



**ADDISON POLICE DEPARTMENT
WRITTEN COACHING FORM**

Employee Name:

Log #

- Date and Time of Violation:
- Description of Violation(s):

- What Actions Must Be Taken to Improve Job Performance

Notice to Employee: You are on notice that any further violation of Town or Departmental policy or procedure, unacceptable conduct, and/or unacceptable job performance will likely result in disciplinary action, up to and including termination of employment. Immediate and sustained improvement is required.

Employee Acknowledgment: By my signature below, I acknowledge receipt of this Notice on the date indicated.

Employee's Signature:

Issuing Supervisor:

Lieutenant's Comments/Recommendation:

Lieutenant's Signature:

Administrative Comments/Recommendations

Administrative Signature:

Professional Standards Comments/Recommendation:

Professional Standards Signature: