

## MAGISTRATE COURT OF COBB COUNTY

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FRANK R. COX  
Chief Judge

JOAN VAUGHAN BLOOM  
DONALD T. PHILLIPS  
Magistrate Judges

ROBERT G. HALVORSON  
Court Reporter

TRACIE GRABARKEWITZ  
Administrative Assistant

### Memorandum

**To:** Wanda Spann  
**From:** Judge Frank R. Cox  
**Re:** Clarification of Responsibilities  
**Date:** March 5, 2003

The purpose of this communication is to document our conversation of February 28, 2003 in which we discussed concerns I have regarding the Pretrial Court Services Division.

First, I am encouraged with your change in heart involving the previous comments regarding the hostile work environment. I am determined to ensure that all employees working in this Court feel comfortable with their surroundings and if problems arise all employees need to be assured they have a place to turn to discuss the issues. Decisions made by members of management aren't always welcomed by employees, but no employee should feel uncomfortable in their environment due to the same.

Some of the issues below were discussed on Friday. I regret time did not permit the opportunity to discuss all of them.

- Effective immediately Pretrial Court Services will no longer operate as an independent unit, but as a division of the Magistrate Court. You will continue in your roll as Director running the day-to-day operation, but I will require a more hands on approach.
- You will report directly to the Chief Judge. The Pretrial Director's position will parallel that of the Court Administrator's position on the Court's organizational chart.

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- As Director, you will be expected to attend all staff meetings as any other manager of the Court.
- I will review all phases of the budget prior to the submission of the documents to the Budget Office.
- No communication of a business nature will be sent to the County Manager or to the Board of Commissioners without my approval and or signature. (This will allow us to prioritize the requests made of the Board and of the County Manager by this Court.)
- All matters regarding the office space or renovation of the same will fall under the authority of the Court Administrator.
- Effective immediately, you no longer have the authority to hire, fire or discipline employees. In keeping with all divisions of this Court, the Court Administrator will oversee matters of this nature.
- The Magistrate Court's human resources representative will begin immediately processing all personnel related matters regarding the Pretrial Division.
- Payroll for Pretrial employees will be distributed along with that of all other Magistrate Court employees.
- In keeping with all other divisions, reports generated in conjunction with Pretrial's payroll will be kept by the Court Administrator.
- In keeping with all other divisions, all personnel files for the Pretrial Division will be maintained by the Court Administrator. Existing files should be turned over immediately.
- All members of the Pretrial Division will be advised that although assigned to the Pretrial Division, they are employees of the Magistrate Court and as such are afforded the opportunities of all other employees, i.e., a sounding board for employee concerns or other issues.
- Employees will refer to other employees by their given names. No manager will require employees under their supervision to refer to them by their formal name, i.e., Mr. or Mrs. Jones. (This creates an unnecessary distance between manager and employee within an office of this size.)
- Before accepting invitations to speak on behalf of your position, please discuss the matter with me. I may elect to accompany you to some of the events. (This again is the same policy in place for all management.)
- All training/travel requests (which involve expenditures) must be submitted to me for consideration and or approval.

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- To encourage personal, as well as professional growth of all employees, a goal was set for all Magistrate employees to receive a satisfactory or above performance evaluation for 2003, employees must attend at least two job related training courses during the year. Cobb County's On Track for Training provides a variety of classes and most at no cost to the department or the employee. This policy is to be implemented for all employees, including those assigned to the Pretrial Division. (For specific information regarding this requirement, please contact the Court Administrator.)
- Upon employment with this office, all employees will receive a copy of the Magistrate Court Policy Manual. (This manual is provided in addition to the Cobb County Employee Handbook.)
- Effective immediately all members of the Pretrial Division will be required to use the TimeCare System. (Please contact the Court Administrator regarding specific information involving this process.)
- All divisions of the Court will be required to use a standard form of letterhead. One of the purposes behind this requirement is to eliminate the printing cost associated with this inventory. (Please contact the Court Administrator regarding this matter.)

I will be meeting with all employees of Pretrial Division during the next several days to apprise them of the above changes.

I look forward to working with you to improve morale within the division. I know you and I both want the division to continue to perform in a productive manner. Thank you for your commitment to that end.

bcc: Mr. David Hankerson, County Manager  
Mrs. Debra Dance, Assistant County Attorney

cc: Mr. Tony Hagler, Director, Human Resources  
Mrs. Bobbie C. Ely, Court Administrator