

December 17, 2011

Rhonda Ledford

The purpose of this document is to clearly indicate my expectations for your behavior as a Safety and Security Officer at JCC Nampa. All personnel matters are confidential and are not to be discussed with any IDJC employees with the exception of myself, Betty Grimm, the HR department, and Sharon Harrigfeld. Any discussion outside the above mentioned people will result in consequences.

On Thursday 12/8/11, I greeted you in the hallway – I welcomed you back to work stating “Hi Rhonda. I’m glad you’re back. It’s really sucked without you.” Your response was a grunt, an eye roll, and a “Yeah” in a disrespectful tone. Your attitude displayed in the hallway was disrespectful and it is unacceptable behavior.

On Thursday 12/8/11 while in the transport team meeting, you sat in the meeting fidgeting, rolling your eyes, muttering to yourself and twice responded to statements I made with a loud snort. You also went on to parrot a statement I made to Shane Penrod, twisting the words and adding attitude to my statement, which further aggravated Mr. Penrod. The statement you made was “Shane, you’re not a part of it; it doesn’t pertain to you so...” You made this statement in front of me, Diane Miles, Roberto Coronado, and Shane Penrod. This behavior is rude and disruptive and is your attempt to undermine my authority. This will not be tolerated.

On Friday 12/9/11, I entered the Control booth at 2:10PM and asked you “What happened today?” You did not respond. Curtis Blackburn was present and had to answer for you – he prefaced the information with “I just got here but Rhonda told me...” I had to walk over to you and ask specifically “Rhonda, did anything else happen today?” to which you replied in a rude tone. When I address you and ask you a question, I expect you to answer me directly and to do so in a professional and courteous manner.

On Tuesday 12/13/11, I entered the Control Booth at 4:35PM and saw you working Control. Your shift had ended at 4PM, at which time you went to Control, gave Anthony Ramos a 15 minute break, and then stayed, in Control until 4:45PM. There was SSO staff available to give Mr. Ramos a break should he have needed one. You did not have approval to stay overtime and you did not document that time on your timecard. This is insubordinate behavior as you have been instructed repeatedly to obtain prior approval prior to accruing any overtime. Refer to your copy of my expectations which you have previously received and acknowledged.

On Wednesday 12/14/11 I spoke to you in the Control Booth and asked how your AUF class went. Your response was “Fine” in a disrespectful tone. There was two other staff present. Your shift ended at 4PM and you did not leave until 4:25PM. Again you have failed to obtain my approval to work overtime.

On Thursday 12/15/11, you made a comment to Richard Castillo and Zach Reines in front of Diane Miles about transports. Your comment was “How far did he get this time before he had to turn around?” which refers to an incident that had occurred a week prior that did not involve you. I expect you to be courteous to your co-workers, and this is not the behavior that we teach or model to our juveniles. It creates an atmosphere of hostility negatively impacts the unit cohesiveness.

On Thursday 12/15/11, your shift ended at 4PM. You sent me an e-mail at 5PM informing me that you had accrued one hour of overtime due to “paperwork” for an interstate compact transport. You did not have

authorization for the overtime and you did not attempt to seek that approval before the accrual of overtime. I spoke to Alicia Ehlers and Jen Behr. They did not provide any paperwork that had to be done before your transport. You entered the control booth at 3:11PM and you exited into the facility at 4:16PM. You reentered the Control Booth at 5:04PM. I spoke to you, in the control booth at 5:35PM – I specifically asked you if you had everything you needed for the transport on 12/16/11 – you replied “Yes” but failed to mention that you had accrued overtime or needed to adjust your schedule on Friday to accommodate the transport. This has been a performance issue in the past and your continued failure to follow my instructions is insubordinate. You left work at 6PM.

On Friday 12/16/11 you called me at 5:40AM at home to discuss overtime and the flexing of that time. You stated you did not receive a response to your e-mail the night before and stated you had come in early for the transport. The logbook reflects you came in at 5:11AM. Again, you have not followed my direction that you obtain my prior approval for any anticipated overtime. As I stated in my responding e-mail and over the phone, you and I will get together next week to discuss when you can flex the time out. Your early morning phone call was unnecessary as you had the opportunity to speak to me about your need to adjust your schedule for the transport the night before. I expect you will adhere to my directives on overtime accrual from now on.

Rhonda – your behavior continues to be an issue, and failure to follow my directives will have consequences. I expect you to do the following:

- 1 – Report ALL time worked on your time card. You will fill out your timecard daily, in accordance with Policy.
- 2 – Obtain my prior approval for any overtime and prior to flexing off time. Request permission for overtime and for flexing time prior to accruing or taking time off.

Rhonda - prior approval does not mean sending me an email to tell me you just accrued overtime, calling in to report you have already started accruing overtime, or calling in to say you will not be coming in because you are flexing your accrued overtime. Prior approval means exactly that, you will seek my approval before you stay late, come in early or flex time off.

You will make all requests for overtime in advance either in person or by phone. If you are unable to speak to me in person or reach me by phone, I will expect to have a message left on my cell phone, work phone, and home phone, as well as have an email from you stating that you attempted to contact me by phone. In the event you are unable to reach me, you can contact the Duty Officer or Superintendent Grimm for authorization of overtime.

You must receive prior approval to flexing time off. If you accrue overtime, I expect you to be at work according to the schedule for your next shift. You and I will discuss a time when you will be able to flex the accrued time that will cause the least disruption to the SSO schedule. 3 – You will leave work at the end of your shift. You are not to hang out in control for any longer than necessary to give a pass down and return your radio.

- 3 - You will leave work at the end of your shift. You are not to hang out in control for any longer than necessary to give a pass down and return your radio. If you have a non-work matter to discuss with a co-worker, that co-worker will need to take a break and you can have that discussion where it will not cause a disruption to other staff performing their duties.

4 – You will not discuss personnel issues, other staff, your opinion, or gossip with any IDJC staff. You may speak to me, Betty Grimm, the HR department or Sharon Harrigfeld with your concerns.

5 – You will not make inflammatory remarks to co-workers about anyone with IDJC.

6 – Any Transport questions or concerns will go to Diane Miles first as the transport coordinator, then me, and then to Betty Grimm. You may not discuss transport issues with anyone outside of the above mentioned people.

7 – Paperwork will be done on your next shift, with the exception of Incident Reports, which will be completed before you leave for the day. If the incident report will cause you overtime, you will get approval for that overtime as outlined in #2.

8 – You will limit your “breaks” 15 minutes or less.

9 – When teaching classes, if you believe you will accumulate overtime due to it, you need to inform me in advance as outlined in #2.

10 – If there is a code red at the end of your shift, you are expected to respond but you will immediately excuse yourself when the code is dropped to yellow and you will notify me of your accrued overtime as outlined in #2.

11 – You will not record any conversations at any time while on IDJC property.

12 – You will speak to all staff in a friendly, courteous manner and will respond to questions when asked.

13 – You will respond to my e-mails as soon as possible.

14 – You will participate in team meetings and keep your non-constructive thoughts and opinions to yourself. You will not cause a disruption with your non-verbal's.

15 – When I set an appointment with you and you are unable to make it, you will verbally notify me at least thirty minutes prior to the expected meeting time.

Should you engage in any of the above mentioned items, there will be consequences as outlined in policy.

Any responses or questions regarding this document need to be submitted in writing.

Signature Rhonda Ledford Date 12/17/11

Rhonda Ledford – Safety and Security Officer

Signature Julie McCormick Date 12/17/11

Julie McCormick – Safety and Security Supervisor

Manuel Cavazos 12/17/11