

MEMORANDUM

DATE: May 1, 20XX
TO: Robert Ross, FF, 7B
FROM: Bill Simmons, Officer, 7B
SUBJECT: Corrective Counseling – Late to Work

The purpose of this document is to serve as a written reprimand for reporting late to work. This is a direct violation of the report to duty policy Section 12.7.01

On May 1, 20XX, you reported to duty after 0800. After you arrived to work and placed your gear on the apparatus, we had a discussion in my office regarding

MEMBERS RECEIVE FULL ACCESS TO ANSWER KEY CONTENT

Robert Ross

Date