



WRITTEN REPRIMAND

Employee Name: Sgt. Nathan Brett Styles

Department: Whitfield County Sheriff's Office

Employee ID No.: #0705

Date of Counseling: 11/20/2015

Date of Employment: 11/01/2010

Time in Position: 4 yrs and 2 mo

Job Title: Detention Sgt.

DATE OF INCIDENT: November 19, 2015

**STATE REASON FOR ACTION:**

- Violation of Conduct Rule: \_\_\_\_\_
- Violation of Policy and Procedure manual of the Whitfield County Sheriff's Office Section 11.17; Knowing, Observing, and obeying directives and expectations. Section 11.16; Insubordination.
- Performance or Procedure Violation: \_\_\_\_\_
- Other: \_\_\_\_\_

**FACTS OF THE SITUATION:** It is the practice of the Whitfield County Sheriff's Office Detention Division when a Supervisor is going to take what is called an early day (6 hours), they do not need permission to do so as long their shift is covered with the minimum number of staff to operate safely. Any other absences by a supervisor must either be in writing or verbal to administration for approval.

November 19, 2015 at 19:30 hours, I, Lt. Jim Quarles came to the Detention Center to serve Sgt. Nathan Styles with a Written Reprimand for violation of Section 11.12 C-9, Competent Performance.

I called the Intake Section and asked to speak with Sgt. Styles and I was told by Staff Member Maria Pack he had taken this day off. I asked Ms. Pack who had given Sgt. Styles permission to be off and she said he had called her and ask her if it was alright to take the day off and she said she told him she guessed it was ok. Ms. Pack said she thought he had approved the off time with me.

I called Sgt. Styles on his cell phone, when he answered he was asked where he was at. He stated he was at a friend's house. I then asked who gave him permission to be off and he stated no one.

This action by Sgt. Style's constituents Insubordination, also the failure in knowing, observing, and obeying directives and expectations.

It is the policy and practice of the Whitfield County Sheriff's Office Detention Division all employees must receive either verbal or written approval before being absent from any scheduled work. In this case Sgt. Style's did neither. This constituents Insubordination, all 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 preference 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.

Insubordination and insubordinate behavior are recognized by labor practices to be among the most serious offenses. If insubordination is allowed to go unchecked, management loses its ability to direct its work force.

**Previous Counseling and Date(s) for Same Infraction:**

None \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Changes in Performance or Conduct Since Last Counseling:** N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUTURE CONDUCT OR PERFORMANCE REQUIREMENTS:**

1. Always follow all practices and guidelines as it pertains to absences.

(Attach additional sheets if necessary)

**CONSEQUENCES:**

**Consequences of Failure to Correct or Improve Conduct/Performance:**

Progressive disciplinary action up to and including 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.

