

Incident Date

Date OHR Received

Date Recommendation Requested from Division

DRC Date

Date Recommendation Received from Division

Name

SSN/Personnel #

Position Title (or Rank)

Organization

Race

Sex

Date of Birth

Violation Type

Disciplinary Action Imposed

Effective Date (Date Discipline Document is Signed by Employee)

CJA Form Completed (LE Terminations Only)

Investigation # (PR, DI, etc.)

Training Required

Comments

Date Letter of Discipline Submitted to HR Director for Approval

Date Letter of Discipline Rcvd back from HR Director

Date Letter of Discipline Sent to Division

Date Letter of Discipline Rcvd Back from Division

Date Letter of Discipline Filed in Personnel File

Close-Out Date (DI, OPR)

Notes