

May 26, 2016

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 2, 2016
1:30 p.m., Commissioners Hearing Room
County–City Building, Room 112

A G E N D A

ITEM 1: Request to change the title and revise the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>	<u>PROPOSED</u> <u>CLASS TITLE</u>
4730	Cleaning and Security Manager	Security Technician (C15)

ITEM 2: Request for appeal hearing - Kaela Howard - Corrections

ITEM 3: Miscellaneous Discussion

pc: Terry Wagner
Gwen Thorpe
Kaela Howard
Tom McCarty
Kristy Bauer

LANCASTER COUNTY
CLEANING AND SECURITY MANAGER TECHNICIAN

NATURE OF WORK

This is responsible administrative and technical work coordinating the ~~cleaning, maintenance and~~ security operations of designated properties under the management of the Public Building Commission.

Work involves setting up, ~~and~~ organizing ~~cleaning~~ and administering security operations in designated City and County owned buildings. Supervision is received from the ~~supervisor of the Real-Estate and Relocation Division of Urban Development~~ Lancaster County Sheriff's Office.

EXAMPLES OF WORK PERFORMED

~~Supervises the acquisition of power and manual cleaning equipment and monitors the on-going condition of equipment for efficiency and to detect safety hazards.~~

~~Supervises and coordinates the work of cleaning personnel; instructs staff on proper use of equipment, cleaning solvents, etc.; and trains working janitorial supervisors.~~

~~Inspects work to assure timely completion and to maintain established standards; investigates complaints regarding quality of cleaning services and resolves any deficiencies.~~

~~Monitors inventory of cleaning supplies and orders materials as needed; oversees the acquisition of security related equipment.~~

~~Interviews and hires cleaning and security personnel; completes performance appraisals and implements any necessary disciplinary action.~~

~~Supervises and coordinates the work of security personnel; instructs security personnel on implementation of proper security procedures.~~

Organizes and administers security operations in designated County & City owned buildings.

Provides project coordination and management of designated projects to ensure completion within proper schedule, budget and specifications.

Operates and maintains complex computer software in support of security operations.

Provides access control user/administrator privileges to the designated LPD security contact and provide support as needed for their shared access control database and video monitoring needs.

Administers and maintains complex electrical components critical to security operations.

Supervises the implementation of security plans in various designated buildings, and monitors the operation of a computer database card access system.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Thorough knowledge of building maintenance and cleaning.~~

Thorough knowledge of security operations.

Knowledge of VOIP phone systems and mass notification systems.

Knowledge of electronics, digital systems, computer equipment and interfaces, software systems, electrical equipment maintenance and repair techniques.

Ability to manage, troubleshoot, repair or configure electronic access control systems and panic alarm systems.

Ability to manage surveillance video systems.

Ability to upgrade computer hardware systems and servers in a secure environment.

~~Ability to effectively train, supervise and monitor the work of subordinate personnel.~~

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, supervisors and building occupants.

Ability to work independently within defined policies and procedures.

DESIRABLE TRAINING AND EXPERIENCE

Associates degree in electronic systems, computer information, criminal justice or other related security, electrical or computer fields; and 6 years of experience of a technical nature in the area security operations. Graduation from a senior high school or equivalent plus considerable experience in a cleaning and security managerial position and working knowledge of cleaning equipment, materials, techniques and security procedures.

MINIMUM QUALIFICATIONS

Associates degree in electronic systems, computer information, criminal justice or other related security, electrical or computer fields; and 4 years of experience of a technical nature in the area of security operations; Graduation from a senior high school or equivalent and experience in a cleaning and security managerial position or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4730 LANCASTER COUNTY ~~CLEANING AND~~ SECURITY TECHNICIAN
MANAGER

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NECESSARY SPECIAL REQUIREMENT

Successful completion of a security clearance.

5/94

~~Class Code Change 8/95~~

6/15

PS4730

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February 10, 2016

VIA HAND DELIVERY

Mr. Doug McDaniel
Personnel Director
Lincoln/Lancaster County
555 S. 10th Street
Lincoln, NE 68508

RE: Corrections Officer Kaela Howard; Appeal of Suspension

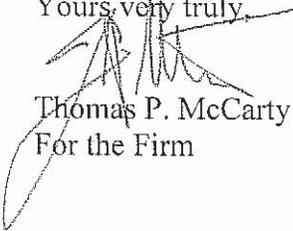
Dear Mr. McDaniel:

This firm represents Fraternal Order of Police Lodge #32, and Corrections Officer Kaela Howard. On February 5, 2016, Corrections Director Mike Thurber issued Officer Howard a five (5) day suspension and a mandatory referral to EAP. A copy of said disciplinary action is enclosed.

Pursuant to the bargaining agreement between Lancaster County and FOP #32, Officer Howard hereby gives her notice of appeal of the suspension to the Lancaster County Personnel Policy Board, for the following reasons: Officer Howard's underlying conduct is not just cause for the level of discipline imposed; the amount of discipline is not proportionate to the actions alleged; the imposition of a five (5) day suspension in this matter is arbitrary and capricious and not supported by the evidence; and the level of discipline imposed for the actions alleged is inappropriate and not authorized by the bargaining agreement, which expressly bars suspensions that are not supported by just cause.

We request that the appeal be scheduled pursuant to the terms and deadlines set forth in the bargaining agreement. Thank you.

Yours, very truly,


Thomas P. McCarty
For the Firm

Lancaster County

Department of Corrections

3801 West O Street
Lincoln, NE 68528
(402) 441-1900
Fax: 441-8946

Michael Thurber, Director

February 5, 2016

Officer Kaela Howard
Lancaster County Dept. of Corrections
3801 West O Street
Lincoln NE 68528

RE: Disciplinary Action

Dear Officer Howard:

On January 25, 2016, you received a letter proposing to suspend your employment for five (5) working days without pay pursuant to County Personnel Rules 11.2 (d), and Article 28, Section 3, of the August 2014-2016 Bargaining Agreement between the Fraternal Order of Police Lodge #32 and the County of Lancaster (hereinafter "Bargaining Agreement"). A meeting regarding the proposed discipline was held on January 29, 2016. During the meeting you and your Union Representative presented information concerning the above violations. You were informed that the information would be reviewed and you would be advised of my decision.

After consideration of all of the information you presented, I have determined that you have violated Lancaster County Personnel Rule, 11.2 (h)(4)(5) and (8), Lancaster County Department of Corrections Policy 2.7 (B) (1) and (B) (13) as well as Facility Procedure 11.C.1 (D). After considering the information you presented, I have decided to suspend you for a period of five (5) working days. Your suspension is pursuant to County Personnel Rule 11.2 (d) and Article 28 of the 2014-2016 Bargaining Agreement and the County. I have made my decision based on the facts set forth:

On January 8, 2016, you were assigned as the I pod officer. At approximately 7:01 a.m., Officer Youngs relieved you from the female unit. During your pass down with her, Officer Youngs reported that you showed her a plastic bag that contained an inmate's personal underwear and bra that you found in the inmate's cell while conducting a round on your shift. Officer Youngs reported that you told her to write a report about the contraband you found since she is new and needs to write two (2) reports a week. Officer Youngs then asked you, "How can I write it because I wasn't there?" Officer Youngs reported that you told her to "pretend [you] found it." You then handed over the property bag to Officer Youngs and left the female unit. Officer Youngs reported her interaction with you to Officer Clawson and asked his direction. Officer Clawson advised Officer Youngs to not write the report as it would be falsifying a document. Officer Clawson took the property bag containing the inmate's personal underwear and bra, gave it to the property officer, and then advised Sgt. Holsing of the situation at approximately 7:35 a.m.

On January 12, 2016, Jail Administrator Brad Johnson interviewed you regarding the incident on January 8, 2016. You indicated that you did find the contraband (personal bra and underwear) and had discussed it with Officer Youngs. You indicated that you didn't think you needed to write a report. You also indicated that you told Officer Youngs that since she needed to write reports for her field training, she could write reports about things on the wall in cell #1 and that the inmate in #4 had a torn t-shirt. You denied telling Officer Youngs to pretend she had found the contraband in the inmate's cell. A review of the investigative reports for January 8, 2016, revealed that you did not write reports for the items you talked to Jail Administrator Johnson about; specifically, the things on the wall in cell #1, nor the inmate's torn t-shirt in #4.

On January 13, 2015, you were suspended for three (3) days for violations of Lancaster County Department of Corrections Policy 2.7(B)(8) and B(13), and Lancaster County Personnel Rule 11.2(h)(5) and (8). On December 8, 2014, you were suspended for one (1) day for violations of Lancaster County Department of Corrections Policies 2.14(A)(1), 2.7(A)(11), (D)(2), and (D)(3), and Lancaster County Personnel Rule 11.2(h)(4). On February 20, 2014, you were suspended for one (1) day.

During our meeting you denied making the statement to Officer Youngs about writing a report and pretending (she) found the property. You also stated in our meeting, she (Officer Youngs) must have misinterpreted what you wanted her to complete.

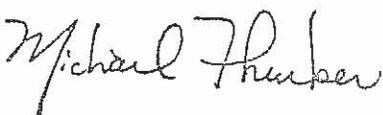
Kaela, I do not believe Officer Youngs misinterpreted your comments to her on the morning of January 8, 2016. I believe you instructed the officer to create a report that would not have been accurate. I am continually puzzled why you would have not just completed this task by yourself. You could have called a rover and requested them to place the items on the inmate's property, or you personally could have taken the items to the property room.

Similar types of unprofessional work issues continue to arise and present themselves to your supervisor's attention. Past comments to and about your peers, and the lack of judgment when dealing with the inmates under your supervision have resulted in past disciplines.

Your conduct justifies the imposition of a suspension without pay from your employment with Lancaster County for a period of five (5) working days. Your suspension will begin at 10:45 p.m. on Monday, February 22, 2016 and will end on Saturday, February 27, 2016 at 7:15 a.m.

You have the right to appeal this unpaid suspension to the Lancaster County Personnel Board in accordance with Article 28, Section 3 of the Bargaining Agreement.

Sincerely,



Michael Thurber
Corrections Director

MT/lo

cc: Doug McDaniel, Human Resources Director
Kristy Bauer, Deputy County Attorney
Brad Johnson, Jail Administrator
Dave Caulfield, Corrections-Lieutenant
Personnel File