



Sheriff Eric Fagan

**Fort Bend County Sheriff's Office
1840 Richmond Pkwy
Richmond, TX 77469
281.341.4665**

POSITIVE DISCIPLINE REQUEST FORM

I, _____, hereby submit my request for positive discipline in lieu of a disciplinary suspension. By submitting this request, I acknowledge, understand, and affirm fully, the following:

____ My request is being submitted within five (5) calendar days of my receipt of a notice of my disciplinary suspension.

____ I accept responsibility for the policy violation(s) to which I have been given disciplinary action.

____ I am waiving my right to appeal the decision regarding my performance including any rights that I may have under the Civil Service Commission Policy for the Fort Bend County Sheriff's Office.

____ I am agreeing to have the equivalent hours of suspension deducted from my vacation leave balance only.

____ I understand and acknowledge that this request is not approved unless and until I receive notice of the approval.

____ I understand that the approval of this request is at the discretion of the reviewer and not appealable.

____ I am submitting this request fully understanding the discretionary approval of the positive discipline request.

____ I am submitting this request voluntarily without force, duress, coercion, and without any other promises/conditions (actual or contingent) either present, past, or future regarding my employment.

Employee Signature and Title

Date