

Appendix F

Preliminary Notice of Disciplinary Action (For Use in Non-Civil Service Jurisdictions Only)

Pursuant to N.J.S.A. 40A:14-147, if the police officer requests a hearing, such hearing shall be not less than 10 nor more than 30 days from date of service of this notice unless such time requirements are waived by the parties.

FROM	Employing Agency Name	Address & Phone Number	Case ID #
TO	Employee Name	Title	Date

You are hereby notified that the following charge(s) have been made against you (if necessary, use additional sheets and attach).

Charges: If checked, charges are continued on attached page. <input type="checkbox"/>	Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred If checked, incidents are continued on attached page. <input type="checkbox"/>
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You are hereby suspended effective _____
(Check box to indicate if the employee is suspended pending final disposition of the matter)

You must enter a plea of guilty or not guilty, in writing, on or before _____

You may waive your right to a hearing. If you request a hearing it will be held on _____

At (time) _____ at (place of hearing) _____

The following disciplinary action may be taken against you:

- Suspension for _____ working days, beginning _____ and ending _____
- Indefinite suspension pending criminal charges effective (date) _____
- Removal, effective (date) _____
- Demotion to position of _____ effective (date) _____
- Resignation not in good standing, effective (date) _____ Other Disciplinary Action _____
- Fine _____ which is equal to _____ (number of working days)

Appointing authority or authorized agent's signature and title.

Signature _____ Title _____

This form must be personally served on the employee or sent by certified or registered mail.

Certified or Registered Mail Receipt number _____

Signature of Server _____ Date of person service _____

I hereby acknowledge service of the within charges

Signature _____

Print Name _____