

#### 14.4 Disciplinary System - **CRITICAL STANDARD**

##### ADMINISTRATION

**STANDARD 14.4** The agency has a written directive that establishes a disciplinary system identifying the legal or contractual authority under which the system will proceed.

- A.** The directive specifies the procedures for the maintenance of records of disciplinary actions.
- B.** The directive specifies the circumstances in which an employee may be relieved from duty.
- C.** The directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

*Commentary: A disciplinary system may address such items as: procedures and criteria for using remedial training as a function of discipline; procedures and criteria for using counseling as a function of discipline; procedures and criteria for punitive actions in the interest of discipline, including oral reprimands, written reprimands, loss of leave, suspension, demotion, dismissal; and, procedural safeguards for the recognition of employment rights provided by applicable statutory, case law and collective bargaining agreements. It is also the intent of the standard to establish the powers and authority of each command level, including supervisory levels, for relieving officers from duty. Such relief may be a temporary administrative action due to an employee's physical or psychological fitness for duty or the results of an internal affairs investigation.*

##### Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. Interview(s) with agency personnel to verify their knowledge and understanding of the disciplinary system.
3. Interview(s) with supervisory and command staff to verify their knowledge and understanding of their role in the disciplinary system.