

# EMPLOYEE WARNING RECORD

Employee Name PO JEFF KEYSER Clock                      Payroll No.                      Dept. POLICE  
Shift 1430-2300 Time:                      am                      pm                      Date of Warning 10-17-2011

## WARNING

Date of                      Nature ☐ Substandard Work ☐ Conduct ☐ Tardiness ☐ Uncooperative  
Time of                      Of                       
Place                      Violation ☐ Carelessness ☐ Disobedience ☒ ARREST PROCEDURE

## COMPANY REMARKS

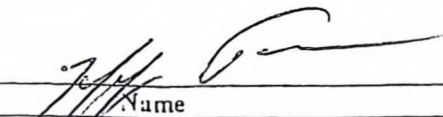
\*SEE COUNSELING MEMO

Has Employee	Form of	When Warned and By Whom		
Been Warned	Warning	1 <sup>st</sup> Warning	2 <sup>nd</sup> Warning	3 <sup>rd</sup> Warning
Previously?	Oral			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Written			

## 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 <u></u>	<u>CHIEF</u>	<u>10-17-11</u>
Name	Title	Date
I have read this "warning" and understand it.		
Employee Signature <u>Jeff Keyser</u>	Signature of Person <u>M. J. R.</u>	Date <u>10/21/11</u>
Date <u>10/21/11</u>	Title <u>Sgt.</u>	Date <u>10/21/11</u>
DISTRIBUTION OF COPIES		
<input type="checkbox"/> Employee	<input type="checkbox"/> Personnel Dept.	<input type="checkbox"/> Foreman/Supervisor
<input type="checkbox"/> Department Head	<input type="checkbox"/> Employee's Union Rep	Supervisor's Signature <u>                    </u>
		Date <u>                    </u>

# EMPLOYEE COUNSELING MEMO

**TO:** PO Jeff Keyser

**FROM:** Sgt. M. Passalacqua

**RE:** [REDACTED]



On [REDACTED] while assigned to [REDACTED] you came in contact with [REDACTED]. You were aware that there was an active arrest warrant for [REDACTED] as you had called down to dispatch at 8:21pm and had dispatch confirm the warrant with Ontario County Sheriff's Office. You spoke to [REDACTED] advised her there was an active warrant out for her arrest, and allowed her to leave at that time. As you know, this is not proper police procedure and as a result of not following proper procedure, [REDACTED] was not arrested.

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 500, ARREST PROCEDURES, SECTION IV and V, 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: 10/21/11

Jeff Keyser  
Employee's Signature

Sgt. M. Passalacqua  
Supervisor's Signature