

<b>Case Number:</b>	23-1015
<b>Name of Investigator:</b>	Tim Birley, Procurement & Logistics Manager
<b>Assigned by:</b>	Kristi Mueller, Statewide Records Director
<b>Date Opened:</b>	March 16, 2023
<b>Date Investigation Closed:</b>	
<b>Referral to Local Law Enforcement:</b>	No referral to Law Enforcement has been made at the time of the report. Note: State Ethics Board and State Auditor's Office have been advised of the ongoing investigation.
<b>Name of Accused:</b>	Preston Reece, Correctional Records Technician (CRT)
<b>Name(s) of Alleged Victim</b>	Madilene Baunsgard, Correctional Records Supervisor (CRS)  Washington State Department of Corrections
<b>Origin of Investigation:</b>	<p>On March 15, 2023, CRS Madilene Baunsgard forwarded an email to Human Resource Consultant Jessica Marcoe. The Subject of this email was "Conversation from 2/1/2023". This email is a conversation between CRT Preston Reece and his supervisor, CRS Madilene Baunsgard regarding Reece's job performance and noticeable time away from the computer.</p> <p>On July 25, 2023, in the email from CRS Baunsgard to Kristi Muller, Director of Statewide Records, CRS Baunsgard documented another conversation she had with CRT Preston Reece on July 20, 2023, regarding his job performance and time away from his computer.</p>
<b>Allegations:</b>	It is alleged that on or about January 3, 2023, to July 21, 2023, while working in the Criminal Conviction Records Unit, Correctional Records Technician, Preston Reece failed to perform his work duties, misused state resources and misused state time.
<b>List of Persons Interviewed</b>	<p>Madilene Baunsgard, Correctional Records Supervisor (CRS) – 8-22-23</p> <p>Preston Reece, Correctional Records Technician (CRT) – Accused – 9-27-23 &amp; 9-29-23.</p>

Case: 23-1015

Revision Date: September 30, 2023

<b>List of Persons not Interviewed</b>	Kristi Mueller, Director of Statewide Records – Supervisor to CRS Baunsgard. There were conversations over a period between Mueller and Baunsgard regarding the accused lack of work performance, not meeting expectations and admission of not remaining at work during normal work hours. Kristi Mueller is the Appointing Authority for this investigation.
<b>Witness Summary</b>	There were no witnesses to the allegations identified during this investigation.
<b>Timeline</b>	No Timeline established due to the length of period of the allegations.
<b>Information/Evidence Related to Allegations</b>	<p><b>Allegation:</b></p> <p><i>It is alleged that on or about January 3, 2023 to July 21, 2023, while working in the Criminal Conviction Records Unit, Correctional Records Technician, Preston Reece failed to perform his work duties, misused state resources and misused state time. (Attachment 1)</i></p> <p>On March 14, 2023, in the email from CRS Baunsgard to Human Resource Consultant (HRC) Jessica Marcoe, CRS Baunsgard stated that on Feb 1, 2023 she met with CRS Preston Reece regarding her concerns about his whereabouts and work productivity due to your activity marker in Teams showing frequent absences and looking at your folder dates and assignments from the unit tracker that have not been completed and I asked if you could explain what was going on while working at home.</p> <p>CRS Baunsgard stated in part, When I shared my other concerns around your productivity and specifically the missing assignments from before the current home Wi-Fi issues began, you were very honest and shared that you have not remained focused while working from home and at times, have been away from your computer and off doing other things during your shift. I expressed the importance of being present and engaged in our work during the entirety of our scheduled shifts. As any reasonable employer would, the Agency expects us to be focused and completing our duties during the time that we are getting paid to do so.</p> <p>The documentation portion of the email that was sent to HRC Marcoe, CRS Baunsgard noted:</p> <p>Today, February 1, 2023, at 9:23am, when I went to send Preston a message in Teams chat it had the yellow indicator stating that he had been “Away 1 hour”. Initially I thought that maybe he had planned to be gone this day and I had forgot but I had looked over my attendance tracker, email, and MyPortal and didn’t see anything to support that. I sent him a message asking for his Timecard. His Teams turned green at approximately 9:40am. It was at 10:17am when he responded to my message and resubmitted the timecard. Due to this catching my attention, I looked into some other things to try and determine if this was a common occurrence. I then noticed that his CCR folder in the Shared Drive did not appear to have had any documents worked on or saved in it since 1/27/2023 and his Supervision Screening Folder since 1/30/2023 (though this appeared to be from Michelle doing 2nd reviews). I was then curious if he had been asking for assignments recently, so I reviewed the assignment tracker and other than receiving 4 expedited requests (which CRT’s don’t specifically ask for), he had not asked for or been assigned any Regular CCR’s since 1/24/2023. The 5 that</p>

Case: 23-1015

Revision Date: September 30, 2023

he was assigned on 1/24/2023 did not appear to have been started in OMNI nor was there any sign of them in his CCR folder. Also, in his CCR folder were three Field folders that had not been worked on since 1/14/2023. This was very concerning. When I attempted to reach out to him again at approximately 12:30pm, I noticed that his Teams was yellow again and indicated "away 34 minutes" Assuming he might be on his lunch and likely coming back at any time due to only having a 30 minute lunch, I sent him a message to let him know I rejected his Timecard and asked if we could Teams when he returned from what I assumed was his lunch break. At 1:06pm his Teams was still yellow and indicated "Away 1 hour". At 1:20pm his Teams turned green, and he read my message. At this point I video called Preston over Teams. We discussed his Timecard first and got that taken care of and approved. I then shared with Preston that I had some concerns and wanted to ask him a few questions. I explained to him my findings above and what led me to research to that length. I expressed that from my view and information I had to go off of that it appears that he is likely not at his computer and working when he should be, but I wanted to give him the opportunity to explain because at the same time, I am not in his house and can't physically see him and what he is doing. Preston first explained that starting on Monday 1/30/23 that his Wi-fi connection at home has been going in and out, sometimes for an hour or so at a time. He had confirmed on Monday that this was his personal Wi-fi, not DOC related because his neighbors were experiencing the same thing. In response, I explained to Preston then when we are unable to be online and completing our duties due personal impacts like internet connection, it is his responsibility to be tracking the time that is impacted and making sure that I am aware then he would need to either pack up and come to Headquarters to work or would need to submit Leave for the time that he was not able to work. I strongly expressed that it is each employee's responsibility to have a reliable connection to be able to work from home and if they don't then they might not be able to telework. **(Attachment 2)**

On July 25, 2023, in the email from CRS Baunsgard to Kristi Muller, Director of Statewide Records, CRS Baunsgard documented another conversation she had with CRT Preston Reece on July 20, 2023. She stated:

I shared with you that I had a few concerns that I wanted to discuss. While you were absent on July 18, 2023, I completed an audit of your WA ONE tracker. The results of that audit were that out of 80-line items, 37 of them had discrepancies, most of which gave the indication that your tracker had not been audited since at least the end of March. The unit expectation is that each CRT audits their tracker a minimum of once per month. I provided you a word document that detailed each of these discrepancies and what actions needed to be taken next. Because we had met for your July Check-in last week on the 11th and you had told me at that time that you were working on catching up your Supervision Screenings and tracking yet this audit shows that wasn't the case this then led me to go through some trackers to see if I could determine what you have been working on lately.

The next topic we discussed was about your daily stat tracker. The unit expectation is that all team members update their trackers daily to indicate what work was completed each day. I have regularly had to ask you to update your tracker because there have been times where I have gone to collect unit numbers and find that your tracker hasn't been updated for days or even weeks at a time. This has recently happened at the end of May and June and when I viewed it on July 18th you had not updated it for the entire month of July yet. I

asked you how do you track your work during the day if you aren't using your tracker? How do remember weeks later what you did on any day? You shared with me that you keep track on paper and even held up your notebook to show me. I also shared that I had compared your tracker to the Leads CCR Assignment tracker and there was a significant difference. For the months of April, May, and June combined you indicated on your trackers that you completed a total of 223 CCR packets. When I pulled the number of CCR's assigned to you that were reviewed and completed by the Leads for that same time frame the total was 122. A difference of 101 packets. The Leads are completely caught up on reviews at this time so anything that you completed should have been reviewed in the same time frame. I'm not sure what would exactly cause a difference of 101 packets, and you didn't have a suggestion either. I have also noticed that you rarely request CCR assignments. Between the low number you do request, and seeing that other tasks are not being done, I asked you what are you doing during your work shift because it doesn't always appear that you are working? You were very forthcoming in stating that you are online but not working. When I asked what specifically that meant, you stated that you are signed on and at your computer, but you are busy handling your personal affairs instead of completing your CCR and Sup Screening work. I appreciate this honesty. You indicated that the personal issue you have been experiencing at home has been going on for quite some time and has been significantly impacting your focus on work. You also shared that you were hopeful that now that you have removed yourself from that environment that you will be able to focus more, stay on track, and become more productive. My expectation going forward is that you keep your daily stat tracker up to date. I also provided you with a Work Log that I would like you specifically detail what you are accomplishing each day and I ask that you email this to me at the end of each work week. You are also expected to be engaged in your work during your scheduled shift. Please conduct your personal affairs on your breaks and lunch or if you need additional time, you can request Leave. I encourage you to think of ways that you can improve your work performance and please let me know what resources you may need or how I can help you to be successful.

**(Attachment 3)**

On March 30, 2023, CRS Baunsgard met with CRT Reece to review the Units Expectations in which CRT Reece acknowledged and signed on 3-30-23. In the unit expectations signed by CRT Reece it states in part:

**Attendance**

- When you are on shift, you must be actively engaged in your work.
- Minimize distractions and non-work-related conversations.
- If you are teleworking, minimize distractions and save personal things for your breaks and lunches.
- Please be logged in and ready to work at the start of your shift and do not log out until your shift is scheduled to end.

**CCR Work**

- Complete assigned CCR's within 1-2 days of assignment except for those that we are waiting for Sentence Structure to be gained, for issues to be resolved or waiting for further documents for verification.

- Complete a daily average of 6-10 CCR's \*dependent upon each individual's trained and assigned duties (example: If you are not conducting supervision screenings you should be able to complete more CCR's)
- Maintain an accuracy rate of 95% or higher.

#### **Supervision Screening Work**

- Complete Supervision Screening for assigned CCR's and additional assignments received from the DOC Supervision Screening mailbox. Screen within 1-2 days of assignment.
- Maintain an accuracy rate of 95% or higher.

#### **Additional Expectations**

- Update your Personal Tracker each day and keep it saved in the Unit Shared Drive. You have the option to protect it with a password but if you do, let your supervisor know the password. **(Attachment 4)**

On June 17, 2021, CRT Reece reviewed, acknowledged, and signed a Department Telework Agreement which he understands and agrees to the following:

- Teleworking is not a right, but a tool the Department uses to accomplish agency work and goals, and to support a healthy work/life balance.
- The Supervisor/Manager/Appointing Authority may check work progress via telephone, email, Skype, or other available means.
- Personal business will not be conducted at the telework worksite during scheduled work time.
- A request for cancellation of this agreement or termination by management may occur at any time with 7 days written notice, unless incidents of telework abuse, alleged misconduct, or an emergency. **(Attachment 5)**

On August 22, 2023 in the interview **(Attachment 10)** with CRS Madiliene Baunsgard, When asked how long she has been a supervisor in the CCR Unit, she stated since May of 2020 but has been in prior supervisory position prior to coming to DOC.

When asked how long she has supervised Preston Reece, she replied since he joined the CCR Unit. He came from the Warrants unit back in late 2020.

When asked about the CCR Unit Expectations document. She stated that this document was updated in January of 2023 but had been in place and reviewed multiple times with the unit since it was originally created 3/9/2022 and she met with Preston on March 30, 2023. Was this to review the expectations? She stated yes, he reviewed, signed and received a copy of. She stated that these expectations have been the same for the past couple years. The expectations are also documented in his Position Description.

	<p>When asked about the rate of completion of CCR Reviews each day, the expectation is that he is to complete 6-10 each and every day? She stated, yes.</p> <p>When asked if 6-10 CCR's a day has been the standard expectation for all staff in the unit. She said that 6-10 was a carryover from June 2021 and has been the standard expectation from that point forward.</p> <p>When asked if the expectation was a 95% accuracy when completing the reviews? She stated, yes.</p> <p>When asked from Jan 3 until July 21, has Preston met the unit expectations of 6-10 CCR's per day. She stated, no.</p> <p>When asked if Preston has met the expectation of 95% accuracy when completing CCR's, she stated, no. Ms. Baunsgard went on to say that she has a monthly unit tracker that she keeps that shows where everyone is at each month. She also calculates the days and hours each month to determine their daily average. She also tracks the CCR's assigned to each staff. She knows by this information what exactly he completed or the timeframes it took him to complete the reviews.</p> <p>When asked if she kept this monthly tracker for Preston during the period of Jan 3 to July 21 and she said yes.</p> <p><b>Investigator Note:</b> This monthly tracker (Attachment 15) was sent to the Investigator and will be referenced throughout this report.</p> <p>When asked about the dates on the Tracker, the assigned date is the date assigned and the completion date is the date of the second reviewer? She stated that when Preston works on a packet, he is to sign and date the packet. This was the only way for me to know when he actually worked on the document, and determine timeframes.</p> <p>When asked if assigned packets were completed on time, she stated that you can tell by the date assigned and the date Preston put on the packet is longer than 1-2 days, he has not completed it on time and for some of them, has not touched them for 1 to 2 weeks.</p> <p>When asked if the date assigned vs. the date noted on the packets by Preston were within timeframes and expectations? She said that you can see the assignments on January 4th have dates up to a month past the expectations of 1-2 days.</p> <p>When asked about the documented 7 supervisory conferences held from Jan to July, you note that his accuracy rate, CCR completion rate, Supervision Screening rate came up several times throughout these check ins. She said yes. She said that his work is very inconsistent, and she feels he is not dedicated to the work and is easily distracted from it.</p> <p><b>Investigator Note:</b> The documented supervisory conferences were sent to the Investigator (Attachment 8).</p>
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	<p>When asked about the meeting she held with Preston on February 1, and what was the reason for this meeting. She said this meeting started it all. She said that he had not turned his timecard in and went to reach out to him and noticed his TEAMS notifier indicated he was away for over an hour. She started watching it and became very curious as to why he wasn't on his computer. She started to investigate his work folders where everything is to be kept and noticed that some of the folders hadn't been touched in many days. She kept watching his TEAMS notifier and kept looking into his folders and work. She stated, that she doesn't have the time to micro-manage an employee, but I needed to reach out to him and continued to monitor him that day. She said that she also reached out to Kristi (Mueller) to see if she could even ask him where he has been. Kristi said yes, you can ask him. She is my current supervisor and appointing authority.</p> <p>When asked what Preston's work hours are. She stated he works 7am to 3:30 pm.</p> <p>When asked how the conversation went after she made contact. She said it went differently than she thought. She told him that she was wondering was he was doing and where he has been and looked into his work folders to see if she could see what he was doing. She said that Preston told her, "I haven't been working". She said she asked him if he was at his desk or on his computer and Preston was very forthcoming about it. She said that Preston told her that he was not focused on his work and was not at his desk. She said that she didn't press him for information as to why.</p> <p>When asked if Preston offered up any information and she said he did not. She said that she told him that he is being paid to work and should be doing what is assigned and should be submitting leave if not at work. She said that he thanked her for bringing this to his attention and would again get focused on his work.</p> <p>When asked did Preston provide any details or reference of time, he has spent away from his computer doing other things? She said he didn't but said it has been happening for a while and he was aware of it.</p> <p>When asked if she asked him how much time he is spending away from his computer and work. She said she did not ask him. She said she wasn't sure if she could ask him these questions without getting approval first. She said that she talked with Kristi Mueller and was told that since we were going this route (Investigation) that she could not ask.</p> <p>When asked about the Feb 1 meeting with Preston when it was discovered he wasn't doing his work until the meeting on July 20th when again it was discovered he was not doing his work and spending time away from his duties during work hours, has she taken any type of informal or formal corrective action to correct the behavior. She said No. just meeting with him and setting goals and setting expectations. Kristi (Mueller) and I discussed it and she thought that we shouldn't knowing there was a potential investigation and don't want it to seem like double jeopardy or getting in the way of the investigation.</p> <p>When asked about the July 20th meeting with Preston, what led to this meeting. She said that the prior week he had unscheduled leave and had messaged her on TEAMS and couldn't work due to having a family emergency. She explained</p>
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to him that is not the expectation for calling in. He provided no explanation for not being at work. While he was gone, she audited Preston's WA ONE Tracker. She audited it and as far as she could tell, he hadn't touched it since mid-March. It is supposed to be done at a minimum, monthly. He had tons of work that had to be moved forward on it and this impacted many individuals. Out of 80 on his list, 37 could have been completed or moved forward. She then looked at his folders and other work and determined he wasn't completing his duties. When he returned from his leave, she contacted him to have a discussion about his work. He then said that he had a lot of issues happening at home with moving and personal issues and taking care of those personal affairs when he should have been working. She asked him more specific questions about him working on his personal affairs instead of working and he stated that he signs in in the morning and then goes and deals with his affairs. She pointed out to him that his work from April to June was behind and his tracker had not been kept up. She asked him if he wasn't keeping up on his tracker how does he know what work he has done. He said that he keeps his own notebook and then when asked, he will transpose it to the tracker.

When asked did Preston reveal how much time he had been spending away from his work and dealing with his personal issues. She said he didn't provide any time frames.

When asked anytime between Jan 3 and July 20 and knowing that he has admitted to not working during his normal work hours, did he submit leave requests for any of that unaccounted for time? She said, no. She said she didn't pursue that and asked if she should try and determine how much time he has been away and have him submit leave. He did submit leave for things like being late, appointments and leaving early.

When asked anytime between Jan 3 and July 20, did he request and submit overtime? She did say that he did work some overtime during this period. At the very beginning of Jan on the 12th, 13th and 14th and another day on March 8th that she recalled.

When asked if this was pre-approved overtime for completing his normal work. She stated yes, it was to complete CCR work.

When asked at any time has discussions taken place to bring Preston back to Headquarters and end his teleworking privileges. She said no. She went on to say that Preston himself was at Headquarters in Nov/Dec (2022) because he didn't have internet yet and when it came time for him to return to teleworking, he stated that he would like to come in to Headquarters every Friday because he felt he accomplished a lot more work at Headquarters. He has come in on Fridays since then on most weeks and when you look at his tracker, he is most productive on this day. She said the Kristi and her have talked about asking him to return to Headquarters fulltime. She said that it was decided to exhaust all options before requiring anyone to return full time, so it has been discussed. She said that she has told him that he is welcome to come to Headquarters at any time, but he hasn't.

When asked that knowing he wasn't meeting expectations and knowing that he isn't working his full shift while teleworking, the decision was still made to not return him to Headquarters. She said it was not.



When asked if there was a reason why this decision wasn't made, and she stated that Kristi said it could be perceived as corrective action and that is how she felt it would be looked at. Kristi and Dianne (Ashlock) said that only as a last resort can we return an employee back to headquarters.

When asked about all the conversations with Preston, lots of documentation regarding the lack of performance, not meeting unit expectations, knowingly admitting to not doing his work and spending time away from his computer, no corrective action informal or formal has been taken with Preston Reece. She stated no, nothing has been done. We were going to do a letter in February but because Kristi had met with HR, it was decided to do an investigation. I still have continued to check in and conduct supervisory conferences since then.

When asked at any time during conversations with Preston has, he expressed to you that he may not be cut out for this type of work? She said no and that he always leaves me with a feeling that he is inspired after every conversation we have. Each time he walks away thanking me, but she is not sure he realizes how serious some of this is or if he even cares.

When asked about Preston's performance prior to their meeting on Feb 1, she stated that he has been struggling and wasn't productive even on his evaluation from 3/2022 to 2/2023 it was noted that Preston struggles to complete CCR assignments within 1-2 days. He averages 3.12 CCR's a day with an accuracy rate of 85%. Preston at times has also struggled to complete Supervision Eligibility Screenings in a timely manner. She said that he even required a second round of training on the basics and has always struggled with being focused even we were at headquarters before teleworking.

When asked since he has been teleworking, have you noticed any patterns of concern with Preston's performance. She said that she has had her concerns that he is not doing much just by looking at the stats each month or by the feedback from her Leads as they assign the work, and they would ask where he has been or that he hasn't asked for any work this month. She said that raises concern with her.

When asked is there anything that I have not asked or that you feel is important for me to know about this investigation. She stated that since the meeting with Preston on July 20, it has been a struggle to still get him to do the things I have asked him to do. She said that she has created a modified telework log that requires more details to include DOC numbers of the CCR he completed, and it is to be turned in every Friday. He should have sent me one every Friday and after not receiving one for 3 consecutive Fridays, she reached out him again and asked him about it. He said he would try and find it and still not receive it. He did submit 1 and it didn't contain DOC numbers like required. He still is struggling with filling out his tracker. She said that he should be trying harder knowing that his supervisor is tracking and that a current investigation is ongoing. He should be trying harder at this point and going above and beyond.

**Investigator Note:** The above-mentioned Supervisory Conferences held by CRS Baunsgard with CRT Reece occurred on 3/3/23, 3/10/23, 3/30/23, 4/7/23, 4/14/23, 5/5/23, and 7/11/23. They are attached to this investigation for review by the Appointing Authority as **Attachment 8**.

**Investigator Note:** A review of the Unit Daily Stat Tracker submitted by CRS Baunsgard for CRT Preston Reece for January 3 to July 21, 2023. The following findings were noted by the Investigator:

**Expectation is 6-10 CCR's Daily.**

Jan 23 – Total CCR's = 19. Days Worked = 19.4. Daily Average = 1.0  
Feb 23 – Total CCR's = 30. Days Worked = 16.2. Daily Average = 1.9  
Mar 23 – Total CCR's = 75. Days Worked = 21.0. Daily Average = 3.6  
Apr 23 – Total CCR's = 70. Days Worked = 17.6. Daily Average = 4.0  
May 23 – Total CCR's = 86. Days Worked = 19.94. Daily Average = 4.3  
Jun 23 – Total CCR's = 67. Days Worked = 19.88. Daily Average = 3.4  
Jul 23 – Total CCR's = 39. Days Worked = 17.0. Daily Average = 2.3

Total CCR's completed = 386  
Total number of days CRT Reece worked = 131  
Total Daily Average of CCR's completed = 2.95

**Note:** Total days worked during the allegation period (Jan 3 to July 21) is calculated by total possible days minus leave, holidays or unit meetings/training when staff were unable to complete assigned duties.

**Expected CCR Accuracy is 95% or higher.**

Jan 23 = 95%	Apr 23 = 86%	Jul 23 = 76%
Feb 23 = 100%	May 23 = 88%	
Mar 23 = 96%	Jun 23 = 91%	

**Expected Supervision Screening is 95% or higher.**

Jan 23 = 89.7%	Apr 23 = 78.9%	Jul 23 = 92.7%
Feb 23 = 66.7%	May 23 = 93.7	
Mar 23 = 82.7%	Jun 23 = 90%	

**Investigator Note:** The complete Daily Stat Trackers/Workload Tracking that the above information was retrieved from are attached separately to this report and forwarded to the Appointing Authority as **Attachment 15, 16 & 17** due to the size and inability to save them as PDF.

In the 17 Page Continuous Case Note Document submitted by CRS Baunsgard, she noted dates and times of events, communications, Teams messages, tracking of Reece, and Screen shots from files/folders from 2/1/23 to 8/15/23. This document has been added to the investigation report (**Attachment 11**) as a document for reference for review by the Appointing Authority.

On September 27, 2023, In the interview (**Attachment 13**) with CRT Preston Reece When asked how long have you worked in the CCR Unit? He said that he started in end of Nov. 2020. He came over from the Warrants Unit.

When asked On June 17, 2021, did you sign and acknowledged the terms and conditions of the Telework Policy and a Telework Agreement? He said, yes.

	<p>When asked One of the terms of a telework agreement is that “No Personal Business will be conducted at the telework worksite during scheduled work time”. Did you initial that you acknowledge that term of the agreement? He said, Correct.</p> <p>When asked while working in the CCR unit. Have you received a Position Description and Expectations from you supervisor for your position? He stated that he did. Note: Latest signed copy was on March 30, 2023.</p> <p>When asked have you had meetings with your supervisor between Jan 3 and July 21 regarding your work performance? He said, yes, we do one every 6 months or every year. PD and Evaluation period. Annual review.</p> <p>When asked if he had Supervisory Conferences with his supervisor during this timeframe? He said that he had.</p> <p>What was discussed during these supervisory conferences? He said that when he started in the unit there were 3 phases of training. After he completed the CCR training, he moved on to the screening and prison causes/ Once he got to the screening part, his work piled up and he became overwhelmed. He started meeting with his supervisor to discuss solutions about getting his workload completed and be more productive. He said that is how the meeting initially started.</p> <p>When asked if one of the expectations of a CRT in the CCR unit to complete 6-10 CCR's daily? He said, yes.</p> <p>When asked if he has met that expectation? He said sometime yes but most of the times no.</p> <p>When asked on February 1, 2023, did you have a meeting with your supervisor via TEAMS regarding her concerns with your productivity and missing assignments? He said Yes.</p> <p>When asked during that Feb. 1st meeting, did you tell your supervisor that you have not remained focused while working from home and at times have been away from your computer doing other things during your shift? He said Yes, I did.</p> <p>When asked what other things was, he doing besides his work? He said that he was basically zoning out on my phone. When asked to clarify which phone, He said his personal cell phone.</p> <p>When asked to clarify “Zoning out on his personal cell phone” meant. He stated that he spent a lot of time on social media, and You Tube.</p> <p>When asked while on his personal cell during work hours, how much time did he spend on it each day. He said that he always had it playing especially if no one was home, he would let it play. He estimated that in an 8-hour period that maybe 4 of those hours. About half the day.</p>
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	<p>When asked during this Feb 1 meeting, did you assure your supervisor that you would become refocused and that this would not be an issue again? He said, yes, I did.</p> <p>When asked on July 20, 2023, did you have a meeting with your supervisor via TEAMS after she audited your caseload? He said Yes.</p> <p>When asked about the meeting, did his supervisor make a point on the 80 lines audited, 37 had discrepancies, your Tracker had not been maintained since March. He said Yes and the 80 lines may have been pertaining to the tracker. He said that he would keep a tally sheet and put those on his Tracker and was likely duplicating the information which would add up to more than what was actually done.</p> <p>When asked if the daily Tracker is a required function of his job. He said yes, and they are turned in at the end of every week.</p> <p>When asked during the July 20 meeting, did your supervisor also ask you what you are doing during your work shift? He said I don't recall but she probably did.</p> <p>When asked did you share with your supervisor that you are online but not working? He said yes.</p> <p>When asked did you explain to your supervisor that you are signed in on your computer, but you are handling your personal affairs instead of completing your CCR's and Supervision Screening work? He said Yes, I said that.</p> <p>When asked if his personal affairs were different than the previous question about spending time away from his computer (Social Media and You Tube). Is this different? He said yes it was.</p> <p>When asked how much time did you spend away from your computer each day handling personal affairs? He said that it would be less than previous issues, but it varied day to day but average 2.5 to 3 hours. He didn't really know.</p> <p>When asked did your supervisor document the conversations she had with you on July 20 and send you an email for acknowledgment and input? He said yes, she did. Did you respond to these emails? He said that he responded to them by acknowledging them and signing the documents and emailed them back to her. He just didn't add any additional notes to the emails.</p> <p>When asked did you explain to your supervisor about the personal issues you have been experiencing at home that was keeping you from doing your assigned work? He said that he explained not in great detail and that they are still ongoing.</p> <p>When asked if these personal issues that are affecting your ability to do your work, been going on for some time. He said yes.</p> <p>When asked between the social media, You Tube and the Personal issues, has this been going since January? He said No, not that stuff.</p>
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	<p>When asked have you requested that you work from HQ instead of teleworking? He said, yes, I did. Requested that to his supervisor. He said that he used that as a suggestion to help with his work productivity. Since then, he has been able to get his work back up to where it sometimes it meets expectations, He said that his supervisor has commented on it and that his accuracy rate it sometimes up where it needs to be. He said that coming back in the building has helped. He went on to say that he and his supervisor has developed an accountability tracker where he has to write DOC # on the sheet that he turns in at the end of each week. It has helped. He said he didn't know when that started but thought around the July (20th) meeting and the tracker started in August.</p> <p>When asked are you more productive when you're at HQ? He said I would say so yes.</p> <p>When asked why he is more productive at HQ he stated you are surrounded by people and never know when someone is walking by and seeing you. That is a reason why writing DOC numbers and sending them in to the supervisor helps him be accountable. Some of the packets will be pretty big up to 4 hours. He would note this so that supervisor can see and also time stamp it when he finishes it.</p> <p>When asked during the period of Jan 3 thru July 21, have you requested and/or submitted overtime to complete your work assignments? He said he don't think so. I don't know. Not complete my work assignments but overtime in unit to complete assignments.</p> <p>When asked do you have approved employment outside of your current DOC job as a CRT? He said, yes, I do. When asked what the work is, he stated it is a Landscaping business.</p> <p>When asked if that outside employment was approved. He said, yes.</p> <p>When asked have you submitted leave during your normal work hours of your current CRT job to go work at the outside employment opportunity? He said, he did one time.</p> <p>On September 29, 2023, In the follow-up interview (<b>Attachment 14</b>) with CRT Reece, when asked if these personal issues that are affecting your ability to do your work, been going on for some time. He said yes.</p> <p>When asked to elaborate on "Some Time, he was asked between Jan 3 and July 21, how long have your personal affairs been going on that are affecting your ability to complete your duties 2.5 to 3 hours per day? He stated that it really started affecting him in his personal life around late April or early May. He said that he started that Landscaping business in March so was around that time frame. Maybe about 2-2.5 months. The personal affairs didn't begin in January. Jan-April was the personal cellphone issues and not meeting expectations of 6-10 packets a day.</p> <p>When asked previously, you stated that social media, You Tube and Personal Affairs were the cause for you being away from your computer during work hours and not completing you assigned duties. That is an approximate total of 6-7 hours a day away from your computer since January 3 as stated in your previous</p>
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interview. Is that an accurate depiction of the time that you have spent away from your computer between Jan 3 and July 21? He said not combined. Social Media and the You Tube was happening not at the same time as the personal affairs going on his life that he was having to deal with. That (social media/You Tube) was just peer lackadaisical and zoning out and not doing my work.

When asked to clarify, the social media and You Tube time spent on your personal cell phone was not occurring at the same time as the dealing with personal affair issues going on? He said, No. They were not occurring at the same time. The social media and You Tube were happening Jan to Late April. The personal issues weren't a daily occurrence since late April but maybe 2 days a week having to deal with those issues.

When stated by the Investigator, from Jan 3 to Late April, the Personal Cell phone use was a distraction and was taking you away from your computer not allowing you to complete your work up to 4 hours a day. From late April to July 21, you were dealing with personal issues that were taking you away from your computer 2.5 to 3 hours a day not allowing you to complete your work. He stated that the personal issues were not a daily occurrence but sporadic. Thought it was 2 days a week.

When asked is there anything that I have not asked you that you feel is important for me to know? He stated not necessarily but did say that he noticed when asked previously about work cell vs. personal cell he wanted to clarify that it was my personal cell phone as our unit does not have state issued cell phones. Only the supervisor have them issued.

**Investigator Note:** During both interviews with CRT Preston Reece, he acknowledged that he spent approximately 4 hours per day ( out of an 8 hour day) from Jan 3 to May 1 not conducting his assigned duties due to being on his personal cell phone viewing social media and You Tube. He worked a total of 74 days during this period as noted on the Supervisors Daily Tracker. 74 days times 4 hours per day = 296 hours away from his computer.

During both interviews with CRT Preston Reece, he acknowledged that he spent approximately 3.0 hours per day (out of 8 hour day), 2 days a week (5 day work week) during the period of May 1 to July 21 not conducting his assigned duties due to dealing with personal issues. He worked a total of 57 days during this period as noted on the Supervisors Daily Tracker. 57 days (11.4 weeks) at 3.0 hours per day 2x's a week = 6 hours per week times 11.4 weeks = 66 hours away from his computer.

**Investigator Note:** Estimated time away from computer not completing assigned duties based on the testimony of Preston Reece for personal issues, social media and You Tube viewing is 362 Hours.

**Investigator Note:** Jean Hardcastle, Agency Payroll Officer provided a complete Payroll Tracking document that includes, Hours worked, Overtime, My Portal (Leave), and Time Card System (TCS) entries for the entire allegation period of Jan3 thru July 21, 2023. It is attached separately to this report and forwarded to the Appointing Authority as **Attachment 19** due to the inability to PDF the document due to size and complexity. Ms. Hardcastle also provided the hourly rate calculator for Preston Reece . This breaks down the hourly rate of pay for

	<p>each pay period from Jan 3 to July 21, 2023. This document is labeled as <b>Attachment 20</b> and forwarded to the Appointing Authority separate to this report to reserve functionality and data.</p> <p>On February 6, 2023, Appointing Authority Kristi Mueller submitted an Information Technology Security Data Request seeking Detailed Internet Use, DOC Network Logon information, and OMNI access information. Cyber Security Unit (CSU) assigned case #SI-20230206-0. <b>Attachment 18.</b></p> <p><b>Investigator Note:</b> The Security Data provided by the CSU was initially sent to Kristi Mueller, Appointing Authority for this case. She has the files electronically and they will not be attached to this report due to the size and volume information contained in the reports. The are available upon request.</p>
<b>Report of Retaliation:</b>	No reports of retaliation during this investigation.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Investigation Assignment Letter</li> <li>2. Conversation Email and documentation 2-1-23</li> <li>3. Email – Subject Summary of July 20, 2023</li> <li>4. Signed CCR Unit Expectations 2023</li> <li>5. P. Reece Telework Agreement</li> <li>6. Reece, Preston Investigation Notification</li> <li>7. Reece, P. Position Description for position #CK97</li> <li>8. Supervisory Conference Documents for March 3 to July 11, 2023</li> <li>9. Interview Acknowledgement Form for M Baunsgard</li> <li>10. Signed Interview Statement Madilene Baunsgard</li> <li>11. CRS Baunsgard Continuous Case Notes RE: P. Reece</li> <li>12. Interview Acknowledgement Form for P. Reece</li> <li>13. Signed Interview Statement Preston Reece</li> <li>14. Signed Interview Statement Follow-Up Interview Preston Reece</li> <li>15. P Reece Stats Mar 22 to Feb 23 – Sent via Email to AA</li> <li>16. Reece Stats Mar 23 to Feb 24 – Sent via Email to AA</li> <li>17. Workload Tracking Compiled – Sent via Email to AA</li> <li>18. IT Security Request</li> <li>19. 20125049 Reece, Preston Payroll Tracking – Sent via Email to AA</li> <li>20. Reece, Preston Hourly Rate Calculator – Sent via Email to AA</li> </ol>

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and Will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.**



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1100

**Amended**

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**To:** Timothy Birley, Procurement and Logistics Manager  
**From:** Kristi Mueller, Statewide Records Director  
**Date:** July 27, 2023  
**Case Number:** 23-1015

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**Investigation assignment** I am designating you as the fact finder to conduct a full and fair investigation into allegations of employee misconduct.

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**Allegations**

- It is alleged that on or about January 3, 2023 to March 15, 2023 and **March 16, 2023 through July 21, 2023**, while working in the Criminal Conviction Records Unit, Correctional Records Technician, Preston Reece failed to perform his work duties, misused state resources and misused state time.

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**Timeframes** It is my expectation that you treat this investigation as a top priority and submit a draft report by April 16, 2023. However, should you need additional time to complete the investigation, contact Jessica Marcoe, Human Resource Consultant.

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**Submitting the draft** Once you have a draft report prepared, send it to Jessica Marcoe, Human Resource Consultant for review before finalization.

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**If you need assistance** If you have any questions about the investigation process, feel free to contact Jessica Marcoe, Human Resource Consultant.

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**Attachments** Attached please find the following documents:

- Investigation Report Template
- Interview Acknowledgement Form
- Interview Summary Template
- Email with subject "Conversation from 2/1/203"
- **Email with subject "Summary of July 20, 2023 Conversation"**

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JM  
Attachments

cc: Jessica Marcoe, Human Resource Consultant

Attachment 1, Page 1 of 1



## Marcoe, Jessica R. (DOC)

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**From:** Baunsgard, Madiliene (DOC)  
**Sent:** Wednesday, March 15, 2023 9:45 AM  
**To:** Marcoe, Jessica R. (DOC)  
**Subject:** FW: Conversation from 2/1/2023

FYI

Madiliene Baunsgard  
Correctional Records Supervisor CCR Unit  
7345 Linderson Way  
Tumwater, WA 98501  
Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

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**From:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Sent:** Wednesday, February 8, 2023 9:12 AM  
**To:** Baunsgard, Madiliene (DOC) <mbaunsgard@DOC1.WA.GOV>  
**Subject:** RE: Conversation from 2/1/2023

Good Morning Madi,

I've been thinking about steps I can take to be accountable for my work each day. I think if I sent you a TEAMS message of what I accomplished or intend to get done that day, it'll keep me on track. You don't even have to respond to it because you're super busy as is. It's not the response I need to motivate me, it's the fact I'm telling you what I got done/will get done. I guess it's more of a mental plan that I am sharing with someone in authority/management. This has worked in previous settings – usually in college. I am a huge procrastinator and learned to do this in college and was able to stay on track with it then. I'd like to at least trial this idea and see if it works in this setting as well.

Thoughts?

Thank you,

### Preston Reece

Department of Corrections  
Headquarters  
Teleworking (Mon. – Fri. 0700 – 1530)  
CRT 1 | CCR Unit  
[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Baunsgard, Madiliene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>  
**Sent:** Saturday, February 4, 2023 1:55 PM  
**To:** Reece, Preston D. (DOC) <[preston.reece@DOC1.WA.GOV](mailto:preston.reece@DOC1.WA.GOV)>  
**Subject:** Conversation from 2/1/2023

Hello Preston,

I just wanted to touch base and summarize our conversation from Wednesday while it was still fresh in my mind.

On Wednesday February 1, 2023, I had reached out to you over Teams. I shared with you that I had some concerns about your whereabouts and your work productivity due to your activity marker in Teams showing frequent absences and looking at your folder dates and assignments from the unit tracker that have not been completed and I asked if you could explain what was going on while working at home.

You were very forthcoming in first sharing that specifically starting on Monday 1/30/23, you had been experiencing home Wi-Fi connection issues that was preventing you from being logged in for multiple intervals of time during your scheduled shifts. You apologized for not letting me know that this was happening and that you were unable to work during these times. When I shared my other concerns around your productivity and specifically the missing assignments from before the current home Wi-Fi issues began, you were very honest and shared that you have not remained focused while working from home and at times, have been away from your computer and off doing other things during your shift. I expressed the importance of being present and engaged in our work during the entirety of our scheduled shifts. As any reasonable employer would, the Agency expects us to be focused and completing our duties during the time that we are getting paid to do so. Even when the technology issues are from the Agency Network, we are expected to stay at our work stations and be ready for when they are working. You acknowledged that you understood the importance of this.

I appreciate your honesty in sharing this as these kinds of conversations can be difficult. I shared with you that I want to be able to help you be successful. I explained the true impacts of our work that personally help me remain focused in completing our tasks. You seemed to appreciate being reminded of the meaning of the work we are doing. I explained that the last thing I want to do for anyone is pull them from Telework but for some employees that may be the best choice if other ideas and plans don't or haven't worked. You assured me that you would become refocused and that this would not be an issue again and I will see the change reflected in your work. During our conversation there was no decision made around teleworking or any other steps we could take to shift the focus but we more left it open to come up with ideas that we could explore together to help you become successful in your position.

We have our February 1-on-1 scheduled for Monday the 13<sup>th</sup>. I ask that you use this time between now and then to think of what our plan could look like to promote growth in your work. I know you have done things like the Gemba walk before but what else could we try to get you back on track and stay there? What goals and timelines could we set so we can measure the progress? What can I do to further support you? Just a few things to ponder.

In the meantime, can you please let me know by end of day Tuesday (2/8) if you have received and read this email and if you have any questions or anything else to add from our conversation.

Thank you!

Madiliene Baunsgard  
Correctional Records Supervisor CCR Unit  
7345 Linderson Way  
Tumwater, WA 98501  
Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

## **Documentation from Madiliene Baunsgard, Correctional Records Supervisor for the CCR Unit**

Today, February 1, 2023 at 9:23am, when I went to send Preston a message in Teams chat it had the yellow indicator stating that he had been "Away 1 hour". Initially I thought that maybe he had planned to be gone this day and I had forgot but I had looked over my attendance tracker, email, and MyPortal and didn't see anything to support that. I sent him a message asking for his Timecard. His Teams turned green at approximately 9:40am. It was at 10:17am when he responded to my message and resubmitted the timecard. Due to this catching my attention, I looked into some other things to try and determine if this was a common occurrence. I then noticed that his CCR folder in the Shared Drive did not appear to have had any documents worked on or saved in it since 1/27/2023 and his Supervision Screening Folder since 1/30/2023 (though this appeared to be from Michelle doing 2<sup>nd</sup> reviews). I was then curious if he had been asking for assignments recently, so I reviewed the assignment tracker and other than receiving 4 expedited requests (which CRT's don't specifically ask for), he had not asked for or been assigned any Regular CCR's since 1/24/2023. The 5 that he was assigned on 1/24/2023 did not appear to have been started in OMNI nor was there any sign of them in his CCR folder. Also, in his CCR folder were three Field folders that had not been worked on since 1/14/2023. This was very concerning.

When I attempted to reach out to him again at approximately 12:30pm, I noticed that his Teams was yellow again and indicated "away 34 minutes" Assuming he might be on his lunch and likely coming back at any time due to only having a 30 minute lunch, I sent him a message to let him know I rejected his Timecard and asked if we could Teams when he returned from what I assumed was his lunch break. At 1:06pm his Teams was still yellow and indicated "Away 1 hour". At 1:20pm his Teams turned green and he read my message.

At this point I video called Preston over Teams. We discussed his Timecard first and got that taken care of and approved. I then shared with Preston that I had some concerns and wanted to ask him a few questions. I explained to him my findings above and what led me to research to that length. I expressed that from my view and information I had to go off of that it appears that he is likely not at his computer and working when he should be but I wanted to give him the opportunity to explain because at the same time, I am not in his house and can't physically see him and what he is doing. Preston first explained that starting on Monday 1/30/23 that his Wi-fi connection at home has been going in and out, sometimes for an hour or so at a time. He had confirmed on Monday that this was his personal Wi-fi, not DOC related because his neighbors were experiencing the same thing. In response, I explained to Preston then when we are unable to be online and completing our duties due personal impacts like internet connection, it is his responsibility to be tracking the time that is impacted and making sure that I am aware then he would need to either pack up and come to Headquarters to work or would need to submit Leave for the time that he was not able to work. I strongly expressed that it is each employee's responsibility to have a reliable connection to be able to work from home and if they don't then they might not be able to telework.

I compared it to the difference of when the connectivity issues are caused by DOC, like with the network issues we have been having lately. As frustrating as they may be when we are sitting at our computers waiting for things to work, that is DOC's responsibility, and we are still getting paid for that time and expected to remain at our workstation to monitor for when it does work because it has been intermittently available so we are able to complete our work just at a slower pace. He indicated that he understood what I was explaining and the difference between the two.

I went back to point out my findings around how long it has been since he has requested work and that his previous assignments have not been worked on for a significant length of time prior to his home Wi-fi issues this week and I asked him how he can explain that. Preston was very forthcoming in sharing that he has not been focused on work and has been spending that time away from his computer doing other things when he should have been working. I thanked Preston for his honesty because I know it is a hard conversation to have. I told him that I don't want to get to a point where we pull people back from Teleworking but if it isn't allowing us to be focused on our duties and be a productive member of the team then it may be the option we have to go with. He admitted that he lost his focus and drive for the work. I shared with him what I try to keep in mind is that our work truly impacts the lives of other people. I gave examples like if we don't finish a CCR then someone sleeps on the floor in receiving. If we don't finish a Supervision Screening or screen something wrong it could lead to someone being denied to move somewhere else or might allow to move somewhere they shouldn't putting a victim at risk. I emphasized that there are real impacts to the work we are doing and we should be doing our best to complete what we can in the time that we have, granted I know we have significant system issues but let DOC worry about those impacts.

Preston agreed and thanked me for sharing that perspective. He thanked me for having this conversation with him and acknowledged that he needs to be more focused during his work time. He stated that he would like to be given the chance to continue teleworking and to show that he will get back on track. He assured me that I would see it in his work and numbers that he is focused again. I encouraged him to let me know of any ideas that come up where I could help him be more successful.

## Marcoe, Jessica R. (DOC)

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**From:** Mueller, Kristina L. 'Kristi' (DOC)  
**Sent:** Tuesday, July 25, 2023 3:51 PM  
**To:** Marcoe, Jessica R. (DOC)  
**Subject:** FW: Summary of July 20, 2023 Conversation

Hi, Jessica.

Below are the additional details Madi gathered during a conversation with Preston. Should I schedule time for Tim, you and I to discuss?

Let me know your thoughts. Thank you.

### Kristi Mueller (she/her)

Director - Statewide Records | Washington State Department of Corrections | (360) 764-6724

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**From:** Baunsgard, Madiliene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>  
**Sent:** Tuesday, July 25, 2023 3:34 PM  
**To:** Mueller, Kristina L. 'Kristi' (DOC) <[klmueller@DOC1.WA.GOV](mailto:klmueller@DOC1.WA.GOV)>  
**Subject:** FW: Summary of July 20, 2023 Conversation

FYI  
Madiliene Baunsgard  
Correctional Records Supervisor CCR Unit  
7345 Linderson Way  
Tumwater, WA 98501  
Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

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**From:** Reece, Preston D. (DOC) <[preston.reece@DOC1.WA.GOV](mailto:preston.reece@DOC1.WA.GOV)>  
**Sent:** Monday, July 24, 2023 8:35 AM  
**To:** Baunsgard, Madiliene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>  
**Subject:** RE: Summary of July 20, 2023 Conversation

Good morning Madi,

I have read this email and do not have anything to add or say, as of yet.

Thank you,

### Preston Reece

Department of Corrections  
Headquarters  
Teleworking (Mon. – Fri. 0700 – 1530)  
CRT 1 | CCR Unit  
[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Baunsgard, Madiliene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>  
**Sent:** Friday, July 21, 2023 2:33 PM

**To:** Reece, Preston D. (DOC) <[preston.reece@DOC1.WA.GOV](mailto:preston.reece@DOC1.WA.GOV)>

**Subject:** Summary of July 20, 2023 Conversation

Hello Preston,

I always appreciate you joining me for check-ins and conversations around you and your work. Thank you. Below is a summary of the topics that we discussed yesterday. I apologize that it is a little longwinded but we discussed a lot of things yesterday.

On Thursday July 20, 2023, we met over Teams to discuss a variety of topics. First of all, I wanted to see how you are doing and if there is anything I can do to support you. You had shared that you are doing the best you can at the moment, you felt that you were quite productive so far yesterday with your work, and that there wasn't anything you could think of at the time that I could do.

Next, I shared with you that I had a few concerns that I wanted to discuss. While you were absent on July 18, 2023 I completed an audit of your WA ONE tracker. The results of that audit were that out of 80 line items, 37 of them had discrepancies, most of which gave the indication that your tracker had not been audited since at least the end of March. The unit expectation is that each CRT audits their tracker a minimum of once per month. I provided you a word document that detailed each of these discrepancies and what actions needed to be taken next. Because we had met for your July Check-in last week on the 11<sup>th</sup> and you had told me at that time that you were working on catching up your Supervision Screenings and tracking yet this audit shows that wasn't the case this then led me to go through some trackers to see if I could determine what you have been working on lately.

The next topic we discussed was about your daily stat tracker. The unit expectation is that all team members update their trackers daily to indicate what work was completed each day. I have regularly had to ask you to update your tracker because there have been times where I have gone to collect unit numbers and find that your tracker hasn't been updated for days or even weeks at a time. This has recently happened at the end of May and June and when I viewed it on July 18<sup>th</sup> you had not updated it for the entire month of July yet. I asked you how do you track your work during the day if you aren't using your tracker? How do you remember weeks later what you did on any day? You shared with me that you keep track on paper and even held up your notebook to show me. I also shared that I had compared your tracker to the Leads CCR Assignment tracker and there was a significant difference. For the months of April, May, and June combined you indicated on your trackers that you completed a total of 223 CCR packets. When I pulled the number of CCR's assigned to you that were reviewed and completed by the Leads for that same time frame the total was 122. A difference of 101 packets. The Leads are completely caught up on reviews at this time so anything that you completed should have been reviewed in the same time frame. I'm not sure what would exactly cause a difference of 101 packets and you didn't have a suggestion either.

I have also noticed that you rarely request CCR assignments. Between the low number you do request, and seeing that other tasks are not being done, I asked you what are you doing during your work shift because it doesn't always appear that you are working? You were very forthcoming in stating that you are online but not working. When I asked what specifically that meant, you stated that you are signed on and at your computer but you are busy handling your personal affairs instead of completing your CCR and Sup Screening work. I appreciate this honesty. You indicated that the personal issue you have been experiencing at home has been going on for quite some time and has been significantly impacting your focus on work. You also shared that you were hopeful that now that you have removed yourself from that environment that you will be able to focus more, stay on track, and become more productive.

I explained that I completely understand that it is not realistic to be able to completely turn off our personal life when we are work. Regardless though, we must do our best and we are expected to be working during our scheduled shift and not taking more than our allotted breaks and lunch. Depending what the specifics of your personal things are, I encouraged you to look into EAP services, reaching out to CISM, or possibly HR to see if there are things that could potentially assist you with navigating through this.

Another topic that we briefly touched on was a reminder to follow the unit calling out process, which was covered in the Unit Meeting the same day as well. Remember to call and speak to a live person. You stated you understood.

My expectation going forward is that you keep your daily stat tracker up to date. I also provided you with a Work Log that I would like you specifically detail what you are accomplishing each day and I ask that you email this to me at the end of each work week. You are also expected to be engaged in your work during your scheduled shift. Please conduct your personal affairs on your breaks and lunch or if you need additional time you can request Leave. I encourage you to think of ways that you can improve your work performance and please let me know what resources you may need or how I can help you to be successful.

Because you have also indicated that you find yourself to be more productive when you have come to work at HQ, I want to be sure that you know you are more than welcome to work at HQ as often as you wish. You could increase it to an additional day per week or even go back full time for a while if you like. The option is there.

Please let me know by the end of day Monday (7/24/23) if you have received and read this email and if you have any questions, concerns, or something to add.

Thank you. I hope you have a good weekend.

Madilene Baunsgard  
Correctional Records Supervisor CCR Unit  
7345 Linderson Way  
Tumwater, WA 98501  
Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

Attachment 3, Page 3 of 3



## ANNUAL PERFORMANCE AND DEVELOPMENT PLAN (PDP) EXPECTATIONS AND EVALUATION

Position description reviewed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position description updated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Performance period: From: 3/1/2023 To: 2/29/2024	
Purpose of plan and review: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Trial service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify):	

### Employee and position information

Last name Reece	First name Preston	Middle name (optional)	Employee number 71016778
Positions class title Correctional Records Technician	Working title CRT	Position number CY97	
Employer (business area) ODS/Records	Division (organizational unit) CCR Unit	Evaluator's name Madilene Baunsgard	

### POSITION LINKAGE WITH ORGANIZATIONAL MISSION AND STRATEGIC GOALS

What is the Department's mission and how do the duties and responsibilities of this position link or contribute to the achievement of the mission, goals, and objectives of the Department?

The mission of the Department is to improve public safety by positively changing lives. The Department's goals are the desired results of our work - Improve lives, keep people safe, engage and respect employees, and achieve organizational excellence. This position contributes to the goals of the Department by:

As a custodian of the offender records, reporting to the Correctional Records Supervisor (CRS), the Correctional Records Technician (CRT) completes the Criminal Conviction Records (CCR) process for sentenced individuals who are currently under DOC supervision or in prison. After completion, the CCR data assists the WA-ONE to create the sentenced individual's Risk Level Classification (RLC) which is used in conjunction with agency policy and current law to determine whether a sentenced individual will be supervised by DOC after sentencing or upon release from prison. The CRT position will review, analyze, and research a variety of official sources to include contacting Records offices and/or institutions to obtain criminal conviction data prior to entering the information into the CCR section of Offender Management Network Information (OMNI) system. In addition, the CCR Unit applies Revised Codes of Washington (RCW's) and department Policies to determine community supervision eligibility and if applicable, an Offender Release Plan (ORP) determination for individuals sentenced under the jurisdiction of DOC. This position also supports agency staff/administration by providing recommendations involving data input, research to determine comparable crimes, CCR reviews/updates/corrections, Supervision Eligibility Screening Tools, and quality review audits to validate CCR and supervision screening tools data accuracy and submit audit findings as required. Correct criminal conviction records and application of supervision screening tools is critical due to the fiscal impact and potential liability it has on the agency.

### PERFORMANCE EXPECTATIONS AND EVALUATION

Based on the position's major responsibilities, outline the performance results and demonstration of core values expected of the employee during this performance period. Limit the list to those that are key. At the end of the performance period, an evaluation of the established expectations will be completed.

#### Technical Skills Expectations

Replace the examples shown below with expectations and conduct an evaluation on the employee's performance related to assigned job responsibilities.

1. **Work products:** Build and apply adequate knowledge of the unit work to ensure accuracy and integrity of the result by following unit processes, expectations, and manuals.



2. **Safety and security:** Follow agency guidance and expectations to ensure a safe work environment for yourself and others along with upholding the security of content of work.
3. **Policy compliance:** Follow all agency and unit policies, processes, expectations, and position description responsibilities to ensure success.
4. **Taking action independently:** Contribute to unit and agency goals by taking initiative to solve problems, supporting others, and being reliable and knowledgeable in the content of the work.
5. **Job classification specific:** Complete timely completion of CCR's, Supervision Screenings, and FOS Facesheets. Communicate effectively with coworkers and stakeholders when seeking resolution for issues.

### MEASURES

The Measures section below has samples of position goals. Use the duties outlined in the position description, and the fundamentals map for the Division, to determine the individual measures for this section. With the employee, identify specific measurable core technical skills to focus on for the evaluation period. These measures are subject to change and evolve as a reflection of the employee's growth.

Measure Replace examples below with applicable measures	Date completed:
<i>Measure: Reach and maintain completing an average of 6 CCR's minimum daily.</i> <b>Comments:</b>	<input type="checkbox"/> Improvement needed <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
<i>Measure: Reach and maintain an accuracy rate of 95% or higher for CCR's.</i> <b>Comments:</b>	<input type="checkbox"/> Improvement needed <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
<i>Measure: Reach and maintain an accuracy rate of 95% or higher for Supervision Screenings.</i> <b>Comments:</b>	<input type="checkbox"/> Improvement needed <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
<i>Measure: Adhere to remaining goals outlined in the CCR Unit Expectations.</i> <b>Comments:</b>	<input type="checkbox"/> Improvement needed <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Other expectations related to job duties:  Comments:	
<input type="checkbox"/> Improvement needed <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations	

### EXPECTATIONS OF THE DEPARTMENT'S CORE VALUES

Include an overall statement about the employee's expectations and evaluation related to job performance and behavior related to the agency's core values, and identifying improvement targets.

<b>Supporting people's success:</b> We are committed to our community - understanding individuals, instilling hope, embracing change, and providing opportunities.		
<input type="checkbox"/> Improvement needed	<input type="checkbox"/> Meets expectations	<input type="checkbox"/> Exceeds expectations
<b>Comments:</b>		
<b>Respectful and inclusive interactions:</b> We appreciate and value individuals by promoting an inclusive and diverse environment, which encourages safety. We respect, value, and listen to the		

thoughts, feelings, and perspectives of our stakeholders and consider the impact on those we serve as well as each other.

☐ Improvement needed

☐ Meets expectations

☐ Exceeds expectations

Comments:

**People's safety:** We believe in creating an environment that values physical, mental, and emotional security and well-being. We honor those who advance safety for all.

☐ Improvement needed

☐ Meets expectations

☐ Exceeds expectations

Comments:

**Cultivate an Environment of Integrity and Trust:** We value partnership and trust. We foster openness and support courageous conversations. We are committed to doing what we say we are going to do by being accountable and taking personal ownership in our actions.

☐ Improvement needed

☐ Meets expectations

☐ Exceeds expectations

Comments:

**Positivity in Words and Actions:** We assume positive intentions and believe there is a shared desire for the best outcome. We consistently demonstrate positive behavior and always put forth our best effort.

☐ Improvement needed

☐ Meets expectations

☐ Exceeds expectations

Comments:

### TRAINING AND DEVELOPMENT NEEDS/OPPORTUNITIES

- What training and development needs and opportunities should the employee focus on during this performance period?

To be completed only by employee. If employee opts out, type "Employee opted out" in this space

### ORGANIZATIONAL SUPPORT

This section is optional for the employee to complete at the **beginning** of the performance period.

- What suggestions do you have as to how your supervisor, co-workers, and/or agency management can better support you in your present job and future career goals?

Expectation Comments: *To be completed only by employee. If employee opts out, type "Employee opted out" in this space*

### ACKNOWLEDGEMENT OF EXPECTATIONS

This section is signed at the beginning of the performance period to acknowledge that the supervisor and employee have discussed the performance expectations, training, and development needs listed.

Evaluator's signature

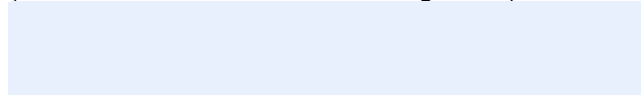
(Click on icon to insert electronic signature)



3/30/23

Employee's signature

(Click on icon to insert electronic signature)



Click to enter date

**For employees that do not have an electronic signature**

☐ I understand that by typing my name in the signature box below that I am agreeing I have discussed performance expectations with the employee. I understand that my typed name has the same effect as if I had signed in the signature box.

☒ I understand that by typing my name in the signature box below that I am agreeing I have read and understand my performance expectations. I understand that my typed name has the same effect as if I had signed in the signature box.

Enter full name here Click to enter date	Preston D. Reece 3/30/23
--	--------------------------

## TELEWORK AGREEMENT

This agreement details the terms and conditions of teleworking. Only positions identified as suitable for telework will be considered. Review your position description to confirm eligibility for telework prior to completing this agreement.

☒ New agreement      ☐ Change/update to existing agreement

Name Preston D. Reece	Position number CK97	Employee ID 20125049
Title Correctional Records Technician	Official duty station Headquarters	
Telework worksite address 5840 Lynch Rd SE	City, State, Zip Shelton, Wa, 98584	
Telework telephone number 360-545-5337	Supervisor name Baunsgard, Madiliene	

### FREQUENCY

EP1 <input type="checkbox"/> Ad Hoc/As Needed (Employee is working from an alternate work location that is typically as needed or less than two days per month)	EP2 <input type="checkbox"/> 1-2 days every two weeks	EP3 <input type="checkbox"/> 3-4 days every two weeks	EP4 <input checked="" type="checkbox"/> 5 or more days every two weeks
---	--	--	---

### POLICY REVIEW

Review the policies below and check to indicate you understand and agree to comply.

- ☒ DOC 830.300 Telework and Alternate Work Sites
- ☒ DOC 200.900 Travel Regulations
- ☒ DOC 280.100 Acceptable Use of Technology
- ☒ DOC 280.310 Information Technology Security
- ☒ DOC 280.515 Data Classification and Sharing
- ☒ DOC 825.010 Hours of Work, Overtime, and Additional Compensation

### EQUIPMENT INVENTORY

Document the Department-owned or leased equipment, assigned by the IT Department to the position, that will be used while teleworking. All issued equipment will comply with the standard equipment list. Additional equipment required must be requested by submitting an IT Service Request for the type of equipment needed and purchased with the approving division funds and authorized by the Appointing Authority.

Item	Inventory tag number
Tower	Z196320
Monitor	IT04829
Monitor	IT02337
Webcam Camera	
Headset	

### SYSTEM ACCESS

Access will be needed for the following system(s):

☒ Virtual Private Network (VPN)    ☐ Skype for Business    ☐ Other: \_\_\_\_\_

### WORKSITE

Describe the dedicated workspace if teleworking at your residence:  
Guest bedroom converted into an office that is private and secure.

### TASKS

List the specific tasks/duties from the position description that will be performed.  
CCR's, FOS's Meetings, and SUP Screenings

### TELEWORK AGREEMENT

Initial	<b>I understand and agree to the following:</b>
PR	Teleworking is not a right, but a tool the Department uses to accomplish agency work and goals, and to support a healthy work/life balance.
PR	Teleworking does not change my official duty station and I may be called to the office for training, meetings, or other events.
PR	A telephone number will be provided where I can be contacted during business hours.
PR	The supervisor/manager/Appointing Authority may check work progress via telephone, e-mail, Skype, or other available means.
PR	Personal business will not be conducted at the telework worksite during scheduled work time.
PR	The worksite will be maintained free of work-related safety and health hazards.
PR	Any data, documents, or work products developed while teleworking is the sole property of the Department and the state of Washington.
PR	Requests for changes to the telework agreement must be submitted to the manager/Appointing Authority.
PR	A request for cancellation of this agreement or termination by management may occur at any time with 7 days' written notice, unless incidents of telework abuse, alleged misconduct, or an emergency.
Initial	<b>Equipment:</b>
PR	For technical assistance with Department-owned or leased equipment, software, or network services, the IT Help Desk (360) 725-8383 will be contacted or an IT help ticket will be submitted.
PR	The Department retains ownership and control of all hardware, software, and data associated with state-supplied equipment and supplies.
PR	Department-owned or leased equipment is for OFFICIAL USE ONLY. Installation, repair, and maintenance is at the sole discretion and direction of the Department.
PR	The state does not incur any cost or liability caused from the use, misuse, loss, theft, or destruction of privately owned equipment or resources.
PR	Information Technology security rules will be adhered to and issued equipment protected from damage, theft, or access by unauthorized individuals.
PR	Access to and use of sensitive information on state equipment must comply with all Department guidelines. Department computers will only be used for Department business.
PR	All Department-owned hardware, software, and data will be promptly returned if/when this agreement ends.
I understand and agree to the terms and conditions of the telework policy and this agreement.	

Shane D Reese  
Signature

06/17/2021  
Date

K. Mueller 06/23/2021

I affirm that the employee/contract staff ☒ does / ☐ does not meet the criteria.

Danielle Hedblum  
Supervisor

Danielle Hedblum  
Signature

6/17/21  
Date

### APPOINTING AUTHORITY DECISION

This agreement is: ☒ Approved ☐ Denied

Dianne Ashhlock  
Name

Dianne Ashhlock  
Signature

6/28/2021  
Date

Reason for denial: \_\_\_\_\_

### CANCELLATION OF AGREEMENT

☐ This agreement is canceled/terminated.

Reason for cancelation: \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Local Human Resources

**COPY** - Supervisor, Employee/Contract staff



## TELEWORK SAFETY ASSESSMENT

Teleworkers are responsible for ensuring their alternate work location is safe and free from hazards. As an extension of the Department's workspace, the location should meet the same health and safety standards as their official duty station.

Complete and submit this assessment to your supervisor with the Telework Agreement.

- ☒ The workspace is free from excessive noise.
- ☒ There is adequate lighting provided at the worksite.
- ☒ All electrical equipment is free of hazards that could cause physical harm.
- ☒ All electrical plugs, cords, outlets, and panels are in good condition.
- ☒ The electrical system is adequate for office equipment.
- ☒ Computer equipment is connected to a surge protector.
- ☒ Extension cords and power strips are not daisy chained and no permanent extension cord is in use.
- ☒ Aisles, doorways, and corners are free of obstructions, permitting visibility and movement.
- ☒ Carpets are well secured to the floor and free of frayed or worn seams.
- ☒ Floors are clear and free from hazards.
- ☒ Walkways, aisles, and doorways are unobstructed.
- ☒ First aid supplies are readily accessible and adequate.
- ☒ The following ergonomics information has been reviewed:
  - o Comfortable seated posture at the computer
  - o Ergonomics for Remote Workers
  - o Telework Ergonomics Self-Assessment
- ☒ Work station furniture and equipment is stable and in good repair.
- ☒ The office space is neat, clean, and free of hazardous materials.
- ☒ All radiators and portable heaters are located away from flammable items.
- ☒ There is a working smoke detector in the workspace area.
- ☒ A fire extinguisher is located nearby. (I will go purchase this)

Preston D. Reece  
Name

Preston D. Reece  
Signature

6/17/21  
Date

Danielle Hedblum  
Supervisor

Danielle Hedblum  
Signature

6/17/21  
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Local Human Resources

**COPY** - Supervisor, Employee/Contract staff




STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1110

**DATE:** March 16, 2023

**Electronic Mail Delivery**

**TO:** Preston Reece  
Correctional Records Technician

**FROM:** Kristi Mueller   
Statewide Records Director

**RE:** Notification of Investigation

This is to advise you an investigation is being initiated regarding alleged failure to perform your job duties, misuse of state resources and misuse of state time.

Timothy Birley has been assigned to conduct the investigation and will be contacting you in the near future. In accordance with CBA Article 27 WFSE, you have the right to union representation and are responsible for contacting your representative. Additionally, you are expected to cooperate in the investigation and answer all questions fully and honestly.

Since this is an active investigation, please do not discuss it with anyone except me, a HR professional, a union representative, legal counsel, or a person with whom you have a legally privileged relationship.

If you have any questions, please contact Jessica Marcoe, Human Resource Consultant at 360-522-6563.

cc: Investigator  
Investigation File



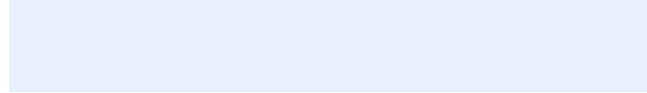
### ACKNOWLEDGEMENT OF EVALUATION

This section is signed at the end of the performance period to acknowledge that the supervisor and employee have discussed the performance evaluation, training, and development needs outlined at the beginning of the performance period.

This report is based on my best judgement

Evaluator's signature

(Click on icon to insert electronic signature)

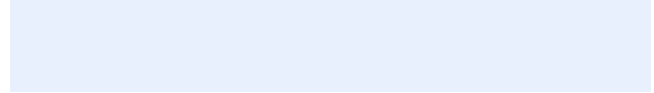


Click to enter date

This report has been discussed with me

Employee's signature

(Click on icon to insert electronic signature)



Click to enter date

Comments:

### FOR EMPLOYEES THAT DO NOT HAVE AN ELECTRONIC SIGNATURE

☐ I understand that by typing my name in the signature box below that I am agreeing I have discussed this performance evaluation with the employee. I understand that my typed name has the same effect as if I had signed in the signature box.

Enter full name here Click to enter date

☒ I understand that by typing my name in the signature box below that I am agreeing I have read and understand my performance evaluation. I understand that my typed name has the same effect as if I had signed in the signature box.

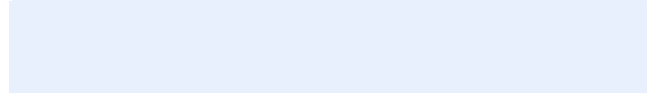
Preston D. Reece 3/30/23

### SECOND LINE SUPERVISOR REVIEW

This section is signed at the end of the performance period to acknowledge that the process has been followed properly and comments may be offered concerning the employee's performance.

Reviewer's signature

(Click on icon to insert electronic signature)



Click to enter date

Comments:

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Supervisory file

**COPY** - Employee, Human Resources to place in personnel file

## CCR Unit Expectations

### Attendance

- Minimize unscheduled leave – when you are unexpectedly absent, it can lead us to have to scramble to reassign and cover your work and can put more weight on your coworkers.
  - If you have a need for unscheduled leave, remember to contact a LIVE body to notify of this absence by following the Calling Out Process.
  - If you have unscheduled leave you are expected to submit leave in MyPortal as soon as you return
  - Scheduled leave should be requested as soon as you know that you will be needing this time. This way we can make sure that there will be ample coverage during your absence, and we can try and limit too many staff members absent at the same time. Make sure that your Leave slip is submitted as soon as you know you need the time off and that you add it to the unit calendar and your personal calendar in Outlook.
- Come to work on time – Being tardy can happen but should be De Minimis. When it is a pattern, you might need to consider a change in your scheduled time (talk to the supervisor) or maybe give yourself a few more minutes to get to work.
  - If you are more than 5 minutes late or if you are signing out more than 5 minutes early, you will need to submit a leave slip. (Please use the Time Tenths chart from the Timecard page.) Signing in/out 1-5 minutes late/early should occur infrequently.
  - If you are hoping to flex that time, please discuss with your supervisor
- When you are on shift, you must be actively engaged in your work.
  - Minimize distractions and non-work-related conversations.
  - If you are teleworking, minimize distractions and save personal things for your breaks and lunches.
  - Please be logged in and ready to work at the start of your shift and do not log out until your shift is scheduled to end.
- Do not work beyond your scheduled shift. Per policy DOC 825.010, approval from the supervisor if required prior to deviating from normal working hours or working additional hours.
- Breaks should not be less than 10 minutes or exceed 15 minutes for each 4 hours of working time per policy DOC 825.010
- Staff are expected to submit their Timecards to their supervisor at the end of the last working day of each pay period. Pay periods end on the 15<sup>th</sup> and last day of each month. You must have a plan in place to submit the Timecard prior to the end of the pay period if you will be on prescheduled leave during the time a pay period ends. Ensure the accuracy of your timecard before submitting to your supervisor.
- Submit Overtime Request Forms (when applicable) to your supervisor at the end of the applicable pay period. Ensure that they are accurate and that your timecard matches per the guidance we have been given from Payroll. Overtime Forms need to list each work-week (Sun-Sat) separately.
- Utilize established Unit Chat in Teams to indicate arrival to and departure from work along with indicating workload needs for your next scheduled shift.

### **Workplace Behavior**

- If you are working in a DOC location, you must be mindful of your environment. Others can hear your conversations so ensure that they are respectful, professional, contain appropriate language and are not distracting to those around you.
- This can apply to those who telework as well when you are participating in Teams meetings or phone conversations. Be mindful of your conversation, body language and facial expressions during meetings.
- Appropriate usage of email and chat. These are both available for public disclosure so please ensure that any communication using email or chat remains respectful and professional.
- Be courteous to others.
- Be clear in your communication and responses to others.

### **CCR Work**

- Complete assigned CCR's within 1-2 days of assignment except for those that we are waiting for Sentence Structure to be gained, for issues to be resolved or waiting for further documents for verification.
- Complete a daily average of 6-10 CCR's \*dependent upon each individual's trained and assigned duties (example: If you are not conducting supervision screenings you should be able to complete more CCR's)
- Maintain an accuracy rate of 95% or higher.
- Follow unit processes for CCR completion and FOS Face Sheet completion.
- Utilize provided resources to conduct research and verify accuracy (CCR Manual, excel sheets, guides, Electronic CCR process manual.)
- Focus on oldest to newest in assignments, except for expedited requests. If you have a CCR that needs correction, make your corrections so it can go back for review before you start a new assignment.
- When indicating workload needs in the chat, staff must specify how many CCR assignments they would like given to them.

### **Supervision Screening Work**

- Complete Supervision Screening for assigned CCR's and additional assignments received from the DOC Supervision Screening mailbox. Screen within 1-2 days of assignment.
- Maintain an accuracy rate of 95% or higher.
- Follow unit screening process.
- Focus on oldest to newest in assignments, except for expedited requests. If you have screenings to either chrono or make corrections to, please do these before starting new assignments.

### **Additional Expectations**

- Update your Personal Tracker each day and keep it saved in the Unit Shared Drive. You have the option to protect it with a password but if you do, let your supervisor know the password.
- Be an active participant in the development and growth within your position.
- Be mindful of Agency Core Values and ensure that you represent them.
- Attend and be an active participant in Agency and Unit meetings and trainings.
- Complete all Agency required training by expected deadlines.

Please sign below to indicate that you have read and understand the above expectations.

Employee Signature: Preston D. Reece Date: 03/30/2023

Supervisor Signature: Madilene Baunsgard Date: 3/30/2023

Attachment 4, Page 8 of 8



# POSITION DESCRIPTION WASHINGTON GENERAL SERVICE (WGS) AND EXEMPT NON-MANAGEMENT

For assistance completing this form, contact your human resources office or click here for [Tips and Examples](#).

POSITION INFORMATION			
Action: <b>Update</b>		Date: <b>4/15/2021</b>	
If <i>Update</i> , indicate change: <b>Added Telework language to sections 18 &amp; 24. Updated Position Objective to most current unit goals. Added Internet to section 26. Added ORP determinations to the 15% Duty section.</b>		<b>HRCU Only</b>	
1. Proposed class title		2. Proposed class code	
3. Current class title <b>Correctional Records Technician</b>		4. Current class code <b>112E</b>	
5. Position number <b>CK97</b>		6. Salary range <b>44</b>	
7. Work schedule Full time		Bona Fide Occupational Qualification <input type="checkbox"/> No <input type="checkbox"/> Yes	
8. Position type Perm		9. Overtime eligibility OT Eligible > 40 hours/week	
10. Position covered by a bargaining unit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , select union: <b>WFSE</b>		11. Assignment pay	
12. Division / Unit <b>AOD/Criminal Conviction Records Unit</b>		13. Work location/address <b>7345 Linderson Way SW, Tumwater, WA 98501-1126</b>	
14. Supervisor name / Title <b>Madilene Baunsgard / Correctional Records Supervisor</b>		15. Incumbent's name(if filled position) <b>Preson Reece</b>	
16. Supervisor pos. # <b>CQ65</b>		17. Supervisor phone <b>360-725-8769</b>	
<b>18. Position Flexibility (Modern Work Environment)</b>			
Check PE for Position Eligible or NE for Not Eligible <sup>1</sup> (reference last page for clarification on the following, if needed)			
Flex schedule: <input checked="" type="checkbox"/> PE or <input type="checkbox"/> NE      Compressed schedule: <input checked="" type="checkbox"/> PE or <input type="checkbox"/> NE      Telework: <input checked="" type="checkbox"/> PE or <input type="checkbox"/> NE			
Are any of the above a change from prior set eligibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes to changes, Appointing Authority signature is required on signature page			
If yes, check all that apply: <input type="checkbox"/> Flex <input checked="" type="checkbox"/> Compressed <input checked="" type="checkbox"/> Telework			
<b>19. Position Objective</b>			
Briefly explain the purpose of the position and how it supports the organization's mission. <b>Attach an organizational chart.</b> Review the <a href="#">Position Objective Fact Sheet</a> for tips. The Department's mission is <i>to improve public safety by positively changing lives.</i>			
As a custodian of the offender records, reporting to the Correctional Records Supervisor (CRS), the Correctional Records Technician (CRT) completes the Criminal Conviction Records (CCR) process for sentenced individuals who are currently under DOC supervision or in prison. After completion, the CCR data assists the WA-ONE to create the sentenced individual's Risk Level Classification (RLC) which is used in conjunction with agency policy and current law to determine whether a sentenced individual will be supervised by DOC after sentencing or upon release from prison. The CRT position will review, analyze, and research a variety of official sources to include contacting Records offices and/or institutions to obtain criminal conviction data prior to entering the information into the CCR section of Offender Management Network Information (OMNI) system. In addition, the CCR Unit applies Revised Codes of Washington (RCW's) and department Policies to determine community supervision eligibility and if applicable, an Offender Release Plan (ORP) determination for individuals sentenced under the jurisdiction of DOC. This position also supports agency staff/administration by providing recommendations involving data input, research to determine comparable crimes, CCR reviews/updates/corrections, Supervision Eligibility Screening Tools, and quality review audits to validate CCR and supervision screening tools data accuracy and submit audit findings as required. Correct criminal conviction records and application of supervision screening tools is critical due to the fiscal impact and potential liability it has on the agency.			
<b>20. Assigned Work Activities (Duties and Tasks)</b>			
<ul style="list-style-type: none"><li>Describe the duties and tasks. Task statements should describe the action performed; to whom or what; using what tools, equipment, methods, and/or processes; and the final product or outcome. See <a href="#">Assigned Work Activities</a> for help.</li><li>Assign a percentage of time to each duty.</li><li>Underline the Essential Functions.</li></ul>			
% of time		List the assigned work in order of importance, with essential functions underlined.	

(Must total 100%)	
70%	<p><b>Duty:</b> Complete the Criminal Conviction Record (CCR) process for sentenced individuals upon initial intake/admission process, at the request of agency staff, or as part of an audit</p> <p><b>Tasks include:</b>  <u>Obtain/request necessary resource documents (NCIC, JABS, JIS).</u>  <u>Research unusual Washington State crimes</u> to determine comparable crimes/RCWs, and if necessary contact the arresting jurisdiction and/or sentencing court.  <u>Research out-of-state crimes</u> to determine comparable crimes/RCWs, and if necessary contact the arresting jurisdiction and/or sentencing court.  <u>Research/review available DOC records and Court documents</u> to verify/validate sentenced individuals criminal conviction history.  <u>Thoroughly review all criminal conviction sources</u> to identify accurate data and to prevent duplicate entries.  <u>Enter the cause data in the Criminal Conviction Record</u> section of the Criminal History section in OMNI.  <u>Complete CCR</u> within 1 – 2 days of being assigned.  <u>Review completed CCR</u> for accuracy.  <u>Document the CCR completion</u> and notify agency staff and others as appropriate.  <u>Scan completed CCR and relevant resource document</u> in the Agency's electronic record storage application.</p>
15%	<p><b>Duty:</b> Determine DOC jurisdiction in regards to supervision in accordance with RCW 9.94A.501.</p> <p><b>Tasks include:</b>  <u>Use the Supervision Eligibility Screening Tool for Felony or Misdemeanors</u> to determine if the sentenced individual is eligible for supervision and which type of ORP if applicable.  <u>Compare sentencing documents with OMNI</u> to ensure that the electronic record matches. Follow up with local records to seek clarification when they do not.</p>
5%	<p><b>Duty:</b> Meeting/Training</p> <p><b>Tasks include:</b>  <u>Attend unit meetings</u> to discuss unit goals and actively offer suggestions to improve unit productivity and processes.  <u>Attend other meetings</u> as required.  <u>Successfully complete required agency in-service training</u> and Washington State Patrol ACCESS Level 1 certification.</p>
5%	<p><b>Duty:</b> Administrative Requests</p> <p><b>Tasks include:</b>  <u>Complete FOS facesheet accurately</u> and forward to correct records unit and CCO within specific time frames  <u>Assist in managing the CCR prison/field mailbox</u> to include researching prior requests and tracking statistics.  <u>Respond to inquiries</u> regarding sentenced individuals criminal conviction record or supervision screening eligibility.</p>
5%	<p><b>Duty:</b> Other duties as assigned.</p> <p><b>Tasks include:</b></p>
21. Lead Work/Supervisory Responsibilities	

Does this position: Lead other staff <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervise other staff <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If <b>yes</b> , list each direct report below.	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Assigns work  <input type="checkbox"/> Plans work  <input type="checkbox"/> Hires*         </div> <div> <input type="checkbox"/> Instructs work  <input type="checkbox"/> Evaluates performance  <input type="checkbox"/> Terminates*         </div> <div> <input type="checkbox"/> Checks others' work  <input type="checkbox"/> Takes corrective action*         </div> </div> <small>*Has the authority to effectively recommend these actions.</small>	
Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

### 22. Working Relationships

Level of Supervision received (check one). For more guidance see: Glossary of Classification Terms

- ☒ Direct/close supervision: Most work is reviewed in progress and upon completion.
- ☐ General supervision: Completed work is spot checked.
- ☐ General direction: Completed work is reviewed for effectiveness and expected results.
- ☐ Administrative direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

### 23. Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see: COOP and Critical Positions.

Is this position critical based on agency COOP? ☐ Yes ☒ No

If **yes**, describe how the position supports the agency COOP Critical Functions:

### 24. Working Conditions

Work setting, including hazards	Office Setting- open cubicles. Walk, sit and/or stand for extended periods of times. Work closely with detailed information for extended periods of time. This position is assigned to the Department of Corrections Headquarters Office, however it will have the flexibility to telework from home, reporting to a physical office per your Telework Agreement. While reporting to a physical office, it is likely to have frequent, indirect and direct contact with adult felons under the supervision of DOC.
Schedule (i.e., hours and days)	Assigned hours of work: <b>Shift 8-5</b> Days off <b>Sat-Sun</b> Position require core hours of a minimum of 40 hours per week and may require approved or directed adjustments to the work schedule to complete duties.
Travel requirements	Travel and overnight stay may required.
Tools and equipment	Proficiently use personal computers and work related programs and equipment. May require extensive computer work for long periods of time.
Customer interactions	Serve as a professional representative of the Department to the public. Dress appropriately for the position.
Other	Effectively communicate in routine and emergent situations with internal and external stakeholders on a daily basis. Maintain positive and professional work relationships. Work collaboratively with diverse groups of staff and sentence individuals.

### 25. Qualifications



List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

**25a. Required qualifications:**

High School diploma or equivalent.

Must respect and maintain confidentiality.

Demonstrated ability to effectively communicate with co-workers, the public, and/or criminal justice agencies.

Demonstrated ability to analyze and solve problems under highly stressful or adverse situations.

**25b. Agency Values for All Employees**

All staff entering into employment with the Department of Corrections must possess the following values at the time of hire:

- **Cultivate an environment of integrity and trust:** Corrections values partnership and trust. We foster openness and support courageous conversations. We are committed to doing what we say we are going to do by being accountable and taking personal ownership in our actions.
- **Respectful and inclusive interactions:** Corrections appreciates and values individuals by promoting an inclusive and diverse environment, which encourages safety. We respect, value, and listen to the thoughts, feelings, and perspectives of our stakeholders and consider the impact on those we serve as well as each other.
- **People's safety:** Corrections believes in creating an environment that values physical, mental, and emotional security and well-being. We honor those who advance safety for all.
- **Positivity in words and actions:** At Corrections, we assume positive intentions and believe there is a shared desire for the best outcome. We consistently demonstrate positive behavior and always put forth our best effort.
- **Supporting people's success:** Corrections is committed to our community – understanding individuals, instilling hope, embracing change, and providing opportunities.

**25c. Preferred/Desired Qualifications:**

Two (2) years of experience maintaining or processing offender records in a government or law enforcement office, court setting, or an adult or juvenile correctional agency. \*(College-level course work in criminal justice, business administration, accounting, social science, or a related field will substitute for one (1) year of experience.)

Knowledge of criminal history document processing.

**26. Special Requirements/Conditions of Employment**

List special requirements or conditions of employment beyond the qualifications above, e.g. certification, licensure, dual language.

Maintain regular and reliable attendance.

Complete a felony disclosure form prior to employment and submit to a criminal background check.

Successfully complete, within mandated timeframes, employee orientation and all other mandatory annual, in-service and other required training.

Provide physical residential address and home telephone number to the Department of Corrections.

Become familiar and comply with all Department policies and procedures and Collective Bargaining Agreements as applicable.

Submit to drug testing in accordance with Collective Bargaining Agreement and agency policy.

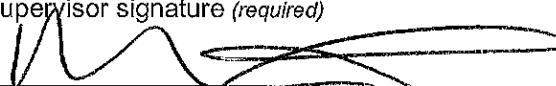

Be certified or obtain certification in ACCESS within 6 months of hire.

Maintain reliable and dependable internet connection when teleworking.


**27. In-Training Plan, if applicable**

**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date 5/26/21	Supervisor signature (required) 	Department head/Intermediate supervisor signature (optional)
Date 4/5/2021	Appointing Authority name and title Dianne Ashlock, Statewide Records Director	Signature (required for Establishments, Reallocations & Position Flexibility Changes) 

As the incumbent in this position, I have received a copy of this position description.

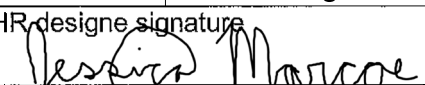
Date 5/26/21 Employee signature 



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Position details and related actions have been taken by Human Resources as reflected below.

**Position Description Updates and Reviews**

For Human Resources Use Only*			
Action: <input type="checkbox"/> Establish* <input type="checkbox"/> Reallocate* <input checked="" type="checkbox"/> Update <input type="checkbox"/> Review/No change		<i>*All reallocations and establishments must be reviewed and approved by the Human Resources Classification Unit (HRCU).</i>	
Class title Correctional Records Technician	Class code 112E	Salary range 44	Overtime eligibility OT Eligible
Date 5/28/2021	HR designee name Jessica Marcoe	HR designee title HRC3	HR designee signature 

**Reallocations and Establishments – HRCU review and signature required**

For Human Resources Classification Unit Use Only			
Approved class title		Class code	Salary range
			Overtime eligibility
Date	HRCU designee name	HRCU designee title	HRCU designee signature

<sup>1</sup> Reference for Page 1, Section 18

**Flexible workweek:** Allows some flexibility in starting and ending times outside the agency's normal work hrs.

PE=Position Eligible NE=Not Eligible

**Compressed workweek:** An alternative schedule that allows full-time employees in the position to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in less commute trips.

PE=Position Eligible NE=Not Eligible

**Telework:** The practice of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis.

PE=Position Eligible NE=Not Eligible



## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 3/3/2023

Describe briefly the topics discussed at this conference:

As part of a recent plan for us to work together to help you become more successful and productive in your CCR work, we will be having more frequent check-ins to review the status of the work, see what questions or concerns each of us may have and create plans for improvement and track progress. Today, we discussed the following topics.

1) When we initially began this process and met on 2/14/2023, you came up with the idea of sending daily recaps to me to show what you were able to accomplish in an attempt to help you hold yourself more accountable. Since then, you have sent me 2 of them (2/15 & 2/16). We discussed this today and determined that daily reporting out can add more to the plate and is easy to forget. We have decided to discard that original plan. Going forward, please ensure that your Daily Stat Tracker is up to date and I can retrieve that information there. Now if you do happen to have a day where maybe you had significant impacts to your productivity, such as bad technology or maybe a large packet with lots of OOS research that prevented you from doing any others, then that would be a good time to send a recap.

2) When I had checked yesterday (3/2/23), your Daily Stat Tracker had not been updated since 2/10/23. Looking today, you updated it this morning, adding a note to one date that didn't have much to detail on it that you weren't sure what happened that day or why things weren't done. The expectation is that you update your tracker daily, this could resolve the issue on trying to remember what you accomplished where if you wait a long time, you are likely to forget. This also allows the information to be available for me to view and use when compiling unit stats or reporting work status' to upper management. I gave some examples of how in some cases you could go back and see what work you have completed, specifically if say you aren't sure how many 5891-Review chronos you entered on a particular day and I showed you how you could find that information using the OMNI Search tab.

3) After checking the CCR Assignment Tracker, you currently have 9 CCR assignments (all assigned to you 2/17/23) that are needing to be started or completed. You updated me on the status of these. One was pending a vacate, one was just turned in for review, one is currently in works, and you will be printing the rest and creating folders for them next.

4) The packet that was currently in works, you had a question on related to how to view in SSTA if there is DV entered or not. I showed you in OMNI on that one how to check for DV and explained what we would do if it is not entered and should (reach out to records) or if it is entered but not pulling to the CCR view (As long as the DV and Pled and Proved is accurately entered into SSTA and the CCR at least shows "Yes" for the DV then you can proceed with your CCR. If SSTA is loaded correctly as having DV and the CCR says "No", then we need to hold onto the CCR until the issue is fixed in OMNI.

I appreciate your time to have these check-ins and how open you are to feedback and suggestions to help your growth. We will meet next Friday but if any questions come up in the meantime, don't hesitate to reach out.

Preston D. Reece

Employee Signature

03/03/2023

Date

Madilene Baunsgard

Supervisors Signature

3/3/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 3/10/2023

Describe briefly the topics discussed at this conference:

As part of a recent plan for us to work together to help you become more successful and productive in your CCR work, we will be having more frequent check-ins to review the status of the work, see what questions or concerns each of us may have and create plans for improvement and track progress. Today, we discussed the following topics.

- 1) Last week we determined that we would not go forward with you sending daily recaps to me but instead you would ensure that you are updating your tracker each day. When I have gone to check your tracker, even as recently as yesterday (3/9) it had not been updated since 3/3/23. You are going to create a calendar reminder so daily it will remind you to update your tracker before leaving for the day.
- 2) There also seemed to be some confusion around some flex time you were asking for and how it would impact Overtime. We discussed this some more and the take away should be that our top priority is working our scheduled hours before trying to account for Overtime. In a situation like the one you had, you should cover the flex time before logging Overtime hours.
- 3) We also reviewed a case you had questions on around Supervision Screening. The Individual was in Prison on AB/AC/AD/AE but there were already 5891 chronos for AB/AD/AC so you had originally only screened AE. This was returned back to you asking for all of them to be screened and you were unsure why. Looking at the existing chronos, at the time they were Field chronos due to him having been sentenced to Community Custody DOSA on them. Now in Prison, we can see there was a Resentence/Modification so we must go to Onbase to see if there are new court orders that change his situation. AB/AC/AD were Resentenced by the court to not be DOSA but now instead straight up Prison Sentences. This leads to a new Supervision Screening to be completed for all of them and the new cause of AE so then an ORP can be determined. I hope this helps.
- 4) For workload status check, there were still 3 remaining Field assignments that we looked at last week that you have now printed and expect to complete today. You also indicated you have a warrant and new assignments you will be working on. There is also 1 Field pending due to fingerprints still being needed.

Preston D. Reece

Employee Signature

03/10/2023

Date

Madilene Baunsgard

Supervisors Signature

3/10/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 3/30/2023

Describe briefly the topics discussed at this conference:

- 1) We met last week on 3/24/23 and went over the PDP Evaluation for March 2022 through February 2023, the PDP Expectations and Evaluation for March 2023 through February 2024, and CCR Unit Expectations 2023. We also reviewed the compiled stats from the evaluation period which contained your self-reported daily stats for work completion, the CCR QA Tracker and the Supervision Screening QA Tracker. I emailed those to you for you to review and then sign but have not received them back signed yet. Today you indicated that you had them but still needed to send them back and would do so soon.
- 2) We discussed how the week has been going and you shared that you had a pretty successful batch of CCR's and was rolling right through them until you got to your current one which has a ton of convictions in JABS so the packet will likely be pretty large. You have been able to keep current on your screenings and will likely have some more that Michelle reviewed that you can chrono today or tomorrow morning.
- 3) You asked a question around requesting court orders for older causes and if there was a limit to how far back we would go and there is no limit, especially if it is in OMNI but really we still want to try and always do what we can to obtain court records. For OMNI causes we could start with DOC records because even if something isn't loaded into OnBase, there is a good chance it could be in the Individual's Central File but we can also reach out to the court directly and if they send us anything we can forward it to Records.
- 4) Last topic was don't forget to update your daily tracker. This is especially important because tomorrow is the last day of the month so next week I will be working on compiling all of the unit stats for March.

Preston D. Reece

Employee Signature

Supervisors Signature

03/30/2023

Date

3/30/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 4/7/2023

Describe briefly the topics discussed at this conference:

- 1) You shared where you currently are with your assignments. Have had a couple of larger Prison packets today with multiple prefixes to screen, to include a Fast Track. Been able to move some people off of your WA One tracker too recently.
- 2) You asked about the possibility of changing your schedule in the next couple of months to maybe work a 4-10 schedule temporarily for the summer. I don't see any issue with this once you decide if that is what you want to pursue. I just ask that Thursday not be the designated day off because that is our Unit Meeting day and also just to keep in mind that when you work 10's and use leave that it can use up your leave faster since it is doing 10 hour days instead of 8. Also, the earliest the shift could start would be 6am and I would caution on not having the shift where the hours are late into the evening/night because that could leave you online alone so you wouldn't have anyone to bounce questions off of, to assign you work but it also would limit your availability with the group to receive your share of expedites/FOS' or just in general being available for other things that come up. Just let me know when you have made a decision and I can help you with the schedule change form.
- 3) Next week when we meet again on Friday I will have March's stats to share with you for our April 1-on-1. After than, I think we can change our check-ins from weekly to bi-weekly and go from there.

Thank you!

Preston D. Reece

Employee Signature

Madilene Baunsgard

Supervisors Signature

04/07/2023

Date

4/7/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 4/14/2023

Describe briefly the topics discussed at this conference:

1) Reviewed CCR/Sup Screen stats from March. Conducting an average of 3.5 packets per day with a 96% accuracy. This is looking pretty good. Supervision Screening had an accuracy rate of 82.72%. This needs some focus and improvement. Specifically the errors were heaving in the Revoke/Reclass category and chrono category. You have already brought to attention that you would like more training for revokes and reclasses. I have been working with Michelle to come up with ways to reduce errors across the unit and an idea that she had was that she could work with you more closely on these types of screenings. If you are unsure when screening, please reach out and ask questions. Don't just guess. It is better to ask for someone to help you and learn from it. She will continue marking these as usual but will keep track of various ones and would like to meet with you periodically over Teams to go through some screenings together. Not sure how often this would be, maybe weekly or bi-weekly. Michelle will reach out to you. We will also cover this topic in our next in-person meeting some. Another idea is possibly going through a condensed retraining of Supervision Screening overall, specifically for Prison causes. We can stage these out. We will start with you and Michelle reviewing necessary screenings, then in May we will have our unit meeting, then we can reassess after that to see if we want to do a condensed training.

2) Our next check-in will be in 2 weeks as we change the frequency to bi-weekly.

3) Please don't hesitate if you have questions between check-ins, to reach out and ask to go over them.

Thank you!!

Preston D. Reece

Employee Signature

Supervisors Signature

04/14/2023

Date

4/14/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 5/5/2023

Describe briefly the topics discussed at this conference:

1) Today we looked at your final numbers for the month of April. You completed an average of 4 CCR's per day which was a slight increase from the month prior. You also completed your CCR's with an accuracy rate of 86% this was decrease of 10%. Not quite sure what the cause of this would be as the errors on the tracker are in various categories. I suggest after the updated manual is distributed next Monday that you take some time to read through it to refresh or maybe even discover new information that may help with your CCR's. I also hope that some of the changes we are about to implement next week to our process may have a positive impact.

2) Your accuracy rate for Supervision Screening for April was 78.9%, which was a decrease of almost 4%. I do want to celebrate though the Revoke/Reclass category because that had a 75% improvement!! These numbers were captured even before you met with Michelle. You met with Michelle on 5/1/2023 for your first time to go over some screening scenarios related to DOSA Revoke/Reclasses and you shared that this went really well and as you worked through the scenarios that she provided that it was really starting to make more sense. We will also go over this area of screening in our unit meeting next Monday so I hope that this will continue to be an area that you continue to grow and excel in.

3) Our next Check-in will be 5/19/23 but please, if anything comes up sooner that you would like to go over, let me know.

Thank you.

Preston D. Reece

Employee Signature

*Madilene Baunsgard*

Supervisors Signature

05/05/2023

Date

5/5/2023

Date

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## SUPERVISORY CONFERENCE

Employee Preston Reece

Unit CCR Unit

Supervisor Madilene Baunsgard

Date 7/11/2023

Describe briefly the topics discussed at this conference:

We met today to review June stats and just touch base on how things are going.

In June you completed an average of 3.4 CCR's per day, this dropped by 1 packet per day since May. Your accuracy for CCR's in June did increase to 91%. I recommend just continuing to remain focused and try to continue to bring the accuracy up some while attempting to increase the daily output.

For Supervision Screening you ended June with a 90% accuracy rate. This is a great improvement in the just the last couple of months. Though it was down from May's 93.7%, it is a huge improvement from April which was 78.9%. You also didn't have any errors in the Revoke/Reclass category which was the primary focus for improvement. Going forward I encourage you to continue to improve those other categories that are still getting you (Chrono and Incorrect Determination).

There were also 3 assignments that were assigned to you on 6/26 that I was hoping to get a status check on and you informed me that they are on your radar but you have just been working on other things, such as screenings, to get caught up but will be able to start working on them today after you finish entering your Sup Screen chronos.

We will meet again in August but if anything comes up in the meantime, please let me know if I can help.

Preston D. Reece

Employee Signature

Supervisors Signature

07/11/2023

Date

7/11/2023

Date

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## INTERVIEW ACKNOWLEDGMENT

Case ID number: 23-1015

Interviewee: Madilene Baunsgard

(Include title or DOC number and housing assignment, as applicable)

Date of interview: August 22, 2023

Title: Correctional Records Supervisor

Appointing Authority: Kristi Mueller, Statewide Records Director

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to administrative investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

### Individual who is under the Department's jurisdiction

- ☐ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

### Employee/Contract Staff/Volunteer

I have been advised this interview is for internal administrative purposes only. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions.

I have been further advised that this is an active and ongoing investigation and that I may not discuss it with anyone in the workplace except the Appointing Authority or a Human Resources employee, union representative, legal counsel, or person with whom I have a legally privileged relationship. I also have been advised that I am to refrain from discussing the issues in this investigation with anyone who may be a witness, to avoid jeopardizing the integrity of the investigation.

- ☒ I understand that information related to allegations/incidents of sexual misconduct will only be disclosed to staff when necessary for related treatment, investigation, and other security and management decisions. Breaches of confidentiality may be subject to corrective/disciplinary action.

Interview of accused (If required, check appropriate box)

- ☐ I understand that I am being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions. If criminal charges are pending or may be filed against me related to the conduct being investigated, I understand that statements I make in this investigation cannot be used against me in a criminal proceeding pursuant to Garrity v. New Jersey.

### Other (members of the public)

- ☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Interviewee signature

July 24, 2023

Date

Tim Birley

Investigator name

Signature

July 24, 2023

Date

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DOC 03-484 (Rev. 06/23/22)

Page 1 of 1

**Attachment 9, Page 1 of 1**  
DOC 490.850, DOC 490.860, DOC 850.010

## INTERVIEW SUMMARY

Case Number: 23-1015

Interviewee Name: Madilene Baunsgard – Correctional Records Supervisor

Investigator Name: Tim Birley

Interview Date: August 22, 2023 @ 1230 hrs.

Interview Location: Virtual Interview (TEAMS)

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**Investigator Note:** Allegations and reason for this investigation were explained to Ms. Baunsgard prior to proceeding with interview. Reminder of the Interview Acknowledgement Form signed.

When asked what is your current position? She stated that she is the Correctional Records Supervisor in the Criminal Convictions Records Unit (CCR Unit).

When asked how long she has been with DOC, she stated that she has been with DOC approximately 6.5 years. The entire time in the CCR Unit.

When asked if she was aware of the reason she is being interviewed today, she stated, yes.

When asked how long she has supervised Preston Reece, she replied since he joined the CCR Unit. He came from the Warrants unit back in late 2020.

When asked how long she has been a supervisor in the CCR Unit, she stated since May of 2020 but has been in prior supervisory position prior to coming to DOC.

**Investigator Note:** Ms. Baunsgard was commended on her ability to document events, discussions, and the tracking of Mr. Reece's work.

When asked about the CCR Unit Expectations document. She stated that this document was updated in January of 2023 but had been in place and reviewed multiple times with the unit since it was originally created 3/9/2022 and she met with Preston on March 30, 2023. Was this to review the expectations? She stated yes, he reviewed, signed and received a copy of. She stated that these expectations have been the same for the past couple years. The expectations are also documented in his Position Description.

When asked about the rate of completion of CCR Reviews each day, the expectation is that he is to complete 6-10 each and every day? She stated, yes.

When asked if 6-10 CCR's a day has been the standard expectation for all staff in the unit. She said that 6-10 was a carryover from June 2021 and has been the standard expectation from that point forward.

When asked if the expectation was a 95% accuracy when completing the reviews? She stated, yes.

When asked from Jan 3 until July 21, has Preston met the unit expectations of 6-10 CCR's per day. She stated, no.

When asked if Preston has met the expectation of 95% accuracy when completing CCR's, she stated, no. Ms. Baunsgard went on to say that she has a monthly unit tracker that she keeps that shows where everyone is at each month. She also calculates the days and hours each month to determine their daily average. She also tracks the CCR's assigned to each staff. She knows by this information what exactly he completed or the timeframes it took him to complete the reviews.

When asked if she kept this monthly tracker for Preston during the period of Jan 3 to July 21 and she said yes.

**Investigator Note:** This monthly Tracker document was sent to the investigator during the course of this interview.

When asked about the dates on the Tracker, the assigned date is the date assigned and the completion date is the date of the second reviewer? She stated that when Preston works on a packet, he is to sign and date the packet. This was the only way for me to know when he actually worked on the document and determine timeframes.

When asked if assigned packets were completed on time, she stated that you can tell by the date assigned and the date Preston put on the packet is longer than 1-2 days, he has not completed it on time and for some of them, has not touched them for 1 to 2 weeks.

When asked if the date assigned vs. the date noted on the packets by Preston were within timeframes and expectations? She said that you can see the assignments on January 4<sup>th</sup> have dates up to a month past the expectations of 1-2 days.

When asked about the documented 7 supervisory conferences held from Jan to July, you note that his accuracy rate, CCR completion rate, Supervision Screening rate came up several times throughout these check ins. She said yes. She said that his work is very inconsistent, and she feels he is not dedicated to the work and is easily distracted from it.

When asked about the meeting she held with Preston on February 1, and what was the reason for this meeting. She said this meeting started it all. She said that he had not turned his timecard in and went to reach out to him and noticed his TEAMS notifier indicated he was away for over an hour. She started watching it and became very curious as to why he wasn't on his computer. She started to investigate his work folders where everything is to be kept and noticed that some of the folders hadn't been touched in many days. She kept watching his TEAMS notifier and kept looking into his folders and work. She stated that she doesn't have the time to micro-manage an employee, but I needed to reach out to him and continued to monitor him that day. She said that she also reached out to Kristi (Mueller) to see if she could even ask him where he has been. Kristi said yes, you can ask him. She is my current supervisor and appointing authority.

When asked what Preston's work hours are. She stated he works 7am to 3:30 pm.

When asked about the time that she finally contacted him, she said it was in the afternoon she finally was able to contact him.

When asked how the conversation went after she made contact. She said it went differently than she thought. She told him that she was wondering was he was doing and where he has been and looked into his work folders to see if she could see what he was doing. She said that Preston told her, "I haven't been working". She said she asked him if he was at his desk or on his computer and Preston was very forthcoming about it. She said that Preston told her that he was not focused on his work and was not at his desk. She said that she didn't press him for information as to why.

When asked if Preston offered up any information and she said he did not. She said that she told him that he is being paid to work and should be doing what is assigned and should be submitting leave if not at work. She said that he thanked her for bringing this to his attention and would again get focused on his work. They decided to work on some ideas to help him focus.

When asked about the supervisory conferences held between Feb 1 and July 20, did she notice any other times that he was away from his computer not doing his work. She said yes, she did notice times that he was away but because it was difficult to constantly monitor, she would not have a measurable amount of time to report.

When asked did Preston provide any details or reference of time, he has spent away from his computer doing other things? She said he didn't but said it has been happening for a while and he was aware of it.

When asked if she asked him how much time he is spending away from his computer and work. She said she did not ask him. She said she wasn't sure if she could ask him these questions without getting approval first. She said that she talked with Kristi Mueller and was told that since we were going this route (Investigation) that she could not ask.

When asked about the Feb 1 meeting with Preston when it was discovered he wasn't doing his work until the meeting on July 20<sup>th</sup> when again it was discovered he was not doing his work and spending time away from his duties during work hours, has she taken any type of informal or formal corrective action to correct the behavior. She said No. just meeting with him and setting goals and setting expectations. Kristi (Mueller) and I discussed it and she thought that we shouldn't knowing there was a potential investigation and don't want it to seem like double jeopardy or getting in the way of the investigation.

When asked about the July 20<sup>th</sup> meeting with Preston, what led to this meeting. She said that the prior week he had unscheduled leave and had messaged her on TEAMS and couldn't work due to having a family emergency. She explained to him that is not the expectation for calling in. He provided no explanation for not being at work. While he was gone, she audited Preston's WA ONE Tracker. She audited it and as far as she could tell, he hadn't touched it since mid-March. It is supposed to be done at a minimum, monthly. He had tons of work that had to be moved forward on it and this impacted many individuals. Out of 80 on his list, 37 could have been completed or moved forward. She then looked at his folders and other work and determined he wasn't completing his duties. When he returned from his leave, she contacted him to have a discussion about his work. He then said that he had a lot of issues happening at home with moving and personal issues and taking care of those personal affairs when he should have been working. She asked him more specific questions about him working on his personal affairs instead of working and he stated that he signs in in the morning and then goes and deals with his affairs. She pointed out to him that his work from April to June was behind and his tracker had not been kept up. She asked him if he wasn't keeping up on his tracker how does he know what work he has done. He said that he keeps his own notebook and then when asked, he will transpose it to the tracker.

When asked did Preston reveal how much time he had been spending away from his work and dealing with his personal issues. She said he didn't provide any time frames.

**Investigator Note:** It was explained to Ms. Baungsgard that Preston's computer Network Login Activity was pulled and didn't reveal much time away from his computer but now knowing that he admitted that he logs in in the morning and then goes and manages his personal affairs makes sense and is consistent with what he is saying.

When asked what percentage of work that is assigned to Preston requires the use of OMNI. She stated that everything he is assigned requires some access to OMNI. He is a screener, so all his work requires OMNI when doing screenings.

When asked if OMNI is accessed at the time he logs on to the network. She stated that it should be accessed not long after he is logged into the network. It would be very uncommon to go a couple hours without accessing OMNI. All of the tasks that he is assigned requires some OMNI work. Outside of checking email or accessing OnBase or JABS.

When asked anytime between Jan 3 and July 20 and knowing that he has admitted to not working during his normal work hours, did he submit leave requests for any of that unaccounted for time? She said, no. She said she didn't pursue that and asked if she should try and determine how much time he has been away and have him submit leave. He did submit leave for things like being late, appointments and leaving early.

When asked anytime between Jan 3 and July 20, did he request and submit overtime? She did say that he did work some overtime during this period. At the very beginning of Jan on the 12th, 13th and 14th and another day on March 8th that she recalled.

When asked if this was pre-approved overtime for completing his normal work. She stated yes, it was to complete CCR work.

When asked if he is to flex his schedule. Does that need pre-approved. She said yes.

When asked if March 12th was a pre-approved flex day. She stated that she didn't receive any emails from him but was able to find the he did work 3 hours of OT on that Sunday 3/23/23. The form was submitted to Payroll in the following pay period because that work week was split between two pay periods and our staff are OT after 40 so he wouldn't have technically hit OT until that Friday. The OT form was approved by Baunsgard and Mueller.

When asked at anytime has discussions taken place to bring Preston back to Headquarters and end his teleworking privileges. She said no. She went on to say that Preston himself was at Headquarters in Nov/Dec (2022) because he didn't have internet yet and when it came time for him to return to teleworking, he stated that he would like to come in to Headquarters every Friday because he felt he accomplished a lot more work at Headquarters. He has come in on Fridays since then on most weeks and when you look at his tracker, he is most productive on this day. She said the Kristi and her have talked about asking him to return to Headquarters fulltime. She said that it was decided to exhaust all options before requiring anyone to return full time, so it has been discussed. She said that she has told him that he is welcome to come to Headquarters at any time, but he hasn't.

When asked that knowing he wasn't meeting expectations and knowing that he isn't working his full shift while teleworking, the decision was still made to not return him to Headquarters. She said it was not.

When asked if there was a reason why this decision wasn't made, and she stated that Kristi said it could be perceived as corrective action and that is how she felt it would be looked at. Kristi and Dianne (Ashlock) said that only as a last resort can we return an employee back to headquarters.

When asked about all the conversations with Preston, lots of documentation regarding the lack of performance, not meeting unit expectations, knowingly admitting to not doing his work and spending time away from his computer, no corrective action informal or formal has been taken with Preston Reece. She stated no, nothing has been done. We were going to do a letter in February but because Kristi had met with HR, it was decided to do an investigation. I still have continued to check in and conduct supervisory conferences since then.

When asked at any time during conversations with Preston has, he expressed to you that he may not be cut out for this type of work? She said no and that he always leaves me with a feeling that he is inspired after every conversation we have. Each time he walks away thanking me, but she is not sure he realizes how serious some of this is or if he even cares.

When asked about Preston's performance prior to their meeting on Feb 1, she stated that he has been struggling and wasn't productive even on his evaluation from 3/2022 to 2/2023 it was noted that Preston struggles to complete CCR assignments within 1-2 days. He averages 3.12 CCR's a day with an accuracy rate of 85%. Preston at times has also struggled to complete Supervision Eligibility Screenings in a timely manner. She said that he even required a second round of training on the basics and has always struggled with being focused even we were at headquarters before teleworking.

When asked since he has been teleworking, have you noticed any patterns of concern with Preston's performance. She said that she has had her concerns that he is not doing much just by looking at the stats each month or by the feedback from her Leads as they assign the work, and they would ask where he has been or that he hasn't asked for any work this month. She said that raises concern with her.



When asked is there anything that I have not asked or that you feel is important for me to know about this investigation. She stated that since the meeting with Preston on July 20, it has been a struggle to still get him to do the things I have asked him to do. She said that she has created a modified telework log that requires more details to include DOC numbers of the CCR he completed, and it is to be turned in every Friday. He should have sent me one every Friday and after not receiving one for 3 consecutive Fridays, she reached out him again and asked him about it. He said he would try and find it and still not received it. He did submit 1 and it didn't contain DOC numbers like required. He still is struggling with filling out his tracker. She said that he should be trying harder knowing that his supervisor is tracking and that a current investigation is ongoing. He should be trying harder at this point and going above and beyond.

When asked if he has mentioned this investigation, she said he has not.

When asked if he has mentioned anything about his laptop being pulled, she said it was kind of a mess as he was locked out of his computer and was working with IT to get it fixed. He called her and she couldn't help him. He was required to bring it to Headquarters and he said that IT Security requested his laptop. She said she called Kristi on Monday, and she messaged me back and said she would contact Preston as she read her email.

**Investigator Note:** This is an active and ongoing investigation and please do not discuss it with anyone in the workplace except the Appointing Authority, HR, Union representative, legal counsel, or a person whom you have a legal privileged relationship. You are also advised to refrain from discussing the issues in this investigation with anyone who may be a witness to avoid jeopardizing the integrity of the investigation.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature:  Date: 9/27/2023

**From:** [Baunsgard, Madilene \(DOC\)](#)  
**To:** [Birley, Timothy W. \(DOC\)](#)  
**Subject:** FW: Interview Statement  
**Date:** Wednesday, September 27, 2023 11:59:10 AM  
**Attachments:** [Interview Summary Madilene Baunsgard.pdf](#)

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Thank you Tim. This looks great. I have added my signature to the copy below.

Madilene Baunsgard

Correctional Records Supervisor CCR Unit

7345 Linderson Way

Tumwater, WA 98501

Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

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**From:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Sent:** Wednesday, September 27, 2023 11:11 AM  
**To:** Baunsgard, Madilene (DOC) <mbaunsgard@DOC1.WA.GOV>  
**Subject:** RE: Interview Statement

Hi – Changes have been incorporated into your statement as you suggested. Please re-review and sign if appropriate.

Thanks

Tim

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**From:** Baunsgard, Madilene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>  
**Sent:** Wednesday, September 27, 2023 10:31 AM



**To:** Birley, Timothy W. (DOC) <[twbirley@DOC1.WA.GOV](mailto:twbirley@DOC1.WA.GOV)>

**Subject:** RE: Interview Statement

Good morning Tim,

Thank you for continuing to work on this whole investigation and putting together this statement. I reviewed it and added a few comments through the document for recommended changes or added information. Please let me know if you have any questions or if there is trouble with getting the comments to show. I used Adobe Pro tools and I understand not everyone at DOC has the same Adobe programming to use.

Also, once it is updated and I go to sign. Am I okay to sign with my touch pad signature since I am teleworking or is it preferred to be a pen-in-hand signature? I can always run to HQ if needed.

I also wasn't sure if you wanted any updated information for how the last few weeks have been going or if that matters to the investigation? There have been some days I had made a point to more closely monitor his Teams status and have a rough idea of time not worked. I also had a suggestion of a method that we used in my past employment to try and narrow down the total time loss when we didn't have the data to precisely tell us the number if that was something that would be the goal in this case. I just don't want to step on any toes by sharing suggestions since I'm not sure what DOC's typical methods are. I'm happy to discuss more if you are interested.

Thank you.

<< File: Interview Summary Madilene Baungard.pdf >>

Madilene Baungard

Correctional Records Supervisor CCR Unit

7345 Linderson Way

Tumwater, WA 98501

Phone: (360) 789-6611 Monday-Friday 7am-3:30pm

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**From:** Birley, Timothy W. (DOC) <[twbirley@DOC1.WA.GOV](mailto:twbirley@DOC1.WA.GOV)>

**Sent:** Tuesday, September 26, 2023 4:02 PM

**To:** Baunsgard, Madilene (DOC) <[mbaunsgard@DOC1.WA.GOV](mailto:mbaunsgard@DOC1.WA.GOV)>

**Subject:** Interview Statement

Hello Madilene,

I have attached a copy of your interview summary from our interview on August 22.. Please review it to ensure it's accuracy. If you find discrepancies, please make note and let me know so I can correct them.

When you've finished reviewing the document, if there are no changes necessary, please sign and date it, then scan it back to me. If you did find areas that need to be amended, do not sign the document. Once I've made the necessary revisions, I will send you a clean copy for a final review and signature.

If you have any questions, feel free to contact me.

Thank you,

Tim

<< File: Interview Summary Madilene Baunsgard.pdf >>

Tim Birley

Procurement & Logistics Manager

Washington State Department of Corrections

Business Services

Email: [twbirley@doc1.wa.gov](mailto:twbirley@doc1.wa.gov)

Phone: (360) 628-3414

**2/1/23** @ 9:23am. Went to message him to ask for his Timecard and his Teams shows that he has been away for over 1 hour.

This is the CCR Folder (Last completed CCR in his 'done' folder is from 1/27/23)

Reece, Preston

1/27/2023 2:23 PM

This is the Sup Screen Folder (This is likely because Michelle reviewed and marked some as 'done' this day)

Preston Reece

1/30/2023 8:17 AM

Conducted a chrono search and the last Sup Screen chrono he has entered was 1/27/2023

At 12:30pm I noticed that his bubble was yellow again and it indicated that he had been away for 34 minutes. I had to reject his Timecard and at 12:40 I sent him a message that I had rejected it and I assumed that he was on lunch but asked if we could Teams when he is back.

1:06pm and he still has not read or responded to the message and his bubble says "away 1hour".

1:20pm-bubble turned to green

I met with Preston via Teams on this day to ask him about his work status and to share the details of what I had been looking at and finding. Below is a summary of that conversation which was sent to Preston via email and he responded with adding his plan for how to hold himself more accountable.

*Hello Preston,*

*I just wanted to touch base and summarize our conversation from Wednesday while it was still fresh in my mind.*

*On Wednesday February 1, 2023, I had reached out to you over Teams. I shared with you that I had some concerns about your whereabouts and your work productivity due to your activity marker in Teams showing frequent absences and looking at your folder dates and assignments from the unit tracker that have not been completed and I asked if you could explain what was going on while working at home.*

*You were very forthcoming in first sharing that specifically starting on Monday 1/30/23, you had been experiencing home Wi-Fi connection issues that was preventing you from being logged in for multiple intervals of time during your scheduled shifts. You apologized for not letting me know that this was happening and that you were unable to work during these times. When I shared my other concerns around your productivity and specifically the missing assignments from before the current home Wi-Fi issues began, you were very honest and shared that you have not remained focused while working from home and at times, have been away from your computer and off doing other things during your shift. I expressed the importance of being present and engaged in our work during the entirety of our scheduled shifts. As any reasonable employer would, the Agency expects us to be focused and completing our duties during the time that we are getting paid to do so. Even when the technology issues are from the*

*Agency Network, we are expected to stay at our work stations and be ready for when they are working. You acknowledged that you understood the importance of this.*

*I appreciate your honesty in sharing this as these kinds of conversations can be difficult. I shared with you that I want to be able to help you be successful. I explained the true impacts of our work that personally help me remain focused in completing our tasks. You seemed to appreciate being reminded of the meaning of the work we are doing. I explained that the last thing I want to do for anyone is pull them from Telework but for some employees that may be the best choice if other ideas and plans don't or haven't worked. You assured me that you would become refocused and that this would not be an issue again and I will see the change reflected in your work. During our conversation there was no decision made around teleworking or any other steps we could take to shift the focus but we more left it open to come up with ideas that we could explore together to help you become successful in your position.*

*We have our February 1-on-1 scheduled for Monday the 13<sup>th</sup>. I ask that you use this time between now and then to think of what our plan could look like to promote growth in your work. I know you have done things like the Gemba walk before but what else could we try to get you back on track and stay there? What goals and timelines could we set so we can measure the progress? What can I do to further support you? Just a few things to ponder.*

*In the meantime, can you please let me know by end of day Tuesday (2/8) if you have received and read this email and if you have any questions or anything else to add from our conversation.*

*Thank you!*

*Madilene Baunsgard*

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**2/3/2023**-I met with Kristi and shared with her how my discussion went with Preston and what he shared with me. She asked me to gather some further information such as, when did Preston go back to teleworking in the fall when his internet was reconnected. Find any documentation from when Danielle worked with him last year.

- Preston worked at HQ for most of November and returned to Teleworking on Monday December 5, 2022. He had decided on his own at that point though to come back to HQ on Friday's because he like coming in and found that being at HQ was helping his productivity and focus.
- I reached out to Danielle and she didn't have much for documentation which she found strange because she thought for sure that she had documented it all. We both have a copy of the notes that were taken when we had a 1-on-1 with Preston in July when I returned from Leave. *\*a copy has been saved and is titled "Preston R 072722 From DH" this is a Word document*

This statement below was provided to Kristi Mueller on 2/4/2023 and it summarizes how this all began and the initial conversation I had with Preston regarding his productivity and work presence. It is also saved as a separate Word document titled "PR Feb 1".

*Today, February 1, 2023 at 9:23am, when I went to send Preston a message in Teams chat it had the yellow indicator stating that he had been "Away 1 hour". Initially I thought that maybe he had planned to be gone this day and I had forgot but I had looked over my attendance tracker, email, and MyPortal and didn't see anything to support that. I sent him a message asking for his Timecard. His Teams turned green at approximately 9:40am. It was at 10:17am when he responded to my message and resubmitted the timecard. Due to this catching my attention, I looked into some other things to try and determine if this was a common occurrence. I then noticed that his CCR folder in the Shared Drive did not appear to have had any documents worked on or saved in it since 1/27/2023 and his Supervision Screening Folder since 1/30/2023 (though this appeared to be from Michelle doing 2<sup>nd</sup> reviews). I was then curious if he had been asking for assignments recently, so I reviewed the assignment tracker and other than receiving 4 expedited requests (which CRT's don't specifically ask for), he had not asked for or been assigned any Regular CCR's since 1/24/2023. The 5 that he was assigned on 1/24/2023 did not appear to have been started in OMNI nor was there any sign of them in his CCR folder. Also, in his CCR folder were three Field folders that had not been worked on since 1/14/2023. This was very concerning.*

*When I attempted to reach out to him again at approximately 12:30pm, I noticed that his Teams was yellow again and indicated "away 34 minutes" Assuming he might be on his lunch and likely coming back at any time due to only having a 30 minute lunch, I sent him a message to let him know I rejected his Timecard and asked if we could Teams when he returned from what I assumed was his lunch break. At 1:06pm his Teams was still yellow and indicated "Away 1 hour". At 1:20pm his Teams turned green and he read my message.*

*At this point I video called Preston over Teams. We discussed his Timecard first and got that taken care of and approved. I then shared with Preston that I had some concerns and wanted to ask him a few questions. I explained to him my findings above and what led me to research to that length. I expressed that from my view and information I had to go off of that it appears that he is likely not at his computer and working when he should be but I wanted to give him the opportunity to explain because at the same time, I am not in his house and can't physically see him and what he is doing. Preston first explained that starting on Monday 1/30/23 that his Wi-fi connection at home has been going in and out, sometimes for an hour or so at a time. He had confirmed on Monday that this was his personal Wi-fi, not DOC related because his neighbors were experiencing the same thing. In response, I explained to Preston then when we are unable to be online and completing our duties due personal impacts like internet connection, it is his responsibility to be tracking the time that is impacted and making sure that I am aware then he would need to either pack up and come to Headquarters to work or would need to submit Leave for the time that he was not able to work. I strongly expressed that it is each employee's responsibility to have a reliable connection to be able to work from home and if they don't then they might not be able to telework.*

*I compared it to the difference of when the connectivity issues are caused by DOC, like with the network issues we have been having lately. As frustrating as they may be when we are sitting at our computers waiting for things to work, that is DOC's responsibility, and we are still getting paid for that time and*

*expected to remain at our workstation to monitor for when it does work because it has been intermittently available so we are able to complete our work just at a slower pace. He indicated that he understood what I was explaining and the difference between the two.*

*I went back to point out my findings around how long it has been since he has requested work and that his previous assignments have not been worked on for a significant length of time prior to his home Wi-fi issues this week and I asked him how he can explain that. Preston was very forthcoming in sharing that he has not been focused on work and has been spending that time away from his computer doing other things when he should have been working. I thanked Preston for his honesty because I know it is a hard conversation to have. I told him that I don't want to get to a point where we pull people back from Teleworking but if it isn't allowing us to be focused on our duties and be a productive member of the team then it may be the option we have to go with. He admitted that he lost his focus and drive for the work. I shared with him what I try to keep in mind is that our work truly impacts the lives of other people. I gave examples like if we don't finish a CCR then someone sleeps on the floor in receiving. If we don't finish a Supervision Screening or screen something wrong it could lead to someone being denied to move somewhere else or might allow to move somewhere they shouldn't putting a victim at risk. I emphasized that there are real impacts to the work we are doing and we should be doing our best to complete what we can in the time that we have, granted I know we have significant system issues but let DOC worry about those impacts.*

*Preston agreed and thanked me for sharing that perspective. He thanked me for having this conversation with him and acknowledged that he needs to be more focused during his work time. He stated that he would like to be given the chance to continue teleworking and to show that he will get back on track. He assured me that I would see it in his work and numbers that he is focused again. I encouraged him to let me know of any ideas that come up where I could help him be more successful.*

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**2/6/2023**-Another thing I forgot to look at last week is that Preston has not updated his daily tracker all year so far. This is what the folder looks like as of this morning. I just sent him an email asking for him to update this. The unit expectation is for this to be updated at the end of each work day.



Name	Date modified
 STATS 2023	12/30/2022 7:01 AM
 STATS	12/19/2022 3:23 PM

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**2/14/2023**-Preston and I had our monthly Check-in via Teams. In that Teams meeting, we reviewed the Accuracy rates and productivity for CCRs and Sup Screenings for January. We discussed that after we had met 2/1/23 he suggested that he would like to send daily recaps to me so I can see what he is able

to accomplish and he feels it will help him be more accountable. I also suggested that we start having weekly check-ins over Teams for a while.

**3/2/23**- While working to compile unit stats for February, I noticed that Preston has not updated his daily stat tracker since 2/10/23. I then began to look at other things related to Preston and found the following;

\*Note that he was on Sick Leave 2/22, 2/23, 2/28 (5.5hrs), and 3/1.

\*He has not asked for or been assigned CCR's (other than a couple of expedites) since 2/17/23.

\*Though it was his idea, he has only sent me 3 End of Day Summaries (Starting 2/10/23) and the last one was on 2/16/23.

\*Looking at this "DONE" folder, it appears that since 2/10 (10 work days) he has only completed 5 regular assignments and the rest have all been expedites.

Electronic CCR's > Reece, Preston > Done			Search Done
Name	Date modified	Type	
2.9.23 418776 DUARTE, RAMON (fast track)	3/2/2023 11:22 AM	File folder	
2.24.23 317753 JACOBSON, PHILIP (RUSH)	3/2/2023 9:43 AM	File folder	
2.8.23 435335 ROHIA, TRUONG (warrant)	2/17/2023 1:30 PM	File folder	
2.14.23 436448 SMITH, TERRY (fast track)	2/17/2023 11:53 AM	File folder	
1.3.23 880508 BALL, MICHAEL (wcc)	2/17/2023 10:33 AM	File folder	
1.3.23 435797 ALLETT, DAKOTAH (wcc)	2/17/2023 9:59 AM	File folder	
12.29.22 435368 HERNANDEZ, JAIME (field)	2/17/2023 9:29 AM	File folder	
12.28.22 380269 GONZALES JR., GILBERT (field)	2/17/2023 8:26 AM	File folder	
12.28.22 435625 SCOTT, ARIEANA (field)	2/16/2023 2:32 PM	File folder	
2.15.23 436385 VALENCIA, LUIS (YOP)	2/16/2023 2:01 PM	File folder	
2.14.23 287506 SMITH, STREATY (audit)	2/16/2023 11:29 AM	File folder	
2.7.23 773749 MAIER, JANUARY (warrant)	2/15/2023 2:41 PM	File folder	
2.9.23 436367 SNYDER, JENNY (warrant)	2/13/2023 2:06 PM	File folder	

\*As of **3/3/23**, here are the status' of his "In-Works" folders

BOYER, BROWN, AVERY (all 3 are empty folder so not started), BAILEY (all docs are printed and prep has started), CHELSEY (Only has WASIS/III printed no JABS or prep started)

CR Team > Electronic CCR's > Reece, Preston		Search Re
Name	Date modified	
1.26.23 382282 BOYER, TYLER (wcc)	2/21/2023 1:33 PM	
1.26.23 422184 BROWN, STEPHEN (wcc)	2/21/2023 1:34 PM	
1.26.23 436153 AVERY, MATTHEW (wcc)	2/21/2023 1:33 PM	
1.26.23 863096 CHELSEY, JOSEPH (wcc)	2/21/2023 1:57 PM	
1.26.23 899865 BAILEY, JONATHAN (wcc)	3/2/2023 3:13 PM	
Done	3/2/2023 11:22 AM	
Follow-up Action Required	1/20/2023 2:16 PM	
HALF SHEET	11/8/2022 8:50 AM	

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**3/3/2023**-Preston and I had a weekly check-in via Teams and discussed the following topics. Why he wasn't sending me the daily updates when he was the one who thought of the idea. Ultimately we decided to discontinue this due to the work it would add to his plate. It was made clear though that he needs to keep his daily tracker current and we discussed how that has continued to not be updated regularly. We checked in on the status of his current CCR assignments. We also looked at a specific CCR that he had questions on. *\*This was documented on a Supervisory Conference form and signed by Preston.*

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**3/8/2023**-OMNI chrono search indicates that he entered 5891-Review chronos on the following dates since 2/10; 2/13 (4), 2/14 (10), 2/15 (1), 2/16 (9), 2/17 (1), 2/21(0), 2/24 (3), 2/27(1), 3/2 (19), 3/3 (2), 3/7 (1), 3/8 (1),

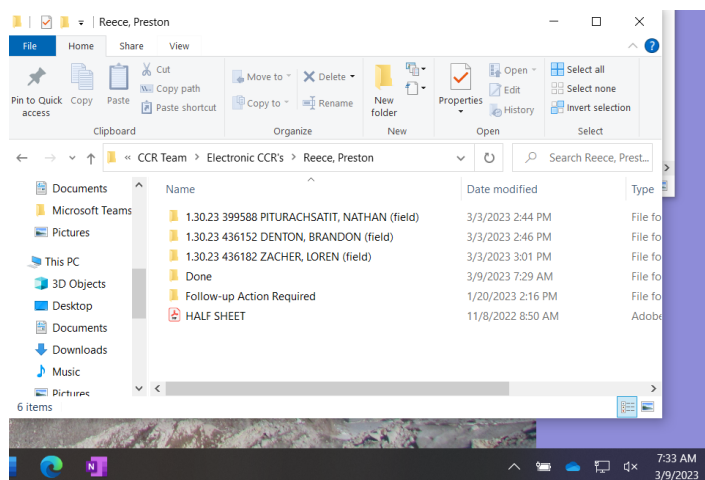
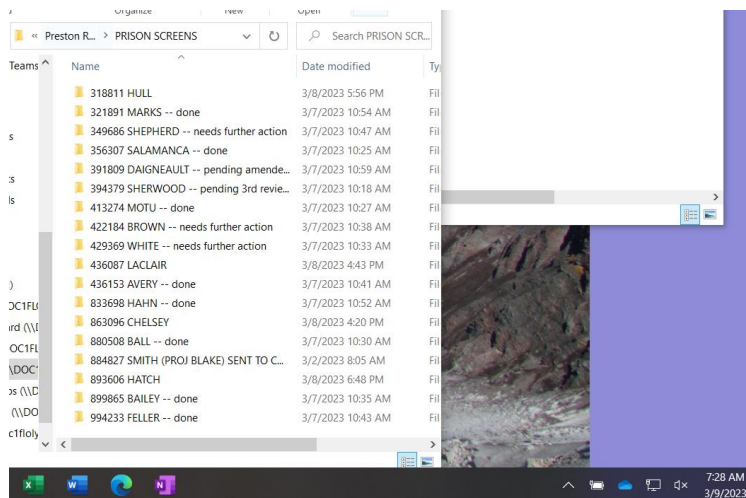
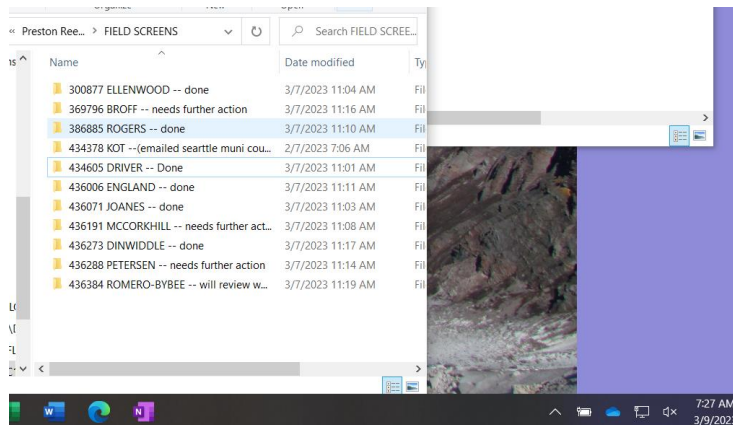
Also on 3/8/2023- While taking role for the Statewide Records meeting that started at 9am, I noticed that Preston was the only CCR Unit staff who's teams was not showing as present. I then began to track the following;

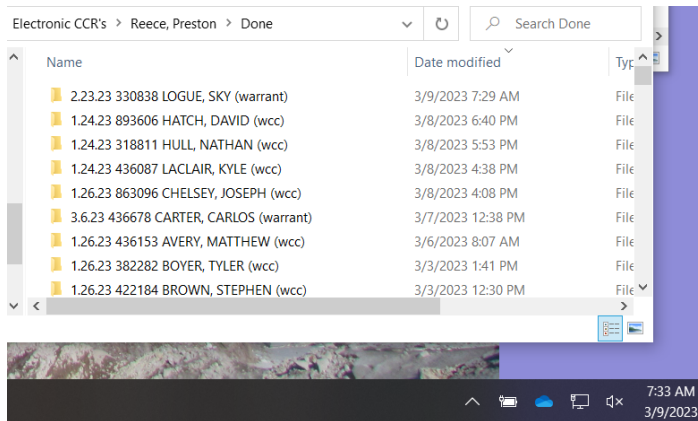
- 9:04am-away 11 mins
- 9:15am-away 23 mins
- 9:22am-away 29 mins
- 9:30am-away 37 mins
- 9:33am-away 40mins then status changes to show he is in the Teams.

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**\*3/9/2023**-Hasn't updated his personal tracker since 3/3/23 (3 work days)







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**3/10/2023**-Preston and I met via Teams for a weekly check-in and discussed the following topics. We discussed having more frequent check-ins so we can work together to help him be successful. He once again had not updated his daily tracker since he updated it after our last check in on 3/3. I asked that he create a calendar reminder so this doesn't get forgotten. We talked about the impacts of trying to avoid leave and flexing time when also trying to work OT in the same work week and that covering our regular hours take the priority. We reviewed a specific screening case that he had questions on and then checked in on current pending CCR assignments. *\*This was documented on a Supervisory Conference form and signed by Preston.*

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**3/15/2023**

While working on payroll, I had to reject PR's OT form so I sent it back to him and I was going to message him but when I looked at chat, his dot was yellow. Below is what followed.

9:27am-"away 29 minutes"

9:31am- "away 33 minutes"

9:40am- he responded to my email about the OT. (I didn't catch exactly when he got back online

Because I was in a Teams meeting at the time)

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**3/16/2023-**

Michelle sent me a message to share her concern that Preston was struggling with Supervision Screening to the point where she dreaded doing his reviews. Her assumption is that he is just guessing and throwing chrono's together without applying the process. She specifically pointed out DOSA Reclass/revokes as a concern but also included CCP Returns and pretty much anything around prison screenings.

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**3/21/2023**-While conducting 3<sup>rd</sup> reviews for screening, I noticed that Preston's screening folders were full of pending work. The "done" and "needs further action" were all marked by Michelle on 3/16. The expectation is that these are taken care of each day. Since 3/16, Preston has entered only 13 chronos: 3/16 (3), 3/17 (4), 3/20 (6).

Preston Reece > FIELD SCREENS			Preston Reece > PRISON SCREENS		
Name	Date modified	Type	Name	Date modified	Type
436046 GRANILLO -- needs further action	3/21/2023 7:41 AM	File folder	383191 ANDERSON-TAYLOR -- needs furt...	3/16/2023 1:33 PM	File folder
893891 VICKERS	3/20/2023 3:08 PM	File folder	391809 DAIGNEAULT -- pending amende...	3/7/2023 10:59 AM	File folder
436550 WESTBROOK	3/20/2023 11:25 AM	File folder	403831 RICHARDSON -- needs further ac...	3/16/2023 12:48 PM	File folder
369129 WAGNER	3/17/2023 1:01 PM	File folder	411537 PARKER -- needs further action	3/16/2023 12:38 PM	File folder
435734 COWAN -- done	3/16/2023 2:22 PM	File folder	413715 YANZICK -- needs further action	3/16/2023 12:34 PM	File folder
713374 BELL -- done	3/16/2023 2:09 PM	File folder	414013 DANDREA -- needs further action	3/16/2023 1:30 PM	File folder
357406 ROSANE -- done	3/16/2023 2:04 PM	File folder	423307 BRIGHT -- done	3/16/2023 12:50 PM	File folder
303534 MOREY -- done	3/16/2023 1:51 PM	File folder	434940 NETTLETON -- done	3/16/2023 12:35 PM	File folder
435437 RODRIGUEZ -- done	3/16/2023 1:50 PM	File folder	435679 VALDEZ -- done	3/16/2023 12:37 PM	File folder
436182 ZACHER -- done	3/16/2023 1:48 PM	File folder	436087 LACLAIR -- done	3/16/2023 12:23 PM	File folder
436152 DENTON -- done	3/16/2023 1:47 PM	File folder	436572 BENNETT	3/17/2023 9:50 AM	File folder
432803 FORD -- done	3/16/2023 1:46 PM	File folder	436693 TADZHIBAYEV -- good to chrono...	3/16/2023 12:59 PM	File folder
435118 PARKHILL -- done	3/16/2023 1:45 PM	File folder	436696 HILL	3/20/2023 10:03 AM	File folder
435774 KHAN -- done	3/16/2023 1:44 PM	File folder	819866 VELA -- needs further action	3/16/2023 12:54 PM	File folder
436384 ROMERO-BYBEE -- done	3/16/2023 1:43 PM	File folder	860989 KINNEY -- needs further action	3/16/2023 12:57 PM	File folder
369796 BROFF -- done	3/16/2023 1:42 PM	File folder	884827 SMITH (PROJ BLAKE) SENT TO C...	3/2/2023 8:05 AM	File folder
436288 PETERSEN -- done	3/16/2023 1:42 PM	File folder	893606 HATCH -- needs further action	3/16/2023 12:30 PM	File folder
436191 MCCORKHILL -- needs further act...	3/16/2023 1:41 PM	File folder			
409432 NORTHERNOR -- will review afte...	3/13/2023 3:31 PM	File folder			
434378 KOT --(emailed seattle muni cou...	2/7/2023 7:06 AM	File folder			

**3/24/2023**-Preston and I met via Teams for his Annual Review and new Expectations for the next Evaluation Period. I gave him his PDP Evaluation for March 22-Feb 23, His PDP Expectations and Eval for Mar23-Feb24, and the CCR Unit Expectations 2023. We went through each of these line for line and allowed time for any questions. He was then provided copies and asked to take time to review on his own and send back signed.

**3/30/2023**-Preston and I met via Teams for a check-in and discussed the following topics. He still had not signed and returned the PDP Expectations and Evaluation, PDP Evaluation, and CCR Unit Expectations from our 3/24 meeting so I asked for those. He indicated that he was having a good week and felt very productive and able to keep up with his CCR's and Screenings. He had some questions around court orders that we discussed. Gave a reminder to ensure that his daily tracker is updated because the month would end the next day. *\*This was documented on a Supervisory Conference form and signed by Preston*

4/7/2023-Preston and I met via Teams for a check-in and discussed the following topics. He shared where he was with his current work. He asked about the possibility of changing his schedule to allow him to work a second job running his own business and I shared with him what would be possible in our unit for schedule flexibility. *\*This was documented on a Supervisory Conference form and signed by Preston.*

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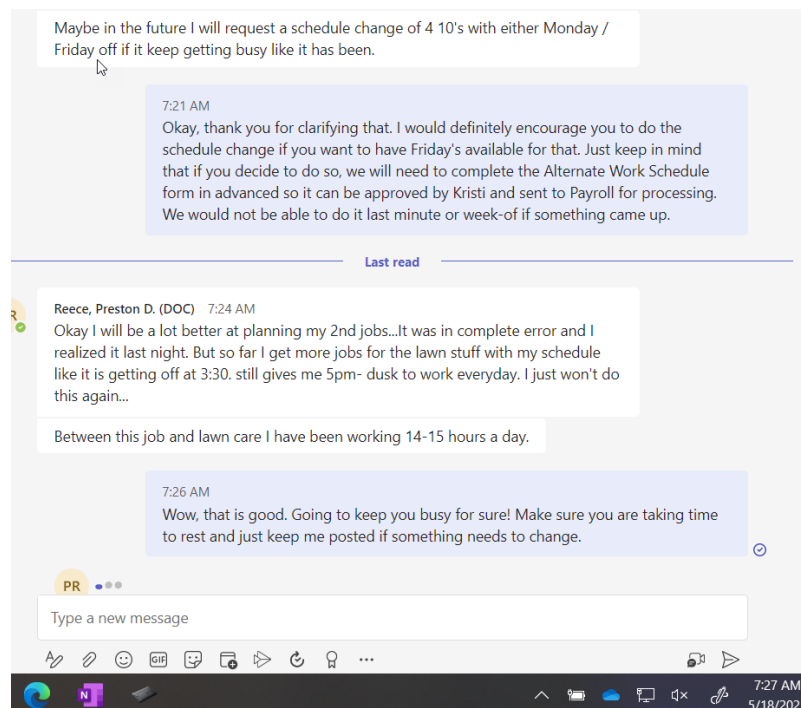
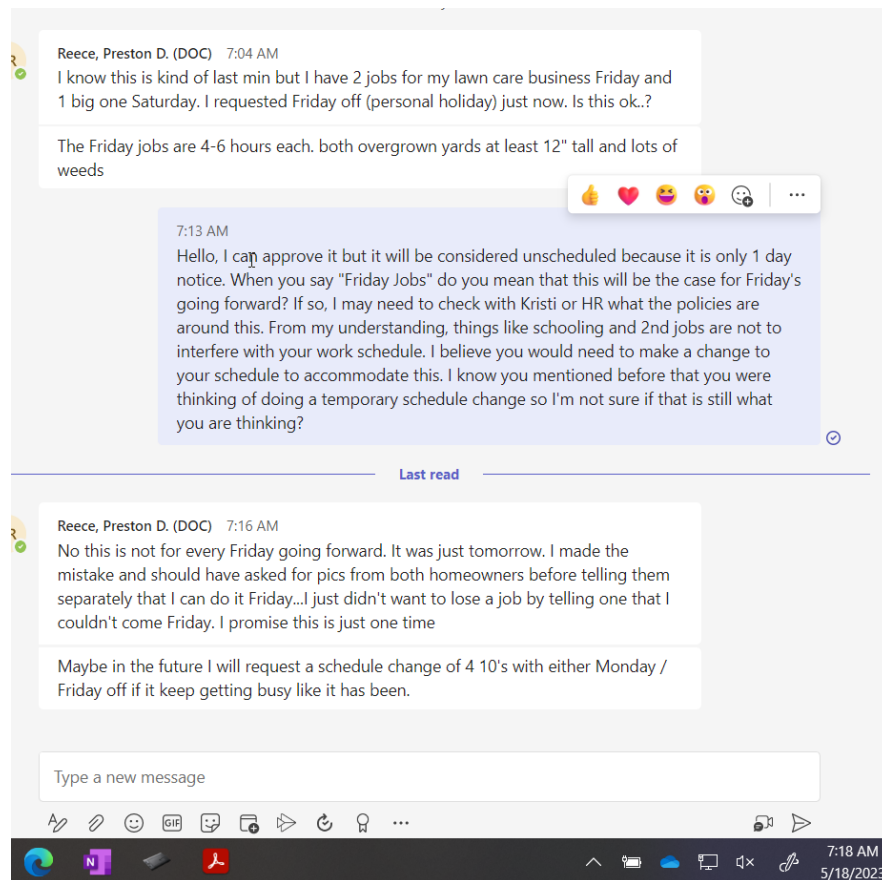
4/14/2023-Preston and I met via Teams for a check-in and discussed the following topics. We reviewed his stats from March (CCR and Sup Screen accuracy) and Productivity. We determined that in an effort to try and improve his screening accuracy, he would work with the screening lead, Michelle, to receive some additional training specifically around DOSA Reclass/Revokes. We also decided to reduce the frequency of our check-ins. *\*This is documented on a Supervisory Conference form and signed by Preston.*

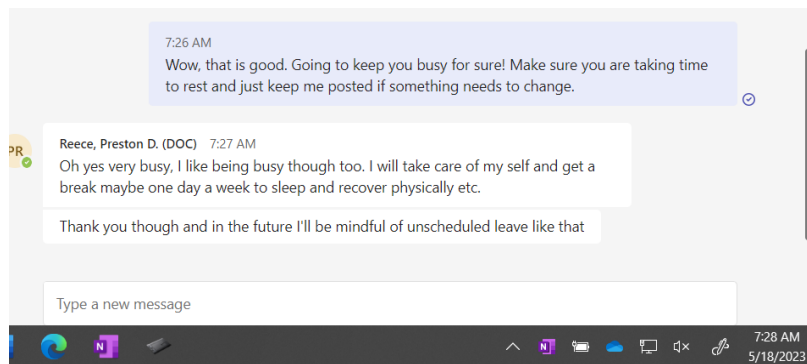
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5/5/2023- Preston and I met via Teams for a check-in and discussed the following topics. We reviewed his stats for the month of April (CCR and Screening accuracy) and productivity. Though overall he had a decrease in accuracy, his DOSA Reclass/Revokes had improved since he last worked with Michelle. *\*This is documented on a Supervisory Conference form and signed by Preston.*

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5/18/2023





**7/5/2023**- It has been a while since I have had something worthy of making a note as Preston had been improving in several areas the last couple of months. He had been working with Michelle to work on and improve his screening accuracy and had also been doing a better job in keeping up with his work from what I was able to tell. Though now it may appear that it has gone to the wayside again. Today, while working to compile unit stats for June, Preston was the only person who didn't have his tracker up to date and the last time he updated it was 6/20. This is frustrating because he is on vacation this week so I will not be able to report stats until after he returns next week sometime. I sent him a high priority email asking him to update this ASAP and explaining the importance.

CCR Unit Staff Trackers > Reece, Preston		⌵	↺	🔍 Search
Name		Date modified		
📄 STATS 2023		6/20/2023 3:30 PM		

**7/10/23**

Teams status 9:46a (Away 45 mins)

10:07a (last seen 7 mins)

10:12a (green)

**7/13/23**- Reached out to see if he could teams so I could go over the resolution for one of his cases and it appeared he was going to and from his PC.

12:39pm- Sent initial request and bubble was green after this is kept going back and forth from green to yellow for the next 45 minutes

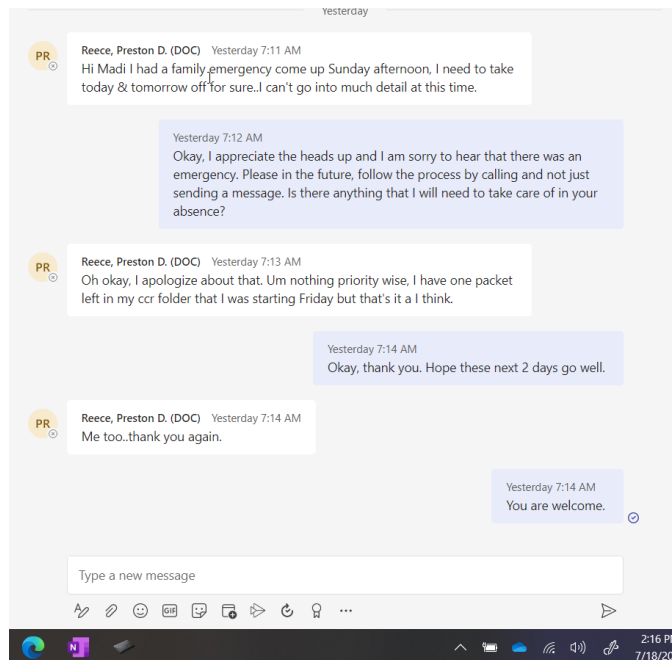
1:36pm-Last seen 15 mins

1:39pm-Last seen 18 mins

1:44pm-Green.

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**7/17/2023-** Had the below Teams conversation.



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**7/18/2023-** Today, since Preston was still out, I decided to audit his WA One Tracker because he had told me last week in our 7/11/2023 check-in that he was almost done going through it and he had been working on it and that was why you had some outstanding CCR's that weren't done yet. At the conclusion of this audit, I found the following.

Out of 80 Individuals, 37 of them had discrepancies.

12 of them had an established RLC and could move forward with screening completion (of these the WA One date that was the furthest back was 3/24/2023 which suggests you haven't checked your tracked since then.)

4 of them had a LOW/MOD and needed to be sent to CMS (Oldest WA One date of 4/27/2023)

17 of them were either completed and chrono and he needed to move to the "completed" tab so they were no longer being checked on or were pending CMS but the tracker didn't indicate so.

4 of them never should have been on the tracker at all because they were eligible for reasons other than RLC and he had already entered a chrono.

Also has not been filling out the columns as they are specified. Such as, there is a column for the prefix and cause number but he would put in comments like "prison" or "sent to CMS"

He also only has folders for 69 Individuals in the tracking folder but 80 people on the list?

I went to take a look at his Stat tracker and he hasn't added anything for the month July in terms of work completed. The expectation for the unit is to keep the trackers updated daily with emphasis around the end of each month because that is when I pull stats. He repetitively fails to update his tracker and I constantly have to ask him for it. I have reached out to him for this when trying to compile state for June, May, February. I also looked closely at his daily tracker in comparison to the unit assignment tracker and they did not match what he was claiming he completed vs what was actually assigned to him.

After discussing with Kristi, it was determined that I would meet with Preston to share this information and see what he had to say for his work status and see what I can do to help him.

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**7/20/2023-** Preston and I met via Teams and had a lengthy discussion. Below is a summary of this conversation that was sent to Preston via email and he reviewed and acknowledged that he agreed this was the conversation we had.

*Hello Preston,*

*I always appreciate you joining me for check-ins and conversations around you and your work. Thank you. Below is a summary of the topics that we discussed yesterday. I apologize that it is a little longwinded but we discussed a lot of things yesterday.*

*On Thursday July 20, 2023, we met over Teams to discuss a variety of topics. First of all, I wanted to see how you are doing and if there is anything I can do to support you. You had shared that you are doing the best you can at the moment, you felt that you were quite productive so far yesterday with your work, and that there wasn't anything you could think of at the time that I could do.*



*Next, I shared with you that I had a few concerns that I wanted to discuss. While you were absent on July 18, 2023 I completed an audit of your WA ONE tracker. The results of that audit were that out of 80 line items, 37 of them had discrepancies, most of which gave the indication that your tracker had not been audited since at least the end of March. The unit expectation is that each CRT audits their tracker a minimum of once per month. I provided you a word document that detailed each of these discrepancies and what actions needed to be taken next. Because we had met for your July Check-in last week on the 11<sup>th</sup> and you had told me at that time that you were working on catching up your Supervision Screenings and tracking yet this audit shows that wasn't the case this then led me to go through some trackers to see if I could determine what you have been working on lately.*

*The next topic we discussed was about your daily stat tracker. The unit expectation is that all team members update their trackers daily to indicate what work was completed each day. I have regularly had to ask you to update your tracker because there have been times where I have gone to collect unit numbers and find that your tracker hasn't been updated for days or even weeks at a time. This has recently happened at the end of May and June and when I viewed it on July 18<sup>th</sup> you had not updated it for the entire month of July yet. I asked you how do you track your work during the day if you aren't using your tracker? How do you remember weeks later what you did on any day? You shared with me that you keep track on paper and even held up your notebook to show me. I also shared that I had compared your tracker to the Leads CCR Assignment tracker and there was a significant difference. For the months of April, May, and June combined you indicated on your trackers that you completed a total of 223 CCR packets. When I pulled the number of CCR's assigned to you that were reviewed and completed by the Leads for that same time frame the total was 122. A difference of 101 packets. The Leads are completely caught up on reviews at this time so anything that you completed should have been reviewed in the same time frame. I'm not sure what would exactly cause a difference of 101 packets and you didn't have a suggestion either.*

*I have also noticed that you rarely request CCR assignments. Between the low number you do request, and seeing that other tasks are not being done, I asked you what are you doing during your work shift because it doesn't always appear that you are working? You were very forthcoming in stating that you are online but not working. When I asked what specifically that meant, you stated that you are signed on and at your computer but you are busy handling your personal affairs instead of completing your CCR and Sup Screening work. I appreciate this honesty. You indicated that the personal issue you have been experiencing at home has been going on for quite some time and has been significantly impacting your focus on work. You also shared that you were hopeful that now that you have removed yourself from that environment that you will be able to focus more, stay on track, and become more productive.*

*I explained that I completely understand that it is not realistic to be able to completely turn off our personal life when we are work. Regardless though, we must do our best and we are expected to be working during our scheduled shift and not taking more than our allotted breaks and lunch. Depending what the specifics of your personal things are, I encouraged you to look into EAP services, reaching out to CISM, or possibly HR to see if there are things that could potentially assist you with navigating through this.*

*Another topic that we briefly touched on was a reminder to follow the unit calling out process, which was covered in the Unit Meeting the same day as well. Remember to call and speak to a live person. You stated you understood.*

*My expectation going forward is that you keep your daily stat tracker up to date. I also provided you with a Work Log that I would like you specifically detail what you are accomplishing each day and I ask that you email this to me at the end of each work week. You are also expected to be engaged in your work during your scheduled shift. Please conduct your personal affairs on your breaks and lunch or if you need additional time you can request Leave. I encourage you to think of ways that you can improve your work performance and please let me know what resources you may need or how I can help you to be successful.*

*Because you have also indicated that you find yourself to be more productive when you have come to work at HQ, I want to be sure that you know you are more than welcome to work at HQ as often as you wish. You could increase it to an additional day per week or even go back full time for a while if you like. The option is there.*

*Please let me know by the end of day Monday (7/24/23) if you have received and read this email and if you have any questions, concerns, or something to add.*

*Thank you. I hope you have a good weekend.*

*Madilene Baunsgard*

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**7/28/23**- I was contacted by Jessica Marcoe and she asked me to do what I can to try and document everything around what Preston has or hasn't been completing with his work for 1/1 through 7/21 of this year. She also asked if I could work to compile all my findings and conversations with him in this time as well. I began to work on this right away.

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**8/15/2023**- As of today, I have completed extensive research of unit trackers, OMNI Chronos, Onbase documents related to CCR completed by Preston, and emails to attempt to verify what work Preston has or hasn't completed in the time range that was requested. The following is a summary of what I have found.

#### CCR related work (1/1/23-7/21/23)

Per the CCR Unit Assignment Tracker, Preston was assigned a total of 212 CCR's. Of those, 131 were expedites request which are assigned without being asked for. This means he only requested 81 packets in 6.5 months. This is around the expectation that staff should be asking for monthly.

Comparing what he noted on his daily tracker for this time period to what I was able to confirm through the Assignment Tracker, chronos, and onbase, Preston claims he completed a total of 364 CCR's but my research shows he only completed 209 CCR's. A difference of 155 CCR's. My conclusion is that he is not accurately documenting his completed work.

Supervision Screening related work (1/1/23-7/21/23)

Per the Supervision Screening Assignment Tracker, Preston was assigned a total of 274 Individual's to screen. These are not requested by the staff but evening distributed among all of the screeners as they come to our email box. The majority of these have been completed. There are a few exceptions where he was waiting for the WA ONE and it hasn't been completed yet, was waiting for the WA ONE or CMS review and it was completed and he hasn't moved it forward yet (addressed during his WA ONE Audit), and there were 3 assigned to him 7/21 that as of today there is still no sign that he has started them.

He would also be responsible for screening everyone he completes a CCR packet for.

Also, as of today, Preston still has not provided me the weekly work log that I created and we agreed he would start doing during our 7/20/2023 meeting. Originally he had not sent it to me the two Fridays that followed and when I asked him about it he said he was filling it out but just hadn't sent them. He then sent me 3 weeks of them on 8/4 but when I looked at them, he did not follow directions and specify the DOC #'s for the work he was completing, essentially this made what he provided useless and no different then the daily tracker he was already doing. He informed me on 8/4 that he would start completing it correctly but yet another week went by and I did not receive one at the end of last week (8/7-8/11)



## INTERVIEW ACKNOWLEDGMENT

Case ID number: 23-1015

Date of interview: September 27, 2023

Interviewee: Preston Reece

Title: Correctional Records Technician

(Include title or DOC number and housing assignment, as applicable)

Appointing Authority: Kristi Mueller, Statewide Records Director

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to administrative investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

### Individual who is under the Department's jurisdiction

- ☒ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

### Employee/Contract Staff/Volunteer

I have been advised this interview is for internal administrative purposes only. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions.

I have been further advised that this is an active and ongoing investigation and that I may not discuss it with anyone in the workplace except the Appointing Authority or a Human Resources employee, union representative, legal counsel, or person with whom I have a legally privileged relationship. I also have been advised that I am to refrain from discussing the issues in this investigation with anyone who may be a witness, to avoid jeopardizing the integrity of the investigation.

- ☒ I understand that information related to allegations/incidents of sexual misconduct will only be disclosed to staff when necessary for related treatment, investigation, and other security and management decisions. Breaches of confidentiality may be subject to corrective/disciplinary action.

Interview of accused (If required, check appropriate box)

- ☒ I understand that I am being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions. If criminal charges are pending or may be filed against me related to the conduct being investigated, I understand that statements I make in this investigation cannot be used against me in a criminal proceeding pursuant to Garrity v. New Jersey.

### Other (members of the public)

- ☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Preston D. Reece

09/26/2023

Interviewee signature

Date

Tim Birley

Tim Birley

Sept. 25, 2023

Investigator name

Signature

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Final Investigation Report  
DOC 03-484 (Rev. 06/23/22)

Page 1 of 1

**Attachment 12, Page 1 of 1**  
DOC 490.850, DOC 490.860, DOC 850.010

## INTERVIEW SUMMARY

Case Number: 23-1015

Interviewee Name: Preston Reece, Correctional Records Technician

Investigator Name: Tim Birley

Interview Date: September 27, 2023 @ 1200 hrs.

Interview Location: VIA TEAMS

Also Present: Danielle Rau, WFSE

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Introduction – You have been identified as the subject of the allegation/s in my assigned investigation. I am not here to make any presumptions to whether the allegations have merit or not as I am just conducting an impartial investigation to gather facts and information related to this allegation. I have received your signed Interview Acknowledgement Form for which in part, you were made aware that you as an employee of the Department are compelled to answer all relevant and material questions fully and honestly.

**Investigator Note:** Allegations were read to Preston Reece as stated in the Investigations Assignment Letter.

When asked how long have you worked for DOC? He stated that he started April 16, 2019.

When asked what is your current title? He stated a Correctional Records Technician.

When asked what unit do you work in? He stated the Criminal Convictions Records Unit (CCR)

When asked how long have you worked in the CCR Unit? He said that he started in end of Nov. 2020. He came over from the Warrants Unit.

When asked who is your current supervisor? He said, Madiliene Baunsgard. Supervisor the entire time he has been in the unit.

When asked do you currently telework? He said that he does Mon-Thurs. telework. Friday he is onsite at HQ.

On June 17, 2021, did you sign and acknowledged the terms and conditions of the Telework Policy and a Telework Agreement? He said, yes.

One of the terms of a telework agreement is that “No Personal Business will be conducted at the telework worksite during scheduled work time”. Did you initial that you acknowledge that term of the agreement? He said, Correct.

**Investigator Note:** A Copy of the signed telework agreement was shared with Preston via TEAMS.

When asked while working in the CCR unit. Have you received a Position Description and Expectations from your supervisor for your position? He stated that he did. Note: Latest signed copy was on March 30, 2023.

When asked have you had meetings with your supervisor between Jan 3 and July 21 regarding your work performance? He said, yes, we do one every 6 months or every year. PD and Evaluation period. Annual review.

When asked if he had Supervisory Conferences with his supervisor during this timeframe? He said that he had.

What was discussed during these supervisory conferences? He said that when he started in the unit there were 3 phases of training. After he completed the CCR training, he moved on to the screening and prison causes/ Once he got to the screening part, his work piled up and he became overwhelmed. He started meeting with his supervisor to discuss solutions about getting his workload completed and be more productive. He said that is how the meeting initially started.

When asked if any of his specific work duties called out by your supervisory that you were not getting completed? He said Yes but can't remember if it happened more than once. He does remember a time possibly prior to teleworking that a cell phone issue was discussed.

When asked if one of the expectations of a CRT in the CCR unit to complete 6-10 CCR's daily? He said, yes.

When asked if he has met that expectation? He said sometime yes but most of the times no.

When asked on February 1, 2023, did you have a meeting with your supervisor via TEAMS regarding her concerns with your productivity and missing assignments? He said Yes.

When asked during that Feb. 1<sup>st</sup> meeting, did you tell your supervisor that you have not remained focused while working from home and at times have been away from your computer doing other things during your shift? He said Yes, I did.

When asked what other things was, he doing besides his work? He said that he was basically zoning out on my phone. When asked to clarify which phone, He said his personal cell phone.

When asked to clarify "Zoning out on his personal cell phone" meant. He stated that he spent a lot of time on social media, and You Tube.

When asked while on his personal cell during work hours, how much time did he spend on it each day. He said that he always had it playing especially if no one was home, he would let it play. He estimated that in an 8-hour period that maybe 4 of those hours. About half the day.

When asked during this Feb 1 meeting, did you assure your supervisor that you would become refocused and that this would not be an issue again? He said, yes, I did.

When asked after this meeting did his supervisor document the meeting and provide you a copy of the notes and send them to you that you acknowledged and returned to her? He said that she did.

When asked on July 20, 2023, did you have a meeting with your supervisor via TEAMS after she audited your caseload? He said Yes.

When asked about the meeting, did his supervisor make a point on the 80 lines audited, 37 had discrepancies, your Tracker had not been maintained since March. He said Yes and the 80 lines may have been pertaining to the tracker. He said that he would keep a tally sheet and put those on his Tracker and was likely duplicating the information which would add up to more than what was actually done.

When asked if the daily Tracker is a required function of his job. He said yes, and they are turned in at the end of every week.

When asked during the July 20 meeting, did your supervisor also ask you what you are doing during your work shift? He said I don't recall but she probably did.

When asked did you share with your supervisor that you are online but not working? He said yes.

When asked did you explain to your supervisor that you are signed in on your computer, but you are handling your personal affairs instead of completing your CCR's and Supervision Screening work? He said Yes, I said that.

When asked if his personal affairs were different than the previous question about spending time away from his computer (Social Media and You Tube). Is this different? He said yes it was.

When asked how much time did you spend away from your computer each day handling personal affairs? He said that it would be less than previous issues, but it varied day to day but average 2.5 to 3 hours. He didn't really know.

**Investigator Note:** explained to Preston that I wasn't expecting an exact time but a reference of time that he thought he spent away from his computer and away from doing his assigned duties.

When asked did your supervisor document the conversations she had with you on July 20 and send you an email for acknowledgment and input? He said yes, she did. Did you respond to these emails? He said that he responded to them by acknowledging them and signing the documents and emailed them back to her. He just didn't add any additional notes to the emails.



When asked did you explain to your supervisor about the personal issues you have been experiencing at home that was keeping you from doing your assigned work? He said that he explained not in great detail and that they are still ongoing.

When asked if these personal issues that are affecting your ability to do your work, been going on for some time. He said yes.

When asked between the Social Media, You Tube and the Personal issues, has this been going since January? He said No, not that stuff.

**Investigator Note:** Danielle and Preston requested a short caucus.

When asked have you requested that you work from HQ instead of teleworking? He said, yes, I did. Requested that to his supervisor. He said that he used that as a suggestion to help with his work productivity. Since then, he has been able to get his work back up to where it sometimes it meets expectations, He said that his supervisor has commented on it and that his accuracy rate it sometimes up where it needs to be. He said that coming back in the building has helped. He went on to say that he and his supervisor has developed an accountability tracker where he has to write DOC # on the sheet that he turns in at the end of each week. It has helped. He said he didn't know when that started but thought around the July (20<sup>th</sup>) meeting and the tracker started in August.

When asked are you more productive when you're at HQ? He said I would say so yes.

When asked why he is more productive at HQ he stated you are surrounded by people and never know when someone is walking by and seeing you. That is a reason why writing DOC numbers and sending them in to the supervisor helps him be accountable. Some of the packets will be pretty big up to 4 hours. He would note this so that supervisor can see and also time stamp it when he finishes it.

When asked that he recently had to bring your laptop computer to HQ, and did he know what that was for? He stated CSU has apparently put a lock on his logon information and the Help Desk didn't know what it was for.

**Investigator Note:** It was explained that his laptop was pulled by the Cyber Security Unit as a part of this investigation to obtain network information that was stored on his laptop.

When asked are you aware of Network Logon Activity reports that can be pulled from a staff member's computer? He said that he is sure that can be done.

When asked during the period of Jan 3 thru July 21, have you requested and/or submitted overtime to complete your work assignments? He said he don't think so. I don't know. Not complete my work assignments but overtime in unit to complete assignments.

When asked do you have approved employment outside of your current DOC job as a CRT? He said, yes, I do. When asked what the work is, he stated it is a Landscaping business.

When asked if that outside employment was approved. He said, yes.



When asked have you submitted leave during your normal work hours of your current CRT job to go work at the outside employment opportunity? He said, he did one time.

Investigator Note: It was explained that the investigation is ongoing and that there may be a chance that I could have to reach out to ask more questions. It was explained that his statement would be cleaned up and sent to him for review and a signature once the statement is confirmed.

When asked is there anything that I have not asked you that you feel is important for me to know? He said, I don't think so.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: Preston D. Reece Date: 09/28/2023

Attachment 13, Page 5 of 8

**From:** [Reece, Preston D. \(DOC\)](#)  
**To:** [Birley, Timothy W. \(DOC\)](#)  
**Cc:** [danielleR@wfse.org](mailto:danielleR@wfse.org)  
**Subject:** RE: Interview Statement  
**Date:** Thursday, September 28, 2023 8:07:55 AM  
**Attachments:** [Interview Summary Preston Reece.pdf](#)  
**Importance:** High

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Here is the signed and dated summary back.

Thank you,

**Preston Reece**

Department of Corrections

Headquarters

Teleworking (Mon. – Fri. 0700 – 1530)

CRT 1 | CCR Unit

[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Sent:** Thursday, September 28, 2023 8:01 AM  
**To:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Cc:** danielleR@wfse.org  
**Subject:** RE: Interview Statement

Thank you Preston for the expedited response. I have added all of your requested changes to the statement. Please review and sign if accepted.

<< File: Interview Summary Preston Reece.pdf >>

Thank you,

Tim

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**From:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Sent:** Thursday, September 28, 2023 7:42 AM  
**To:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Cc:** danielleR@wfse.org  
**Subject:** RE: Interview Statement  
**Importance:** High

Good morning Tim,

I went through it and added a few things to the summary that I felt is important to note.

Thank you,

<< File: Interview Summary Preston Reece.pdf >>

**Preston Reece**

Department of Corrections

Headquarters

Teleworking (Mon. – Fri. 0700 – 1530)

CRT 1 | CCR Unit

[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Sent:** Wednesday, September 27, 2023 4:50 PM  
**To:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Cc:** danielleR@wfse.org  
**Subject:** Interview Statement  
**Importance:** High

Hi Preston,

Attached is your statement from our interview today. Please review the statement and please note if there are discrepancies or if your statement was not captured accurately. Please do not sign and send back to me so that I can make the needed changes prior to obtaining your signature. If the statement is accurate to the best of your knowledge feel free to sign and date and return to me. A “wet” signature is not required by me and you can utilize an electronic signature. Please ensure that you see this as a priority and return to me as soon as possible.

Thank you both for your time today.

<< File: Interview Summary Preston Reece.pdf >>

Tim Birley

Procurement & Logistics Manager

Washington State Department of Corrections

Business Services

Email: [twbirley@doc1.wa.gov](mailto:twbirley@doc1.wa.gov)

Phone: (360) 628-3414

## INTERVIEW SUMMARY

Case Number: 23-1015

Interviewee Name: Preston Reece, Correctional Records Technician

Investigator Name: Tim Birley

Interview Date: September 29, 2023 @ 1000 hrs.

Interview Location: VIA TEAMS

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**Investigator Note:** Preston was made aware that the Interview Acknowledgement form he signed is still in effect and by signing you acknowledge that you are required to answer all relevant and material questions fully and honestly.

**Investigator Note:** Recap of some of questions from 1<sup>st</sup> Interview with Preston. Clarifying questions asked are **Bolded** below and Preston's responses follow in italics.

When asked on February 1, 2023, did you have a meeting with your supervisor via TEAMS regarding her concerns with your productivity and missing assignments? He said Yes.

When asked during that Feb. 1<sup>st</sup> meeting, did you tell your supervisor that you have not remained focused while working from home and at times have been away from your computer doing other things during your shift? He said Yes, I did.

When asked what other things was, he doing besides his work? He said that he was basically zoning out on my phone. When asked to clarify which phone, He said his personal cell phone.

When asked to clarify "Zoning out on his personal cell phone" meant. He stated that he spent a lot of time on social media, and You Tube.

When asked while on his personal cell during work hours, how much time did he spend on it each day. He said that he always had it playing especially if no one was home, he would let it play. He estimated that in an 8-hour period that maybe 4 of those hours. About half the day.

When asked how much time did you spend away from your computer each day handling personal affairs? He said that it would be less than previous issues, but it varied day to day but average 2.5 to 3 hours. He didn't really know.

When asked if these personal issues that are affecting your ability to do your work, been going on for some time. He said yes.

**When asked to elaborate on "Some Time, he was asked between Jan 3 and July 21, how long have your personal affairs been going on that are affecting your ability to complete your duties 2.5 to 3 hours per day?** *He stated that it really started affecting him in his personal life around late April or early May. He said that he started that Landscaping business in March so was around that time frame. Maybe about 2-2.5 months. The personal affairs didn't begin in January. Jan-April was the personal cellphone issues and not meeting expectations of 6-10 packets a day.*

**When asked between the social media, You Tube and the personal issues, has this been going since January? He said No, not that stuff. He said there wasn't really anything else going on just that he didn't devote all that time to social media, and you tube on his personal cell. Had always had music or podcasts going also with his headphones on.**

**When asked what has there been anything else going on since January 3 that has prohibited you from completing your daily duties? He said No.**

**When asked previously, you stated that social media, You Tube and Personal Affairs were the cause for you being away from your computer during work hours and not completing you assigned duties. That is an approximate total of 6-7 hours a day away from your computer since January 3 as stated in your previous interview. Is that an accurate depiction of the time that you have spent away from your computer between Jan 3 and July 21? He said not combined. Social Media and the You Tube was happening not at the same time as the personal affairs going on his life that he was having to deal with. That (social media/You Tube) was just peer lackadaisical and zoning out and not doing my work.**

**When asked to clarify, the social media and You Tube time spent on your personal cell phone was not occurring at the same time as the dealing with personal affair issues going on? He said, No. They were not occurring at the same time. The social media and You Tube were happening Jan to Late April. The personal issues weren't a daily occurrence since late April but maybe 2 days a week having to deal with those issues.**

**When stated by the Investigator, from Jan 3 to Late April, the Personal Cell phone use was a distraction and was taking you away from your computer not allowing you to complete your work up to 4 hours a day. From late April to July 21, you were dealing with personal issues that were taking you away from your computer 2.5 to 3 hours a day not allowing you to complete your work. He stated that the personal issues were not a daily occurrence but sporadic. Thought it was 2 days a week.**

**When asked is there anything that I have not asked you that you feel is important for me to know? He stated not necessarily but did say that he noticed when asked previously about work cell vs. personal cell he wanted to clarify that it was my personal cell phone as our unit does not have state issued cell phones. Only the supervisor have them issued.**

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: Preston D. Reece

Date: 09/29/2023

**From:** [Reece, Preston D. \(DOC\)](#)  
**To:** [Birley, Timothy W. \(DOC\)](#)  
**Subject:** RE: Follow-up Interview Statement  
**Date:** Friday, September 29, 2023 1:11:57 PM  
**Attachments:** [Interview Summary Preston Reece - Follow-up Interview \(1\).pdf](#)  
**Importance:** High

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Hi Tim,

Looks good. Signed and dated.

Thank you,

**Preston Reece**

Department of Corrections

Headquarters

Teleworking (Mon. – Fri. 0700 – 1530)

CRT 1 | CCR Unit

[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Sent:** Friday, September 29, 2023 1:08 PM  
**To:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Subject:** RE: Follow-up Interview Statement

Thank you Preston. Update has been made. Please review.

<< File: Interview Summary Preston Reece - Follow-up Interview.pdf >>

Thanks

Tim

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**From:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>

**Sent:** Friday, September 29, 2023 12:59 PM  
**To:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Subject:** RE: Follow-up Interview Statement  
**Importance:** High

Hi Tim,

I added a little clarification to the summary where I felt may have been miscommunicated. It's in red.

Thank you,

<< File: Interview Summary Preston Reece - Follow-up Interview.pdf >>

**Preston Reece**

Department of Corrections

Headquarters

Teleworking (Mon. – Fri. 0700 – 1530)

CRT 1 | CCR Unit

[preston.reece@doc1.wa.gov](mailto:preston.reece@doc1.wa.gov)

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**From:** Birley, Timothy W. (DOC) <twbirley@DOC1.WA.GOV>  
**Sent:** Friday, September 29, 2023 11:37 AM  
**To:** Reece, Preston D. (DOC) <preston.reece@DOC1.WA.GOV>  
**Subject:** Follow-up Interview Statement

Hi Preston,

Thanks again for talking with me today on such short notice. Attached is the summary from our conversation. Please review and let me know if you have any notes to add. If the statement is an accurate depiction of the conversation, please feel free to sign and date and return to me.



<< File: Interview Summary Preston Reece - Follow-up Interview.pdf >>

Thank you,

Tim

Tim Birley

Procurement & Logistics Manager

Washington State Department of Corrections

Business Services

Email: [twbirley@doc1.wa.gov](mailto:twbirley@doc1.wa.gov)

Phone: (360) 628-3414

Attachment 15 Place Holder. Attachment 15  
sent to Appointing Authority K. Mueller.

Attachment 16 Place Holder. Attachment 16  
sent to Appointing Authority K. Mueller.

Attachment 17 Place Holder. Attachment 17  
sent to Appointing Authority K. Mueller.

## INFORMATION TECHNOLOGY SECURITY DATA REQUEST

### USER INFORMATION (i.e., user who's data you are requesting)

☐ Public disclosure request ☐ Litigation ☒ Investigation ☐ Administrative ☐ Subpoena

Name: REECE, Preston D.

Facility/office: HQ Records/CCR - teleworking Logon ID: \_\_\_\_\_

Date range for data requested: 12/05/2022 - Current

### INFORMATION TECHNOLOGY (IT) SYSTEM ACCESS (check all that apply)

☐ Do not suspend any IT system access ☐ Suspend internet access **ONLY**  
☐ Suspend **ALL** IT system access, including mobile computing devices (e.g., cellular/smart phone, laptop)

### EMAIL DATA (check all that apply)

☐ Email/vault data for investigation ☐ Email/vault data for public disclosure/litigation  
☐ Email/vault data for absent user (administrative only)

### CELLULAR/SMART PHONE AND PORTABLE STORAGE DEVICE DATA (check all that apply)

Unless requesting texts/phone records, data requests require physical access to the phone/device.

☐ Portable storage device data (e.g., memory card, flash/thumb drive, CD/DVD, external hard drive)  
☐ Phone data for investigation ☐ Phone data for absent user (administrative only)  
☐ Phone data for public disclosure/litigation


### OTHER DATA (check all that apply)

☒ Detailed internet access/use reports (litigation, public records requests, and investigations only)  
☐ Phone records and/or call detail records. Provide phone number, scan code, and extension  
☐ Voicemail password reset for absent user or investigation  
☒ Other data not listed: I am seeking information related to his logins to the DOC network with times, the amount of time he is on OMNI or other screens, what screens he is viewing in OMNI or other programs, and what he is viewing while online.

### SEARCH TERMS/KEYWORDS (e.g., incarcerated individual's name, DOC number)

### REQUESTER INFORMATION (i.e., person receiving the data)

Kristi Mueller  
Name

  
Signature


02/06/2023  
Date

\_\_\_\_\_  
Facility/office

\_\_\_\_\_  
Phone number

### APPOINTING AUTHORITY APPROVAL

Kristi Mueller  
Name  
HQ Records  
Facility/office

  
Signature  
360-764-6724  
Phone number

02/06/2023  
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Submit with all signatures to [DOC DL CSU Data Requests](#)

Attachment 19 Place Holder. Attachment 19  
sent to Appointing Authority K. Mueller.

Attachment 20 Place Holder. Attachment 20  
sent to Appointing Authority K. Mueller.