



# GENEVA POLICE DEPARTMENT

## EMPLOYEE WARNING RECORD



Employee Name: Officer R. Baskin

Shift: Afternoons 2:30p-11p

Time: 1610 PM

Date of Warning: 5/2/2021

### WARNING

Date of Violation: 05/02/2021

Nature of Violation: Conduct

Time of Violation: 1430 hrs

(If Other – Explain):

Place of Violation: Geneva Police Department

ORIGINAL

### COMPANY REMARKS

305 Rules Of Conduct

5. Reporting for duty

Officers and employees shall report for duty at th time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizent of information required for the proper performance of duty so they may immediately assume their duties.

You and Officer Hickey made arrangements to switch shifts by signing a shift swap form. The date was set for May 2nd 2021 in which you were to work the swing or afternoon shift (3-11pm) and Officer Hickey was to work your shift assignment on the cover shift or (8pm-4am). You failed to report for duty at 1430 hrs per your assignment. I needed to hold an officer over on overtime to cover your assignment until you were contacted and reported to work at 1600hrs.

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

Warning Record ~~Continued~~ - 1st Offense

Approved by:

Chief of Police

Name

Signature

Title

Date:

I have read this "warning" and understand it.

Alvin B. King <sup>836</sup> 5/5/21  
Employee Signature Date

Art McSOS 5/5/21  
Supervisor Signature Date

DISTRIBUTION OF COPIES:

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

# SHIFT EXCHANGE REQUEST FORM

\*\*\*\*Must be submitted 24 hours prior to first date\*\*\*\*

1. D. Hickey PO 1430-2300  
(NAME) (TITLE) (SHIFT)

2. R. Boskin PO 1930 - 0400  
(NAME) (TITLE) (SHIFT)

1. WILL WORK 1930 - 0400 HOURS ON 5/2/21 DATE

2. WILL WORK 1430 - 2300 HOURS ON 5/2/21 DATE

1. PO Hill 822 2. Timothy 836  
(SIGNATURE) (SIGNATURE)

Ant. D. Peltis  
(SERGEANT SIGNATURE/DATE)

\_\_\_\_\_  
(SERGEANT SIGNATURE/DATE)

.....  
We request to cancel this shift exchange. If we still require this day off, a new time request will be submitted

1. \_\_\_\_\_ 2. \_\_\_\_\_  
(SIGNATURE) (SIGNATURE)

1. Copy for Sergeant

2. Copy for employee #1

3. Copy for employee #2