EMPLOYEE DISCIPLINARY REPORT

Continental Secret Service Bureau, Inc.

SECURITY OFFICER'S NAME _____ DATE _____

DATE & TIME OF VIOLATION _____ LOCATION _____

VIOLATION

☐ SLEEPING ON DUTY	☐ NO CALL / NO SHOW	☐ IMPROPER CONDUCT
☐ EXCESSIVE TARDYISM	☐ INSUBORDINATION	☐ WATCHING TV
☐ EXCESSIVE ABSENTEEISM	☐ NEGLECT OF DUTY	☐ VULGARITY/PROFANITY
☐ WKND/HOLIDAY CALL OFF	☐ LEAVING THE SITE	☐ UNSHAVEN/LONG HAIR
☐ OUT OF UNIFORM	☐ CHAIN OF COMMAND	☐ OTHER

DETAILS OF ABOVE: _____

_____

_____

Further violation of Company or client policy will result in additional corrective action up to and including termination.

SUPERVISOR ACTION TAKEN ☐ VERBAL WARNING ☐ RELIEVED OF DUTY

☐ WRITTEN REPRIMAND ☐ ADVISED TO REPORT TO HUMAN RESOURCES ON _____ (DATE)

EMPLOYEE'S STATEMENT: _____

_____

_____

_____ _____ _____

(SECURITY OFFICER'S SIGNATURE) (SUPERVISOR'S SIGNATURE) (DATE)

HUMAN RESOURCE ACTION TAKEN

☐ Report reviewed - made part of employee's personnel record. Employee interviewed on: _____

☐ Report is correct. ☐ Report **not** considered to be a violation due to: _____

_____

☐ This is a _____ offense. ☐ Employee suspended _____ days.

☐ Employee terminated on _____

Employee Signature _____ Date _____

Signature of Official _____ Date _____

REVISED 08//2016
H.R. DEPT.