



**WHITE MOUNTAIN APACHE TRIBE
FIRE & RESCUE DEPARTMENT
P.O. Box 1929
Whiteriver, Arizona 85941**



EMPLOYEE DISCIPLINARY REPORT

EMPLOYEE NAME		DATE
STATION ASSIGNMENT	DATE OF INCIDENT	TIME OF INCIDENT

ACTION TO BE TAKEN:

VERBAL WARNING	WRITTEN WARNING	SUSPENSION	DISMISSAL	OTHER
----------------	-----------------	------------	-----------	-------

THIS REPORT IS TO BE MADE PART OF THE OFFICAL RECORD OF THE ABOVE-MENTIONED EMPLOYEE.

NATURE OF INCIDENT:

1. Unexcused Absence	8. Fighting on Company Premises	15. Carelessness
2. Tardiness	9. Leaving without Permission	16. Destruction of Tribal Property
3. Substance Abuse on Duty	10. Substandard Work	17. Defective & Improper Work
4. Insubordination	11. Sleeping On duty	18. Theft (Stealing)
5. Dishonesty	12. Improper Conduct	19. Violation of Tribal Rules and Orders
6. Soliciting	13. Reporting Under the Influence of Alcohol	20. Other _____
7. Failure to Follow Instruction	14. Violation of Safety Rules	_____

SUPERVISOR'S REMARKS:

WITNESS:

EMPLOYEE'S REMARKS:

<p>PROBATIONARY EMPLOYEE</p>	<p>I HAVE READ THIS REPORT:</p>
<p>_____ SIGNATURE OF SUPERVISOR</p>	<p>_____ SIGNATURE OF EMPLOYEE</p>
<p>_____ DATE</p>	<p>_____ DATE</p>

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S PERSONNEL FOLDER AS OF THIS DATE.

OFFENSE NUMBER 1 2 3 4 PERSONNEL DEPARTMENT _____ DATE _____

Additional Remarks:

**EMPLOYEE DISCIPLINARY REPORT TO BE PURGED FROM FILES AFTER TWELVE (12) MONTHS FROM DATE OF ISSUANCE.