

EMPLOYEE WARNING RECORD

Employee Name JEFFREY POTTER Clock
 Payroll No. Dept. POLICE
 Shift 8P-4A Time: 20:15 ^{am}
pm Date of Warning 10-02-05

WARNING

Date of Violation Nature ☐ Substandard Work ☐ Conduct ☐ Tardiness ☐ Uncooperative
 Time of Violation Or ☐ Carelessness ☐ Disobedience ☒ MISSED COURT
 Place Violation

COMPANY REMARKS

Has Employee Been Warned	Form of Warning	When Warned and By Whom		
Previously?	Oral	1 st Warning	2 nd Warning	3 rd Warning
<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

COUNSELING MEMO

Approved by Frank J. Pene Chief of Police 10-4-05
 Name Title Date

 I have read this "warning" and understand it/ 10/2/05
 Employee Signature Date
 DISTRIBUTION OF COPIES
☒ Employee ☒ Personnel Dept. ☒ Foreman/Supervisor
☒ Department Head ☐ Employee's Union Rep
 Signature of Person Title Date 10-02-05
 Who Prepared Warning
 Supervisor's Signature Date 10-4-05

EMPLOYEE COUNSELING MEMO

TO: PO Jeffrey Potter

FROM: Sergeant T. Biesenbach/Sergeant J. Picchi

RE: Failure to appear in Geneva City Court-2 Trials

Written Narrative: On August 5, 2005 you received Geneva City Court subpoenas to appear in Geneva City Court @ [REDACTED] for trials involving [REDACTED] [REDACTED] you failed to appear in Geneva City Court for said trials. At this time the City Attorney and the City Court Judge were ready to proceed. Although the cases were adjudicated, your failure to appear is a direct violation of general order 750, Court Appearance and Testimony section 3-procedures, of the Geneva Police Departments Policy and Procedure Manual.

You must understand that this counseling memo is being served upon you so you may take corrective measures so it does not happen again.

We realize that your non-appearance was not intentional on your part, but when this type of incident occurs, it not only burdens City Court and the in this case the City Attorney, it also effects the standing of the officer and other members of the Geneva Police Department in the eyes of the judge and other court officials.

As you may or may not be aware further violation of this General Order may result in disiplinary 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: 10/2/05

PO J. Potter 816

Employee's Signature

Sgt J. Picchi

Supervisor's Signature

Sgt J. Picchi

**GENEVA POLICE
DEPARTMENT**

Memo

To: PO Jeffrey Potter

From: Lt. Peter J Liberatore

CC:

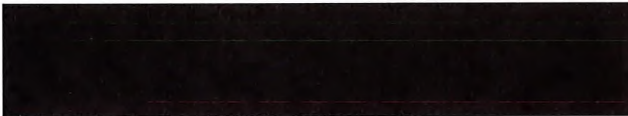
Date: 08/17/05

Re: Scheduled Court Appearance for Wednesday



Please advise why you did not appear for two (2) scheduled Geneva City Court trials this date.

See attached Court Subpoena's:



Please advise in writing as soon as possible.

To: Lt. Liberatore

From: Officer Jeff Potter

Date: August 17, 2005

Reason: Court Appearance.

Dear Lt;

Please accept this letter as explanation and an apology to the Court for my lack attentiveness on this date.

Today was a normal day, except my mother-in-law was watching my son. This freedom, allowed me to get some things done at home I am not able to when I have [REDACTED] I left the house at 7:45 AM and returned around 10 AM. My mother-in-law was on the computer when I got home, which meant the phone did not ring.

I have no other excuse except for my own absent-mindedness. For that, I apologize. I would like to add a cell number that we use infrequently, but it might have helped today. [REDACTED]

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'J. Potter', written in a cursive style.

Officer Jeff Potter

GENEVA CITY COURT SUBPOENA

GENEVA POLICE DEPT./ GENEVA CITY COURT
255 EXCHANGE ST.
GENEVA, NY 14456
(315) 789-1111/ (315) 789-6560

TO: P.O. POTTER

SUBJECT: [REDACTED]

DATE : 08-05-05

MESSAGE

JEFF,

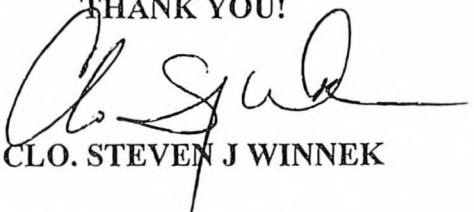
YOUR PRESENCE IS REQUIRED IN GENEVA CITY COURT ON

[REDACTED] FOR A SCHEDULED TRIAL ON THE ABOVE

SUBJECT. PLEASE ADVISE ME OF ANY CIVILIAN &/OR POLICE

OFFICER WITNESSES YOU MAY NEED FOR THIS TRIAL.

THANK YOU!


CLO. STEVEN J WINNEK

CC:
7AM-3PM SHIFT SUPERVISOR
3PM-11PM SHIFT SUPERVISOR
11PM-7AM SHIFT SUPERVISOR
CLO FILE

A.D.A. WILLIAM HART
CITY ATTNY A. CLARK CANNON

GENEVA CITY COURT SUBPOENA

GENEVA POLICE DEPT./ GENEVA CITY COURT
255 EXCHANGE ST.
GENEVA, NY 14456
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TO: P.O. POTTER

SUBJECT: [REDACTED]

DATE : 08-05-05

MESSAGE

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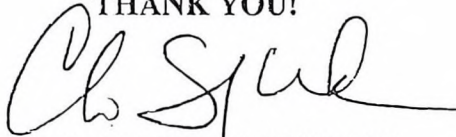
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CC:

7AM-3PM SHIFT SUPERVISOR
3PM-11PM SHIFT SUPERVISOR
11PM-7AM SHIFT SUPERVISOR
CLO FILE

A.D.A. WILLIAM HART
CITY ATTNY A. CLARK CANNON

EMPLOYEE COUNSELING MEMO

TO: PO Jeffrey Potter

FROM: Sergeant Brian Travis/Sergeant Eric Heieck

RE: Failure to report for duty as directed [REDACTED]

Written Narrative: On [REDACTED] @ 1800 you failed to report on time for scheduled duty. You were scheduled for a two-hour overtime detail from 1800-2000. At approximately 1802 you were called by Dispatcher Alexander to advise you of your failure to report for duty at 1800. You then arrived at 1825, 25 minutes late for your shift and made no attempt to advise your Shift Supervisor of the reason for your tardiness. At the time of the your failure to report several officers including yourself were assigned to an overtime detail for the purpose of maintaining the safety and order of those citizens involved in [REDACTED]

Your failure to report for duty on time is a direct violation of General Order 305, RULES OF CONDUCT, SECTION 3-A-5 REPORTING FOR DUTY, contained in the Geneva Police Departments Police and Procedural Manual.

You must understand that this counseling memo is being served upon you so you may take immediate corrective measures so it does not happen again.

Your failure to report not only burdened the shift, but limited the effectiveness of this police department on such an important night.

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: 11/8/05

PO Jeffrey Potter 816
Employee's Signature

Sgt. V. [Signature]
Supervisor's Signature

EMPLOYEE WARNING RECORD

Employee Name P.O. JEFFREY POTER Clock
(1800 - 2000 OT) am Payroll No. Dept. GPD
Shift 2000-0400 Time: 1025 (pm) Date of Warning 11/7/2005

WARNING

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

COMPANY REMARKS

SEE ATTACHED

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

EMPLOYEE'S REMARKS RE: VIOLATION

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COUNSELING MEMO

ACTION TO BE TAKEN

Approved by Frank T. Pame Chief of Police 11/8/05
Name Title Date

I have read this "warning" and understand it.		<u> </u> <u>SGT</u> <u>11/7/05</u> Signature Title Date	
Employee Signature <u> </u>	Date <u>11/8/05</u>	Signature of Person Who Prepared Warning <u> </u> <u> </u> <u>11-8-05</u> Supervisor's Signature Date	
DISTRIBUTION OF COPIES			
<input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Personnel Dept. <input checked="" type="checkbox"/> Foreman/Supervisor			
<input checked="" type="checkbox"/> Department Head <input type="checkbox"/> Employee's Union Rep			