



SEPARATION NOTICE

1. Employee's Name Jose [REDACTED] 2. SSN _____

a. State any other name(s) under which employee worked: _____

3. Period of Last Employment: From 09/20/2017 To 12/20/2018

4. REASON FOR SEPARATION: a. LACK OF WORK
 b. If other than lack of work, state fully and clearly the circumstances of the separation. Type Below.

Termination

5. Employee received payment for: (Severance Pay, Separation Pay, Wages-In-Lieu of Notice, bonus, profit sharing, etc.) DO NOT include vacation pay or earned wages.
type of payment _____ in the amount of \$ _____ for period from: _____ to _____

Date above payment(s) was/will be issued to employee: _____

IF EMPLOYEE RETIRED, furnish amount of retirement pay and what percentage of contributions were paid by the employer.

\$ _____ per month _____ % of contributions paid by employer.

6. Did this employee earn at least \$3,500.00 in your employ? YES NO If NO, how much? \$ _____

Average Weekly Wage: \$ \$ 873.39

Employer's Name Forsyth County Superior Court

Address 110 E. Main Street Ste 230

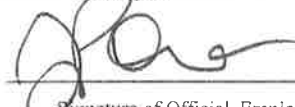
City Cumming State GA Zip Code 3 0 0 4 0

Employer's Telephone No. (770) 886 - 2812 Ext. _____

Ga. DOL Account Number 1 2 0 1 3 3 - 0 4

(Number shown on Employer's Quarterly Tax and Wage Report, Form DOL-4.)

I CERTIFY that the above worker has been separated from work and the information furnished hereon is true and correct. This report has been handed to or mailed to the worker.


Signature of Official, Employee of the Employer or authorized agent for the employer

HRIS System & Comp Analyst

Title of Person Signing

12/20/2018

Date Completed and Released to Employee

NOTICE TO EMPLOYER

At the time of separation, you are required by the Employment Security Law, OCGA Section 34-8-190(c), to provide the employee with this document, properly executed, giving the reasons for separation. If you subsequently receive a request for the same information on a DOL-1199FF, you may attach a copy of this form (DOL-800) as a part of your response.

NOTICE TO EMPLOYEE

OCGA SECTION 34-8-190(c) OF THE EMPLOYMENT SECURITY LAW REQUIRES THAT YOU TAKE THIS NOTICE TO THE GEORGIA DEPARTMENT OF LABOR FIELD SERVICE OFFICE IF YOU FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS.



Forsyth County Personnel Services

110 EAST MAIN STREET, SUITE 230 • CUMMING, GA 30040 • 770.781.3088 • FAX 770.205.4698

Attached is a copy of your Job Description. Please sign this form to acknowledge receipt of your Job Description.

Pre-Trial Release Officer

Title of Job Description

Print Name:

Jose [REDACTED]

Signature:

Date:

9/1/17

FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PRE-TRIAL RELEASE SERVICES OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to monitor defendants placed on pre-trial release by Courts and to ensure compliance with bond conditions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors defendants placed on pre-trial bond by County courts; advises defendants of bond conditions; conducts visual observations of defendants; conducts surveillance of defendants at their residences, employment, or other locations; collects urine/saliva samples for drug/alcohol testing; administers drug/alcohol testing and interprets test results; reviews and interprets criminal histories of defendants.

Reports bond violations or cases of compliance/non-compliance with bond conditions by pre-trial release defendants to the courts.

Assists in identifying defendants who may qualify for pre-trial release.

Manages case files; establishes and updates case files; enters case information into computerized case management system; researches and updates records as needed.

Monitors status of cases throughout the court process.

Attends court sessions and bond hearings; testifies at court hearings regarding violations, policies, procedures, or other issues.

Serves as liaison between courts and monitoring companies; communicates with electronic monitoring companies.

Compiles statistical data pertaining to caseloads, defendants, and related issues; performs research; makes applicable calculations; analyzes data and identifies trends; prepares and distributes reports.

Prepares or completes various forms, reports, correspondence, bond release reports, or other documents.

Receives various forms, reports, correspondence, status reports, court calendars, court lists, jail rosters, valuation guides, newspapers, law books, periodicals, policies, procedures, guidelines, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, case management, e-mail, Internet, or other computer programs.

Conducts research of laws, regulations, computer records, Internet sites, hardcopy materials, or other sources as needed.

Maintains file system of reports, documentation, and records.

Communicates with supervisor, employees, other departments, Judges, court personnel, attorneys, law enforcement personnel, defendants, family members, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation/information.

Maintains a comprehensive, current knowledge of applicable laws/guidelines; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, sending/receiving faxes, making copies, filing documentation, processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university with course work emphasis in Criminal Justice; supplemented by one (1) year previous experience and/or training involving law enforcement, probation, the criminal justice system, court procedures, case management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Drug/Alcohol Testing certification. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, violence, disease, or pathogenic substances.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



**Bell-Forsyth Judicial Circuit
Office of Court Administration**

Robin S. Rooks
Circuit Court Administrator

Wayne Cook
Deputy Court Administrator

December 17, 2018

Jose [REDACTED]
Forsyth County Pretrial Services

RE: Administrative Leave

Dear Mr. [REDACTED]:

Effective immediately, you are hereby placed on administrative leave with pay pending an administrative investigation pertaining to you using your position to access confidential files on a current investigation surrounding a death in which you were a witness. While on administrative leave you are not to visit the Forsyth County Pretrial Service office. You are not to present yourself as an employee of the Forsyth County or Forsyth County Court system.

In compliance with Policy 9, section 17 this leave shall be with pay and shall last up to an initial ten (10) scheduled working days for the purpose of completing the investigation. Every effort will be made to complete the investigation within the initial ten-day period. At the expiration of the initial ten-day period, if the investigation has not been completed, you will be placed on Administrative Leave without pay for up to an additional twenty (20) working days. During the course of the investigation and while on administrative leave you must make yourself accessible and available. Court Administration will contact you at the conclusion of the investigation.

At the conclusion of this meeting, you are to turn in your, ID badge, building access keys, and any equipment Pretrial Services has provided for you use (laptop, cell phone, etc.).

You may direct all your questions to me at (770) 965-7153. If I am unavailable, you may contact Wayne Cook at (770) 965-7140.

Sincerely,

Robin Rooks

cc: Chief Judge Jeffrey S. Bagley, Superior Court
Pat Carson, Forsyth County Personnel Services Director
Jaime Tavenier, Pretrial Service Director



Bell-Forsyth Judicial Circuit Office of Court Administration

Robin S. Rooks
Circuit Court Administrator

Wayne Cook
Deputy Court Administrator

December 20, 2018

Jose [REDACTED]

Dear Mr. [REDACTED],

The purpose of this letter is to advise you that your employment as a Pretrial Services Officer with Forsyth County Pretrial Services is terminated. Your dismissal is based on my loss of confidence in your ability to perform your duties. As you are aware, you serve in an at-will position. Therefore, your termination is effective immediately.

In the next regular payroll processing, you will be paid administrative leave, and all unused annual leave accrued as of 5:00 pm. today. A Department of Labor Separation Notice will be sent to you via separate correspondence. If you have any questions about your compensation, health care benefits, or any other employee benefits, please contact Forsyth County Personnel Services at 770-781-3088

Sincerely,

Robin Rooks

Cc: Hon. Jeffrey S. Bagley, Chief Judge, Forsyth County Superior Court
Ron Freeman, Forsyth County Sheriff
Pat Carson, Director of Personnel Services
Jaime Tavenier, Pretrial Services Director