



**ADDISON POLICE DEPARTMENT
NOTICE OF DISCIPLINARY ACTION**

TO:

FROM:

Paul Spencer, Chief of Police

DATE:

RE: Complaint Log No.:

Complaint Classification: ___ Administrative ___ Formal

Discipline: As a result of the findings in the Department's investigation into your conduct, as well as your prior disciplinary history and conduct, it is my decision to take the following disciplinary action against you:

Reason for Discipline: My decision is based on

Your conduct violated the following Town and Departmental policies/procedures:

Prior discipline & other steps taken to improve employee's conduct and/or performance (if applicable):

Notice to Employee (except in cases of discharge): 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 additional discipline, up to and including discharge. Immediate and sustained improvement is required. Specifically, you must:

Disciplinary Appeals: Employees who have successfully completed their new-hire probationary period may appeal a suspension without pay, demotion, or termination to the City Manager (or designee). Written reprimands are not appealable. A written request for appeal must be made in writing to the Director of Human Resources within five days of your receipt of this Notice. Appeals are coordinated by and through Human Resources. Please refer to the Town's Grievance/Appeal Policy for further details.

Issued to Employee By:

Supervisor's signature

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

Employee's Signature

Copy to Employee
Copy to Departmental File
Original to Human Resources