

MEMORANDUM

Writer's Direct Telephone [REDACTED]

TO: Sam Cassidy, [REDACTED]
FROM: [REDACTED]
DATE: July 16, 2019
SUBJECT: Removal from Service

This morning I met with Sam Cassidy also in attendance were [REDACTED] and [REDACTED] concerning his refusal to sign the "Portable Radio Equipment Sign Out-Individual" in which a radio cannot be issued without signing. I advised him that failing to sign could lead to charges of insubordination and he would be removed from service as a radio is a critical piece of safety equipment required for him to perform his duties. He continued to refuse to sign after multiple request.

Sam Cassidy is removed from service this morning approximately 6:30 am for insubordination.

PORTABLE RADIO EQUIPMENT SIGN-OUT INDIVIDUAL	FORM	
	Technology Department - Communications	

User Name: Sam Cassidy Division/Department: WP&S/Substations

I am signing out the below radio equipment. In doing so, I agree to:

- Take full responsibility for the care, custody and control of the equipment.
- Use assigned equipment for VTA related communications only.
- Practice proper two-way radio etiquette.
- Promptly Submit a Technology Help Desk Ticket for any malfunctioning equipment.
- Return equipment to Technology upon change of work assignment.
- Immediately report loss or theft of radio equipment to the Operations Control Center and the Technology Department.
 - Complete Form AS-T-1405D, Report of Lost, Stolen or Damaged Communications Equipment.

Serial Number	Radio Equipment	Received	Returned
426CTM4679	Motorola APX 4000	7/17/19	

Employee Refused to Sign ISSUE Radio
Date: 7/17/19

User Signature: 


