

**PALM BEACH GARDENS POLICE DEPARTMENT  
DISCIPLINARY ACTION FORM**

Employee Name/ID#: Kathleen Hatchett

Violation(s): Unexcused absence

**Summary:** On January 7, 2007, you called out for unscheduled leave. You did not have adequate time to cover the absence and therefore you were absent without pay.

As a full time employee of the City of Palm Beach Gardens, you are expected to report to work within the timeframe and guidelines of the terms of your employment. Failure to do so results in your inability to perform the essential duties that the City requires for the position you hold.

In accordance with the terms of your employment with the City of Palm Beach Gardens and City policy 5.7 Attendance, (B) Absence from Work, you are hereby advised that any further use of unscheduled personal time or the use of leave time without having enough accrued time shall be considered an unexcused absence, unless you receive prior approval from the Chief of Police. Further unauthorized absences shall subject you to progressive discipline up to and including termination.

**Recommendation:** Written Reprimand in accordance with Department policy and suspension without pay for further violations.



*Sgt. S. Clay*  
\_\_\_\_\_  
Supervisor's Signature  
*[Handwritten Signature]*

*1-23-07*  
\_\_\_\_\_  
Date

*copy given to officer 1/23/07*  
*bmc*

- Human Resources
- Professional Standards
- Supervisor
- Employee
- Personnel File

Concur     Do Not Concur  
Recommendation:

 112  
Lieutenant

012307  
Date

Concur     Do Not Concur  
Recommendation:

  
Captain

1-23-07  
Date

Concur     Do Not Concur  
Recommendation:

  
Major

1-23-07  
Date

Concur     Do Not Concur  
Recommendation:

  
Chief of Police

1-23-07  
Date

# Palm Beach Gardens Police Department

## Notice of Counseling

Date: 11-07-05

Officer: Kathleen Hatchett

### Incident Facts:

On 10-29-05 I telephoned Officer Hatchett ,at her listed phone number, to advise her that we were returning to our regular schedule following Hurricane Wilma and that she would need to return to work at 1930 hours on 10-30-05. I received a recorded message that the phone number was disconnected. Officer Hatchett does not currently have a telephone located at her residence as required by Rules and Regulation 2.3.5.1. This problem has been observed two other times in the two weeks prior to this incident. Violation of this rule can and did create a situation where we were unable to contact an employee to pass on essential information.

### Proposed Solutions To Improve Performance:

Have a telephone installed at residence and provide the approved form to the Chiefs office listing the phone number. You will have one week to complete this task.

### Potential Consequences if Behavior Is Not Modified:

Progressive discipline



*My signature acknowledges that I have been counseled in the above-mentioned matter.*

Officer: Kathleen Hatchett

Signature: *Kathleen Hatchett*

Supervisor: George Clay

Signature: *Sgt. B. Clay*

Human Resources  
Professional Standards  
Supervisor  
Employee  
Personnel File

IATRAX (BW)  
Emp Hist. (BW)

*(Handwritten initials)*



**PALM BEACH GARDENS POLICE DEPARTMENT**  
**Notice of Counseling Form**



**Date:** 01-26-2000

**To:** Officer Kathleen Hatchett

**From:** Sgt. C. M. Linderman

**Violation:**

On 01-04-00 Officer Hatchett was at 4279 Lilac Street (TIPS Center). She was operating Vehicle #316, and upon backing out of the driveway in a southeasterly direction, she did not notice that the door to the mailbox was open. While backing up, the right rear window brace of the vehicle collided with the mailbox door, causing approximately a 2-inch scratch in the paint. (Case # 00-0436) Officer Hatchett drove straight to the station and reported the accident to me.

She was careless in her backing up the vehicle and hitting the mailbox; thus violating Rules and Regulations 2.3.47.2 (Operator Accountable for Carelessness)

**Comments:**

Officer Hatchett was advised of her carelessness in operating the City vehicle, and told to use more due care when backing up her vehicle. She was also advised that when reporting the accident to her supervisor, to wait for the supervisor to respond to the scene. She stated that she understood and insures that this will not occur again.

I acknowledge that I have been counseled in reference to the actions stated above as well as consequences of further violations. I concur that the above information accurately reflects what was discussed. (See policy 4.1.12, Disciplinary Procedures)

Employee=s Signature: Officer K. Hatchett

Date: 03-01-00

Supervisor: Sgt. M. Guderian

Date: 01-26-00



Recommendations:  Concur  Do Not Concur

*AA Blood*  
Signature of Supervisor  
*Lieutenant* Title:  
*2-7-00* Date:

Recommendations:  Concur  Do Not Concur

*J. Bunch* *2/7/00*  
Division Commander's Signature

Recommendations:  Concur  Do Not Concur

A/Chief of Police Signature

Recommendations:  Concur  Do Not Concur

*J.P.* *001*  
*2/8/00*  
Chief of Police Signature