

Becky Herrin

From: Becky Herrin
Sent: Friday, November 21, 2008 3:52 PM
Subject: Weekly Rap Up November 21, 2008

Sheriff's Office Weekly Rap-Up

Editor's Note: The Sheriff's Office Weekly Rap-Up comes out on Friday afternoon, and includes any announcements, important messages, or not so important messages that employees of the Sheriff's Office would like to communicate to the rest of the agency. If you have something you would like to get out to everyone in the agency, please send it to me and I will be happy to include it in the Weekly Rap Up. Send it to my email at beckyherrin@keysso.net, or in the courier to Deputy Becky Herrin, Community Relations Division, Headquarters building on Stock Island.

Don't forget to also check Public Folders, including the "Announcements" Folder and the folder labeled "Community Relations" for more information and for upcoming events.

Happy Birthday next week!

Marazzo-Ensminger	Andrew	11/24
Cohen	Mary Catherine	11/24
Rice	Michael	11/24
Francisco	Sally	11/25
Ferrall	Chad	11/26
DiGiovanni	Michael	11/26
Cardarelli	Maria Teresa	11/27
Perez	Mirella	11/27
Slough	Joel	11/27
Shepherd	Debra	11/28
Candy	Valerena	11/28
Herrin	Rebecca	11/28
DiGiovanni	Rosa	11/30
Ottey	Saulo	11/30

Holiday Potluck

Everyone is invited to participate in the Bureau of Correction's annual Holiday Potluck that will be held on the Major's Terrace on Stock Island - weather permitting - if not, in the Muster Room on Thursday, December 18th at **1130** hours.

If you want to attend the Holiday Potluck on December 18th, please contact Mary Cohen **BY DECEMBER 12th** concerning which dish you will be bringing. **All participants of the Holiday Potluck must bring something.**

We are looking forward to having a great time.

Sector 7 Christmas Luncheon

Everyone is welcome to attend the Sector 7 Christmas Luncheon on December 10th at 11:30 a.m. at the Roth Building. Bring a covered dish and come enjoy the food and company!

Holiday “Chill Out” Party

Ted and Mary Jo Migala will be having their annual Christmas Party Friday, December 12th at 7:30 p.m. Everyone is welcome to come, There will be great food and great company at 766 Dolphin Avenue in Key Largo, mm103.8 Oceanside. For more information or directions, call 453-3365.

Holiday Leave approved

Since Christmas and New Years falls on a Thursday this year, all non-sworn full time employees who normally get holidays off will get the Friday after Christmas and the Friday after New Years off this year in addition to the normally scheduled holidays on December 25th and January 1st. This will be noted on your time sheets as “Admin w/Pay”. This also applies to those full time, sworn employees who get holidays off. All non-sworn full time employees who are required to work holidays will get 16 hours credited to their vacation bank effective the December 21st pay date.

All sworn employees who work shifts will have an additional 16 hours added to their Annual Leave (vacation time) with the approval of the FOP and Teamsters Unions.

Leave added to vacation banks may be taken as follows:

With Supervisor’s approval. Shift employees may use the extra 16 hours when wanted. (Time sheets should be recorded as vacation time).

Part time hourly employees will be pro-rated.

Retirement with Hartford – Please read!

If you have a retirement plan serviced by The Hartford, you need to know the Dreyfus Lifetime Income investment option will be closing effective January 9, 2009. Thus, The Hartford must stop taking contributions or transfers after January 8, 2009. If you have future contribution allocations to this investment option, you must re-direct them to other investments prior to that date. If you have an existing balance in this investment option, you must redirect your existing balance into another option. To make these changes, visit their web site at <http://retire.hartfordlife.com> or call their voice response unit at 800-528-9009.

Domestic Abuse Shelter, Inc. Wish List for the holidays!

The list below is the Monroe County Domestic Abuse Shelter wish list for the holidays.

The first grouping of items are things that would be ideal for the women and children for gifts during the holiday season or really anytime of the year. The second group of items are things the shelter spends grant money on that, if DAS were to receive enough of these items, then DAS could take the money normally spent on such items and use it toward something else like paying the electric bills, helping toward paying rent on our outreach offices, or assuring that the children can enjoy an occasional field trip.

The contact:
Venita Garvin Valdez, CEO
Domestic Abuse Shelter, Inc.
PO Box 522696
Marathon Shores, FL 33052
305-743-5452 office

The list:

- Slippers for women and children (assorted sizes)
- Nightshirts and pajamas (assorted sizes)
- Combs and hairbrushes
- Gift cards and calling cards (Publix, Winn Dixie, Kmart, CVS, Walgreens)
- Bus passes
- Socks (assorted sizes for women and children)
- Gift baskets (moisturizer, body mist, body wash)
- Fruit baskets

Items that are always needed that are purchased by DAS. Receipt of items will help position DAS to use money used for items below to go towards other expenses like the electric bill, telephone bill, and food.

- Bath Towels
- Wash Cloths
- Sheets for twin size beds and comforters
- Kitchen towels
- Sanitary products
- Deodorant
- Razors
- Diapers
- Any type of canned goods
- Pots and pans
- Silverware (forks and spoons, no knives)
- Soap and shampoo

Toyz for Keyz Kidz collecting toys from Stock Island to Key Largo

Sheriff's Office employees are beginning their yearly effort to collect toys for needy kids in the Keys this Christmas season.

They have named their effort "Toyz for Keyz Kidz", and they are collecting unwrapped new toys and monetary donations. The donations and toys can be dropped off at Sheriff's Substations on Cudjoe Key, in Marathon, Islamorada and Plantation Key as well as at the Sheriff's Headquarters building on Stock Island. All proceeds will benefit needy Monroe County kids age 0 – 17 this Christmas.

Toys and donations should be dropped off prior to Monday, December 15th. Last Christmas season, hundreds of families benefited this toy drive.

Mark your calendars - Christmas on the Animal Farm is coming up!

The Sheriff's Office will be holding its annual Christmas Party on the Animal Farm in December. The event is free of charge and kids and adults alike will love visiting with the animals, talking to Santa and celebrating the holiday season.

The Christmas party is scheduled for Sunday, December 14th from 1 p.m. until 3 p.m. The farm will be decorated for the season and Santa will be on hand, available for photos. He'd love to hear whether you've been naughty or nice and what you want him to bring for Christmas.

Visit with all the animals, including Tina the Key Deer, Piglet, Wilbur, Eeyore the donkey, Albert the African spurred tortoise, all the residents of the ferret house, Bucky the Llama, our tropical birds, snakes, goats, sheep, horses and much, much more.

December 14th will be the only open house for the animal farm for the month. To schedule private visits or to find out more about the Children's Animal Farm, contact Farm Supervisor Jeanne Selander at 305-293-7331.