**Employee Name:** Click or tap here to enter text.

**Employee Number:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Investigation Supervisor:** Click or tap here to enter text.

**Date of Incident:** Click or tap here to enter text.

**Probationary Employee:  Yes  No**

**Allegation / Summary of Incident**

Click or tap here to enter text.

**Employee Statements**

Click or tap here to enter text.

**Witness Statements**

Click or tap here to enter text.

**Findings and Violations** (list specific Policies and Procedures and/or Department Policy violations; as well as a brief explanation of the violation/how the policy was violated)

Click or tap here to enter text.

**Recommended Discipline**

**No Discipline Needed**

**No Formal Discipline / Counseling Only**

**Written Reprimand**

**Suspension** Click or tap here to enter text. **hours**

**Demotion**

**Termination**

**Date Human Resources Contacted:** Click or tap to enter a date. (You are required to contact the Employee Relations Division for all written reprimands, suspensions, demotions, and terminations)

**Recommending Supervisor:**

Signature Date

**Agency Head Review**

**Approved** **Not Approved**

**If not approved, provide reason and discipline recommendation:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Agency Head:**

Signature Date

**Human Resources Review**

**Assistant Director of Human Resources:**

Signature Date