

**170.0 DISCIPLINARY ACTION (Revised 7/93)**

Discipline, used as a corrective tool, has the potential for helping the employee become more responsible, reliable and productive. Discipline, which is constructive and positive, gives the employee a chance to correct unsatisfactory performance.

A supervisor shall take whatever steps and/or issue whatever orders are necessary to alleviate a difficult or dangerous situation, pending official disciplinary action by appropriate authority.

170.15 TRANSFER

The assignment of employees is a management right specifically reserved by the Department. An employee may be transferred as a corrective measure or for any other reason when it is in the best interest of the employee and/or the Department.

170.25 PROGRESSIVE DISCIPLINARY ACTIONS (Revised 9/01) (Revised 2/03)

The forms of disciplinary action for an officer are listed below with the least severe (Class I Reprimand) being first and the most severe (termination) last. It is not necessary that lesser disciplinary forms be employed before more severe forms are used. However, repeated offenses of a minor nature may be addressed by imposing a disciplinary action of a more severe nature. "Cause" for a disciplinary action is defined in Section 1203 of the Oklahoma City Personnel Policies. The nature of the employee's action giving rise to discipline determines the severity of discipline imposed.

More than one form of discipline may be employed at the same time for the same incident when appropriate. For example, an officer may be suspended and placed on probation if warranted by the nature of the offense.

170.30 REPRIMANDS FOR CAUSE (Revised 9/01)Class I

A written record is made on a Class I Reprimand Report stating why the reprimand was given, the person giving the reprimand and the date. The officer receiving the reprimand will be required to sign the report indicating the officer has read the report. The reprimand is placed in the Bureau file. Any supervisor may give any officer of a lower grade or rank a Class I reprimand. If a Class I reprimand involves a vehicle accident, a copy will be forwarded to the Department Personnel Office.

Class II

Class II Reprimands are made on a Class II Reprimand Report, addressed to the officer, and are detailed descriptions of the officer's inappropriate behavior. The officer signs the reprimand, a copy is placed in the Departmental Personnel files and the Bureau file, a copy is sent to the City Personnel Department, and the officer receives a copy. The officer may file a letter of response, which is attached to the reprimand. A Class II reprimand may be given by any supervisor to an officer of a lower grade or rank, with the approval of the supervisor's Division Commander, Bureau Commander and Department Head.

Class III

Class III reprimands are made on a Class III Reprimand Report and are given concurrently with a disciplinary action other than a reprimand. Distribution, authority and officer's response is the same as for a Class II Reprimand.

170.35 REPRIMANDS FOR CIVILIAN EMPLOYEES (Revised 9/01)

Written Reprimands for civilian employees do not follow the same class structure as those for commissioned officers. The only approved form for reprimanding civilian personnel is the Specific Occurrence Report Form. The supervisor giving the reprimand should note on the form in the provided space that it is for a reprimand.



In all other respects, written reprimands for civilian employees follow the guidelines set for the commissioned officer's Class II reprimands.

The reprimand is made on a Specific Occurrence Performance Report, addressed to the employee, and contains detailed descriptions of the employee's inappropriate behavior. The employee signs the reprimand, a copy is placed in the Department Personnel files and the Bureau file, the employee receives a copy, and the original is forwarded to the City Personnel Department.

170.40 SUSPENSION WITHOUT PAY FOR CAUSE (Revised 9/01)

An employee may be suspended without pay for a period not to exceed 160 working hours. A Bureau Chief or designee may give an employee up to one-day suspension without pay without approval of the Chief of Police. All other suspensions require the authorization of the Chief of Police. The Chief of Police or Bureau Chief shall notify the employee, in writing, prior to the date the suspension is made effective. Such notice shall include the reason for, and the duration of, such suspension. Employees may not perform extra-duty employment while under suspension nor operate a city-owned vehicle.

170.45 PROBATION

A newly hired non-sworn employee shall be on probation for a period of six months from the date of hire. A newly hired sworn employee shall be on probation for one year from the date of graduation from the academy. The probationary period of these employees may be extended at any time during the original period of probation. Employees whose original probation has not been completed at the time a new probation is imposed or whose original probation is extended will be required to sign an agreement accepting the probation as a condition of continued employment.

Employees who have completed the original probationary period may be placed on probation for a period not exceeding one year for cause.

The effect of disciplinary probation will be the same as the original probationary period in that an employee on disciplinary probation may be dismissed for violating the terms of the probation at any time during the probationary period. However, employees on disciplinary probation may grieve their dismissal where newly hired probationary employees may not.

The employee will be notified, in writing, of the reasons for and duration of the probation or extended probation. All probation or extended probation must be approved by the Chief of Police.

170.50 REDUCTION OF SALARY RATE FOR CAUSE

The Chief of Police may reduce an employee's salary to the next lower step in the salary range without a demotion in classification for cause. The employee will be informed in writing of the reason for the reduction in pay and the effective date.

170.60 DEMOTION TO A DESIGNATED RANK OR GRADE FOR CAUSE

An employee may be demoted to a lower rank or grade for cause. The employee will be informed in writing of the reason for a disciplinary demotion. The demotion order will specify the grade or rank and pay step to which the employee is being demoted and the effective date of the demotion. All demotions must be accompanied by a decrease in salary. The Chief of Police must approve all demotions.

170.70 TERMINATION OF EMPLOYMENT

Permanent employees may be terminated for cause. Probationary employees may be terminated without cause at any time during the probationary period. All terminations must be approved by the Chief of Police.