

**Volusia County Division of Corrections
Incident Report**

Page ____ of ____

THE INFORMATION BELOW WILL BE FILLED IN COMPLETELY BY THE OFFICER FILING THE REPORT AT THE TIME THE INCIDENT TAKES PLACE. USE VCDC 402 (SUPPLEMENTAL REPORT) FOR CONTINUATION.

Subject: Oral Reprimand Date: _____ Time: _____
Inmate Name: N/A Booking No.: N/A Cell No.: N/A

At the above time and date, I met with Officer Randreka Gardner in the Warden's Office, VCCF. I advised her that on September 16, 2009, while assigned to North Wing, she made incorrect numerical entries on the VCDC Segregation Record of Inmate Tracy Viera #803671. Officer Gardner entered 0845 hours, #3 (attitude), #1 (appearance) and #19 (on bunk breathing). She also entered 0900 hours, #3 (attitude), #1 (appearance) and #19 (on bunk breathing). In a VCDC 401, Incident Report, Officer Gardner states that she observed Inmate Viera sitting on the toilet at 0845 hours and standing at her cell door at 0900 hours. Officer Gardner admits that the entries she made on the VCDC 52 were not correct with her actual observations of Inmate Viera. I advised Officer Gardner that I am giving her an oral reprimand for violating Policy and Procedure 400.15 Procedure B. 1. VCDC-52 record of segregation a) To make an entry, custodial staff must see the inmate and record the physical appearance and attitude, date and time of entry and what the inmate is doing. All entries shall be made using numbers as reflected in the

Lt R. Gray #630

Reporting Officer - Print Name

Signature of Reporting Officer

CORRECTIVE ACTION OR COMMENTS BY HOUSING UNIT SUPERVISOR

code explanation column. The employee number shall be recorded indicating who is making the entry. In order to record the attitude, the staff member must talk to the inmate. When the inmate is sleeping it is not necessary to awaken them. I offered Officer Gardner training and assistance to prevent this problem in the future. I also advised Officer Gardner that this oral reprimand will be documented in her Division personnel file and that she may submit comments for the file.

Lt R. Gray #630

Signature of Housing Unit Supervisor

CORRECTIVE ACTION OR COMMENTS BY SHIFT SUPERVISOR

Signature of Shift Commander

REVIEWED

Distribution:

Handled Appropriately
cc: Admin Services

Signature of Warden