

DOCUMENTATION OF DISCIPLINARY MEETING

Date June 9, 2010 _____ **PREPARED BY:** Ainsley Caldwell

SUPERVISORS: Ainsley Caldwell _____

EMPLOYEE: Stanley Domengeaux _____

UNION REPRESENTATIVE: None _____

PURPOSE: To reinforce the importance of securing and maintain the arborist field book as prescribed in the June 2009 Arborist Division's Standard of Practice (a copy is attached).

ATTENDEES:

Ainsley Caldwell

Linda Goodman

Stanley Domengeaux

SUMMARY OF MEETING: On June 9, 2010 we made an oral admonishment to Mr. Domengeaux with regards to the above referenced topic, specifically:

- 1) the arborist field book is a legal document and an official record of the arborist's daily field activities;
- 2) the field book is the property of the City of Atlanta; and
- 3) the current or working field book as well as completed field books shall remain in the possession of the individual arborist for a period of two years.

Mr. Domengeaux was also told that loss of any arborist field book in the future will result in disciplinary action up to termination of employment with the City.



CITY OF ATLANTA

M. KASIM REED
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING
AND COMMUNITY
DEVELOPMENT

JAMES E. SHELBY
COMMISSIONER

Standard of Practice

Field Book

The field book is a legal document and an official record of the arborist's daily field activities. A comprehensive field book shall be maintained by each arborist as part of his or her official record. **The field book is the property of the City of Atlanta.** The field book shall consist of a consecutive series of bound notebooks, each with an established number of pages. Each page shall be used completely. No page shall be removed, if somehow a page becomes loose, it may be stapled back into the field book. Deletions of field book entries or partial entries shall be accomplished by a single line through the deleted entry, maintaining legibility of the deleted entry.

The current or working field book as well as completed field books shall remain in the possession of the individual arborist for a period of two years. The notebooks shall be retained by the Arborist Division for an additional five-year period. Both the current field book and all completed field books in the arborist's possession shall be surrendered to the Arborist Division by the individual arborist upon termination of employment.

At a minimum each entry shall include:

- Date
- Street address of the site visited
- Summary of task(s) performed on site
- Summary of decision(s) made
- Names and contact numbers of persons met on site

The field book shall be mirrored completely, entry by entry in KIVA.