



Notice of Proposed Discipline: Suspensions, Demotions & Terminations

DATE: (DATE)

TO: (Name of Employee Receiving Notice)

FROM: (Name of Supervisor)

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

A memo to the employee with the disposition, a description of the actions proposed to be taken, a statement of the reasons for such action, including omissions on which the disciplinary action is based and policies violated, a statement advising the employee of the right to respond either verbally, or in writing to the proposed discipline, and a statement that a copy of the materials upon which the action is based is attached or available for inspection upon request.

If the employee disagrees with the proposed disciplinary action, the employee may, within fourteen (14) days of receiving the written notice, respond and / or appeal.

See FPFA MOU Section 16, Discipline Procedure: Article D; Response to a Proposed Disciplinary Action Involving Discharge, Demotion or Suspension, Reduction in Salary, or Involuntary Transfers which Result in a Loss of Pay.

Your signature below acknowledges receipt of this memorandum.

____ (Employee's Signature) _____
(PRINT EMPLOYEE'S NAME) (Date)

____ (Supervisor's Signature) _____
(PRINT SUPERVISOR'S NAME) (Date)

cc: Internal Affair Investigation Case File

(Distribution will be done by Support Services Deputy Chief)