

Appendix D

Sample Immediate Suspension Notice

To: _____

Date & Time: _____

TAKE NOTICE that you are suspended from duty effective immediately for the following reason:

- _____ You are unfit for duty
- _____ You are a hazard to other persons if permitted to remain on the job
- _____ An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
- _____ You have been formally charged with a first, second or third degree crime.
- _____ You have been formally charged with a first, second, third or fourth degree crime or a disorderly persons offense while on-duty, or the act is directly related to your employment.

The facts in support of the above reason are:

Supervisor making suspension

I hereby acknowledge receipt of this notice.

Signature: _____

Date: _____

Print Name: _____