

New 12-7-11

Fax Cover Sheet

Oxford Police Department
Chief Rich Nolan Sgt. Ron Martin
PO Box 866 20 Lafayette Park
Oxford NY 13830 Officer 607-843-2333
Fax: 607-843-9755 email: oxfordpd@stny.rr.com

Send to: Officer Ulfik	From: Chief Nolan
Attention:	Date: 12-07-2011
Office location:	Office location: Oxford, NY
Fax number:	Phone number: 843-2333

☐ Urgent ☐ Reply ASAP ☐ Please comment ☐ Please review ☐ For your information

Total pages, including cover 1

Comments:

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-- The .25 is adding up again, try to get out on time. In April, May and June of 2012 hours will be cut to meet the budget for Part-timer.

-- Sorry - with the bridge out, it takes a
bit longer making the last lap for the 3-6
parking. Then if there are tickets to be written,
making it back to the office and paperwork has
been keeping a little longer. I'll do my best
with it.

BD

Ed:


1. Complete a Drug court check on Friday.
2. Write some speeding tickets
3. Keep looking for a DWI. 3 hrs are under the program, fill out the sheet and sign.

- was not feeling well at all. Not a lot of fast moving traffic
- 2 parking tickets issued.
- Held over late due to the complaint @ the stadium
- will be out of town 12/25 - 12/29?

Rock -

At first, I thought I was in @ 2300,
when I found my sched. I realized I. Herent.
I made it in by 2225. Sorry.

-67

	Village of Oxford Police Department OPERATING PROCEDURE	Number 12.02
	Subject EMPLOYEE DISCIPLINARY FORM	Effective Date 12 December 2010
	Revised	Page 1 of 1

DISCIPLINARY WARNING

(For internal use only)

Date of warning: Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d Of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.6 SUB D&F (D) STATES "IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE OXFORD POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABCENCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FROM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES, THE FOLLOWING IS A CHRONOLOGICAL LISTING OF ABSCENCES IN 2011, THIS DOES NOT INCLUDE 11 VACATION DAYS:

FEBRUARY 22 & 28

MARCH 14 & 28

APRIL 4, 19, 25 & 26

MAY 30

JUNE 8, 20 & 30

JULY 18, 19, 20 & 29

AUGUST 15 & 16

OCTOBER 17

NOVEMBER 7

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE FIRST NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAS HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE PROVIDED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTEISM.
6. Final comments. VERBAL WARNING HAS HAD LITTLE EFFECT, OFFICER IMPROVES IMMEDIATELY AFTER THE WARNING THEN GOES BACK TO THE SAME VIOLATION PATTERN OF WRITTEN POLICY