Department:  
Today's Date:  
Time: AM

IDF Preparer:  
Title:  

Purpose of Documentation: Pre-discipline fact finding  
If other, explain: 

Employee Name(s), Title/BSU ID# 

Full-Time ☐  Part-Time ☐  Temporary ☐

When did it happen?  
Time(s): PM

Where did it happen?

Recommended action:  
Is discipline recommended?: Yes ☐  No ☐

List previous disciplines for the same rule:

Distribution:  
Supervisor/Department ☐  Employee Relations ☐

MEETING NOTES OR SPECIFIC CIRCUMSTANCES: Instructions – Use an easy-to-read format, such as time or date chronology, bullets, numbered quotes, or underline and state each person’s response, e.g. John: “I said that was okay.” Be concise, thorough, and accurate. Use quote marks when exact quotes are used.

Notes: