METRO SECURITY FORCE INC.
EMPLOYEE DISCIPLINARY REPORT

Submit by Email Print Form

NAME:_____ **BADGE#:**_____ **DATE:**_____

SHIFT LOCATION:_____ **SUPERVISOR**_____ **BADGE:**_____

The following (warning) (suspension) (dismissal) was issued today and it is to be made part of the official record of the above Employee.

1. ( ) **Unreported Absence**
2. ( ) **Tardiness**
3. ( ) **Drinking on duty**
4. ( ) **Insubordination**
5. ( ) **Dishonesty**
6. ( ) **Excessive Absenteeism**
7. ( ) **Failure to follow instructions**
8. ( ) **Fighting on company or client property**
9. ( ) **Leaving without permission**
10. ( ) **Housekeeping**
11. ( ) **Improper conduct**
12. ( ) **Reporting under influence of Alcohol**
13. ( ) **Violation of safety rules**
14. ( ) **Carelessness**
15. ( ) **Destruction of company or client property**
16. ( ) **Improper work**
17. ( ) **Theft from client or company**
18. ( ) **Other:**_____

REMARKS: (Explain all facts in detail)

Signature of Supervisor Badge # Date

Employee Signature Badge # Date
(warned) (Suspended) (Dismissed)

The above offense or offenses have been noted and are made a part of the above employees personnel file. As of this date.
Offense # 1 2 3 4

Note: All Disciplinary reports must be signed by the Chief before presented to the employee unless otherwise order by the Chief.

Chief