

CCA FACILITY EMPLOYEE PROBLEM SOLVING NOTICE

CONFIDENTIAL: THIS FORM IS TO BE MAINTAINED IN ACCORDANCE WITH POLICY 3-9, EMPLOYEE RECORDS
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Facility: Whiteville Correctional FacilityEmployee: Lyle Reece-Gardner Title: Health Services AdministratorName of Supervisor initiating Problem Solving Notice: Tammy Ford, Assistant WardenPolicy Violation: Yes NoIf yes, policy Violated (Indicate Policy # and Title): 3-3 Code of Conduct and 3-3AA Code of Conduct Guide "Business and Confidential Information: Accuracy, Retention, and Disposal of Documents and Records"Date of Situation: January 2009 Date of Notice: March 3, 2009**Description of Situation:**

An internal investigation conducted by the CCA Ethics Office found that in January 2009 employees reporting to and operating directly under you falsified documents with the intent to mislead auditors assigned by the Tennessee Department of Corrections. The investigation also found that it is more likely than not that you directed, approved and/or had knowledge of the employees' misconduct, and that you were not truthful when interviewed during the investigation. Based on these findings, I have concluded that you have conducted yourself in a manner inconsistent with the CCA Guiding Principles (in particular, "Integrity") and in violation of CCA Policy 3-3, Code of Conduct, specifically the sections headed "Business and Confidential Information: Accuracy, Retention and Disposal of Documents and Records" of 3-3AA, Code of Conduct Guide ("Each employee is responsible for the integrity and accuracy of the company's documents and records ... No employee may alter or falsify information on any record or document."); "Business Conduct and Fair Dealing: Relationships with Customers" ("No employee shall misrepresent, circumvent or conceal the nature of any material aspect of any transaction when dealing with a customer."); and "Reporting Misconduct and Seeking Guidance" ("Employees are expected to cooperate in investigations of alleged misconduct ... Employees who fail ... to cooperate in an investigation are subject to disciplinary action, up to and including termination of employment ..."). On 11/30/05, 1/26/07, and 2/5/08, you signed the CCA Ethics and Conduct Acknowledgement Form affirming that you were responsible for being familiar with the standards of conduct in policy 3-3 as well as other policies, procedures and guidelines applicable to your position.

Corrective Action Recommended: Yes No

If yes:

 Written Reprimand Re-Assignment Suspension Demotion Termination Other _____Tammy Ford
Supervisor's SignatureAssistant Warden
TitleMarch 3, 2009
Date