



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Officer Richard Baskin

Shift: Cover 7:30p-4a Time: 1430 PM

Date of Warning: 09/13/18

WARNING

Date of Violation: 09/12/18

Nature of Violation: Conduct

Time of Violation: 1430 (If Other – Explain):

Place of Violation: Public Safety Building, 255 Exchange St, GENEVA NY 14456

COMPANY REMARKS

Rules of Conduct 305; III, A Insubordination, sub section A "Officers shall promptly obey any lawful orders of a superior Officer. This will include any lawful order of a superior, including any order, relayed from a superior by a duly authorized agent of that supervisor"

Officer Baskin failed to appear for a mandatory Departmental Meeting at the above time and date as directed by Chief Passlacqua.

See attached E-mails and written response from Officer R Baskin

Employee Has Been Warned Previously: ☐ YES ☒ NO

Form of Warning: --

Date of Previous Warnings:--

Warned by Whom: --

EMPLOYEE'S REMARKS RE: VIOLATION

**The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated*

ACTION TO BE TAKEN

Counseling

Approved by: _____ Chief of Police
Name Signature Title

Date: _____

I have read this "warning" and understand it.

Richard Baskin 836
Employee Signature

10/1/18
Date

LT J. J. [Signature]
Supervisor Signature

10/1/18
Date

EMPLOYEE COUNSELING MEMO

TO: Officer Richard Baskin, 836

FROM: LT J Potter, 803

RE: Mandatory Mtg

DATE: September 13, 2018



Officer Baskin,

You must understand that this counseling memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in GO Rules of Conduct 305; III, A Insubordination, sub section A "Officers shall promptly obey any lawful orders of a superior Officer. This will include any lawful order of a superior, including any order, relayed from a superior by a duly authorized agent of that supervisor", so that this type of situation does not occur again.

As you may or may not be aware, further violation of this General Order may result in disciplinary action taken against you.

My signature acknowledges that I have read and received a copy of this counseling memorandum. It does not mean I agree or disagree with the contents. I know I have the right to attach a rebuttal.

DATED: 10/1/2018

Richard Baskin 836
Employee's Signature

LT J Potter
Supervisor's Signature

Jeffrey Potter

From: Michael J. Passalacqua
Sent: Friday, August 24, 2018 11:41 AM
To: Alexander C. Colburn; Bret M. Steve; Brian E. Choffin; Christopher Keear; Daniel D. Hickey; David F. Felice; Jay M. Bucklin; Jeffrey C. Keyser; Jeffrey Potter; Jennifer A. Lloyd; Jennifer L. Perry; Jesse D. Cole; Jim Picchi; John D. Winter; John J. Vansavage; Jordan Z. Dobies; Matthew J. Valenti; Matthew K. Colton; Michael R. Tapscott; Nicholas J. Bielowicz; Patrick J. Nolin; Randall J. Grenier; Raul Arroyo; Richard W. Baskin; Ronald L. Eveland; Ryan Camacho; Shannon M. Anderson; Steven M. Vine; Timothy S. Peters; Travis Farmer; Trevor L. Wagner; Tyler Turner
Subject: Department Meeting

All-

I will be holding a mandatory Departmental meeting on Wednesday September 12th, 2018 @ 2:30pm in the Court Room at the Public Safety Building. As this is mandatory, anyone who is not working at the time of the meeting will be paid straight time to be here.

This meeting will serve as an update as to where the Department is currently at regarding staffing, finances, equipment, and training. I will also be setting forth my expectations of all of you moving forward and will give some time at the end to answer any and all questions you all may have now or as we move forward.

As always, thank you for all you do to make the Geneva Police Department a better place to work, and also the City of Geneva a better place to live and visit.

Chief Michael J. Passalacqua

Geneva Police Department

255 Exchange Street

Geneva, NY 14456

(315)828-6777- Office

(315)789-1814- Fax



Jeffrey Potter

From: Michael J. Passalacqua
Sent: Thursday, September 6, 2018 9:31 AM
To: Alexander C. Colburn; Bret M. Steve; Brian E. Choffin; Christopher Keear; Daniel D. Hickey; David F. Felice; Jack J. Montesanto; Jay M. Bucklin; Jeffrey C. Keyser; Jeffrey Potter; Jennifer A. Lloyd; Jennifer L. Perry; Jesse D. Cole; Jim Picchi; John D. Winter; John J. Vansavage; Jordan Z. Dobies; Matthew J. Valenti; Matthew K. Colton; Michael R. Tapscott; Nicholas J. Bielowicz; Patrick J. Nolin; Randall J. Grenier; Raul Arroyo; Richard W. Baskin; Ronald L. Eveland; Ryan Camacho; Shannon M. Anderson; Steven M. Vine; Timothy S. Peters; Travis Farmer; Trevor L. Wagner; Tyler Turner
Subject: Mandatory Departmental/Individual Photos

All-

Please disregard the e mail from Tuesday regarding the photos. The proposed date of September 29th, 2018 will not work. Due to this, we are going to put the department photo(s) on hold at this time and try to revisit it at the end of October or beginning of November weather dependent.

However, on September 12th, 2018 we are having a mandatory departmental meeting @ 2:30pm at the PSB. Following this meeting, I will have Del Parotta here to do our individual photos since everyone will be here. Please be in a long sleeve shirt with a tie for your individual photo.

Thank you

Chief Michael J. Passalacqua
Geneva Police Department
255 Exchange Street
Geneva, NY 14456
(315)828-6777- Office
(315)789-1814- Fax





City of Geneva POLICE DEPARTMENT

255 Exchange Street
Geneva, New York 14456
Phone: (315) 789-1111 Fax: (315) 789-1814

Michael Passalacqua
Chief of Police

Lt. Jeffrey Potter,

This letter is in response to your question as to why I did not attend the mandatory meeting on September 12, 2018. I forgot about the meeting, and lost track of time while trying to repair my lawn mower.

I understand the importance of meeting the requirements set forth by the command staff, and will take actions to prevent this from occurring again in the future.

Sincerely,
Officer Richard Baskin, 836

Jeffrey Potter

From: Jeffrey Potter
Sent: Wednesday, September 12, 2018 4:12 PM
To: Richard W. Baskin
Cc: Nicholas J. Bielowicz; David F. Felice; Christopher Keear; Patrick J. Nolin
Subject: Mandatory Meeting

Officer Baskin,

Today at 1430, Chief Passalacqua held a Mandatory meeting in the Geneva City Court. This meeting was 2 fold, one for an update of department matters and second for photos to be taken of all officers in long sleeve with tie for New IDs. All officers were advised of this meeting on September 6, 2018 via e-mail by Chief Passalacqua and your presence was required.

Please submit to my office, in writing why you did not attend this mandatory meeting.

Thank you.

Lt. Jeffrey M. Potter, 803

Uniformed Division
Geneva Police Department
255 Exchange St
Geneva, NY 14456
(315) 828-6782



**GENEVA POLICE
DEPARTMENT
EMPLOYEE WARNING
RECORD**



Employee Name: RICHARD BASKIN
Shift: Day Time: 06:30 AM Date of Warning: 11/2/2016

WARNING

Date of Violation: 10/30/2016 Nature of Violation: Tardiness
Time of Violation: 0630 (If Other – Explain):
Place Violation Occurred: Geneva Police Dept

COMPANY REMARKS

PO Richard Baskin was assigned to the day shift on Sunday, 10/30/2016. The assigned shift was on the schedule for more than seven days. PO Baskin had to be contacted at 0631 and 0632 by telephone after not reporting for the start of his tour at 0630. PO Baskin stated he did know about the shift, but forgot to set his alarm.

Employee Has Been Warned Previously: ☒ YES ☐ NO

Date of Previous Warnings: 5/16/2016

Form of Warning: Counseling Memo

Warned by Whom: Sgt Jack Montesanto

EMPLOYEE'S REMARKS RE: VIOLATION

****The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated****

ACTION TO BE TAKEN

Counseling Memo

Approved by: *[Signature]* CHIEF 11/22/16
Name Title Date

I have read this "warning" and understand it.

[Signature] 11/23/16 *[Signature]* 11/23/16
Employee Signature Date Supervisor Signature Date

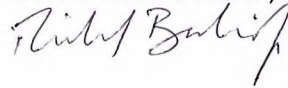
DISTRIBUTION OF COPIES: ☐ Employee ☐ Chief of Police ☐ Personnel Dept. ☐ Supervisor ☐ Union Rep.

November 2, 2016

Chief Trickler,

On October 30, 2016 I was scheduled to work the day shift as opposed to my normal afternoon shift. I did not arrive for my shift on time. I had forgotten to set my alarm. I understand that it is my responsibility to arrive at work on time. Attention to detail is a must. It is imperative that my shift is covered and I take full responsibility for my lack of punctuality. In the future, I will pay extra attention and set my alarm to prevent this sort of mishap from happening again.

Officer Richard Baskin, 836

A handwritten signature in black ink, appearing to read "Richard Baskin", written in a cursive style.

EMPLOYEE COUNSELING MEMO

TO: Officer Richard Baskin

FROM: Sgt Jeffrey Keyser

RE: Tardiness



PO Baskin did not show up for his assigned shift on October 30, 2016. He was scheduled to work the day shift, from 0630-1500. He did not call and say that he was going to be late for work or that he was not coming to work at all. PO Baskin was scheduled for this shift for over seven days, as marked on the schedule. This is in violation of section 305 (III. A. 5) of the Geneva Police Department General Orders. I attempted to contact PO Baskin via cell phone but was unsuccessful on the first try at 0631. I called him again at 0632, at which time PO Baskin did answer and advised he would be on his way to work, and it would take approximately 30 minutes for him to get to work. He advised me that he did remember he was scheduled for the day shift, but forgot to set his alarm the previous night. He reported for duty at about 0715 hrs.

You must understand that this counseling memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in GO 305 (III. A. 5), so that this type of situation does not occur again.

As you may or may not be aware, further violation of this General Order may result in disciplinary action taken against you.

My signature acknowledges that I have read and received a copy of this counseling memorandum. It does not mean I agree or disagree with the contents. I know I have the right to attach a rebuttal.

DATED: 11/23/16

Richard Baskin 7836
Employee's Signature

Sgt J Keyser
Supervisor's Signature



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Richard Baskin

Shift: Afternoons 2:30p-11p

Time: PM

Date of Warning:

WARNING

Date of Violation: May 15, 2016

Nature of Violation: Other

Time of Violation: 1430 hrs

(If Other – Explain): No call/no show for shift

Place of Violation: Geneva PSB

COMPANY REMARKS

PO Baskin was a no call/no show for the start of his assigned work shift on the above date. Numerous attempts were made to contact PO Baskin but those were unsuccessful. He did call Sgt Montesanto when he noticed the missed calls on his cell phone. PO Baskin reported for work at 1730 hrs.

Employee Has Been Warned Previously: ☐ YES ☒ NO

Form of Warning:

Date of Previous Warnings:

Warned by Whom:

EMPLOYEE'S REMARKS RE: VIOLATION

The absence of any statement on the part of the **EMPLOYEE indicates his/her agreement with the report as stated*

ACTION TO BE TAKEN

Approved by: _____ Chief of Police
Name Signature Title

Date: _____

I have read this "warning" and understand it.

Employee Signature

Date

Supervisor Signature

Date

DISTRIBUTION OF COPIES:

☐ Employee ☐ Chief of Police ☐ Personnel Dept. ☐ Supervisor ☐ Union Rep.



May 16, 2016

Chief Trickler,

On May 15, 2016 I was scheduled for my normal tour of duty from 230PM until 11PM. I did not arrive for my shift on time. I was in the Adirondacks with my family, heading home at the time of my shift start time. It was my understanding and my understanding alone that my requested holiday was approved. However, it was not. I understand that it is my responsibility to check the upcoming schedule for any and all changes or requests and that attention to detail is a must. It is imperative that my shift is covered and I take full responsibility for my lack of punctuality. In the future, I will pay extra attention to my schedule, to prevent this sort of mishap from happening again.

Officer Richard Baskin, 836

A handwritten signature in dark ink, appearing to read "Richard W. Baskin". The signature is fluid and cursive, with the first name "Richard" and last name "Baskin" being more prominent than the middle initial "W".

Office of the Chief of Police

PSB, 255 Exchange Street- GENEVA, NEW YORK 14456
(315) 789-1111 - FAX (315) 789-1814 - www.geneva.ny.us

EMPLOYEE COUNSELING MEMO

TO: PO Richard Baskin
FROM: Sgt Jack Montesanto
RE: Tardiness/Reporting for Duty
DATE: May 16, 2016



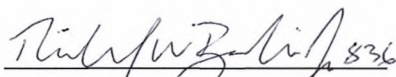
PO Baskin did not show up for his assigned shift on May 15, 2016. He was scheduled to work his regular 1430 hrs. to 2300 hrs. shift. He did not call and say that he was going to be late for work or that he was not coming to work at all. After speaking with Lt. Valenti it was learned that PO Baskin had requested the day off but that request was denied due to a shift coverage shortage. It appears that PO Baskin never checked the schedule to see that he was still assigned to work on May 15, 2016. This is in violation of section 305A(5) of the Geneva Police Department General Orders. I attempted to contact PO Baskin via cell phone but was unsuccessful and his voicemail was not accepting messages. I also had Sgt. Colburn from the Ontario County Sheriff's Office check PO Baskin's house to see if he was home. He was not. When PO Baskin saw the missed calls, he did call and speak with me. He advised that he thought he had the day off and that he had just gotten back in town. He stated that he would quickly shower and be in for the rest of his shift as soon as possible. He reported for duty at 1730 hrs. and took over the dispatch desk as that was his assignment for the day.

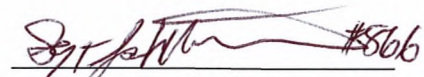
You must understand that this counseling memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in GO 305A(5), so that this type of situation does not occur again.

As you may or may not be aware, further violation of this General Order may result in disciplinary action taken against you.

My signature acknowledges that I have read and received a copy of this counseling memorandum. It does not mean I agree or disagree with the contents. I know I have the right to attach a rebuttal.

DATED: 5/16/2016


Employee's Signature


Supervisor's Signature

EMPLOYEE WRITTEN MEMO

TO: Officer R. Baskin
FROM: Sergeant T. Turner
RE: [REDACTED]
DATE: 02-28-2016



Written narrative: On December 26, 2015 at approximately 2221 during an incident at [REDACTED] which included a fight/assault involving numerous subjects and six knives, you were directed to stay at the location and back up Officer J. Lloyd who was waiting for the homeowner [REDACTED] to secure her residence. This Sergeant directed you to back up Officer Lloyd because of the seriousness of the crime involved, the lack of any street lighting and the subjects involved. After a short period of time, you cleared yourself and left the area, leaving Officer Lloyd alone. A short time later, you were located standing in dispatch. Your failure to obey a lawful order of a superior officer is in violation of General Order 105 III C as well as General Order 305 III 18 A.

You must understand that this written memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in General Order 105 III C and General Order 305 III A, so that this type of situation does not occur again.

As you may or may not be aware, further violation of this General Order may result in disciplinary action taken against you.

DATED: 3/1/2016

Rick W. Baskin 836
Employee's Signature

ST. J. J.
Supervisor's Signature