

**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) SKVAREK, MICHAEL E. #4920		2. SOCIAL SECURITY # [REDACTED]
3. CLASS CODE # 6221.0	4. CLASS TITLE POLICE OFFICER	5. DEPARTMENT # B-2033 290387
6. DEPARTMENT/DIVISION POLICE/PATROL	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: Aug 9, 1993 Thru: Aug 19, 1993

13. Number of work days/work hours suspended: Twenty-four (24) 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 <i>[Signature]</i>	18. Division Head <i>[Signature]</i>	19. Department Head <i>[Signature]</i>
20. Law Dept. <i>[Signature]</i>	21. Personnel Dept. <i>[Signature]</i>	22. City Manager (Delegated to Dept. Head) <i>[Signature]</i>
23. SERVICE OF NOTICE: <input checked="" type="checkbox"/> Personally - Date Served: <u>Aug 2, 1993</u> By Whom: <u>[Signature]</u>		<input type="checkbox"/> Certified Mail, return receipt requested Date Mailed:

24. CIVIL SERVICE BOARD:

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Pursuant to the provisions of Personnel Rule No. 19, you are hereby notified that you are suspended, without pay, for twenty-four (24) working hours for violations of Personnel Rules No. 21b1, 21b3, 21b12, and 21b17.

This is the result of an incident which occurred on or about May 7, 1993, at approximately 0020-0040 hours at 3522 N.W. Grand Avenue. Dressed in full police uniform you entered a topless night club and watched a female topless dancer for approximately 20 minutes. Your work sheet does not reflect this contact accurately. Your actions violate the following:

General Order No. B-2.1.C.(2) - Neglect of Duty.

General Order No. B-2.1.C.(8) - Conduct unbecoming an employee that which tends to bring discredit on the department.

General Order No. B-2.1.C.(15) - Falsification of reports, departmental forms, records or communications.

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