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170.75 RECORDS (Revised 9/01) (Revised 9/05)

Sworn:

The Police Department will maintain a written record of all disciplinary actions, with the exception of Class I reprimand, in the officer's Bureau file and Departmental file.

One year after the date of issuance of a Class I reprimand, the affected officer can submit a written request to his/her Bureau Commander to have all information regarding the reprimand removed from his/her Bureau file.

Three years after the date of issuance of disciplinary action in excess of a Class I Reprimand, the affected officer may make a written request to the Chief of Police to have the reprimand removed from the Departmental file.

The Chief of Police may, direct the reprimand removed from the officer's file. In either case, the officer will be notified of the Police Chief's decision.

Non-sworn:

The Police Department will maintain a written record of Specific Occurrence documentation on non-sworn personnel in the Bureau, OCPD Personnel and City Personnel files.

Two (2) years after the effective date of disciplinary action for a Specific Occurrence Performance Report (SOPR), the affected non-sworn employee may make a written request to the Chief of Police to have the reprimand removed from the Police Personnel file.

The Chief of Police may have the SOPR removed from the employee's file or cause it to remain. In either case, the employee will be notified of the Police Chief's decision.

170.80 APPEALS

Appeals from disciplinary actions are made as provided by the City personnel policy or the appropriate bargaining unit contracts with the City of Oklahoma City.

**175.0 COUNSELING (Adopted 6/12)**

175.10 VERBAL COUNSELING (Revised 9/01) (Revised 6/12)

Frequently, inappropriate behavior by an employee can be corrected without disciplinary action. Supervisors are encouraged to employ informal counseling as a method to inform employees that their actions do not conform to acceptable standards or to obtain improvements in the quality or quantity of an employee's job performance.

Employees are not required to sign or initial any part of such documentation. Supervisors may personally retain and use their notes for future consideration in the employee's performance evaluation. Such documentation shall be retained only in the supervisor's file.