

110. PROGRESSIVE DISCIPLINARY PROCEDURES



RICHFIELD POLICE DEPARTMENT POLICY

Effective Date: 03/28/91
No. of Pages: 2
Serial Number: 10-010
Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to establish a uniform discipline policy which is intended to correct unacceptable behavior in a consistent, equitable, and positive manner.

II. POLICY

The foundation upon which this Discipline Policy is based is two-fold. First, it is the policy of the City of Richfield that disciplinary actions are for just cause and are administered on a non-discriminatory basis. Secondly, disciplinary actions should take the form of progressive discipline wherever practical, and be consistently administered. Discipline, when applied as outlined within this Policy, should be a positive factor in the improvement of individual employee performance and organizational productivity.

III. PROCEDURE

To the extent circumstances warrant, the Police Department will impose disciplinary action in a progressive manner. However, it must be emphasized that each situation which may warrant discipline must be judged individually. Certain serious infractions or a series of repeated infractions may warrant the imposition of a more severe disciplinary action, including discharge. Additionally, in each situation the employees' previous work record will also be considered in determining an appropriate disciplinary action.

Under normal circumstances, the following steps of the progressive disciplinary procedure should be used.

1) Documented Oral Reprimand (DOR)

A Documented Oral Reprimand (DOR) should be used for infractions of a relatively minor nature. The employee should be made aware that they are receiving an oral reprimand, the specific reason for the reprimand, and that if the employee does not take this opportunity to correct the condition/infraction, more severe disciplinary action will follow. The documented oral reprimand will be placed in the officer's personnel file.

2) Written Reprimand

A Written Reprimand should be issued in the event an employee continues to disregard a documented oral reprimand or if the infraction is severe enough to warrant it. A Written Reprimand should:

- a) Be entitled "Written Reprimand";
- b) Contain a detailed statement of the facts;
- c) State the rule, policy, etc., which was violated;
- d) If applicable, document prior infractions.
- e) State whether the infraction warrants disciplinary action;
- f) Give an opportunity to correct the problem;
- g) Indicate the consequences of any future violations;
- h) Be signed by the supervisor and employee;

- i) Include two additional copies; original to employee, copy to Personnel, copy to Union.

3) Suspension

A suspension is administered as a result of a severe infraction of rules, regulations, policy, etc. or for excessive violations. Any suspension notice should be preceded by a thorough investigation of the facts. A suspension notice should:

- a) Set forth all of the facts leading to the disciplinary suspension;
- b) Identify the rule, regulation, policy, etc. violated;
- c) If applicable, document prior infractions;
- d) State the duration of the suspension;
- e) Make the employee fully aware of the reasons for the actions;
- f) Indicate the consequences of any future violations;
- g) Be signed by the supervisor and employee.
- h) Include two additional copies; original to employee, copy to Personnel, copy to Union.

4) Demotion

Employees may be demoted to a lower classification with the appropriate reduction in salary for disciplinary reasons. Demoting an employee may serve as an alternative step to dismissal in the normal progressive disciplinary procedure.


The employee and the Union **shall** receive a copy of any notice of demotion and/or notice of discharge. Such notice **shall** be read and acknowledged by signature of the employee.

5) Discharge

A discharge is an appropriate disciplinary action when the infraction is so severe as to necessitate immediate removal or where there is a series of continually repeated infractions after progressive discipline and warning.

Disciplinary actions should be treated consistently by all divisions of the Police Department. To that end, disciplinary actions, including Documented Oral Reprimands, Written Reprimands, Suspensions, Demotions and Discharges should be reviewed by the Section Lieutenant and Deputy Chief prior to issuance. In addition, final approval for any demotion, discharge, or duration of any suspension must be approved by the Police Chief and the City Manager prior to issuance.

By Order Of:



Chief of Police

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