



**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: