

Suspension begins 1/16/2022 ends 2, 16/2022. Suspension period will be the loss of privilege of a take home patrol unit. Officer Crosby probation period will be extended additional 90 days past the current probation period to begin February 3rd, 2022 – May 4th, 2022. Required immediately is for Officer Crosby to review all city policies and Police Department policies on safe operation of city vehicles. I have attached those policies to this document. Also during the probation period if Officer Crosby has any incidents/accidents due to not following these policies he could receive from a verbal warning up to termination depending on the severity of the incident. Officer Crosby will be required to take driving classes assigned to him provided through Police one. This classes will consist of 4 hours of training.


Certifications:

Certification of Supervisor: I certify that I have made no willful misrepresentations in this report, nor have I withheld any information. All actions indicated above, the reasons for these actions, and their implications have been discussed fully with the employee; and, to the best of my knowledge, the employee understands the offense which has been committed, the penalty which is being administered and the next level of discipline which will be applied should another violation occur.

Supervisor Signature:  Date: 1/16/2022

Certification of Employee: I hereby acknowledge that I have received a copy of this report and confirm that the above offense and the reasons for this action have been explained to me. I also acknowledge that I understand these instructions fully and am aware that should another offense be committed I may be subject to disciplinary action up to and including termination.

Employee's Signature:  Date: 1-16-2022

Department Head Signature:  Date: 1/18/22

City Manager:  Date: 1/18/22