

# City of Monroe Fire Department Disciplinary Notice



Employee Name \_\_\_\_\_ Notice Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First Middle

**Type of Action:**

- Documentation of verbal warning given on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Written warning

**Nature of Incident** check one

- Failure to follow Safety Rules  Carelessness
- Insubordination  Destruction of Company Property
- Harassment or improper conduct  Failure to follow instructions
- Inappropriate treatment of public  Violation of company policy
- Other

**Description of Incident**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ AM or PM

Supervisor description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consequences of Incident**

Check one:  Warning  Suspension  Final Warning  Dismissal  Other

Action needed for Improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Consequences of next violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Distribution: One copy to Employee, one copy to Supervisor and original to Personnel File.

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