

Personnel Action Form

Employee ID#: 01123241	Employee Name: Green, Nkenge
Mail Drop 466-010006	Department ID 46601051

(Job Data 1)

Effective Date: 7/1/22	Effective Sequence: 1	Position Number: 00105377	Tax Location (Work/County Code):
Action: Promotion		Reason: Promotion	

(Job Data 2)

FLSA Status:	FICA Status:	Classified Indicator:	Standard Hours: 40
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(Job Data 3)

Salary Administration Plan:	Grade:	Compensation Frequency: Semi-monthly	Rating Scale: GASW
Compensation Rate:		Monthly Compensation Rate (Retirement Panel):	

(Benefit Program Participation)

Effective Date:	Benefit Program:
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(Pay out Hours)

Hours out of pay:	Hours to pay:
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Other Information/Clarification:

Old Comp 3958.333333	New Comp 4166.666666
Old Monthly 7916.67	New Monthly 8333.33
Promoted to Sr Mgr	
Authorizing Signature <i>Stephanie Taylor</i>	Date 7/1/22
Authorizing Signature	Date

Lisa Griffin

From: Kelly Ward
Sent: Thursday, June 30, 2022 1:12 PM
To: DPS Orders
Subject: Pay increase - Nkenge Green
Attachments: Pay increase - Nkenge Green.pdf

This email originated from Inside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

See the attached approved request for a pay increase for Nkenge Green.

Thank you!

Kelly Ward
Office of the Commissioner
Department of Public Safety
Phone: (404) 624-7477
Email: kward@gsp.net

Visit our website and follow us on social media!





Colonel Christopher C. Wright
Commissioner

Department of Public Safety

Post Office Box 1456
Atlanta, Georgia 30371-1456
Phone: (404) 624-7423
Fax: (404) 624-7788

Joan G. Crumpler
Director of Legal Services

Memorandum

June 29, 2022

To: Colonel Christopher C. Wright
Commissioner

From: Joan G. Crumpler
Director of Legal Services

*Approval Sent to CFO
for Budget approval.
JAS budget approved 6/30/22*

RE: Request for \$5,000 Pay Increase for Nkenge Green, Legal Services
Division – Open Records Unit Attorney Manager

Nkenge Green was hired on June 16, 2021, as a LEM020, in the newly designated position of attorney manager for the Open Records Unit (ORU). She has more than 16 years of legal experience. Over the course of the year, the ORU has handled a record number of requests and collections of reimbursement fees despite understaffing. Nkenge has achieved ORU cohesiveness in the fast-paced work environment. She has handled the supervisory responsibilities of the ORU willingly, efficiency, with growing expertise, good communications, and without complaint.

Because of her outstanding performance in a newly designated position, I respectfully request she receive a \$5,000 immediate pay increase. To the extent this increase is determined to exceed the parameters of the LEM020 level, I would ask that she be elevated to the LEM021 (senior supervisor) level. Thank you for the consideration.

*Promotion to LEM021.
Contract min goals met.
\$5,000 proposed increase
per Joan's report.
JUN 30 2022
JAS 07.06.22*

RECEIVED
JUN 30 2022
HUMAN RESOURCES
DIRECTOR

Personnel Action Form

00105375

Employee ID#: 01123241	Employee Name: Green, Nkenge Nifertiti
Mail Drop 466-010006	Department ID 46601051

(Job Data 1)

Effective Date: 6/16/21	Effective Sequence:	Position Number: 00105377	Tax Location (Work/County Code):
Action: Hire		Reason: Appointment	

(Job Data 2)

FLSA Status:	FICA Status:	Classified Indicator:	Standard Hours: 40
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(Job Data 3)

Salary Administration Plan:	Grade:	Compensation Frequency: Semi-monthly	Rating Scale: GASW
Compensation Rate:		Monthly Compensation Rate (Retirement Panel):	

(Benefit Program Participation)

Effective Date:	Benefit Program:
------------------------	-------------------------

(Pay out Hours)

Hours out of pay:	Hours to pay:
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Other Information/Clarification:

Comp
3750.000000

Monthly
7500.00

Hired as Attorney Manager

Legal Services

Authorizing Signature <i>Stephanie Taylor</i>	Date 6/16/21
Authorizing Signature	Date

**HEADQUARTERS, DEPT. OF PUBLIC SAFETY
ATLANTA, GA**

JUNE 9, 2021

**SPECIAL ORDER :
NUMBER 2021-598**

SUBJECT : EMPLOYMENT

TO : ALL EMPLOYEES

EFFECTIVE JUNE 16, 2021, NKENGE NIFERTITI GREEN IS HEREBY EMPLOYED WITH THE DEPARTMENT OF PUBLIC SAFETY AS AN ATTORNEY MANAGER, POSITION #00105377, IN THE LEGAL SERVICES DIVISION.

AUTHORITY: 01

Stephanie Taylor

From: Diana Stephens
Sent: Wednesday, May 26, 2021 1:28 PM
To: All Users
Subject: Personnel Action

Categories: Important

Information: This email originated from inside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Personnel Action:

Effective June 16, 2021, Ms. Nkenge Nefertiti Green will join the Department of Public Safety as an Attorney Manager in the Legal Services Division.

Diana Stephens
Human Resources Employment Manager
Georgia Department of Public Safety
P.O. Box 1456
Atlanta, GA 30371
404-624-7740
Fax: 404-624-7050
dstephens@gsp.net





Georgia
DEPARTMENT of PUBLIC SAFETY



NEW EMPLOYEE DATA SHEET

EFFECTIVE DATE		6/16/21	
Appointment (check one)	New Hire <input checked="" type="checkbox"/>	State Gov. Transfer <input type="checkbox"/>	Perm. Part Time +9 Mths <input type="checkbox"/>
	State Gov. Rehire <input type="checkbox"/>	Temp Part Time -9 Mths <input type="checkbox"/>	Weekly hours
Last Name	First	Middle	SS#
Green	Nkenge	Nifertiti	[REDACTED]
DOB	Gender	Marital Status	Ethnicity
[REDACTED] 75	F		B
Address			Apt. #
[REDACTED]			
City	State	Zip	County
[REDACTED]	GA	30034	Dekalb
Home Phone	Cell Phone	Email Address	
[REDACTED]	[REDACTED]	[REDACTED]	
Job Title	Job Code	Working Title	
Attorney Manager	LEM020	Attorney Manager	
FLSA Exempt	Non-Exempt	Classified	Non-Classified
Professional			
Location	Reports To	Drug Indicator	Post Cert? Y or N
Legal Services Division		No	No
Annual Salary	Badge #	Recruiter	
90,000.00		DS	

RECRUITER CHECKLIST

- Application attached
- Final Offer Letter attached
- POST Certification verified (attach copy if applicable)

ADDITIONAL CHECKLIST

- New Hire Packet sent to employee – Date _____
- New Hire Packet received from employee – Date _____
- Other (Specify) _____



*Colonel Christopher C. Wright
Commissioner*

*Major Joshua Lamb
Chief of Staff*

Department of Public Safety
Human Resources Division

*Post Office Box 1456
Atlanta, Georgia 30371-1456
Phone: (404) 624-7550
Fax: (404) 624-7050*

*Kate Maier, Director
Human Resources Division*

*Kevin V. Jones, Deputy Director
Human Resources Division*

May 26, 2021

Nkenge Green



Dear Ms. Green:

It is my pleasure to confirm a final offer of employment to join the Georgia Department of Public Safety as an Attorney Manager in the Legal Services Division. Your first day of employment with us will be June 16, 2021, unless we agree to change that date for the mutual benefit of all parties involved. Compensation for this exempt position has been established at \$90,000.00 annually.

The position you are entering is an appointed/unclassified position, and serves at the discretion of the Commissioner. Nothing in this letter should be construed as a contract or offer of continued employment.

Congratulations Nkenge! I believe working for the Georgia Department of Public Safety will be both personally and professionally rewarding for you, and I look forward to working with you.

Sincerely,
For the Georgia Department of Public Safety

Diana Stephens

Diana Stephens
HR Employment Manager

LOYALTY OATH

I, Nkenge Green, a citizen of
Georgia and being an employee of
Department of Public Safety and the recipient of public

funds for services rendered as such employee, do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of the State of Georgia.

AFFIDAVIT OF VERIFICATION

Georgia DeKalb County

Personally appeared before the undersigned officer, duly authorized to administer oaths Nkenge Green

(Employee Name)

and being an employee of the Department of Public Safety, who after, being duly sworn, deposes and says and declares under penalties of false swearing that he is the person who executed the foregoing instrument; that he has read and knows and understands the loyalty oath.

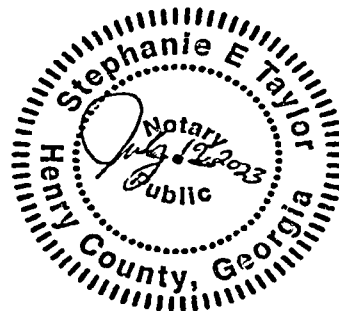

(Signature of Affiant)

SWORN TO AND SUBSCRIBED BEFORE ME:

This 16 day of June, 20 21.

Stephanie E Taylor

My commission expires July 19, 2023





Department of Public Safety
Post Office Box 1456
Atlanta, Georgia 30371-1456
(404) 624-7710

Colonel Christopher C. Wright
Commissioner

POSITIONS SUBJECT TO TRANSFER

I understand that due to the overall purpose of the Department of Public Safety, the Commissioner of this Department has the authority to transfer any uniform or civilian member to any other duty station statewide as he deems necessary for the effective operation of this Department.

I understand this policy and agree to this condition of my employment.



[Handwritten Signature]

Applicant's Signature

6-16-21

Date

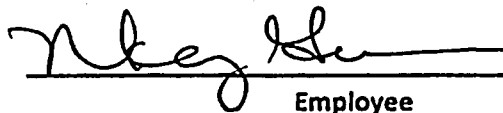
[Handwritten Signature: Stephanie E Taylor]
Notary

6/16/21

Date

**UNDERSTANDING USE OF
FLSA COMPENSATORY TIME (NON SWORN)**

I, Nkenge Green, do hereby acknowledge that as part of the terms and conditions of my employment with **The Department of Public Safety** (hereinafter referred to as my employer), I understand that I may be required to work more than forty (40) hours in a work week. I further understand that, in lieu of overtime compensation, I will receive compensatory time off at the rate of one and one-half hours for each hour of employment for which the Fair Labor Standards Act of 1938 requires overtime compensation.



Employee

06/16/2021

Date

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

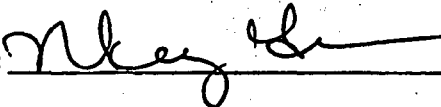
O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All databases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Nkenge Green

Signed: 

Date: 06/16/2021

Department of Public Safety
Atlanta, Georgia

LTD MEMORANDUM
NUMBER 16-97

TO : All Employees
SUBJECT : Drug Free Policy

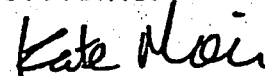
The United States Congress has recently enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants is performed in a drug free work environment.

In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace, this Department prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during nonworking hours, clearly affects an employee's ability to perform his public duties. Therefore, this Department adopts the following as its drug free policy.

1. No employee of this Department may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at his workplace. Such unlawful activity will be considered a sufficient ground for a serious adverse personnel action, including dismissal from employment.
2. If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the appropriate Division Commander of this Department in writing of each arrest or conviction as soon as possible which must be within five calendar days of the arrest or conviction.
3. Failure to comply with any of this policy will result in serious adverse personnel action, including possible dismissal from employment. Policy Statement 7 (DD) shall be amended to include the aforementioned changes and additions to this policy.

Any questions concerning this policy should be directed to the Human Resources Office or Legal Section.

OFFICIAL:



Kate Maier
Human Resources Director

Please read the above memorandum and then sign form

Name Nkenge Green 

Social Security Number 055-15-7000

Date 06/16/2021

**PRE-EMPLOYMENT DRUG TESTING
ACKNOWLEDGEMENT STATEMENT**

I, Nkenge Green, acknowledge that I have read and understand the following stipulations required by law:

1. I understand that, as a condition of employment with the Department of Public Safety, I must take and pass a drug test. The test is conducted under the authority of O.C.G.A. 45-20-110 to determine the presence of illegal drugs.
2. I am willing to take the drug test as directed, and I understand that the employer will pay the cost of this drug test.
3. I understand that if I refuse to take the drug test or fail to appear at the testing location by the specified date, I will be disqualified from employment with any State employer for a period of two years.
4. I understand that should my drug test results indicate the presence of illegal drugs and such presence is not found by the Medical Review Officer to be authorized by state or federal law, I will be disqualified from any employment with any State employer for a period of two (2) years from the date that the test was administered.
5. I acknowledge that I have taken or have been asked to take a drug test for the following State employers within the last two (2) years (Indicate any agency, department, commission, bureau, board, college, university, institution or authority):

State Employer

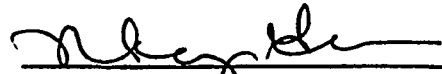
Date of Test

6. I certify that the results for each test showed no presence of illegal drugs.
7. I acknowledge that withholding or falsifying any of the requested information will result in immediate termination of my employment with the Department of Public Safety.

I understand that if I refuse to sign this form I am forfeiting any further consideration for this position with the Department of Public Safety.

Nkenge Green

(PRINT Applicant's Name)



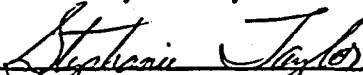
(Applicant's Signature)

[REDACTED]

(Social Security Number)

6-16-21

(Date)



(Signature of Witness)

6/16/21

(Date)



Department of Public Safety
Post Office Box 1456
Atlanta, Georgia 30371-1456
(404) 624-7710

Colonel Christopher C. Wright
Commissioner

POSITIONS SUBJECT TO RANDOM DRUG SCREENING

During the 1990 legislative session, the Georgia General Assembly passed Act 1445, which requires random drug screening of certain state employees. The Act covers those employees who are required to obtain Peace Officer Standards and Training (P.O.S.T.) certification and who occupy positions where 'inattention to duty or errors in judgment while on duty will have the potential for significant risk or harm to the employee, other employees, or the general public.' (O.C.G.A. 45-20-90 (3)). In accordance with the provisions of this law, your department head has determined that the position for which you have been selected shall be subject to random drug screening.

In January 1992, the Department of Public Safety extended its Random Drug Screening to include sworn and uniform personnel.

It is very important that you fully understand the requirements of this policy and the consequences that might result from its application. The policy mandates that any employee whose drug screening indicates the illegal use of drugs or marijuana shall be terminated from employment. The Department does not permit a second chance or the imposition of any lesser penalty. In addition, any employee who refuses to submit to drug screening, or who fails to appear for drug screening after being directed to so appear, shall be terminated from employment. An employee terminated for any of these reasons is disqualified from further state employment for a period of two years.

Name: Nkenge Green

Social Security Number: [REDACTED]

Date: 06/16/2021

Department of Public Safety (DPS)
Policy Acknowledgement Form

The DPS Policy Manual is located on MyDPS, the department's Intranet site.

By signing below, I acknowledge that I have read and understand the following statements:

- I acknowledge that it is my responsibility to read and understand all departmental policies within my first sixty (60) days of employment.
- I acknowledge that it is my responsibility to read and understand the following departmental policies within my first seven (7) days of employment:

- 1.01 – Mission and Core Beliefs
- 3.01 – Code of Conduct
- 3.02 – Oath of Office (sworn personnel only)
- 3.03 – Code of Ethics
- 5.01 – Unlawful Harassment and Prohibited Workplace Behavior
- 5.02 – Equal Employment Opportunity
- 5.09 – Leave
- 5.13 – Work Hours-Overtime.

- I acknowledge that revisions to the manual may occur and that it is my responsibility to read and understand the updated policies.
- I acknowledge that failure to adhere to the department's policies may result in disciplinary action, including dismissal from employment.
- I understand that I should consult Human Resources at 404-624-7550 if I have questions about where to find the DPS Policy Manual or about the information included.

Nkenge Green
Print Name


Signature

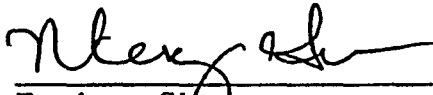
06/16/2021
Date



Department of Public Safety

Post Office Box 1456
Atlanta, Georgia 30371-1456
Phone: (404) 624-7477
Fax: (404) 624-7788

I acknowledge that I have received, reviewed, and agree to comply with the State of Georgia Statewide Sexual Harassment Prevention Policy. I understand that failure to comply with the Policy could result in disciplinary action up to and including termination of my employment.

<u>Nkenge Green</u> Employee Name (please print)	 Employee Signature
<u>06/16/2021</u> Date	 Location (Post, Unit, etc.)

UNLAWFUL HARASSMENT AND PROHIBITED WORKPLACE BEHAVIOR POLICY ACKNOWLEDGEMENT

DPS Policy #5.01

The Georgia Department of Public Safety is committed to creating and maintaining a work environment that promotes equal employment opportunities and is free from unlawful harassment, discriminatory practices, and inappropriate workplace behavior. The Department seeks to promptly prevent, correct and discipline behavior that violates this policy.

It is illegal and a violation of this policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of the discriminatory treatment is, in whole or in part, the person's race, color, religion, gender, disability, national origin, pregnancy, genetic information or age.

It is illegal and a violation of this policy for any person to create an intimidating, hostile, or offensive working environment for another on the basis of their race, color, religion, gender, national origin, disability, pregnancy, genetic information or age. Unlawful harassment includes verbal or physical conduct when: (1) enduring the conduct becomes, directly or indirectly, a term or condition of a person's continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. Sexual harassment in violation of this policy includes unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct (1) is made explicitly or implicitly a term or condition of employment; (2) is used as a basis for an employment decision; or (3) is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

It is against this policy for any employee to engage in inappropriate workplace behavior of a sexual or harassing nature. Through enforcement of this policy, the Department seeks to address incidents of improper or disrespectful behavior before they escalate into unlawful behavior. Members will not use coarse, violent, profane or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics. Consensual romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) are prohibited.

No employee who, in good faith, exercises his or her right to make a complaint about sexual or other unlawful harassment will be subjected to any retaliatory act or incur any penalty or adverse consequence. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.

Inappropriate behavior and/or conduct of a harassing nature by a supervisor is particularly unacceptable and will not be tolerated. Supervisors are strictly prohibited from making any employment decision, directly or indirectly, based upon submission to, or rejection of, a request for a sexual favor. Supervisors are also strictly prohibited from engaging in any conduct that could reasonably be construed by another employee as threatening, offensive or intimidating so as to constitute a hostile working environment in violation of this policy. Any supervisor who engages in such conduct shall be subject to disciplinary action up to and including termination. It is the responsibility of each supervisor and manager to maintain a workplace free of sexual and other unlawful harassment. Any supervisor who receives a complaint of conduct in violation of this policy must immediately report the complaint to the Human Resources Director.

Employees who believe they have been subjected to inappropriate workplace behavior, discrimination, sexual harassment, and other unlawful harassment or believe they have witnessed such conduct must report this immediately to their immediate supervisor, other supervisors within their chain-of-command, the Colonel, the Lt. Colonel, the GSP Commanding Officer, the MCCD Commanding Officer, the Director of the Office of Professional Standards, or the Director of Human Resources. Any reported allegations of conduct in violation of this policy will be investigated promptly and thoroughly. It is extremely important that any unlawful harassment be reported immediately. Failure to report conduct in violation of this policy, or a delay in reporting the same, may impede the Department from taking preventive or corrective measures when appropriate.

The Department encourages any employee to raise questions he or she may have regarding discrimination, retaliation, harassment or any other inappropriate workplace behavior with the Human Resources Division. Questions or concerns may be directed to the Human Resources Division by calling (404) 624-7550.

Acknowledgement:

I acknowledge that I have read and understand Policy 5.01, as well as my responsibilities as they relate to this policy. I also understand that I should direct any questions I have concerning this policy to the Human Resources Division.

Nkenge Green

(Print Name)

(Assignment/Location)




(Signature)

06/16/2021

(Date)