



State of Louisiana

OFFICE OF

STATE INSPECTOR GENERAL

**PROBATION AND PAROLE
AMITE/MONROE DISTRICT OFFICES**

Report by

Inspector General Bill Lynch

Prepared for

Governor M.J. "Mike" Foster, Jr.

September 08, 1998

File No. 1-98-0084



State of Louisiana

**OFFICE OF
STATE INSPECTOR GENERAL**

**Probation and Parole
Amite/Monroe District Offices**

August 5, 1998

Report by

A handwritten signature in cursive script, appearing to read "B. Lynch", written over a horizontal line.

Inspector General Bill Lynch

Approved by

A handwritten signature in cursive script, appearing to read "M.J. Foster, Jr.", written over a horizontal line.

Governor M.J. "Mike" Foster, Jr.

File No. 1-98-0084

Probation and Parole

Amite/Monroe District Offices

Amite District State Probation and Parole Specialist Felix Indest used poor judgment by failing to timely detain and seek revocation of the parole of a sex offender who had violated multiple conditions of parole. While free on parole, the offender committed the aggravated rape of a 16-year-old girl in the restroom of a Slidell shopping mall. Although officers are allowed some discretion as to whether an offender should be detained for parole violation, in our opinion, Mr. Indest's misjudgment was egregious enough to warrant review by the department of its policy concerning the officers' exercise of discretion.

Amite District State Probation and Parole Officer James L. Travis submitted payroll documents indicating he was on duty at his state job while actually he was working as a sheriff's reserve deputy providing security services at a casino truck stop.

Monroe District Administrator Robert H. Snowden allowed his clerical staff to submit false payroll documents which showed them on duty when they were not. On at least three occasions in 1998, he authorized his clerical staff to take off work between 3 and 4 p.m., while payroll records showed them at work until 4:30 p.m. Mr. Snowden did not require them to take leave, a violation of a Civil Service rule and agency policy.

Background

The Department of Public Safety and Corrections, Division of Adult Probation and Parole, Region IV, Amite District Office, provides probation and parole services in the parishes of St. Helena, Livingston, Tangipahoa and Washington. It employs about 35 probation officers.

The Regional Director is Jo Ann P. Miller and the District Administrator is Jim Yarbrough.

Probation and Parole

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Felix Indest is a State Probation and Parole Specialist with about 13 years experience. As a specialist, he is required to provide intensive supervision of serious offenders, including sex offenders.

James L. Travis is a State Probation and Parole Officer with about eight years experience. He is assigned the territory of St. Helena Parish. He works a second, part-time job for the Tangipahoa Parish Sheriff's Office providing security services for the Kentwood Plaza Casino Truck Stop.

The Region I, Monroe District Office serves the parishes of Ouachita, Morehouse, Lincoln, Union and Caldwell. It employs about 35 probation officers and 11 clerical employees, nine during the period of review.

Robert H. Snowden has been the district administrator for about 10 years.

Amite District Office

Failure to Timely Take Action

Probation and Parole Specialist Felix Indest failed to timely take action to detain or revoke the parole of a sex offender after the offender violated several conditions of parole. While free on parole, the offender committed the aggravated rape of a 16-year-old girl in a restroom in a Slidell shopping mall on July 9, 1996. Like other Louisiana peace officers, probation and parole officers are allowed some discretion in deciding what action should be taken when dealing with offenders who have violated parole. In light of that, regional and district office administrators only verbally counseled Mr. Indest relative to his handling of this particular case.

Antoine Hartley was released on parole from Winn Correctional Center on May 17, 1996, after serving a prison term for twice molesting a four-year-old boy. He had originally received a suspended sentence for that offense and had been placed on probation, but the probation was revoked and Hartley was sent to prison after he violated numerous conditions of the probation. Hartley's file shows that while on probation he failed to timely report to the probation officer, failed to notify his probation officer of an address

Probation and Parole

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change, and failed to receive mental health treatment, information of which Mr. Indest should have been aware.

Before being released on parole, Hartley agreed to and signed conditions of parole which included that he (1) contact his parole officer within 48 hours after release from prison, (2) notify within 30 days the local sheriff and members of his community of his sex offender status and address, and (3) state where he would live and provide notice to his parole officer if he moved. Hartley failed to comply with these conditions.

Failure of Offender to Contact Parole Officer

Relative to the requirement that he contact his parole officer within 48 hours of his release, Hartley telephoned Mr. Indest May 22, 1996, five days after his release. He met with Mr. Indest the next day.

Because Hartley failed to report as required, Mr. Indest had an opportunity to detain him and seek revocation of his parole when they met May 23, 1996, some 46 days before Hartley committed the aggravated rape in the Slidell shopping mall, but he did not.

Mr. Indest said that if officers detained every parolee who did not report within 48 hours, the jails would be overcrowded. He said it was not uncommon to make allowances for offenders who do not promptly report.

Ms. Miller and Mr. Yarbrough agreed with Mr. Indest and said they did not have a problem with Mr. Indest not detaining the offender for this violation.

However, Mr. Indest arranged a preliminary hearing on July 18, 1996, nine days after the rape arrest, to begin revocation of Hartley's parole. At that hearing, Mr. Indest testified that Hartley violated his parole by failing to contact the parole office within 48 hours as required. Mr. Indest stated that Hartley, released on May 17, 1996, should have contacted him no later than May 20, 1996. Hartley pleaded guilty to this violation.

Failure of Offender to Notify Community

Relative to notification requirements, La. R.S. 15:542 and Hartley's conditions of parole required that within 30 days of his May 17, 1996 release, Hartley was required to notify

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the local sheriff and community members of his address and sex offender status. Violation of La. R.S. 15:542 carries the penalty, upon first conviction, of a fine of not more than one thousand dollars or imprisonment for not more than one year. However, instead of giving Hartley 30 days or until June 17, 1996, to fulfill notification requirements, Mr. Indest gave Hartley 43 days or until June 30, 1996. The law has no provision allowing the probation and parole officer the discretion to extend this deadline.

On June 28, 1996, Hartley was jailed for an open container violation. The jailer advised Mr. Indest this arrest was on an old warrant and was not for a recent offense. Hartley remained in jail until July 8, 1996, eight days after the extended deadline. The day after his release from jail, he was arrested for the aggravated rape.

Since Hartley never fulfilled the notification requirements, Mr. Indest could have detained Hartley for the violation of parole as early as 30 days after his release on parole or June 17, 1996, some 22 days before the aggravated rape arrest. But he did not. Mr. Indest said he gave Hartley extra time to register because Hartley would have financial difficulty meeting the 30-day deadline. Also, Mr. Indest said he was late providing Hartley with the proper forms for the registration and notification. Mr. Indest admitted, if he "dropped the ball anywhere, it was here."

Department of Public Safety and Corrections policy states that a primary role of Probation and Parole is to enforce the mandatory conditions of parole requiring sex offenders to register and advertise their presence in the community and that the failure of an offender to comply with registration requirements constitutes a direct violation of parole.

Hartley's extended deadline to register passed while he was in jail on the open container charge, and Mr. Indest could have kept Hartley there by initiating parole violation charges. Ms. Miller and Mr. Yarbrough said Mr. Indest should have initiated efforts to revoke Hartley's parole based on the registration and notification violation. They agreed that since Hartley was already in jail, filing a detention order for parole violation would have been uncomplicated.

At the same preliminary hearing previously mentioned, Mr. Indest testified that Hartley had failed to fulfill the notification and registration requirements. Hartley pleaded guilty to violating this condition of parole.

Failure of Offender to Meet Residence Requirements

Relative to the residence requirements, La. R.S. 15:542 required Hartley to state where he would reside and to provide notice if he moved. The conditions of parole stated that Hartley must reside at 2938 Harris Street in Slidell, La., and must not move or live elsewhere without clearing it with Mr. Indest. Between June 6, and June 26, 1996, Mr. Indest tried to visit Hartley at this address seven times, but Hartley was never there. On one visit, a person in the residence said he did not know Hartley. According to the case file, Hartley's cousin and niece also told Mr. Indest they did not know where Hartley was living. Eventually, Mr. Indest learned that Hartley might be living with his mother at another address.

Mr. Indest had evidence indicating Hartley was not living at the proper address, and he could have made efforts to detain Hartley for this violation any time between June 6, and June 26, 1996, some 13 to 23 days before the aggravated rape arrest, but he did not.

Department policy states, "an officer must never lose sight of our preeminent public safety goal and should an offender pose an unacceptable risk or threat to the welfare of the community, it becomes the officer's primary duty and responsibility to take immediate and appropriate action to resolve the threat in a manner protective of the public. This is generally done through the exercise of the officer's law enforcement authority and the arrest and confinement of the offender." Ms. Miller and Mr. Yarbrough said, in hindsight, Mr. Indest should have taken action to revoke Hartley's parole for this violation.

Mr. Yarbrough said that officers in the field are allowed some discretion, and because Mr. Indest was handling a large caseload, the only action taken by management relative to his handling of the Hartley case was verbal counseling. As a specialist providing intensive supervision of serious offenders, Mr. Indest's caseload is not supposed to exceed 50 cases. Mr. Indest's caseload during the period of review was about 100.

Also, Mr. Indest's supervisor and district office management were not aware of the circumstances of the Hartley case until after the aggravated rape arrest. The agency did not have a policy requiring field officers to advise supervisors and management of such circumstances. Agency policy allowed officers to make decisions on parole violators on their own.

Payroll Issue

Probation and Parole Officer James L. Travis on numerous occasions in 1998, submitted payroll documents indicating he was on duty at his state job while time cards show he was working as a Tangipahoa Parish sheriff's reserve deputy providing security services at a casino truck stop in Kentwood, La.

As a probation and parole officer, Mr. Travis is expected to work eight-hour days from 8 a.m. to 4:30 p.m., Monday through Friday, and is required to be in the office on Tuesdays and Thursdays. According to his supervisor and management at the district office, probation officers are allowed to vary their schedules with the approval of supervisors. But Mr. Travis did not seek or have permission to routinely work any schedule other than an eight-hour day, 8 a.m. to 4:30 p.m. His supervisor said that possibly once or twice in 1998, Mr. Travis might have received permission to begin work earlier than 8 a.m. and leave earlier than 4:30 p.m.

According to management at the casino truck stop, Mr. Travis has been employed there since May, 1996, working one or two nights per week. His employment requires that he report to work at 4 p.m. In January, 1998, a time clock was installed, and security employees were required to punch in and out. Prior to that, no accurate accounting exists of the work time of security employees, which restricted our review to 1998.

As an example, on Tuesday, April 14, 1998, an office day, Mr. Travis attested on state payroll documents that he worked for eight hours. His regular work hours were from 8 a.m. to 4:30 p.m. However, the casino truck stop time card shows he was working there at 3:45 p.m.

In another example, on Tuesday, March 31, 1998, an office day, Mr. Travis was on paid sick leave from his state job for eight hours from 8 a.m. to 4:30 p.m. However, the casino truck stop time card shows he was working there at 3:50 p.m.

Not counting the amount of time it took Mr. Travis to change into his deputy's uniform and make the 15-mile drive from the Amite District Office to the Kentwood casino truck stop, the incidents in 1998 in which he received state pay while working at the casino truck stop total about 330 minutes or five and one-half hours. At his rate of pay, this is

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about \$75 Mr. Travis received to which he may not be entitled.

Mr. Travis claimed he never worked less than a 40-hour work week at his state job. He said he sometimes reported to work early and then would leave early in the afternoon for his security job, and that his supervisor was aware of this.

Mr. Travis' supervisor said he was unaware Mr. Travis may have left the office before 4:30 p.m. on his office days. He said he gave Mr. Travis permission to vary his work schedule only once or twice in 1998, and that this would not account for all of the times when Mr. Travis was supposed to still be on duty at his state job while he was actually working at the casino truck stop.

On the day he was on sick leave, Mr. Travis said he felt better in the afternoon and should have called his office to change the sick leave to annual leave.

Monroe District Office

False Payroll Documents

Interviews with clerical staff and Mr. Snowden and a review of payroll records and sign in/out sheets revealed that on at least three and as many as five occasions in 1998, Mr. Snowden allowed his clerical staff to take off work for the day sometime between 3 and 4 p.m. without requiring them to use leave while payroll records approved by Mr. Snowden showed them at work until 4:30 p.m., the end of the regular workday.

Civil Service rule 11.1a states that the work week for each full-time classified employee shall be 40 hours. Written office policy issued by Mr. Snowden states that work hours are from 8 a.m. until 4:30 p.m. and that any deviation in that schedule must be approved in advance by supervisors.

An estimate of the cost to the state for allowing this clerical staff to take off one hour without using leave on three occasions is at least \$210.

Conclusions:

1. Mr. Indest failed to timely act to detain and seek revocation of the parole of an offender under his supervision who had violated multiple conditions of parole. This resulted in the offender remaining free on parole, during which time he committed an aggravated rape.
2. The department allows field officers discretion in decisions concerning parole violators and has no policy requiring officers to keep supervisors and management advised of the circumstances surrounding parole violations.
3. Mr. Travis submitted time and attendance records on numerous occasions which indicated he was on duty at his state job when he was not.
4. Mr. Snowden allowed members of his clerical staff to take off work at least an hour early on at least three occasions in 1998 without requiring them to use leave, a violation of a Civil Service rule and agency policy.

Recommendations:

1. The Department of Public Safety and Corrections review its policy on the discretion allowed probation and parole officers concerning parolees who violate the conditions of parole.
2. The department should take appropriate action against Mr. Travis regarding his time and attendance records.
3. Mr. Snowden should discontinue the practice of allowing employees to leave work early without using leave, and should no longer authorize staff to submit false payroll documents.

Responses:

Responses from department and agency management, Mr. Indest, Mr. Travis and Mr. Snowden are attached.

1-98-0084
BL/JW/fs

DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONS



M. J. "MIKE" FOSTER, JR., GOVERNOR

RICHARD L. STALDER, SECRETARY

July 29, 1998

To: Mr. Jim Wilsford
Investigator
State Inspector General's Office
M E
From: Morris E. Easley
Probation & Parole Director

Re: Amite District Office Review
Monroe District Office Review

Please refer to all previous correspondence and conversations regarding the above named subjects.

Regarding Probation & Parole Officer 3/Adult Felix Indest, please refer to the attached copy of the report prepared by Acting Regional Administrator JoAnn P. Miller, Jim Yarbrough, Acting District Manager, and Alton Daniels, Acting Deputy Director. In addition, be advised that after review of the policy and procedure regarding tracking of sex offenders, it has been decided that further work is needed to refine the policy to meet the needs of all district offices in the State. I will appoint a committee representative of the state district offices to review and fine tune these policies immediately. Also, our division will be implementing a new case management system in the very near future statewide, which will further enhance the sex offender tracking form and system.

Regarding Probation & Parole Officer 2/Adult James L. Travis, please refer to the attached copy of the memorandum prepared by Acting Regional Administrator JoAnn P. Miller. Please be advised that I was not actively involved in the internal investigation of this particular matter.

In reference to the matter reported in the Monroe District Office, please refer to the attached report submitted by District Manager Robert H. Snowden. Further, I met with Mr. Snowden and counseled him regarding this matter and he has assured me that these actions will not occur again.

If further information or assistance is needed, please do not hesitate to contact me.

cc: Secretary Stalder

STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
INTEROFFICE COMMUNICATION

TO: MR. MORRIS E. EASLEY, JR.
PROBATION & PAROLE DIRECTOR

DATE: July 24, 1998

FROM: JO ANN P. MILLER
ACTING REGIONAL ADMINISTRATOR
REGION IV

RE: INSPECTOR GENERAL'S DRAFT REPORT

In reference to Probation and Parole Officer 3/Adult, Felix Indest, a review of the circumstances surrounding the case of Antoine Hartley resulted in the overall review of the policy and procedures regarding the supervision of sex offenders. In the fall of 1996, Deputy Director William Price held meetings in each district office throughout the state addressing specifically the supervision of sex offenders.

It is noted that shortly thereafter, Amite District put in place the present sex offender tracking system to prevent similar reoccurrences. Please find attached Page 5 of the August 7, 1997 memorandum regarding sex offenders and related issues which is highlighted.

Also find attached pages 5, 6 and 7 of the October 16, 1997 memorandum regarding Sex Offender Legislation from the 1997 Legislative Session, Probation and Parole Policy and Procedure, and related Commentary, which is also highlighted.

In reference to Officer Indest being "only verbally counseled relative to the handling of this particular case", mitigating factors were Officer Indest had been recently promoted to Specialist; acquiring a new specialized caseload; transferring out a non-specialized caseload; eleven years veteran officer; and outstanding evaluations. Officer Indest's then supervisor, Jim Yarbrough, considered disciplinary actions and decided there was no need to ruin an outstanding officer's career. Consequently, a couple of stern and intense counseling sessions were held.

Probation and Parole has a policy whereby field officers discuss any violations with their immediate supervisors.

Please see the attached pages 3-46 and 3-47 from the 1993 Probation and Parole Officer's Manual which were in effect when this occurred.

It is further clarified in the Probation and Parole Officer's Manual dated July 2, 1997. Please see attached Pages 2-95, 2-96, 2-97, and 2-98 which is presently in effect.


JO ANN P. MILLER

JAPM/fgc

Attachments

c: James M. Yarbrough

STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
INTEROFFICE COMMUNICATION

TO: MR. MORRIS E. EASLEY, JR.
PROBATION & PAROLE DIRECTOR

FROM: JO ANN P. MILLER
ACTING REGIONAL ADMINISTRATOR
REGION IV

DATE: July 24, 1998

RE: INSPECTOR GENERAL DRAFT REPORT

In reference to Probation and Parole Officer 2/Adult, James L. Travis, disciplinary action is pending upon receipt of the final Inspector General's Report.


JO ANN P. MILLER

JAPM/fgc

c: James M. Yarbrough
J. Alton Daniels

RECEIVED
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PROBATION & PAROLE

RESPONSE TO DRAFT REPORT

This is in response to the draft report enclosed with the cover letter dated July 16, 1998.

I am very concerned about your findings and welcome this opportunity to address them. The purpose of this response is not to try to justify the actions I did or did not take, but to provide a more complete picture of the situation as I saw it.

On page two (2) you state that I was "only" verbally counseled about my handling of this case. I can assure you that this counseling was very unpleasant, especially when added to the mental punishment I put myself through at that time. I did blame myself initially. Mr. Yarbrough made very sure that I understood what I had done wrong and that it would not be repeated. But I don't believe that I can keep every one of my caseload from re-offending even if I follow policy and procedure to the letter.

On the same page you state that I was aware of information concerning Hartley's previous record on probation. This is not true. The information is in the case file, which I received on 5-29-96, but I did not supervise Hartley's probation, or complete the pre-parole investigation, nor did I have time to read through his file before this incident occurred. I make it a point now to review each case as soon as I receive it.

On page three (3) you indicate that my reason for not detaining "every parolee who did not report within 48 hours" was due to overcrowded jails. That is not the reason I gave you, although I did say that if we did so the jails would be overcrowded. I told you that it was very common for allowances to be made for offenders who live a great distance from the Amite Office to either be written up in the field or in the Covington office. This is especially true when dealing with offenders from low socio-economic backgrounds who do not have transportation. Also, it is common for a supervisor or another agent to take a call from a newly released parolee without transportation and instruct them to wait until the assigned agent contacts them. Many times when this happens all we receive is a post-it or a scribbled note about the conversation and it is not always documented in the file. I am not saying that happened in this case, because I honestly don't recall.

It is also common to not take action on a parolee for not reporting within 48 hours but to use that as an allegation during the violation process when other violations have occurred. In my almost 13 years with this department I cannot recall any parole board revoking someone whose only infraction was reporting in late.

As far as the notification process, I readily admit that I made a big mistake when I gave Hartley until 6-30-96 to notify. I have thought constantly about it and I still do not know why I picked that date. I may have been concerned about Hartley's lack of resources to do the mail out, but thinking back on it now, he was able to afford a beeper and should have been able to afford the mail out. I may not have realized that I did not have any discretion as far as the thirty days.

I know that I had only been dealing with specialist cases for 1 1/2 to 2 months and Hartley may very well have been my first case that had to notify. When I was promoted to specialist I was not given any type of specialized training, and pretty much had to sift through the information on sex offender registration and notification on my own. I fault myself for not asking for help in this instance.

I am taking the liberty of attaching a document concerning a request to the Parole Board to extend the thirty days in a different case. This request was never answered in writing but several months later was verbally OK'd by Gregg Smith at HQ.

On page 5 you correctly state that my specialized caseload was about 100. It is my contention that it is absolutely impossible for one agent to correctly supervise more than fifty specialized cases. My caseload today is 108 and I have many more responsibilities now than I had two years ago when this happened.

On the bottom of page 3 and the top of page 4 you discuss my failure to detain Hartley as a parole violator as early as 30 days after his release on parole for not notifying. Obviously, if I mistakenly gave him until 6-30, rather than 6-17, I would not be thinking along those lines. This brings up another question that still needs to be resolved. If a parolee is arrested on an old charge after his release, does his notification time get extended? Who is responsible for sending out notices while the subject is incarcerated? Do we make them do it from jail?

It is our policy that we do not hold parolees on charges that occur prior to the incarceration they are paroled from. I was told, and read in the jail book, that the open container and possession of alcohol by a minor charge were old attachments. Therefore, I did not put a hold on him, and did not consider it a violation that he did not send out notices while in jail.

As a Christian man, husband, and father, I try to treat every person fairly, equally and with respect. I know that this is sometimes at odds in dealing with offenders and that public safety is our main concern. But, corrections implies rehabilitation as well as punishment and I try to give an offender the chance to work on rehabilitation. I made a mistake in dealing with Hartley. I acknowledged it two years ago and I acknowledge it today. I have never claimed to be perfect or even near-perfect. I do the best I can with limited resources and try to keep up.

Two quick points in closing: I don't understand why I was given the information about Jimmy Travis and he was given mine; and, on June 30, 1998 the Hon. Judge John W. Greene, who presided over Hartley's trial on the aggravated rape conviction (he has never been sentenced), granted a Motion for a New Trial. That trial is scheduled for Sept. 21, 1998.

Thanks for the opportunity to respond.

Sincerely,

Felix Indest
Probation Officer III

July 22, 1998

July 27, 1998

Mr. BILL LYNCH
State Inspector General
State Capitol Annex
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095

Re: Draft Report on Review of the Amite District Office of
Probation and Parole

Dear Mr. Lynch:

I am in receipt of your July 16, 1998, draft report concerning your review of the Amite District Office of Probation and Parole. Please consider this letter as my response to same.

Your draft report, which concluded that I received \$75.00 to which I was not entitled to because I submitted false time and attendance records on ten (10) occasions is in error for several reasons.

First, I never left the office early without the knowledge and approval of my supervisor, Mr. Otis Taylor. Your statement to the contrary in your draft report is in error, and I request that you question Mr. Taylor on this point.

Second, there were days when I came in at 7:00 a.m., there were days when I did not take a lunch and there were days when I worked late on a prior day. By doing this, I was given permission by my supervisor to leave the office prior to 4:30 p.m. on my office days. Thus, my supervisor, Mr. Otis Taylor, gave me permission to "flex" my time.

Third, on the days when I did not have "flex" time coming to me and I needed to leave early for whatever reason, I would fill out and sign a leave slip.

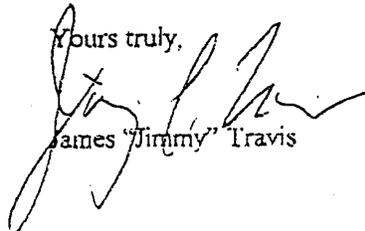
Fourth, as to your conclusion that I submitted false time and attendance records on ten (10) occasions, you should be made aware of the fact that when I initialed time sheets for Probation and Parole, I attested only that I worked the total number of hours listed per day and not that such hours were worked precisely from 8:00 a.m. to 4:30 p.m. Simply put, I never received state compensation for services that were not rendered, and thus, I have not committed payroll fraud as you suggest.

Fifth, I believe that you should be made aware that it was a common practice for me to complete my investigations, to make phone calls and to talk to probationers and their families while I was actually at the Kentwood Plaza providing them with security. The manager of the Kentwood Plaza, Ms. Minnie Magliolo, gave me permission to do this work at the Plaza, and she has personal knowledge that I often performed work related to Probation and Parole after 4:30 p.m. Therefore, not only have I not received pay for work that was not done, but I actually, on a consistent basis, worked numerous hours for which I have not been nor do I seek to be compensated for.

In conclusion, I never received pay to which I was not entitled, although I admit that by working extra, I was allowed to "flex" my time, which resulted in my eight (8) hours per day not always being from 8:00 a.m. to 4:30 p.m. Clearly, I was not "being carried on the payroll for payment of services not actually rendered" as your letter suggests.

I hope that this response will be of help to your investigation, and I thank you for the opportunity to respond. I await the final, revised copy of your report.

Yours truly,


James "Jimmy" Travis

JJT/

DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONS



J. "MIKE" FOSTER, JR., GOVERNOR

RICHARD L. STALDER, SECRETARY

July 21, 1998

To: Morris E. Easley, Jr.
Director, Probation & Parole

From: Robert H. Snowden,
District Manager 3
Monroe District

Re: Office Policy/Working Hours

Please see attached memorandums dated March 2, 1994; March 22, 1995; and September 25, 1995, reference working hours in the Monroe District Probation and Parole Office.

Also attached you will find time sheets for secretaries for April and May, 1998, indicating the time each secretary signed in each day. It should be noted that several of the secretaries sign in each day between 7:15 a.m. and 7:30 a.m. and never claim any K-time. The secretaries have been instructed that, in the future, they must turn in all of their K-time and sign leave slips when they take off.

Mr. Easley, as you see by the memos, it has always been the policy of this office to work a forty (40) hour work week. Also, I would like to say that on Secretary's Day each year I take the secretaries to lunch, at my own expense which is between \$60 and \$70, to show my appreciation to them for doing excellent work. They make us look like we are experts. I also use this as a motivational tool. I did let the secretaries go about forty (40) minutes early on Secretary's Day; but on the other hand, they put in more time each week than forty 40 hours. The forty (40) minutes they took off was actually K-time earned that was not recorded.

We will no longer use this informal K-leave policy, as stated earlier.

If I can be of any further service, please advise.

Robert H. Snowden
District Manager 3

attachments