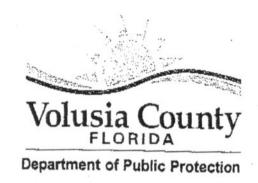
MA 26289 AI 1728/08



March 8, 2007

Senior Officer Rodney Brown 1300 Red John Road Daytona Beach, FL 32124

Re: Suspension

Dear Officer Brown:

On February 21, 2007, you received my letter of intent to suspend you for two (2) working days without pay. You have provided no information that would alter my decision, therefore I am moving forward with the suspension. The effective days of your suspension without pay are, April 27th and 28th, 2007, you are suspended without pay. This adverse action is a result of the following incident.

On December 18, 2006, while on Unit 1 from 0045 until approximately 0240 hours you failed to ensure the 0200 visual checks on inmates were conducted, and did not conduct rounds at 0200 hours.

You violated Policy and Procedure 400.18, Security and Control - Inmate Count:

4. Visual checks

a) All inmates shall be visually seen very how from 2300 - 0500 hours unless involved in an outside work assignment that precludes a personal check. Checks shall be entered in the unit log.

You also violated Florida Model Jail Standards 11.06, Security and Control:

2. Inmate counts she if be taken at the beginning of each shift daily and recorded in the detention facility log. At least one of the counts shall be a full lock-down count when all inmates are required to be immediated and visually

Suspension – Brown, R. March 8, 2007 Page 2

inspected. All immates will be visually checked every hour between 11:00 p.m. and 6:00 a.m. unless involved in an outside program that precludes a personal check. Checks will be entered in the daily log.

You are hereby advised that future incidents of a similar nature will result in more severe advance actions.

In accordance with County Merit Rules you have ten (10) working days from receipt of this letter to request an appeal of this action before the County Personnel Board. A request for appeal must be submitted in writing to the County Personnel Director.

Cyntleis & Coloffant

Cynthia G. Clifford

Director

CGC/ng

cc: Ruth Moorman, Personnel

Nancye Jones, Legal

James W. Willits; Public Protection

I certify that I have read this notification and acknowledge receipt of the original copy.

[13] Brown 614

3/28/07

Employee Signature (Or Witness, if Employee Refuses to Sign)

MA 26276 AI V28/08



March 8, 2007

Officer Charles Coffin 1300 Red John Road Daytona Beach, FL 32124

Re: Suspension

Dear Officer Coffin:

On February 23, 2007, you received my letter of intent to suspend you without pay. After meeting with you, I have decreased the suspension from ten (10) working days to five (5) working days. The effective days of your suspension without pay are, April 4th, 5th, 13th, 14th and 15th, 2007. This adverse action is a result of the following incident.

On December 18, 2006, you were assigned to Unit 1. You did not complete the 0200 rounds as per Policy and Procedure. You and Officer Zemba completed the 0300 rounds, and everything appeared normal. You failed to complete the 0400, 0500, and 0600 rounds. You failed to alert your supervisor that you needed assistance to complete these tasks. You improperly documented that these rounds had, in fact, been completed by entering tem in the Unit Log Book prior to completing them.

You violated Policy and Procedure 400.05 Permanent Logs

Logbook - A permanent record utilized to document all incidents or events, which occur during his/her tour of duty in the unit log. Entries shall be made in chronological sequence.

You also violated Policy and Procedure 400.18, Security and Control - Inmate Count:

4. Visual checks

Suspension - Coffin March 8, 2007 Page 2

> a) All inmates shall be visually seen every hour from 2300 - 0500 hours unless involved in an outside work assignment that precludes a personal check. Checks shall be entered in the unit log.

You also violated Florida Model Jail Standards 11.06, Security and Control:

2. Inmate counts should be taken at the beginning of each shift daily and recorded in the detention facility log. At least one of the counts shall be a full lock-down count when all inmates are required to be immobilized and visually inspected. All inmates will be visually checked every hour between 11:00 p.m. and 6:00 a.m. unless involved in an outside program that precludes a personal check. Checks will be entered in the daily log.

You are hereby advised that future incidents of a similar nature will result in more severe adverse action.

In accordance with County Merit Rules you have ten (10) working days from receipt of this letter to request an appeal of this action before the County Personnel Board. A request for appeal must be submitted in writing to the County Personnel Director.

Sincerely, Cynthia & Cliffound

Cynthia G. Clifford

Director

CGC/ng

cc:

Ruth Moorman, Personnel

Nancye Jones, Legal

James W. Willits; Public Protection

I certify that I have read this notification and acknowledge receipt of the original copy.

Employee Signature (Or Witness, if Employee Refuses to Sign)

(Date of Signature)

MA 26271 AI 128/08



March 8, 2007

Officer Michael Zemba 1300 Red John Road Daytona Beach, FL 32124

Re: Suspension

Dear Officer Zemba:

On February 27, 2007, you received my letter of intent to suspend you without pay. After meeting with you, I have decreased the suspension from ten (10) working days to five (5) working days. The effective dates of your suspension are, April 9th, 10th, 18th, 19th, and 23rd, 2007. This adverse action is the result of the following incident.

On December 18, 2006, you were assigned to Unit 1. You did not complete the 0200 rounds as per Policy and Procedure. You and Officer Coffin completed the 0300 rounds, and everything appeared normal. You failed to complete the 0400, 0500, and 0600 rounds. You failed to alert your supervisor that you needed assistance to complete these tasks. You improperly documented that these rounds had, in fact, been completed by entering them in the Unit Log Book prior to completing them.

You violated Policy and Procedure 400.05 Permanent Logs:

Log book – A permanent record utilized to document all incidents or events, which occur during his/her tour of duty in the unit log. Entries shall be made in chronological sequence.

You also violated Policy and Procedure 400.18, Security and Control - Inmate Count:

4. Visual checks

Suspension - Zemba March 8, 2007 Page 2

> a) All inmates shall be visually seen every hour from 2300 - 0500 hours unless involved in an outside work assignment that precludes a personal check. Checks shall be entered in the unit log.

You also violated Florida Model Jail Standards 11.06, Security and Control:

2. Inmate counts should be taken at the beginning of each shift daily and recorded in the detention facility log. At least one of the counts shall be a full lockdown count when all inmates are required to be immobilized and visually inspected. All inmates will be visually checked every hour between 11:00 p.m. and 6:00 a.m. unless involved in an outside program that precludes a personal check. Checks will be entered in the daily log.

You are hereby advised that future incidents of a similar nature will result in more severe adverse action.

In accordance with County Merit Rules you have ten (10) working days from receipt of this letter to request an appeal of this action before the County Personnel Board. A request for appeal must be submitted in writing to the County Personnel Director.

Sincerely,

Cyrthia & Creffant Cynthia G. Clifford

Director

CGC/ng

Ruth Moorman, Personnel cc:

Nancye Jones, Legal

James W. Willits; Public Protection

I certify that I have read this notification and acknowledge receipt of the original copy.