



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Officer Michael Tapscott

Shift: Days 6:30a-3p Time: 0824 AM

Date of Warning: 01-07-2020

WARNING

Date of Violation: 01-07-2020

Nature of Violation: Conduct

Time of Violation: 0824

(If Other – Explain): G.O. 305 Rules Of Conduct

III Rules of conduct

9. Leaving Duty Post

Place of Violation:

COMPANY REMARKS

9. Leaving Duty Post- Officers shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority, same being a dispatcher or a supervisor.

Officer was assigned to complete the crossing detail located at N. Brook Street @ W. North Street which runs from 0715-0915 during which children are crossed safely across North Street. Officer Tapscott was found to not be on his assigned post at 0824.

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

Approved by: Michael J. Passalacqua

Name

Signature

Chief of Police

Title

Date:

I have read this "warning" and understand it.

EMPLOYEE COUNSELING MEMO

TO: Officer Michael Tapscott
FROM: Sergeant Tyler Turner
RE: Counseling Memo
DATE: 01-07-2020



Officer was assigned to complete the crossing detail located at N. Brook Street @ W. North Street which runs from 0715-0915 during which children are crossed safely across North Street. Officer Tapscott was found to not be on his assigned post at 0824.

G.O. 305 Rules Of Conduct III Rules of conduct 9. Leaving Duty Post- Officers shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority, same being a dispatcher or a supervisor.

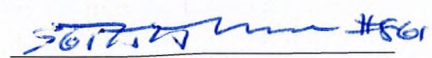
You must understand that this counseling memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in:

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: 01-19-2020


Employee's Signature


Supervisor's Signature



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Michael Tapscott

Shift: Days 6:30a-3p

Time: 0700 AM

Date of Warning: 12/5/2016

WARNING

Date of Violation: 11/21/16

Nature of Violation: Other

Time of Violation: 11:22pm

(If Other – Explain): GO 230 Violation

Place of Violation: Public Safety Building

COMPANY REMARKS

PO Tapscott called into the on duty Sergeant, Sergeant Felice at approx. 11:22pm stating that his furnace was not working properly at his residence and he needed to take a sick day on 11/22 due to that.

PO Tapscott violated General Order section 230 II (A) and (C) in that the reason given for the use of the sick day was not due to an illness or injury that would prevent him from performing his regular duties as a Police Officer.

****See attached letter from Sgt. David Felice****

Employee Has Been Warned Previously: ☒ YES ☐ NO

Form of Warning: Verbal warning

Date of Previous Warnings: 2/15/16

Warned by Whom: Sgt. Passalacqua

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: _____

Name

Signature

Chief of Police

Title

Date: _____

I have read this "warning" and understand it.

10/15/16
Employee Signature Date

ST. P. 11
Supervisor Signature Date

DISTRIBUTION OF COPIES:

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

EMPLOYEE COUNSELING MEMO

TO: PO Michael Tapscott
FROM: Sergeant Michael J. Passalacqua
RE: Sick day 11/22/16
DATE: 12/5/16



PO Tapscott called into the on duty Sergeant, Sergeant Felice at approx. 11:22pm stating that his furnace was not working properly at his residence and he needed to take a sick day on 11/22 due to that.

PO Tapscott violated General Order section 230 II (A) and (C) in that the reason given for the use of the sick day was not due to an illness or injury that would prevent him from performing his regular duties as a Police Officer.

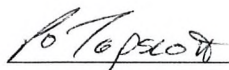
****See attached letter from Sgt. David Felice****

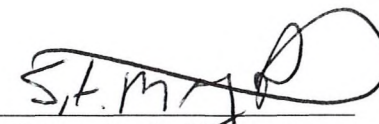
You must understand that this counseling memo is being completed so that you may take immediate corrective measures so it does not happen again. You must take precautions as stated in GO 230 II (A and C), so that this type of situation does not occur again.

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: 12/5/16


Employee's Signature


Supervisor's Signature

Michael J. Passalacqua

From: David F. Felice
Sent: Wednesday, November 30, 2016 6:11 AM
To: Michael J. Passalacqua
Subject: RE: Tapscott

Sgt. Passalacqua

On 11/21/2016 at approximately 11:22pm I received a call from PO Tapscott on my personal phone from his personal phone stating he was having issues with his furnace at his house and was trying to get a repair man out to the house. I offered my assistance but he declined. PO Tapscott was worried because his heat was low and did not want his pipes to freeze. PO tapscott asked to use a sick day for 11/22 due to this issue at his residence and having to have a repair man come out the next day, I then arranged for PO Eveland to stay from 7-11am and PO Grenier to come in 11am—230pm to cover the day shift.

Respectfully
Sgt. David Felice

Sgt. David Felice
Geneva Police Department
255 Exchange St.
Geneva, NY 14456

(315) 789-1111 (Office)
(315) 789-1814 (Fax)



"The day after tomorrow is the third day of the rest of your life"

GENEVA POLICE DEPARTMENT ABSENCE REPORT

EMPLOYEE'S NAME Michael Tapscott

REASON FOR ABSENCE FROM DUTY FROM 11/22 TO — TOTAL DAYS —

SICKNESS (TYPE): Furnace malfunction

SICKNESS (INJURY): NON-JOB RELATED X

JOB RELATED —

DESCRIPTION OF INJURY AND HOW OBTAINED:
(IF JOB RELATED, ALSO REFER TO COMPLAINT NUMBER)

CREDIT — DAY(S) TO MY ACCRUED SICK TIME FOR THE MONTH OF —, 20—

DEDUCT 1 DAY(S) DUE TO SICKNESS FROM MY ACCRUED TIME.

DATED: 11/29/16

[Signature]
EMPLOYEE'S SIGNATURE

[Signature]
SUPERVISOR'S SIGNATURE
Not Approved

APPROVED BY: DEPARTMENT HEAD

[Signature]
Consistent memo



GENEVA POLICE DEPARTMENT

EMPLOYEE WARNING RECORD



Employee Name: Michael Tapscott

Shift: Days 6:30a-3p

Time: 11:10 AM

Date of Warning: 02/15/16

WARNING

Date of Violation: 2/14/16

Nature of Violation: Other

Time of Violation: 0554 hrs

(If Other – Explain): Contract Violation

Place of Violation: Public Safety Building

COMPANY REMARKS

PO Tapscott called into the desk at 0549hrs and stated to the dispatcher that he would be late coming in [REDACTED] At 0554 hrs PO Tapscott called back into the desk and stated he would need to take the day off as he was not feeling well. PO Tapscott failed to meet the 1 hour requirement for calling out sick as it is spelled out in Section 10.5- Sick Leave of the Geneva City Police Officers contract.

The times of PO Tapcott's call in was taken directly from the recorded phone system within the Geneva Police Department.

Employee Has Been Warned Previously: ☐ YES ☒ NO

Form of Warning:

Date of Previous Warnings:

Warned by Whom:

EMPLOYEE'S REMARKS RE: VIOLATION

ACTION TO BE TAKEN

EMPLOYEE WARNING RECORD

Approved by: JERRY TRICKLE

Name

[Signature]
Signature

Chief of Police

Title

Date: 03/02/16

I have read this "warning" and understand it.

P. G. [Signature] 2/26/16
Employee Signature Date

S. M. [Signature] 2/26/16
Supervisor Signature Date

DISTRIBUTION OF COPIES:

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