April 25, 2019

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, May 2, 2019
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classifications:

CLASS CODE	CLASS TITLE	PROPOSED PAY RANGE
5702	Title Inspector	A19 ($38,230.40 – $48,963.20)
7526	Assistant County Engineer	C28 ($86,440.64 – $110,720.48)

ITEM 2: Amendment to Human Resources Policy Bulletin – Overtime Pay Policy

ITEM 3: Request of Steven Delaney to compel the County to produce documents for the Adam Bassinger – Corrections – appeal hearings

ITEM 4: Miscellaneous Discussion

PC: Department Heads
Kristy Bauer
Steven Delaney

LANCASTER COUNTY
TITLE INSPECTOR

NATURE OF WORK

This is a civilian position involving law enforcement work responsible for the inspection of out-of-state vehicles for applicants seeking Lancaster County titles.

Work includes physically inspecting motor vehicles and associated documents for applicants seeking Lancaster County titles and detecting and reporting stolen vehicles and parts. Work also includes use of the National Crime Information Center (NCIC) and other law enforcement resources to complete thorough investigations. Supervision is received from a higher level administrative superior with work being reviewed in the form of results achieved and adherence to departmental and applicable law enforcement guidelines.

EXAMPLES OF WORK PERFORMED

Physically inspect out-of-state vehicles for applicants seeking Lancaster County titles in order to obtain mileage information and identify numbers from vehicle parts, including, but not limited to vehicle body, frame, engine and transmission; record vehicle identification numbers per established protocols.

Access numbers for comparison with Nebraska and National Crime Information Center's (NCIS/NCIC) lists of stolen vehicles and parts; inform Sheriff's Deputy of vehicle or vehicle parts which have questionable identification numbers; complete required inspection paperwork and filing tasks.

Review submitted paperwork for accuracy and authentication by comparing it to the national law enforcement databases.

Collect the proper fees and make an accurate cash deposit compared to receipts issued to customers.

Provide a legal remedy for customers who may own vehicles that fail inspections but do not appear stolen.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of NCIC/NCIS teletype procedures.

Knowledge of motor vehicles and placement of identification numbers.

Ability to provide prompt, helpful and courteous service to the public.

Ability to understand, communicate and follow both oral and written instructions.

Ability to maintain effective working relationships with individuals representing community agencies and the general public.

Ability to store and maintain written records and computer files.

Ability to employ de-escalation techniques and to control hostile situations.

MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent plus one year of experience in customer service; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Employees must possess and maintain a Certificate of Training from the Nebraska State Patrol Training Center for title inspection within 6 months of employment.

Employees must be certified by the Nebraska State Patrol as a motor vehicle title inspector within 6 months of employment.

Employees must be certified by the Federal Bureau of Investigations as a terminal user of the NCIC database within 6 months of employment.

LANCASTER COUNTY
ASSISTANT COUNTY ENGINEER

NATURE OF WORK

This is responsible professional and administrative work assisting the County Engineer in the overall operations of the County Engineering Department.

Work involves managing and directing the day-to-day operations of the County Engineering Department, including planning, design, construction and maintenance of roads, bridges and other infrastructure. Work includes organizing and prioritizing critical issues and gathering required information for the County Engineer to facilitate efficient decision making, acts as a point of contact between the County Engineer and other employees and provides oversight and guidance to projects of high importance. Supervision is exercised over subordinate staff. Supervision is received from the County Engineer with work being reviewed in the form of reports, conferences and compliance with departmental goals and objectives.

EXAMPLES OF WORK PERFORMED

Assist the County Engineer in directing and administering the Department.

Assist in Strategic Planning a development of long-term comprehensive planning for County transportation infrastructure.

Supervise and direct the work of assigned staff.

Identify existing problems with County infrastructure and makes recommendations for repair, replacement, or redesign.

Assist with preparing, reviewing, and completing engineering studies, cost calculations, and determining project feasibility.

Review construction plans and contract documents to ensure projects meet all federal, state, and local design and construction standards and guidelines.

Review and assist County Engineer with facility planning, site selection, and recommendations for renovation, restoration or replacement.

Direct and manage the delivery of the One and Six-Year Road and Bridge Program.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Civil Engineering principles, practices, and procedures as applied to highways, bridges and other projects and operations.

Thorough knowledge of the principles and practices of public administration.

Thorough knowledge of the goals, objectives and programs of the County Engineering Department.

Considerable knowledge of federal, state, and local regulations and laws governing the planning, design, construction and maintenance of highways, bridges, and other infrastructure.

Ability to prioritize and organize a variety of responsibilities.

Ability to utilize complex computer programs for hydrology, highway design, pavement management, sign management, and construction management.

Ability to establish and maintain effective working relationships with staff, governmental agencies and representatives, legislators, contractors, engineers, and the public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in civil engineering, six years of responsible experience in highway design and construction, and two years of responsible supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Registration as a Professional Engineer by the State of Nebraska. If registered in another state, must obtain Nebraska registration within one year of appointment.

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

Human Resources Policy Bulletin

Lancaster County

Number: ~~2015-~~1 2019-1
Date: ~~February 2015~~
May, 2019

Reference:	Title:
Personnel Rule 17 Supercedes ~~Personnel~~Human Resources Policy Bulletin ~~2014-1~~ 2015-1	OVERTIME PAY POLICY

OVERTIME PAY

A Department Head may prescribe reasonable periods of overtime work to meet operating needs. Overtime pay may not be used to affect pay adjustments nor in payment for work that can be scheduled in a routine manner. Only employees allocated to non-exempt classifications are eligible to receive overtime pay. Overtime must be approved by the appropriate Department Head prior to it being worked.

Unless otherwise specifically provided for in a collective bargaining agreement or other provisions of this Human Resources Policy Bulletin, overtime shall be compensated by monetary payment and not time off, i.e. compensatory time. Any County Department wanting to authorize the use of compensatory time first must gain the written approval of the County Board and Human Resources Officer, with the exception of employees in pay grades prefixed by 'A', 'G', 'J', 'D', or 'Y'.

Overtime will be paid only if such time has been previously approved by the appropriate Department Head. No employee, by his/her own volition will work any time prior to or immediately following his/her normally scheduled working hours without the approval of his/her supervisor. No employee who is non-exempt will be permitted to conduct the County's business while on their authorized lunch break. Any employee who elects to forego his/her authorized rest breaks shall not be entitled to payment for overtime for breaks not taken. An employee who, without supervisor approval, works either before or after his/her scheduled hours or during an authorized lunch break, will be subject to progressive discipline. The employee's work week is hereby defined as Thursday at 0001 through the following Wednesday at 2359.

Employees in any of the classifications set forth in this Human Resources Policy Bulletin may work in more than one department if approval to do so is granted, in writing, by both Department Heads, provided however, that in no event shall the total time in pay status exceed forty (40) hours per week.

Human Resources Policy Bulletin

Lancaster County

Number: ~~2015-~~1 2019-1
Date: ~~February 2015~~
May, 2019

Reference:	Title:
Personnel Rule 17 Supercedes ~~Personnel~~Human Resources Policy Bulletin ~~2014-1~~ 2015-1	OVERTIME PAY POLICY

The County supports the concept of a flexible working schedule where it can be implemented by Department Heads in a manner which improves the delivery of services to the public. An essential requirement is that all work positions be adequately staffed during the normal business or regular hours. Where less than full-time (i.e., less than forty (40) hours per week) employees are used, they shall be paid at the straight time hourly rate established for their classification unless they exceed forty (40) hours per week which will be compensated at one and one-half (1 ½) times regular rate. Flex time must be arranged during the work week or paid if it exceeds forty (40) hours.

The Human Resources Officer will determine overtime pay eligibility and assign classifications to either non-exempt or exempt status. The Human Resources Officer may develop a reporting system which will be used in all County Departments to report overtime usage. Department Heads will be responsible for the proper administration of the overtime provisions.

NON-EXEMPT CLASSIFICATIONS

Employees allocated to classifications identified in the pay plan index as non-exempt are eligible to receive pay for overtime work in accordance with the provisions of the Fair Labor Standards Act, this Human Resources Policy Bulletin, the applicable collective bargaining agreement, or the Lancaster County Personnel Rules.

A.F.S.C.M.E. ('A' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing

overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be ~~thirty (30)~~forty (40) hours.

A.F.S.C.M.E. ('G' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Human Resources Policy Bulletin

Lancaster County

Number: ~~2015-~~1 2019-1
Date: ~~February 2015~~
May, 2019

Reference:	Title:
Personnel Rule 17 Supercedes ~~Personnel~~Human Resources Policy Bulletin ~~2014-1~~ 2015-1	OVERTIME PAY POLICY

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be ~~twenty (20)~~thirty (30) hours.

FRATERNAL ORDER OF POLICE, LODGE 77 ('Y' PAY GRADES)
NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

For employees working twelve (12) hour shifts, work performed in excess of eighty (80) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Human Resources Policy Bulletin

Lancaster County

Number: ~~2015-~~1 2019-1
Date: ~~February 2015~~
May, 2019

Reference:	Title:
Personnel Rule 17 Supercedes ~~Personnel~~Human Resources Policy Bulletin ~~2014-1~~ 2015-1	OVERTIME PAY POLICY

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be forty (40) hours.

FRATERNAL ORDER OF POLICE, LODGE 32 ('J' PAY GRADES)
NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of eighty-six (86) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. The Department will develop a standard operating procedure for the granting of voluntary and mandatory overtime.

Vacation and holiday leaves shall be counted as hours worked in computing overtime with the exception of sick leave and compensatory time, which will not count as hours worked for purposes of computing overtime.

If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled tour of duty, the employee will be paid for a minimum of two (2) hours at a rate of

one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. This premium pay does not apply to time accrued while attending the Academy, make up training or voluntary training. In such cases, all call-back hours will be paid as overtime regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may notify the Department that overtime shall be converted to compensatory time. One and one half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. The employee's compensatory bank may not exceed a total of seventy-six (76) hours.

UNREPRESENTED ('C' PAY GRADES) AND EXCLUDED E ('E' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. In accordance with 29 U.S.C. § 207 (k), work performed by Corrections-Sergeant employees in excess of eighty-six (86) hours in the fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular rate of the employee.

All paid leaves of absence shall be computed as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing overtime.

If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours

worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

EXEMPT CLASSIFICATIONS

Employees who are determined to be Exempt from the requirements of the Fair Labor Standards Act and who are identified in the pay plan index as exempt are presumed to be paid for the complete job and are not eligible to receive compensation for additional hours. Employees may work more or less than forty (40) hours per week at the discretion of the Department Head. In addition, a Department Head may grant additional time off in recognition of extra work but under no circumstance will time be granted on a one-for-one basis or hours counted after forty (40) per week. Exceptions to this overtime policy may be granted by the Human Resources Officer when requested by the Department Head after demonstrating the exception to this policy is in the best interest of the County.

Employees in the unclassified service, with the exception of those represented by the Deputy Sheriff's Association, are not eligible to receive compensation for work in excess of forty (40) hours per week, and are not covered by this Human Resources Policy Bulletin.

EXEMPT AND NON-EXEMPT CLASSIFICATIONS

For a current listing of Exempt and Non-Exempt Classifications, please refer to the City-County home page at www.lincoln.ne.gov. Under Lancaster County, click on ‘County Agencies’. Click on ‘Human Resources Department.’ Under County, click on ‘Pay Plans.’ Finally, click on ‘Alphabetic Title Listing.’ This listing will be updated as changes occur.

Human Resources Policy Bulletin

Lancaster County

Number: ~~2015-~~1 2019-1
Date: ~~February 2015~~
May, 2019

Reference:	Title:
Personnel Rule 17 Supercedes ~~Personnel~~Human Resources Policy Bulletin ~~2014-1~~ 2015-1	OVERTIME PAY POLICY

_____ _____
Doug McDaniel Date
Human Resources Director

_____ _____
Jennifer Brinkman, Chair Date
Board of County Commissioners

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Karen Eurich

From: Steve Delaney <Steve@rmdlaw.net>
Sent: Thursday, April 25, 2019 2:42 PM
To: Karen Eurich; Kristy R. Bauer; Megan Shupe
Subject: Bassinger v. Lancaster County Case No.

Kristy and Karen,

I have attached the Motion to Compel Discovery which I am filing on behalf of Sgt. Bassinger. My understanding is that we will hear this on the May 2, 2019 original hearing date. Can you please confirm receipt and also confirm the time and location of the hearing? Thank you.

Steve

Steven M. Delaney
Attorney at Law
Reagan, Melton & Delaney L.L.P
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BEFORE THE LANCASTER COUNTY PERSONNEL BOARD

	CASE NO. ____
IN THE APPEAL OF SGT. ADAM BASSINGER	MOTION TO COMPEL DISCOVERY

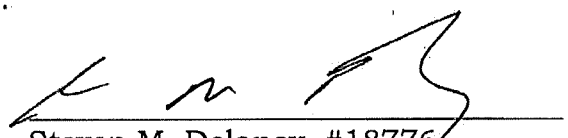
COMES NOW, Adam Bassinger, by and through counsel and respectfully requests the Lancaster County Personnel Board ("Board") compel Lancaster County Corrections ("County") to answer discovery. In support of said Motion, Petitioner submits the following:

1. On April 17, 2019, counsel for Sgt. Adam Bassinger sent discovery requests to Deputy County Attorney Kristy Bauer ("Bauer") via email. A copy of said discovery requests are attached hereto as **Exhibit 1**.
2. On April 18, 2019, Bauer responded via email. Said email stated that the County's position is that it is under no obligation to answer discovery requests. Her email also provided the following information:
    a. Interrogatory No. 1 was answered in full and is therefore not in dispute for purposes of this Motion.
    b. The County objected to Requests for Production of Documents 1, 2, and 3 for the reason that they are overly broad, contain confidential information, and are not relevant to the suspension and termination appeals.
    c. The County is willing to answer Requests for Production of Documents 4, 5, 6, 7, and 8 at some time prior to the discipline appeal hearing.
3. Sgt. Bassinger respectfully requests that the County be compelled to answer Interrogatories 2-14 and Requests for Production of Documents in full. The information provided in these discovery requests is necessary for Sgt. Bassinger to launch a fully-informed defense.

4. Without providing the requested information and documents, Sgt. Bassinger has no way of defending against a potentially arbitrary and capricious action.
5. Although the County's position is that the Lancaster County Personnel Rules do not specifically provide for comparative discipline, the requested information and documents may show that the decision was arbitrary and capricious and entitle Sgt. Bassinger to relief.
6. "Arbitrary and capricious action" by an administrative agency is action taken in disregard of the facts or circumstances of the case, without some basis which would lead a reasonable and honest person to the same conclusion. *Hickey v. Civil Service Com'n of Douglas County*, 274 Neb. 554, 741 N.W.2d 649 (2007).
7. It is relevant to obtain the requested documents and information to determine whether Sgt. Bassinger's discipline was proportionate to the alleged offense and also whether other's similarly situated individuals received the same or similar discipline for the same alleged violations.
8. Sgt. Bassinger understands the requested documents may contain confidential information and is therefore willing to accept redacted versions of the requested materials. In addition, a Protective Order prohibiting any further dissemination would also be agreeable. The County's objections that Requests for Production 1-3 are not relevant to the suspension and discipline appeals is misguided. It is relevant as to whether suspension and termination were appropriate and proportionate disciplines for the alleged violations.
9. Further, the information requested in Requests for Production of Documents 1-3 are not overly broad. The requests at issue request documents from the last ten (10) years related to other disciplines in Lancaster County. These requests are limited in time and scope and are not overly broad for discovery purposes.
10. Sgt. Bassinger believes the requested materials may reveal that just cause did not exist for his discipline, both the nature and the extent. "Just

cause" for employee discipline is that which a reasonable employer, acting in good faith, would regard as good and sufficient reason for formally disciplining an employee, as distinguished for an arbitrary whim or caprice. *Nebraska Dept. of Health and Human Services v. Williams*, 16 Neb. App. 777, 752 N.W.2d 163 (2008).

DATED this 25th day of April, 2019.

BY: 

Steven M. Delaney, #18776
Megan E. Shupe, #26627
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Bellevue, NE 68133
Office – (402) 932-9494
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steve@rmdlaw.net
megan@rmdlaw.net
Attorneys for Sgt. Adam Bassinger

CERTIFICATE OF SERVICE

The undersigned does hereby certify that I sent a true and exact copy of the foregoing Motion to Compel to the following individuals by email on this 25th day of April, 2019:

Kristy R. Bauer
KBauer@lancaster.ne.gov

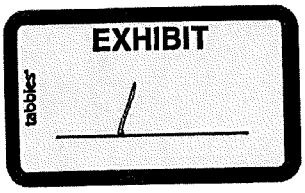
BEFORE THE LANCASTER COUNTY PERSONNEL POLICY BOARD

	CASE NO. _____
IN THE APPEAL OF SGT. ADAM BASSINGER	DISCOVERY REQUESTS

COMES NOW, Sergeant Adam Bassinger, by and through his attorneys and submits the following discovery requests to Lancaster County.

INTERROGATORIES

1. Identify the name of the reporting party who made a complaint against Sgt. Bassinger on or about February 22, 2019.
2. Identify all individuals whom you intend to call as witnesses at the appeal hearing.
3. Identify any documents in your possession related to the allegations against Sgt. Bassinger.
4. List all of the possible discipline actions that may be taken against a County employee.
5. If other disciplines were considered for Sgt. Bassinger, provide an explanation as to why less severe disciplines were ultimately not imposed.
6. If it is your contention that just cause existed to impose a 3-day suspension on Sgt. Bassinger, provide a summary in support of said contention.
7. If it is your contention that just cause existed to terminate Sgt. Bassinger, provide a summary in support of said contention.



8. List all factors that were considered in imposing discipline on Sgt. Bassinger, both on the suspension case and the termination case.
9. Identify each case involving discipline that has been imposed on Lancaster County employees for violations of the County sexual harassment rules and policies in the last ten (10) years.
10. For each discipline identified above, explain the specific discipline imposed.
11. For each employee of Lancaster County who has been terminated in the last ten (10) years, provide a summary of the incident(s) or circumstances that led to a termination decision.
12. Provide an explanation as to why additional training through an Employee Assistance Program was not implemented or considered for Sgt. Bassinger instead of termination.
13. Identify the number of times progressive discipline has been imposed on Lancaster County employees in the last ten (10) years.
14. For each case where progressive discipline was imposed, list the offense and the prior instances of discipline.

REQUESTS FOR PRODUCTION OF DOCUMENTS

1. Produce any and all documents relating to cases of sexual harassment between employees of Lancaster County for the last ten (10) years.

2. Produce any and all documents relating to discipline of sexual harassment cases in Lancaster County for the last ten (10) years.
3. Produce any and all documents relating to progressive discipline imposed on Lancaster County employees in the last ten (10) years.
4. Produce any and all documents relating to previous discipline of Sgt. Bassinger.
5. Produce any and all documents relating to previous allegations of violations of the County's sexual harassment rules and policies against Sgt. Bassinger.
6. Produce any and all documents relating to the investigations against Sgt. Bassinger in the present instances.
7. Produce copies of the rules, policies, and guidelines you allege Sgt. Bassinger violated.
8. Produce Sgt. Bassinger's personnel file.