



City of Miami Police Department

RECORD OF FORMAL COUNSELING

Employee Name:	Paule Villard	Employee P.I.N.:	07263
Assignment (Include: Div. / Sect. / Unit / Detail):		FOD/CRS	

PERFORMANCE OR CONDUCT CITED

<input type="checkbox"/> Attendance	<input type="checkbox"/> Carelessness	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Lateness/Early Quit	<input type="checkbox"/> Failure to Follow Instructions	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Rudeness to Employee/Citizens	<input type="checkbox"/> Damage to Material/Equipment	<input type="checkbox"/> Working on Personal Matters
<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Violation of MPD Policies or Procedures	<input checked="" type="checkbox"/> Other

SUPERVISOR'S STATEMENT

Date of Incident:	04/07/2013	Time:	0600
Location of Incident:	N.E. 2 ND Avenue & 13 Street		

The member was scheduled to work the Nautica South Beach Triathlon on Sunday, April 7, 2013 at 6:00 a.m. The member called out "I" ill for the Special Event. Lt. Blanco contacted the Communications Section, Sgt. S. Anderson whom advised the member had called out "I" ill for the event. The member is found to be in violation of the following: Departmental Order 12, Chapter #1.

1.4.20 Calling in "I" or "IF" for an Off-Duty Job:

1.4.20.4 If a member fails to attend a Special Event (i.e. concert, football game, parade, etc.) that was coordinated by the Special Events Unit as a result of calling into that Special Event either "I", "IF" or is a "No Show" he/she will be suspended from working off-duty for a period of no less than 30 days, unless appealed to the Specialized Operations Section commander. The commander of the Special Operations Section or his designee must approve exceptions to the member's suspension.

CORRECTIVE ACTION TO BE TAKEN

The member should find a replacement if he/she is unable to attend the job due to illness.

POSSIBLE CONSEQUENCES SHOULD INCIDENT OCCUR AGAIN

The suspension from off-duty/special events would increase from 30 days.

<input checked="" type="checkbox"/> I Agree with Supervisor's Statement	<input type="checkbox"/> I Disagree with Supervisor's Statement
<input type="checkbox"/> I have submitted an addendum	<input checked="" type="checkbox"/> I have <u>NOT</u> submitted an addendum

I have read this Record of Formal Counseling and understand it.

Paule Villard	<i>Paule Villard</i>	07263	4/10/13
Print Name (Employee)	Sign	PIN	Date
Lt. Norberto Blanco	<i>Lt. Blanco</i>	0405	04/08/2013
Print Name	Sign	PIN	Date
(Supervisor Who Issued Counseling Notice)			
Sergeant	Commander		
Lieutenant <i>Lt. Blanco 405</i>	Major <i>Lt. J. P. ...</i>	5824 4-9-13	
	Deputy Chief	<i>[Signature]</i>	

Distribution by Disciplinary Detail: Original to Personnel Unit- Final signed copies to: Author, Internal Affairs, Employee's Unit/Section File



CITY OF MIAMI

TICKLER SYSTEM
PROJECT

4/19/2013

<u>Project No</u>	<u>Reference No</u>	<u>Type</u>	<u>Priority</u>	<u>Attention</u>
11,859		OTHER	NORMAL	Sgt. Farmer/DDRDB

<u>Received From</u>	<u>Date</u>	<u>Subject</u>
IA/4407/RM/Lt. Blanco	4/19/2013	DISCIPLINE/Record of Formal Counseling

Description

RECORD OF FORMAL COUNSELING

Principal Officer: Ofc. Paule Villard, #7263

Allegation: Off Duty Event - Nautica South Beach Triathlon

Comments

04/19/2013: Original RFC hand delivered to DDRB for appropriate distribution.

<u>Start Date</u>	<u>Due Date</u>	<u>Completion Date</u>
4/19/2013	4/19/2013	4/19/2013

Assigned to

ADM