

Punitive Discipline

1004.1 PUNITIVE DISCIPLINE

Agency Content

- (a) In cases involving serious violations of Policy and Procedures, Rules of Conduct, General Orders, Memorandums, or any other directives whether written or verbal, as well violations of law or in those instances in which non-punitive methods have been tried and failed, supervisory members shall recommend to the Office of the Chief of Police punitive measures to correct a member's behavior. Supervisors initiating a recommendation for punitive action shall:
1. Summarize the investigation that was conducted along with supporting documentation on the Auburn Police Department Disciplinary Report.
 2. Collect and record facts and potential evidence pertaining to the alleged misconduct or omission. Describe any non-punitive corrective action that has been attempted and has failed. Include any prior similar actions or inaction on the part of the member in question that may relate.
 3. Recommend the punitive action to be taken that will likely modify the member's behavior to meet the expectations and standards, as set forth herein, of the Auburn Police Department.
 4. The supervisory member shall forward the recommendation for punitive action through the chain of command, ultimately to the Office of the Chief of Police for consideration.
 5. Each level of command shall review the case and forward it to the next level with the recommendation that the recommended disciplinary action is:
 - (a) Endorsed, with any additional recommendations.
 - (b) Not Endorsed. If the action is not endorsed, commentary shall be provided to explain the reasons for such decision, and the subsequent recommended action.
 - (c) The Office of the Chief of Police is the final authority regarding punitive discipline and will be responsible for approving, modifying, or disapproving recommendations for punitive actions against members.
 - (d) The Office of Chief of Police shall authorize punitive disciplinary actions and direct the manner in which the disciplinary actions will be executed.
 - (e) When employee misconduct results in formal punitive discipline, the employee will be notified in writing within 5 business days of any action being taken against the employee. These terms are in accordance with Article V of the Collective Negotiations Agreement.