



# City of Key West Recommendation for Personnel Action

Employee Name: David Black Employee ID#: 2193

Department / Division: Police Charge to Acct: 001-2101-521-1200

### ACTION ITEM

- |                                                  |                                                                          |
|--------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Request for Appointment | <input type="checkbox"/> Separation by Death                             |
| <input type="checkbox"/> Promotion               | <input type="checkbox"/> Dismissal                                       |
| <input type="checkbox"/> Transfer                | <input type="checkbox"/> Leave of Absence                                |
| <input type="checkbox"/> Demotion                | <input type="checkbox"/> Expiration of Temp Assignment                   |
| <input type="checkbox"/> Layoff                  | <input type="checkbox"/> Reclass Request                                 |
| <input type="checkbox"/> Resignation             | <input type="checkbox"/> Change of name/address/phone                    |
| <input type="checkbox"/> Retirement              | <input checked="" type="checkbox"/> Other: <u>Supervisors Counseling</u> |

Effective Date: 10/6/2020

New/Current Title: Lieutenant Change to: \_\_\_\_\_

### PAY GRADE/RATE

New/Current: \_\_\_\_\_ / \$ \_\_\_\_\_ Change to: \_\_\_\_\_

### TYPE OF APPOINTMENT

Temporary – Appointment end date: \_\_\_\_\_

Probation – Was position posted?  Yes  No

Other: \_\_\_\_\_

### REMARKS

Supervisors Counseling. (documentation attached)

### APPROVALS

Department Head: *[Signature]* Date: 10/6/20

Review HR: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Review Budget: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Review Finance: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Asst City Mgr: \_\_\_\_\_  Approved  Disapproved Date: \_\_\_\_\_

City Mgr: \_\_\_\_\_  Approved  Disapproved Date: \_\_\_\_\_

# Key West Police Department Personnel Action Form

PAF #: \_\_\_\_\_ - Investigated by: Sergeant Jeffrey Dean Date: 10/5/2020

Member: David Black Position: Lieutenant Division: Special Operations Date of Incident: 7/15/2019

Complainant Name: Greg Veliz Status (citizen, agency, rank, etc.): City Manager

Address: 1300 White St Phone Number: (305) 809-3879

City: Key West State: Fl Zip: 33040 E Mail: gveliz@cityofkeywest-fl.gov

**FILL IN APPROPRIATE VIOLATION AND TITLE BELOW**

Contrary to: Key West Police Department General Order 02.21 Code of Ethics and Standards of Conduct

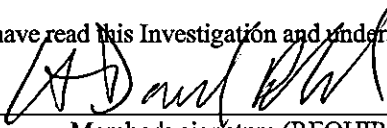
	Subsection	Paragraph # (s)	Title(s)
1.	02.21.04.06	D(6)	Performance Standards - <i>Supervision</i>
2.			
3.			
4.			
5.			

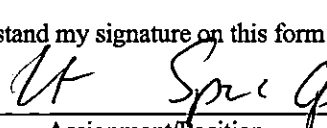
Allegation -WRITE BRIEF DESCRIPTION OF INCIDENT HERE (If more space is needed please attach in memo form):

You allowed officers under your command to violate the Distraction from Duty (paragraph A) section of the Code of Ethics and Standards of Conduct General Order (02.21.04.09), when they assisted Chief Sean Brandenburg in personal business (moving). This was not a function of their positions, which you are responsible for managing.

Member Response (If more space is needed please attach in writing):

I have read this investigation and understand its contents. I understand my signature on this form does not constitute guilt or innocence.

  
Member's signature (REQUIRED)

  
Assignment/Position

10, 06, 20  
Date

**DETERMINATION (TO BE SIGNED BY SUPERVISORS IN MEMBER'S CHAIN OF COMMAND)**

Sign Off #1	1. 2. 3. 4. 5.	Sign Off #2	1. 2. 3. 4. 5.	Sign Off #3	1. 2. 3. 4. 5.
Exonerated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Exonerated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Exonerated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Unfounded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unfounded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unfounded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Not Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sustained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please check one of the following:  
Non-Discipline Action Recommended  
 Counseling: \_\_\_\_\_  
 Retraining: \_\_\_\_\_

Please check one of the following:  
Non-Discipline Action Recommended  
 Counseling: \_\_\_\_\_  
 Retraining: \_\_\_\_\_

Please check one of the following:  
Non-Discipline Action Recommended  
 Counseling: \_\_\_\_\_  
 Retraining: \_\_\_\_\_

Discipline Recommended  
 Written Reprimand: \_\_\_\_\_  
 Suspension: \_\_\_\_\_  
 Other: \_\_\_\_\_

Discipline Recommended  
 Written Reprimand: \_\_\_\_\_  
 Suspension: \_\_\_\_\_  
 Other: \_\_\_\_\_

Discipline Recommended  
 Written Reprimand: \_\_\_\_\_  
 Suspension: \_\_\_\_\_  
 Other: \_\_\_\_\_

Sergeant:  
Date: \_\_\_\_\_

Lieutenant:  
Date: \_\_\_\_\_

Captain or Finding Officer:  
Date: \_\_\_\_\_

Signature

Signature

Signature

**COMMANDERS: PLEASE ATTACH DISCIPLINE OR CORRECTIVE ACTION**





Sean T. Brandenburg

Chief of Police



Key West

POLICE DEPARTMENT

Supervisor's Counseling

This is to serve as notice to you that your action(s) or work product described below is inconsistent with the standards expected of you, or that is required of you by law, City of Key West policies and procedures, or Key West Police Department directives.

Description of Circumstances: You allowed officers under your command to violate the Distraction from Duty (paragraph A) section of the Code of Ethics and Standards of Conduct General Order (02.21.04.09), when they assisted Chief Sean Brandenburg in personal business (moving). This was not a function of their positions, which you are responsible for managing.

This violated the Performance Standards - Supervisor Section, delineated in G.O. 02.21.04.06 Code of Ethics and Standards of Conduct: D(6) Supervisors shall effectively manage the Departmental function for which they are responsible, to include but not limited to, staffing, scheduling, efficient use and deployment of resources, accountability, and meeting the objectives of their respective function.

Recommendations for Improvement or Corrective Action Taken:

This is a reminder of the above described Key West Police Department Policy. As a supervisor you are responsible for ensuring the officers under your command are meeting the objectives of their respective function. You are not to allow those under your command to engage in personal business, or engage in the personal business of other officers, regardless of what rank or title those other officers may hold.

You are reminded that should this unacceptable conduct or work product be repeated in the future, disciplinary action may be taken against you.

Signature and Date of Sean T. Brandenburg: Sean T. BRANDENBURG, Signature, 10/5/20

Entered into the Performance Evaluation Database by: Dennis M. Richardson, Entered By, 10/6/20

If not entered, explain why:

With my signature below, I acknowledge receipt of this notice. I understand that it will be placed in my supervisor's file and may be used for performance evaluation purposes. I further understand that this notice will also be placed in my official personnel file.

Signature and Date of David Blach: David Blach, Signature, 10/5/20

CC: Supervisor's File Subject Member



RESPECT - INTEGRITY - FAIRNESS - SERVICE



- A member will be determined to be incompetent if he/she is unable or unwilling to respond to training or instruction to improve the degree of performance to a minimal expected standard.
- A member will be determined to be incompetent if he/she is unable to attain or maintain certifications or a level of proficiency that is necessary to perform a required job function.)

B. Members shall always be careful to perform their responsibilities in a safe manner, never neglecting reasonable or mandated safety precautions, procedures or devices.

*(Note: A member will be determined to be careless if, either by omission or commission, and without willful negligence of safety, the member's careless action results in injury, loss of property or life, or impairs the efficiency of the City and/or Department.*

- A member will be determined to be reckless if, either by omission or commission, and with willful negligence of reasonable or mandated safety precautions, procedures or devices, the member's action results in injury, loss of property or life, or impairs the efficiency of the City and/or Department.)

C. In order to perform assigned duties correctly, each member shall establish and maintain a working knowledge of laws, department directives, and current training and techniques as they relate to his/her duties, tasks and responsibilities.

#### D. Supervisors

*(Note: A Supervisor will be determined to be Failing in Supervision if he/she demonstrates an unwillingness or inability to perform any of these supervisory requirements to expected reasonable standards.)*

(1) Supervisors shall always convey to their subordinates in a positive and supporting manner the Department's goals and objectives, as well as its policies and written directives.

(2) As related to their function, Supervisors shall remain versed and apprised of applicable law, current law enforcement techniques and training, and Departmental directives in order to provide sound guidance, direction and training to their subordinates.

(3) Mindful that they will influence those whom they are responsible for supervising, Supervisors shall always portray a positive example, to include but not limited to quality work-product, professional appearance and demeanor, positive attitude, courteous interaction with associates and the public, sound decisions based on applicable laws, Departmental directives, and current law enforcement techniques and training.

(4) Supervisors shall continuously monitor the actions and work-product of their subordinates and intercede as needed to ensure compliance with applicable laws and departmental directives, as well as consistency with the goals and objectives of the Department and/or the respective function.

(5) Supervisors shall provide quality leadership and sound guidance, direction, training, and discipline appropriate for the circumstances and within the scope of their authority or responsibilities.

(6) Supervisors shall effectively manage the Departmental function for which they are responsible, to include but not limited to, staffing, scheduling, efficient use and deployment of resources, accountability, and meeting the objectives of their respective function.

(7) Supervisors shall accurately conduct performance assessments on time, in an objective and impartial manner, and in compliance with the applicable Departmental directive.

#### 02.21.04.07 COMMUNICATIONS

A. Members identified as "Response Units" shall, while on-duty, continuously monitor the designated primary channel and promptly respond when called.

*(Note: This does not apply to those members who have informed the Telecommunicator that they will be off the air as authorized by their supervisor for a legitimate purpose).*

B. Members identified as "Response Units" shall, while on-duty, will be considered available for assignments when not already committed to a call or otherwise unavailable as authorized by their supervisor for legitimate purposes. Response Units shall inform the Communications Center