

West Sand Lake Fire Department

Notice of Disciplinary Action

Name: _____

The following Disciplinary Action has been entered into:

Department Chief's File _____ Department Personnel File _____

Action Taken:

Oral Reprimand _____ Written Warning _____

Suspension Pending Further Investigation _____ Expulsion Recommended _____

Dismissal of Charges Recommendation _____

Starting Date of Suspension _____

Ending Date of Suspension _____

Date of Violation: _____

The above disciplinary action is based on the following specific rule violation:

(Detailed description of violation)

Officer's Signature: _____

Date: _____

Fire Chief's Signature: _____

Date _____

My signature certifies that I have been notified of disciplinary action taken against me. If suspended, I understand that I have rights to an appeal and that I have the right to have legal representation under Section 209L of NYS General Municipal Law. I also understand that I must notify the Chief in writing within 48 hours if I choose to appeal. Also by signing, I am not admitting to or agreeing with the action filed or taken against me.

Printed Name: _____

Rank: _____ Signature: _____

Date: _____