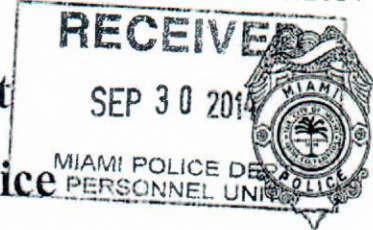




Labor Relations reviewed 8/7/2014



Miami Police Department
Manuel Orosa, Chief of Police

Employee: Paule Villard P.I.N. 7263

Classification: Police Officer Assignment: Community Relations Section

REPRIMAND:

(If more space is needed, use additional pages)

On Tuesday, August 5, 2014, Major Moss received an email, with an invoice attached from the Budget Unit regarding purchased supplies totaling the amount of \$98.42. These purchases were made by Officer Villard on April 11 and 17, 2014, respectfully. Several electronic correspondences were sent by the company and the Budget Unit through email to Officer Villard regarding the unauthorized purchases. Officer Villard paid for the items only after being directed to by Major Moss.

Officer Villard failed to submit a redline memorandum with a purchase request form through channels for the aforementioned purchases. Officer Villard also failed to notify her chain of command.

Officer Villard has been verbally counseled, on separate incidents, by myself and other supervisors in her chain of command in regards to keeping her supervisors informed. In fact, Officer Villard received a reprimand on August 7, 2014, for violating the chain of command.

Officer Villard is in violation of the following Departmental Orders:

Page 1 of 2

Distribution:		SIGN	P.I.N.	DATE
Disciplinary Detail (Original) <u>Copies:</u> Employee Employee's Unit/Section File Police Personnel File- Internal Affairs Dept. of Employee Relations Labor Relations	Recommended by:	<i>[Signature]</i>	5441	8/11/14
	Sergeant / Supervisor:	<i>[Signature]</i>	5441	8/11/14
	Lieutenant:			
	Captain:			
	Commander:			
	Major:	<i>[Signature]</i>	4442	8/11/14
	Assistant Chief:			
	Deputy Chief of Police:			
	Chief of Police:	<i>[Signature]</i>		9/8/14

Employee **MUST** initial his/her choice for each statement below.

- 1) I AGREE ☐ or I DISAGREE ☒ WITH THE FACTS AS STATED.
 2) I AGREE ☐ or I DISAGREE ☒ WITH THE RECOMMENDED PENALTY.

DDRB HEARING REQUEST (SWORN ONLY)- To request a Departmental Disciplinary Review Board (DDRB) hearing, you must submit a written request to the Labor Relations Unit Commander within 10 working days from the date this document is received and signed. Failure to do so will constitute a waiver of this entitlement.

Employee Signature: Paule Villard P.I.N.: 7263 DATE: 8/12/14

REPRIMAND (Continuation) Page 2 of 2

Employee:

Paule Villard

P.I.N.

7263

Departmental Order 1, Chapter 11, subsections:

11.5.2.6 Through Official Channels: The transfer of information through "levels of rank" in the chain of command, upward and downward, as the case may be.

Departmental Order 8, Chapter 1, subsections:

1.4.10 Purchase Requests for Equipment and/or Supplies: Any member desiring equipment and/or supplies (other than the supplies accessible in the Property Unit) shall submit a redline memorandum with the Purchase/Service Request Form through channels to the Business Management Section clearly defining the specific budgeted item. A complete description, the exact price, and the name of a recommended vendor must be included.

1.4.10.1 If the item requested is not a budgeted item for that particular unit and the member feels it is necessary for the efficient operation of the unit, then a redline memorandum shall be submitted through channels to the Business Management Section giving details for the need of the item. The Business Management Section will determine if the money is available to order said item. If the monies are not available, the commanding officer of the requesting unit will be notified that the request cannot be fulfilled. Section and division commanders may authorize, in writing, transfer of monies within their respective budgets to cover purchases.

I also find Officer Villard in violation of the following City of Miami Civil Service Rules and Regulations:

Sec. 14.2. Grounds for Dismissal, Suspension and Demotion. The following are declared to constitute a breach of duty and to be grounds for dismissal or suspension from the classified service or grounds for demotion, though charges may be based upon causes other than those enumerated; viz, that any employee who has been guilty of conduct unbecoming any employee of the City of Miami, who:

(e) Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by his/her superior, where such violation or failure to obey amounts to:

- (1) an act of insubordination; or
- (2) a serious breach of proper discipline.

I recommend that this reprimand become a permanent part of Officer Villard's personnel file.

Ellington, Fabria

From: Moss, Delrish (Major)
Sent: Friday, August 08, 2014 6:42 AM
To: Ellington, Fabria
Subject: Fwd: Foremost Promotions invoice# 251947 and 252743 are due

@Delrish_M

Begin forwarded message:

From: "Villard, Paule" <Paule.Villard@miami-police.org>
Date: August 6, 2014 at 11:16:19 AM EDT
To: "Moss, Delrish (Major)" <Delrish.Moss@miami-police.org>
Subject: RE: Foremost Promotions invoice# 251947 and 252743 are due

Good morning Major;

I purchased some Junior Police badges, but it was a personal purchase. I paid for it this morning. Thank you.

From: Moss, Delrish (Major)
Sent: Wednesday, August 06, 2014 8:53 AM
To: Walker, Desiree
Cc: Villard, Paule
Subject: Re: Foremost Promotions invoice# 251947 and 252743 are due

Hi Desiree,

I never authorized this purchase. Neither did Lt. Perez or anyone in Officer Villard's chain of command. In fact, this email is my first notice that the transaction took place. As a result, the company will have to remove the city of Miami Police Department from their responsibility to pay and bill Officer Villard personally.

Please feel free to contact me with any issues or updates.

Delrish Moss

@Delrish_M

On Aug 5, 2014, at 2:33 PM, "Walker, Desiree" <Desiree.Walker@miami-police.org> wrote:

From: Walker, Desiree
Sent: Tuesday, August 05, 2014 2:24 PM
To: Villard, Paule

Subject: FW: Foremost Promotions invoice# 251947 and 252743 are due
Importance: High

Paule,

We do not have any records that we ordering anything from this company.

From: Ashley Gorsop [mailto:AGorsop@promotionsnow.com]
Sent: Tuesday, August 05, 2014 2:09 PM
To: Walker, Desiree
Cc: Villard, Paule
Subject: FW: Foremost Promotions invoice# 251947 and 252743 are due

Hi Desiree,

Here are the 2 open invoices – please review and advise on payment. Thank you.

Ashley Gorsop
Foremost Promotions
1270 Glen Avenue
Moorestown, NJ 08057
800.431.3473 x1211
856.380.3530 Direct
800.528.4366 Fax
www.ForemostPromotions.com

From: Ashley Gorsop
Sent: Monday, July 14, 2014 12:19 PM
To: 'paule.villard@miami-police.org'
Subject: Foremost Promotions invoice# 251947 and 252743 are due

Dear Paule,

Thank you for your recent orders.

Attached is a copy of your invoices which are now due. If you would like to pay immediately with a credit card, you may use this link:
<https://www.foremostpromotions.com/payments/>
Please use your invoice # as the reference number. Checks can also be mailed to the below address, marked to my attention.

If we should contact another person or A/P for payment, please give me their information so I may contact them directly.

Please feel free to call or email if you have questions. We appreciate your business.

Ashley Gorsop
Foremost Promotions
1270 Glen Avenue