked Sgt. Styles if he had got with everyone on his shift in regards to tower security and he stated that he believed so. Lt. Pickett then asked Sgt. Styles if he had spoken with Officer Mdeiway and Sgt. Styles stated that he was not sure but he may have forgotten to speak with Officer Mdeiway. Sgt. Styles was told about the incident involving the door being propped open by Officer Mdeiway and the importance of making sure that all staff members are advised of information and that they understand the information being given. Sgt. Styles was also advised that the mattresses were not being stacked and cleaned as directed on 10/02/17.

Sgt. Styles was given several directives on 10/02/17 and did not comply with passing along information in regards to tower security to all of his staff members, cleaning the elevators of nightly basis, and stacking the mattresses in the tower hallway during clean up. Failure to follow through with these directives qualifies for violations of County Policy Section 11.16 (C) Insubordination: Members shall willfully observe and obey the lawful verbal and written rules, duties, policies, procedures, and practices of the office. Due to any reasonable supervisor understanding that these task needed to be completed it qualifies for violation of County Policy Section 11.12 (A) Competent Performance: Members are hired to achieve results, Members shall perform competently all assigned or assumed job responsibilities, duties, and tasks. _____

(Attach additional sheets if necessary)

Previous Counseling and Date(s) for Same Infraction:

Written Reprimand on 11/7/12 for insubordination for failure to report to work at directed.

Written Reprimand on 11/19/15 for insubordination for taking off work without having the time approved. _____

Changes in Performance or Conduct Since Last Counseling:

Still having issues in regards to following directives and orders. _____

FUTURE CONDUCT OR PERFORMANCE REQUIREMENTS:

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

(Attach additional sheets if necessary)

CONSEQUENCES:

Consequences of Failure to Correct or Improve Conduct/Performance:

Progressive discipline up to and including possible demotion or termination. _____

TIME PERIOD FOR IMPROVEMENT AND FOLLOW-UP:


- 1. Time period for improvement: Immediately
- 2. Follow-up date(s): _____

EMPLOYEE COMMENTS:

(Attach additional sheets if necessary)

This written reprimand along with any other related documents shall be filed with the Human Resources Director. At your request, you shall be entitled to a review of this written reprimand to be conducted by the Human Resources Director. Three written reprimands within a twelve (12) month period shall be grounds for dismissal pursuant to Section 1-1-33(a)(4) of the Merit Policy.

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

10/17/17

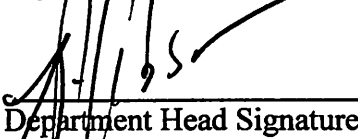
 Date



 Supervisor/Manager Signature

10-17-17

 Date



 Department Head Signature

10-24-17

 Date

 Human Resources Signature

 Date