



# ***ST. TAMMANY FIRE PROTECTION DISTRICT NO. 11***

**Johnny Leos, Fire Chief**

P.O. Box 1210  
Pearl River, LA 70452  
Phone: 985.863.3132  
Fax: 985.863.1834  
www.stfpd11.org

## **Written Reprimand**

---

### ***Employee Information:***

Employee:  Date / Time:

Employee No.:  Job Title:

### ***Details of Offense:***

Description of  
Infraction:

Future  
performance  
Expectations:

Consequences  
of further  
Infractions:

### ***Acknowledgement of Receipt of Written Record of Counseling:***

By signing this form, you confirm that you understand the information in this reprimand. You also confirm that you and your supervisor have discussed the infraction and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. A copy of this reprimand will be placed in the employee's personnel file and may be appealed. This written reprimand can be appealed within 15 days.

Employee's Signature:

Supervisor's Signature: