



Notice of Discipline: Suspension, Demotion, or Termination

DATE: (DATE)

TO: (Name of Employee Receiving Notice of Discipline)

FROM: (Name of Supervisor)

SUBJECT: Notice of Discipline (Include Internal Affair Investigation Case Number)

A memo with chronological history of the situation, Lexipol and / or City Administrative Policies violated, and Disciplinary Action to be taken. This should be signed and dated by the employee. A copy of Suspensions, Demotions and Terminations will be placed in the Department File, a copy will be sent to HR to be placed in the Personnel File and copy will be given to the employee.

Your signature below acknowledges receipt of this memorandum.

(PRINT EMPLOYEE'S NAME)

(Employee's Signature)

(Date)

(PRINT SUPERVISOR'S NAME)

(Supervisor's Signature)

(Date)

cc: Department File
Personnel File
Internal Affair Investigation Case File

(Distribution will be done by Support Services Deputy Chief)