

CITY OF PHOENIX, ARIZONA  
 PERSONNEL DEPARTMENT  
 DISCIPLINE NOTICE  
 (Classified Employees)

LY PD 7-27 to 8-2 40 ✓  
 + 8-2 40 ✓  
 PD 8-3 to 8-9 40 ✓  
 Time Sheet 8-9 40 ✓  
 PD 8-10 to 8-14 20 ✓  
 TH 8-16 20 ✓

Instructions: Complete through #19. Retain copy for department control. Hand-carry to Law Department and Personnel Department for signatures in blocks #20-21. Complete #22-23. Give copy to employee and return two (2) copies to Personnel.

**EMPLOYEE DATA** ID # 013683

1. NAME (Last, First, Middle) JOHNSON, Kevin D. #5176 Inc. 1081		2. SOCIAL SECURITY # [REDACTED]
3. CLASS CODE # 6221.0	4. CLASS TITLE Police Officer	5. DEPARTMENT # B2033/4800000008
6. DEPARTMENT/DIVISION Police/Patrol/Maryvale Precinct		7. EMPLOYEE'S HOME/MAILING ADDRESS [REDACTED]

**DISCIPLINARY ACTION**

8. DATE APPOINTED TO PRESENT CLASS: October 16, 1989

9. <input checked="" type="checkbox"/> SUSPENSION	11. <input type="checkbox"/> DISMISSAL
10. <input type="checkbox"/> DEMOTION TO (Class Title): (Department/Division)	

12. EFFECTIVE DATE:  
 FROM: 7-27-98 THRU: 8-14-98

13. Number of work hours suspended:  
 100 Hour Suspension

14. EMPLOYEE STATUS IN PRESENT CLASSIFICATION (Confirm employee's correct status with Personnel Records):

A) <input checked="" type="checkbox"/> Regular (completed probation); ENTITLED TO APPEAL RIGHTS	C) <input type="checkbox"/> Probationary in this class, but completed probation in lower class; ENTITLED TO APPEAL RIGHTS IN LOWER CLASSIFICATION
B) <input type="checkbox"/> Probationary; time in this class, combined with previous class, exceeds 12 months; ENTITLED TO APPEAL RIGHTS	D) <input type="checkbox"/> Probationary in this class, and combined with previous class, does not exceed 12 months; NO APPEAL RIGHTS
	E) <input type="checkbox"/> Other

15. APPEAL PROCEDURES; SEE REVERSE SIDE

16. EXPLANATION OF ACTION  
 See Attachment

This notice has -1- attached page(s)

**ENDORSEMENTS**

17. Supervisor [Signature] 4466	18. Division Head [Signature]	19. Department Head [Signature]
20. Law Dept [Signature] 7/22/98	21. Personnel Dept [Signature] 7/24/98	22. City Manager (Delegated to Dept. Head) [Signature]

23. SERVICE OF NOTICE:  
 Personally - Date Served 8-15-98 By Whom: [Signature] 4466  
 Certified Mail, return receipt requested Date Mailed:

24. CIVIL SERVICE BOARD:

Distribution:  
 Employee  
 Department (Original) - Send to Fiscal Management  
 Personnel (2 Copies) - Send to Fiscal Management

Pursuant to the provisions of Personnel Rule No. 19, you are hereby notified that you are suspended, without pay, for 100 working hours for violations of Personnel Rules Nos. 21b1, 21b3, 21b12, and 21b18.

This is the result of incidents that occurred on various dates at various times and locations. On twenty occasions, occurring from September 3, 1997, through December 2, 1997, you failed to attend regularly scheduled D.A.R.E. classes, meetings, or make-up classes at all three of your assigned schools for Fall 1997. You completed eleven false or inaccurate D.A.R.E. recap monthly worksheets during the months of September, October, and November, 1997. Additionally, on November 4, 1997, while on-duty, you left the City to retrieve spare keys to your police car from your personal residence in Glendale. Your actions violate the following:

General Order B-2.1.C(2) - Neglect of duty.

General Order B-2.1.C(7) - Absence from duty without permission.

General Order B-2.1.C(<sup>15</sup>7) - Falsification of reports, departmental forms, records or communications.

General Order B-7.3.A(16) - Leaving the City - On-duty employees will not leave the City limits except when on official police business and will advise radio of their destination/purpose.

Your disciplinary and performance history were considered in determining the length of suspension. Any future infraction will result in further disciplinary action, up to and including dismissal.