

CITY OF MIAMI, FLORIDA


INTER-OFFICE MEMORANDUM

TO: Clarence Dickson  
Chief of Police  
(Through Channels)

DATE: 2 May 1988

FILE: PER 6

SUBJECT: Section Level Review

FROM:   
Major Emory B. Putman  
Commander  
Information Management Section

REFERENCES: PSA Paule Villard #7263

ENCLOSURES:

RECEIVED

MAY 3 - 1988

Section Level Review 5-2-88 1500 hrs.

ASSISTANT CHIEF  
ADMINISTRATION DIV.

Paule Villard, PSA, Pin #7263, received a recommendation for a written reprimand and four days "WW" for violation of Rules and Regulation 3.18.5 (Absence without Leave).

This action was recommended by Sgt. R. Koivu due to Ms. Villard's failure to call and ask for an extension of time off. Ms. Villard requested a Section Level Review. The Review was held on 5-2-88 at 1500 hours. In attendance were: Ms. Villard, Sgt. Koivu, Mrs. P. La Sala and Major Putman.

Background

On 4-1-88 Ms. Villard called Sgt. Koivu and requested to take time off to go to Haiti to visit her sick sister. Sgt. Koivu and Ms. Villard agreed that Ms. Villard would be gone for one week; five work days, two "E" days; and would return to work on 4-8-88 or call Sgt. Koivu. Ms. Villard did not return or call on 4-8-88. She was absent without leave for four days. On 4-12-88 (her "E" day, she called Sgt. Koivu to advise she would return to work on 4-14-88.

Review

All of the foregoing information was obtained from PSA Villard and Sgt. Koivu.

PSA Villard admits she knew that Sgt. Koivu gave her one week off and she was supposed to call. She stated she tried once to call but was not able to do so due to inconvenient telephone facilities.

It was pointed out to Ms. Villard she should have tried more to call. Also, that we were in sympathy with her difficulties of going to Haiti for an ill family member; but that she in fact was absent without approval and due to her not having any comp. time



(NO SWORN)

DEPARTMENT OF POLICE  
CITY OF MIAMI, FLORIDA

COMMENDATION ☐

DATE April 19, 1988

☒ REPRIMAND

Paule Villard  
EMPLOYEE

Public Service Aide 7263  
CLASSIFICATION P. D. #

Records/Info. Mgt.  
UNIT/SECTION

123-88

NARRATIVE: (If more space is needed, use reverse side of this page).

On April 1, 1988, P.S.A. Paule Villard requested one week off from work in order to visit her seriously ill sister in Haiti. She agreed to contact me personally within several days or through a family member if she needed an extension of time.

After a week had passed, several attempts were made to contact P.S.A. Villard without any results. Finally, on April 12, 1988, she called and stated that she will return to work on April 14, 1988.

Since P.S.A. Villard failed to notify her immediate supervisor of her inability to report for duty on April 7, 1988, I find her to

(over)

I HAVE READ THE NARRATIVE SUBMITTED  
AND I (Check one in each Number).

☐ 1 AGREE WITH THE FACTS AS STATED.  
☒ 2 DISAGREE WITH THE FACTS AS STATED.

☐ 2 ACCEPT THE ACTION RECOMMENDED.  
☒ 3 REFUSE THE ACTION RECOMMENDED.

/s/ Paule Villard

TIME 5:10 DATE 22 APR 88

RECEIVED

MAY 25 1988

COPIES TO:

CIVIL SERVICE BOARD (Original)

POLICE PERSONNEL OFFICE

EMPLOYEE'S UNIT/SECTION FILE

EMPLOYEE

INTERNAL SECURITY (Reprimand Only)

LABOR RELATIONS OFFICE

Miami Police Department  
Personnel Unit

Bureau Chief

DATE

Assistant Chief

DATE

CHIEF OF POLICE

DATE

be in violation of Miami Police Departmental Rules & Regulations, Chapter 3.18.5, **ABSENCE WITHOUT LEAVE:** Absence from duty by any member or civilian employee of the Department without leave or authorized permission shall be grounds for forfeiture of pay for the time absent and charges or other action may be brought against said member or civilian employee, as directed by the Chief of Police.

Due to the seriousness of this violation, I recommend a copy of this reprimand be placed in P.S.A. Villard's permanent file, believing this action will be sufficient to obtain the desired results. I have also carried P.S.A. Villard "WW" for the additional days absent after the first week. She used a total of 32.0 hours "WW" from April 8th until April 11th, 1988.