

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

Instructions: Complete through #19. Retain goldenrod for department control. Hand-carry to Law Department and Personnel Department for signatures in blocks #20-21. Complete #22-23. Give pink copy to employee and return white and yellow to Personnel.

**EMPLOYEE DATA**

1. NAME (Last, First, Middle) Mc TERNAN, John M. #4684		2. SOCIAL SECURITY # [REDACTED]
3. CLASS CODE # 6221.0	4. CLASS TITLE Police Officer	5. DEPARTMENT # B2040/298320
6. DEPARTMENT/DIVISION Police/ Operational Support/North Resource Bureau		7. EMPLOYEE'S HOME/MAILING ADDRESS [REDACTED]

**DISCIPLINARY ACTION**

8. COMMUNITY SERVICE:  Accepted  Refused  N/A

9.  SUSPENSION

10.  DEMOTION TO (Class Title):  
(Department/Division):

11.  DISMISSAL

12. EFFECTIVE DATE: From: 4-22-96 Thru: 4-26-96

13. Number of work days/work hours suspended: Forty (40) Working Hours

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

A)  Regular (completed probation); ENTITLED TO APPEAL RIGHTS

B)  Probationary; time in this class, combined with previous class, exceeds 12 months; ENTITLED TO APPEAL RIGHTS

E)  Other:

C)  Probationary in this class, but completed probation in lower class; ENTITLED TO APPEAL RIGHTS IN LOWER CLASSIFICATION

D)  Probationary in this class, and combined with previous class, does not exceed 12 months; NO APPEAL RIGHTS

15. APPEAL PROCEDURES: An eligible employee shall have 14 calendar days after date of service of notice of the order of suspension, demotion or dismissal on him personally, or 21 calendar days from the date of mailing by certified mail the notice of order of suspension, demotion or dismissal, to request a hearing before the Board. The request for hearing must be in writing and must state the specific allegations in the discipline notice with which the employee disagrees. The request for hearing must be personally delivered to the Board or deposited in the U.S. Mail, certified, return receipt requested, postage prepaid, addressed to the Office of the Civil Service Board, 135 North Second Avenue, Phoenix, Arizona 85003, within the above-stated time.

**16. EXPLANATION OF ACTION**

See Attachment

This notice has 1 attached page(s)

**ENDORSEMENTS**

17. Supervisor	18. Division Head <i>[Signature]</i>	19. Department Head <i>J.R. Belbin</i>
20. Law Dept. <i>[Signature]</i>	21. Personnel Dept. <i>[Signature]</i> 3/27/96	22. City Manager (Delegated to Dept. Head) <i>J.R. Belbin</i>
23. SERVICE OF NOTICE: <input checked="" type="checkbox"/> Personally - Date Served: 4.9.96 By Whom: <i>[Signature]</i>		<input type="checkbox"/> Certified Mail, return receipt requested Date Mailed:

**24. CIVIL SERVICE BOARD:**

SEE REVERSE SIDE

Pursuant to the provisions of Personnel Rule No. 19, you are hereby notified that you are suspended, without pay, for forty (40) working hours for violations of Personnel Rules Nos. 21b1, 21b3, 21b7, and 21b17.

This is a result of an incident which occurred on or about November 2, 1995, at 1050 hours. You were late to court and mislead a Sergeant as to the reason for being late by indicating you were sick. You gave the impression that you were too sick to safely ride your police motorcycle back to your residence, which resulted in two officers being pulled from their normal duties to transport you home. Your actions violated the following:

General Order A-4.1.C - Employees will appear punctually for court sessions.

General Order B-2.1.C(6) - Relating a false, deceptive or misleading account of an incident or fact at issue in an investigation or other matter of concern to the department.

General Order B-2.1.C(20) - Engaging in conduct or activity which tends to unreasonably disrupt or undermine the efficient operation of the department or its lawful objectives.

(a) Inattention to assigned duties.

(b) Failure to take appropriate action.

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.