

**CITY OF SOCIAL CIRCLE
RECORD OF DISCIPLINE**

NAME James Sanders
DEPARTMENT Social Circle Police Department

DATE: 1/5/2016
SSN: _____

REASON FOR THIS ACTION:

- ☐ ATTENDANCE ☐ INEFFICIENCY/INEFFECTIVENESS ☐ INSUBORDINATION
☐ CONDUCT/BEHAVIOR ☐ SAFETY HAZARDS ☐ TIME MANAGEMENT
☐ ABUSE OF GOVERNMENTAL PROPERTY ☐ GIVING FALSE STATEMENTS WILLFULLY
☒ VIOLATING ADMINISTRATIVE REGULATIONS OR DEPARTMENTAL RULES

OTHER _____

ACTION TAKEN:

1. ☐ REPRIMAND | A. Oral Warning | ☒ B. Written Warning
2. ADVERSE ACTION: | A. Suspension W/O | DATES | TO | TOTAL DAYS |
Pay: | B Salary Reduction: | FROM | TO |
C. Demotion: | DATE |
D. Dismissal: | Effective Date |

READ: I have been informed that I may respond to the City Administration (City Manager) within (7) calendar days of this notice of an **Adverse Action**, objecting to the adverse action. In the event no response is made in writing, this action shall be final. After the above steps have been taken, the employee may have another name-clearing meeting, with the Mayor and City Council, by following the procedures in the City of Social Circles Grievance Process per Policy 25.J.

James Sanders
Employee Signature

1-6-16
Date

CITY OF SOCIAL CIRCLE POLICE DEPARTMENT

RECORD OF DISCIPLINE - NARRATIVE/COMMENTS

DATE: 1/5/2016

NARRATIVE: OFFICER SANDERS FAILED TO TURN IN DAILY ACTIVITY SHEETS FOR DECEMBER 23, 24, AND 28 2015. ON 11/9/2015 OFFICER SANDERS RECEIVED A VERBAL REPRAMAND FOR FAILING TO TURN IN DAILY ACTIVITY LOGS FOR THE MONTH OF OCTOBER 2015. THIS HAS ALSO BEEN DISCUSSED SEVERAL TIMES PRIVATELY WITH OFFICER SANDERS AS WELL AS BY E-MAIL TO THE ENTIRE PATROL DIVISION.

James Sanders
EMPLOYEE

1-6-16
DATE

[Signature]
SUPERVISOR'S NAME

Sgt.
TITLE

1/5/16
DATE

WITNESS'S NAME

DATE

Kirk Kendrick (CIR)
DEPARTMENT HEAD

01/05/16
DATE

Terry Sosebee

From: Terry Sosebee
Sent: Tuesday, September 09, 2014 6:25 AM
To: James Sanders (jsanders@socialcirclega.com)
Cc: rchambers@socialcirclega.com; jstribling@socialcirclega.com
Subject: DAILY ACTIVITY LEVELS

James:

I have reviewed several of your recent Daily Activity Reports for August 30 and August 31, 2014.

Per those reports, you had no traffic related activity or call related activities on those dates. On those dates, you reported 9 and 8 area checks (respectively for those dates).

The most recent instructions/guideline that I have provided to all officers was that if officers are not answering calls or conducting traffic enforcement, they are to perform at least three (3) area checks (10-66) per hour.

The reality is that on most dates, the expectation is that there will be a mix of calls, traffic, and area checks perform and there is not clear formula or "quota" for how these actions should balance out during a work shift – Murphy's Law will not allow that to happen.

Please make sure if you do not have call or traffic activity that you focus on performing and documenting area checks. Make sure they are documented with 911 and on your daily activity reports.

Terry Sosebee
Chief of Police
Social Circle DPS
P. O. Box 310
Social Circle, Georgia 30025
770-464-2366 (Office)
770-464-4088 (Fax)
tsosebee@socialcirclega.com

