

EMPLOYEE COUNSELING MEMO

TO: P.O. Timothy S Peters

FROM: Lt. Jeffrey M Potter

RE: Pursuit [REDACTED]

DATE: January 8, 2019



P.O. T Peters

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:

Officer VanSavage, initiating this pursuit at the [REDACTED] on [REDACTED] called said pursuit out following;

- G.O. 410, V. Pursuit Driving Procedures:
 - A. Initiation of Vehicle Pursuits
 - 1. a - f

Officer Peters, assigned to a Radar Detail was set-up at [REDACTED] When Officer Peters heard the pursuit, he solely decided to enter said pursuit. **Officer Peters failed to follow:**

- G.O. 410, V. Pursuit Driving Procedures:
 - E. Pursuit initiated within the City that extend outside of the City:
 - 2. The patrol units engaged in the pursuit should advise the Dispatcher that they are leaving the City ... and have them notify the law enforcement agency having jurisdiction over the area the pursuit is entering, 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: 01-08-19


Employee's Signature


Supervisor's Signature



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Timothy S Peters

Shift: Days 6:30a-3p Time: 12:00 PM

Date of Warning: January 8, 2019

WARNING

Date of Violation: [REDACTED]

Nature of Violation: Carelessness

Time of Violation: 12:49 (If Other, - Explain):

Place of Violation: [REDACTED]

COMPANY REMARKS

Officer VanSavage, initiating this pursuit at the [REDACTED] on [REDACTED] called said pursuit out following;

- G.O. 410, V. Pursuit Driving Procedures:
 - A. Initiation of Vehicle Pursuits
 - 1. a - f

Officer Peters, assigned to a Radar Detail was set-up at [REDACTED] When Officer Peters heard the pursuit, he solely decided to enter said pursuit. **Officer Peters failed to follow:**

- G.O. 410, V. Pursuit Driving Procedures:
 - E. Pursuit initiated within the City that extend outside of the City:
 - 2. The patrol units engaged in the pursuit should advise the Dispatcher that they are leaving the City ... and have them notify the law enforcement agency having jurisdiction over the area the pursuit is entering.

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 Memo + Review of GO 410

Copy of G.O. 410: Received by Officer Peters *2*

Approved by: *Michael J. Passalacqua*
Name

[Signature]
Signature

Chief of Police
Title

Date: _____

I have read this "warning" and understand it.

[Signature]
Employee Signature

01-08-19
Date

[Signature]
Supervisor Signature

1/8/19
Date

DISTRIBUTION OF COPIES:

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

EMPLOYEE WARNING RECORD

Employee's Name P.O. Timothy Peters Clock or Payroll No. _____ Dept. Police Dept.
Shift 11 p.m. - 7 a.m. Time 11:00 ~~xxxx~~ p.m. Date of Warning 12-23-08

WARNING

Date of Violation 12-13-08 NATURE OF VIOLATION ☐ Substandard Work ☐ Conduct ☒ Tardiness ☐ Uncooperative
Time of Violation 11:00p.m. ☐ Carelessness ☐ Disobedience ☐ _____
Place Violation Occurred PSB

COMPANY REMARKS

On 12-13-08 you reported late for duty as you reported to the PSB at 11:00p.m. not ready for duty. You also failed to make any notification to a supervisor that you were not going to be reporting at the required time. You have been previously warned on three separate occasions regarding being late for work. Your conduct is a violation of Geneva Police Department General Order #305 Rules of conduct section 5 reporting for duty.

HAS EMPLOYEE BEEN WARNED PREVIOUSLY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Form of Warning	WHEN WARNED and BY WHOM		
		1st Warning	2nd Warning	3rd Warning
	Oral	05-04-08 Sgt. Reale	08-28-08 Sgt. Reale	12-11-08 Sgt. Turner
	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.

I have entered my version of the matter above.

Employee's Signature _____ Date _____

ACTION TO BE TAKEN

Copy of warning placed in officer's Personnel File. Further tardiness may lead to overtime restrictions or discipline.

Approved By Frank Pore Chief of Police 12-23-08
Name Title Date

I have read this "warning" and understand it.

Employee's Signature _____

Date 12-24-08

Signature of person who prepared warning

Sergeant 12-24-08
Title Date

DISTRIBUTION OF COPIES

- ☐ Employee ☐ Personnel Department
☐ Foreman or Supervisor ☐ Plant Manager

Supervisor's Signature _____

Date _____