

Non-Punitive Discipline

1003.1 NON-PUNITIVE DISCIPLINE

- (a) Supervisory officers shall, whenever practical, employ non-punitive discipline to reinforce or modify a member's behavior. Supervisory officers may employ the following non-punitive disciplinary actions:
1. Training: In cases involving instances of minor violations or misunderstandings of the Policy and Procedures, Rules of Conduct, General Orders, Memorandums, or any other directives whether written or verbal, operating procedures, supervisors shall engage in training as a corrective method of positive discipline. Training activities shall be documented on the department training and counseling session form then forwarded through the chain of command. Completed training and counseling session forms will be placed in the members training file. A Supervisor is expected to continuously teach and train subordinate employees; such training which routinely takes place between a supervisor and a subordinate on an informal ongoing basis does not require said documentation.
 2. Counseling: In cases where the member has failed to respond to training, the supervisor shall counsel the member with regard to the unacceptable behavior. During counseling sessions the supervisor shall:
 - (a) Identify and define the behavior to be modified.
 - (b) Review any applicable policies and procedures, general orders or other directives.
 - (c) Clearly explain the behavior expected of the member.
 - (d) Explain the potential consequences of continuing the unacceptable behavior.
 - (e) Document the counseling effort and forward the counseling record through the chain of command so that it can be placed in the members training file.