

Justin Jones
Director



Mary Fallin
Governor

State of Oklahoma
Oklahoma Department of Corrections
Division III - Institutions

September 05, 2012

Beatrice S. Glover
Correctional Security Manager I
Oklahoma State Penitentiary

Re: Termination of Employment

Dear Lieutenant Glover:

This letter is to notify you that you are terminated from your employment with the Department of Corrections effective September 05, 2012. This action is being taken under Merit Rule 455: 10-11-14 and 17 which provide that a permanent classified employee may be discharged for cause to wit: misconduct, inefficiency and other just cause.

Statute, Rule, Policy, Practice or Procedure Violated

OP – 110215 - "Rules Concerning the Individual Conduct of Employees"

I. Establishment of Rules and Code of Conduct

A. Code of Conduct

Employees of the department shall, at all times, conduct themselves in a manner befitting the office or position that the employee holds. Employees shall uphold the correctional employee oath, as well as the public's trust, and will reflect the highest ethical standards. Employees will:

1. Devote full time, attention and effort to their duties during assigned hours of duty;
3. Refrain from conduct which is corrupt, illegal, serves to denigrate, demean, or disregard the welfare of others;
4. Promote and model exemplary, law abiding behavior; (4-ACRS-3A-(07));

7. Conduct work in a manner which contributes to and supports a safe and healthful work environment; (4-APPFS-3E-01) and

8. Promptly and truthfully report any improper actions which violate department policies and procedures, endanger others, or undermine the principles contained herein.

II. Duties and Responsibilities

A. Compliance

1. Laws/rules/regulations/policies/procedures/directives/orders

a. Employees will comply with all laws, rules, and regulations, which apply to any aspect of their job duties, responsibilities, or state employment.

b. Employees will comply with all department policies and procedures contained in policy statements, operations memoranda, administrative memoranda, field memoranda and other written or verbal directives including the lawful orders or directives of department supervisors and managers.

D. Performance of Duties

Employees will fulfill, to the best of their abilities, the duties of their position (Merit rule 530:10-11-91(a) and devote full time, attention, and effort to the duties and responsibilities of their positions during assigned hours of duty (Merit Rule 530:10-11-91(d)) (Oklahoma Constitution, Art. II, Section 11).

2. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty, Employees will not engage in any activities not directly related to their assigned departmental duties while on work time.

OSP-040102-43 II; B "...The unit Lieutenants will ensure through inspections and observations that all equipment is in working order and any equipment that is in need of replacement or repair is documented and submitted."

OSP-040102-43 IV; B,8 The Lieutenants will ensure that weekly security device inspections including windows, locks, doors, gates, etc. are completed properly and documented in compliance with OSP-040104-01 "Inspection of Security Devices" (4-4186).

Beatrice S. Glover
Correctional Security Manager I
Oklahoma State Penitentiary
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Description of Acts or Omissions Constituting Grounds for Suspension

During the period June 2012 thru July 2012 you were assigned to H Unit. You were responsible for documenting the "Weekly Health and Safety Inspection Reports" for that Unit. On those reports you indicated in item 37 that **All fire alarms are in working order**. On July 28, 2012 H Unit NE5 offender Parker 485685 had started a smoldering fire in his cell. The fire alarm did not activate to alert the unit that smoke and/or fire was in the area. It was later discovered the fire alarm was inoperative and had been since June 24, 2012. Failure to conduct your inspection properly and to document correct information on your reports as outlined in policy is a contributing factor in this incident. This is a failure of our most basic mission to protect the public, the staff, and the offender.

Prior Disciplinary Action

None

Right to Appeal

You have a right to file an appeal within 20 calendar days of receipt of this letter with the Merit Protection Commission located at 3545 N.W. 58th Street, Suite 360, Oklahoma City, OK, 73112. A copy of the Commission appeal form is attached. The Merit Protection Commission requires that appeals be filed electronically through their website, www.ok.gov/okmpc. If you are unable to file electronically, you must contact the Commission in advance to request permission to proceed with a paper-only appeal.

Sincerely,

Ant JWP

Randall G. Workman, Warden
Oklahoma State Penitentiary

Beatrice S. Glover 9-5-12
Employee signature/Date

Distribution: Original to Employee
Copy to personnel file
Copy to central personnel unit administrator

Attachment: MPC Appeal Form

Justin Jones
Director



Mary Fallin
Governor

State of Oklahoma
Oklahoma Department of Corrections
Division III - Institutions

September 13, 2012

Larry Jiles
Correctional Security Manager I
Oklahoma State Penitentiary

Re: Termination of Employment

Dear Lieutenant Jiles,

This letter is to notify you that you are being terminated from your employment with the Department of Corrections effective September 13, 2012. This action is being taken under Merit Rule 445: 10-11-14 and 17 which provide a permanent classified employee may be discharged for cause wit: misconduct, inefficiency and other just cause.

Statute, Rule, Policy, Practice or Procedure Violated

Merit Rule 455: 10-11-14 lists the causes for termination including misconduct, conduct unbecoming a public employee and any other just cause.

OP – 110215 - "Rules Concerning the Individual Conduct of Employees"

I. Establishment of Rules and Code of Conduct

A. Code of Conduct

Employees of the department shall, at all times, conduct themselves in a manner befitting the office or position that the employee holds. Employees shall uphold the correctional employee oath, as well as the public's trust, and will reflect the highest ethical standards. Employees will:

1. Devote full time, attention and effort to their duties during assigned hours of duty;
3. Refrain from conduct which is corrupt, illegal, serves to denigrate, demean, or disregard the welfare of others;
4. Promote and model exemplary, law abiding behavior; (4-ACRS-3A-(07);

Larry Jiles
Correctional Security Manager I
Oklahoma State Penitentiary
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7. Conduct work in a manner which contributes to and supports a safe and healthful work environment; (4-APPFS-3E-01) and

8. Promptly and truthfully report any improper actions which violate department policies and procedures, endanger others, or undermine the principles contained herein.

II. Duties and Responsibilities

A. Compliance

1. Laws/rules/regulations/policies/procedures/directives/orders

- a. Employees will comply with all laws, rules, and regulations, which apply to any aspect of their job duties, responsibilities, or state employment.
- b. Employees will comply with all department policies and procedures contained in policy statements, operations memoranda, administrative memoranda, field memoranda and other written or verbal directives including the lawful orders or directives of department supervisors and managers.

D. Performance of Duties

Employees will fulfill, to the best of their abilities, the duties of their position (Merit rule 530:10-11-91(a) and devote full time, attention, and effort to the duties and responsibilities of their positions during assigned hours of duty (Merit Rule 530:10-11-91(d)) (Oklahoma Constitution, Art. II, Section 11).

- 2. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty, Employees will not engage in any activities not directly related to their assigned departmental duties while on work time.

OSP – 040102- 43 II B "The Unit Lieutenants will ensure through inspections and observations that all equipment is in working order and any equipment that is in need of replacement or repair is documented and submitted." (4-4186)

OSP – 040102 – 43 IV B 2 "The Lieutenants will ensure that maintenance work orders are submitted on all inoperable equipment or areas in need of repair." (4-4186

Larry Jiles
Correctional Security Manager I
Oklahoma State Penitentiary
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OSP – 040102-43 IV B 8 "The Lieutenants will ensure that weekly security device inspections including windows, locks, doors, gates, fire panels, alarms (4-4219) and etc. are completed properly and documented in compliance with OSP – 040104-01 "Inspection of Security Devices" (4-4186)

OSP - 050102-02 V G "Assist in the evacuation of casualties and the removal of flammable material from the immediate vicinity of the fire.

ODOC OP 050109 – "1. Any staff member who is involved in, is witness to, or has knowledge of an incident involving offenders, staff, visitors, contraband or other reportable issues will record the incident on the "Incident/Staff Report" form (Attachment A, attached) and/or in the Offender Management System (OMS). If both methods are available, the incident will be recorded in OMS; a paper copy of the report may be printed from OMS if needed."

"Incident reports will be submitted to the shift/departamental supervisor prior to the end of the shift or prior to being relieved. If additional time is needed to complete the report, prior approval must be received by the facility/district/unit head or designee."

Description of Acts or Omissions Constituting Grounds for Suspension

On July 28, 2012 you were assigned to work on H Unit NE5. During that tour of duty offender Parker 485685 had started a smoldering fire in his cell. It was reported to you by Sgt. Nair at approximately 1:50 p.m. that there was smoke coming from cell 5AA on the NE Quad of H Unit. You chose to end your shift and leave the premises. You took no responsibility as to what was happening during your tour of duty and left without reporting any information to your supervisors. You did not write an incident report until July 31, 2012. During your interview with Agent Parvin on August 8, 2012, you admit knowledge of the event as you admit that you heard him report the smoke to Lt. Pettit and "I didn't go check and look because inmates build fires to heat up coffee all the time." "I didn't think it was that severe."

A check of the fire alarm panel history found that the panel's last event was on June 24, 2012 and then a power up on July 28, 2012. Therefore the required security equipment checks were not being performed in accordance with policy.

Larry Jiles
Correctional Security Manager I
Oklahoma State Penitentiary
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This is a failure of our most basic mission to protect the public, the staff, and the offender and is negligent for the life, safety, and welfare of another human life.

Prior Disciplinary Action

N/A

Right to Appeal

You have a right to file an appeal within 20 calendar days of receipt of this letter with the Merit Protection Commission located at 3545 N.W. 58th Street, Suite 360, Oklahoma City, Ok, 73112. A copy of the Commissioned appeal form is attached. The Merit Protection requires that appeals be filed electronically through their website, www.ok.gov/okmpc. If you are unable to file electronically, you must contact the Commission in advance to request permission to proceed with a paper-only appeal.

Sincerely,



Randall G. Workman, Warden
Oklahoma State Penitentiary

 9-13-12
Employee Signature/Date

Distribution: Original to Employee
Copy to personnel file
Copy to central personnel unit administrator

Attachment: MPC Appeal Form

Justin Jones
Director



Brad Henry
Governor

State of Oklahoma
Oklahoma Department of Corrections
Division III - Institutions

August 27, 2012

Jerry D. Hunt
Safety Consultant III
Oklahoma State Penitentiary

Re: Termination of Employment

Dear Mr. Hunt:

This letter is to notify you that you are terminated from your employment with the Department of Corrections effective Monday, August 27, 2012. This action is being taken under Merit Rule 455:10-11-14 and 17 which provide that a permanent classified employee may be discharged for cause to wit: (misconduct and any other just cause). Prior to making this final decision, I reviewed your performance evaluations.

Statute, Rule, Policy, Practice or Procedure Violated

Merit Rule 455: 10-11-14 lists the causes for termination including misconduct, conduct unbecoming a public employee and any other just cause.

OP – 110215 - "Rules Concerning the Individual Conduct of Employees"

I. Establishment of Rules and Code of Conduct

A. Code of Conduct

Employees of the department shall, at all times, conduct themselves in a manner befitting the office or position that the employee holds. Employees shall uphold the correctional employee oath, as well as the public's trust, and will reflect the highest ethical standards. Employees will:

1. Devote full time, attention and effort to their duties during assigned hours of duty;
2. Engage in conduct which affords respect, courtesy, and preserves the dignity of others;
3. Refrain from conduct which is corrupt, illegal, serves to denigrate, demean, or disregard the welfare of others;

Jerry Hunt
Safety Consultant III
Oklahoma State Penitentiary
Termination of Employment
Page 2

II. Duties and Responsibilities

A. Compliance

1. Laws/rules/regulations/policies/procedures/directives/orders

a. Employees will comply with all laws, rules, and regulations, which apply to any aspect of their job duties, responsibilities, or state employment.

b. Employees will comply with all department policies and procedures contained in policy statements, operations memoranda, administrative memoranda, field memoranda and other written or verbal directives including the lawful orders or directives of department supervisors and managers.

B. Insubordination

Any failure to carry out the lawful orders or directives of supervisors/ managers, or any conduct towards a supervisor/manager which disregards or is disrespectful of the authority or office of the super/visor/manager, will be considered insubordination.

2. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty, Employees will not engage in any activities not directly related to their assigned departmental duties while on work time.

OP – 110355 "Procedures for Employee Attendance and Leave"

C. Responsibilities of Employees

Employees are responsible for:

1. Reporting for work as directed or scheduled.

OSP-050102-02 I; B. 1 and 2

**Jerry Hunt
Safety Consultant III
Oklahoma State Penitentiary
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Procedures for fire inspection and testing of equipment are outlined as follows:

- 1. The designated, qualified, Fire and Safety Officer will perform a comprehensive and thorough inspection of the facility on a monthly and quarterly basis for compliance with fire and safety prevention standards. (4-4211M #2) Weekly Fire and Safety reports will be turned into the Fire and Safety Officer. All persons designated for these duties will be trained according to fire and safety standards. The checklist developed by the department of corrections shall be used for recording the results of the inspections.**
- 2. All fire alarm systems and automatic detection system elements are to be tested on a quarterly basis by an outside fire alarm contractor. (4-4211M #2) The results of the test are to be recorded, and action to correct discrepancies will be taken immediately after discovery of such.**

OSP-050102-02 IV; A. 5.

- A. The Warden will designate a qualified Fire and Safety Officer, who will be responsible for the performance of duties outlined below.**
- 5. To conduct thorough monthly inspections of the facility for compliance with safety and fire prevention standards.**

Description of Acts or Omissions Constituting Grounds for Suspension

On July 28, 2012 offender Parker 485685 started a smoldering fire in his cell. When investigating the causes of the fire it was discovered that the fire alarm system had been tampered with causing the alarms to not function as they should. When questioned you stated that you had checked the alarms in the week previous to the incident. Upon checking you then stated it could have been "two or three weeks". In fact the tampering had occurred on June 24, 2012 which had been over a month before the incident. Failure to carry out inspections of these systems is a failure of our most basic mission to protect the public, the staff, and the offender.

Jerry Hunt
Safety Consultant III
Oklahoma State Penitentiary
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Additionally, on August 8, 2012 at approximately 4:50PM, Art Lightle, Acting Warden, Oklahoma State Penitentiary, instructed you to report for work on August 9, 2012 and that your leave request was canceled. This was pursuant to an investigation concerning the death of an offender due to smoke inhalation related to the fire specified above. You stated you were tired of it; you were leaving and probably would not be in on August 9, 2012. You also stated you were packing your stuff, going to the house and would call and tell us if you were coming in or not. On August 9, 2012 you did not report to work or called your supervisor informing him that you would not be at work.

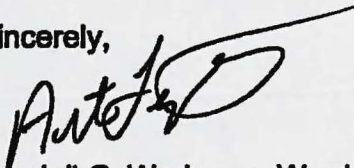
Prior Disciplinary Action

None

Right to Appeal

You have a right to file an appeal within 20 calendar days of receipt of this letter with the Merit Protection commission located at 3545 N. W. 58th Street, Suite 360, Oklahoma City, OK, 73112. A copy of the Commission appeal form is attached. The Merit Protection Commission requires that appeals be filed electronically through their website, www.ok.gov/okmpc. If you are unable to file electronically, you must contact the Commission in advance to request permission to proceed with a paper-only appeal.

Sincerely,



Randall G. Workman, Warden
Oklahoma State Penitentiary

Employee signature/Date

Distribution: Original to Employee
Copy to personnel file
Copy to central personnel unit administrator

Attachment: MPC Appeal Form

Justin Jones
Director



Mary Fallin
Governor

State of Oklahoma
Oklahoma Department of Corrections
Division III - Institutions

September 07, 2012

David Willis
Correctional Security officer IV
Oklahoma State Penitentiary

Re: Termination of Employment

Dear Sergeant Willis:

This letter is to notify you that you are being terminated from your employment with the Department of Corrections effective September 07, 2012. This action is being taken under Merit Rule 445: 10-11-14 and 17 which provide a permanent classified employee may be discharged for cause with: misconduct, inefficiency and other just cause.

Statute, Rule, Policy, Practice or Procedure Violated

Merit Rule 455: 10-11-14 lists the causes for termination including misconduct, conduct unbecoming a public employee and any other just cause.

OP – 110215 - "Rules Concerning the Individual Conduct of Employees"

I. Establishment of Rules and Code of Conduct

A. Code of Conduct

Employees of the department shall, at all times, conduct themselves in a manner befitting the office or position that the employee holds. Employees shall uphold the correctional employee oath, as well as the public's trust, and will reflect the highest ethical standards. Employees will:

1. Devote full time, attention and effort to their duties during assigned hours of duty;
3. Refrain from conduct which is corrupt, illegal, serves to denigrate, demean, or disregard the welfare of others;
4. Promote and model exemplary, law abiding behavior; (4-ACRS-3A-(07);

David Willis
Correctional Security Officer IV
Oklahoma State Penitentiary
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7. Conduct work in a manner which contributes to and supports a safe and healthful work environment; (4-APPFS-3E-01) and

8. Promptly and truthfully report any improper actions which violate department policies and procedures, endanger others, or undermine the principles contained herein.

II. Duties and Responsibilities

A. Compliance

1. Laws/rules/regulations/policies/procedures/directives/orders

a. Employees will comply with all laws, rules, and regulations, which apply to any aspect of their job duties, responsibilities, or state employment.

b. Employees will comply with all department policies and procedures contained in policy statements, operations memoranda, administrative memoranda, field memoranda and other written or verbal directives including the lawful orders or directives of department supervisors and managers.

D. Performance of Duties

Employees will fulfill, to the best of their abilities, the duties of their position (Merit rule 530:10-11-91(a) and devote full time, attention, and effort to the duties and responsibilities of their positions during assigned hours of duty (Merit Rule 530:10-11-91(d)) (Oklahoma Constitution, Art. II, Section 11).

2. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty. Employees will not engage in any activities not directly related to their assigned departmental duties while on work time.

OSP-040102-16 IV C 10 "Assigned Correctional Officers will observe each offender at least every 30 minutes on an irregular schedule. Offender who are violent or mentally disordered or who exhibit unusual or bizarre behavior will be observed more frequently as determined by a qualified mental health professional. Suicidal offenders will be under continuous observation."

David Willis
Correctional Security Officer IV
Oklahoma State Penitentiary
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OSP-040102-16 XVI "In the event of an emergency, procedures in the 05 series Emergency Plans policies will be followed."

OSP-040102-16 XVII "The officer will follow the "fire panel instructions" (attachment D) when the fire alarm panel activates."

OSP 050102-02 V G "Assist in the evacuation of casualties and the removal of flammable material from the immediate vicinity of the fire."

OSP-050102-02 XV A Procedures for reporting fires, "Any person who discovers a fire will shout "FIRE" to arouse occupants of the building and will set off the manual alarm immediately."

OSP-040104-01 III D 5 "Fire panels and alarms / annunciators will be tested a minimum of monthly during fire drills. In addition, fire panels, alarms / annunciators, and smoke detectors will be tested by the appropriate vendor as defined by the contract.

The alarm panel is checked each shift by the control room officer, with findings documented in the control room log book.

Reading should show "System Normal". It should not show alarm or trouble.

Description of Acts or Omissions Constituting Grounds for Suspension

On July 28, 2012 you were assigned to work on H Unit NE5. During that tour of duty offender Parker 485685 had started a smoldering fire in his cell. You were assigned as the control room officer on that day and that shift. On July 28, 2012, when questioned by Agent Parvin you state that you had no knowledge of the fire alarm system state during your shift. Further, you admit that you had dozed several times during this shift. Upon questioning you admit that you failed to act as outlined in policy. The failure to act in this case resulted in the death of an offender. This is a failure of our most basic mission to protect the public, the staff, and the offender and disregards the life, safety, and welfare of another human life.

Summary of Evidence Justifying Proposed Termination

1. Video Recording of H Unit NE from July 28, 2012

David Willis
Correctional Security Officer IV
Oklahoma State Penitentiary
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2. Memo from Department of Correction Medical Services documenting that offender Parker 485685 died at 3:47 pm on July 28, 2012, listing a probable cause of death as smoke inhalation.
3. Your recorded interview with Agent Parvin of August 8, 2012.

Prior Disciplinary Action

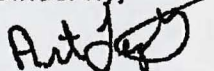
December 16, 2008 Letter of Reprimand for failure to follow unit policies resulting in offender fights.

February 9, 2010 Letter of Reprimand for failure to follow policies when conducting stand up ID counts.

Right to Appeal

You have a right to file an appeal within 20 calendar days of receipt of this letter with the Merit Protection Commission located at 3545 N.W. 58th Street, Suite 360, Oklahoma City, OK, 73112. A copy of the Commissioned appeal form is attached. The Merit Protection requires that appeals be filed electronically through their website, www.ok.gov/okmpc. If you are unable to file electronically, you must contact the Commission in advance to request permission to proceed with a paper-only appeal.

Sincerely,


Randall G. Workman, Warden
Oklahoma State Penitentiary

 9/7/12
Employee signature Date

Distribution: Original to Employee
Copy to personnel file
Copy to central personnel unit administrator

Attachment: MPC Appeal Form