

4-1400 ADMINISTRATION OF SANCTIONS/DISCIPLINE

Some of the primary tasks of supervisors are encouraging, counseling and, if necessary, disciplining or correcting the behavior of employees. The purpose of this is to direct individual effort into effective and productive action.

The exercise of corrective action requires foresight and planning rather than mere reaction. It involves an evaluation of the human factor which, when combined with proper motivation and recognition of individual, and group effort, results in self-discipline.

Methods of correcting inappropriate behavior may range from counseling, where the immediate effect is on the individual, to corrective sanctions, or termination of employment, where the positive effect is in the reassurance to other employees and the community that unacceptable conduct will not be tolerated. In each case, care must be exercised to obtain a desired and just result and the uniform application of corrective action, including discipline, department-wide.

The department recognizes that problems in the work place may be related to alcoholism, other drug dependency, emotional disorders, or other personal problems. In order to address problems such as these, the department has an Employee Assistance Program. Employees and supervisors are encouraged to use the program as a prevention measure, as well as a parallel system to the disciplinary process.

SUPERVISOR'S RECOMMENDATION

Should the investigating supervisor determine that a personnel complaint is sustained or sustained not based on allegation, the employee's supervisor will make a recommendation on what action is warranted. Generally, prior to the recommendation, the employee's supervisor will participate in the predetermination hearing. Those predetermination hearings will be held to address conduct that, if proven true, would result in a letter of reprimand or greater discipline. Predetermination hearings need NOT be held if, after completing the investigation, the investigator determines:

1. The complaint disposition should be classified as unfounded, exonerated, or not sustained or no finding; or
2. The conduct, if sustained, would warrant action less than a letter of reprimand.

All investigatory recommendations will be reviewed by the affected employee's chain of command.

SANCTIONS

Employees found to have committed sustained policy violations may be subject to sanctions including, but not limited to: verbal counseling, a written reprimand, suspension, demotion, or termination. Such employees may also be required to attend remedial training, counseling, alcohol/drug assessment, psychiatric evaluation or any other training, treatment or evaluation reasonably deemed necessary by the Chief of Police (or designee).