



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: DISCIPLINARY PROCEDURES	GENERAL ORDER NUMBER: 502
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The Columbia Heights Police Department shall establish a progressive disciplinary process based on sound management principles, current administrative laws, the laws and statutes of the federal government, and the laws and statutes of the state of Minnesota.

502:1 Definitions

Oral Reprimand

The least severe level of disciplinary action, this reprimand is verbal in nature, but shall be documented on a discipline notice reflecting the nature of the incident involved.

Written Reprimand

Written reprimand is the next level of progressive disciplinary action above that of *oral reprimand*. The *written reprimand* shall be in the form of a formal notice to the employee specifying the nature of the offense.

Suspension

Suspension is the next level of progressive disciplinary action above that of *written reprimand*. A *suspension* shall involve removal from work duties for a specified length of time, and loss of comparable pay for that period.

Emergency Suspension

Emergency suspension is the immediate, but temporary removal of an employee from the workplace for just cause.

Discharge

Discharge is termination of employment for just cause.

Disciplinary Demotion

Disciplinary demotion is a reduction of one or more steps in rank for just cause.

502:2 Reporting Process

502:21 Written Report

Whenever disciplinary action is taken or recommended by a supervisor (except for *oral reprimand*), a written report shall be submitted by that supervisor in a timely manner through the proper chain of command, containing the following information:

- The full name and rank of the person being recommended for disciplinary action;
- The date(s), time(s), and location(s) of the misconduct;
- The section number(s) of this policy manual that were violated, or a common description of the infraction if not specifically covered in this policy manual;
- A complete statement of the facts of the misconduct.

502:22 Confidentiality

In the writing and submitting of these reports, every effort shall be made to keep the incident confidential.

502:3 Discipline**502:31 Fair and Positive Intent**

In the interest of discipline, the methods applied shall be based on fairness to the employee, and the interests of the Department; and whenever possible, shall be intended as a positive effort to reinforce the concepts of appropriate work and personal behaviors.

502:311

Any employee committing an offense punishable under the laws or statutes of the United States, the state of Minnesota, or local ordinances; or who violates any provisions of the rules, regulations, or procedures of this Department; or who disobeys a lawful order; or who is guilty of unprofessional conduct; or has demonstrated the inability to correctly perform his/her duties; shall be subject to appropriate disciplinary action.

502:4 Methods

The following are accepted methods of imposing discipline and corrective action:

502:41 Non-disciplinary Actions

These actions are non-disciplinary by definition, but shall be documented to supervisory files to record actions taken toward correcting infractions and behavioral issues.

502:411 Supervisory Notes

Supervisory notes and counseling shall be utilized to evaluate and document critical dimensions of performance. The supervisory notes shall be used as a non-disciplinary tool to assist and advise

the employee of the noted deficiencies in performance.

502:412 Remedial Training

Supervisors may recommend to the training coordinator assignment of employees to training sessions appropriate to correct a particular individual performance or job function problem. Remedial training is non-punitive by nature; however, it may be used as a specific corrective action to more serious disciplinary problems. Refusal to attend and successfully complete a required remedial training session can result in further disciplinary action.

502:42 Disciplinary Actions**502:421 Oral Reprimand**

An *oral reprimand* is a form of discipline. It may be issued apart from any other types of discipline, or in conjunction with one or more types of discipline. Any supervisor of superior rank may issue an oral reprimand.

502:4211

An *oral reprimand* shall be documented through a written discipline notice. A copy of the notice shall be provided to the employee.

502:4212

An oral reprimand may be used for documentation purposes during a performance evaluation, and as a reason for progressive discipline for other rules violations.

502:422 Written Reprimand

A *written reprimand* is the next form of progressive discipline above an *oral reprimand*. For more serious violations, *written reprimands* may be used as the first form of discipline.

502:4222

Use of a *written reprimand* requires the approval of the Chief.

502:4223

The original of the *written reprimand* shall be given to the employee involved. Copies shall be forwarded to the Office Manager for distribution, and a copy shall be included in the employee's personnel file.

502:423 Suspension

A *suspension* is the next form of progressive discipline above a *written reprimand*. For more serious violations, *suspension* may be used as the first form of discipline. *Suspensions* may be issued for infractions of Department rules and regulations, repeated procedural errors, or any infraction of Department written directives.

502:4231

Suspensions must be approved by the City Manager.

502:4232

The original written confirmation of the *suspension* shall be given to the employee involved. Copies shall be forwarded to the Office Manager for distribution, and a copy shall be included in the employee's personnel file.

502:424 Emergency Suspension

Supervisors of the rank of sergeant, Captain, or Chief have the authority to impose *emergency suspensions* until the next business day. The supervisor imposing the *emergency suspension* shall immediately notify the Captain. Any employee receiving an *emergency suspension* shall report to the Captain on the next business day as directed. The supervisor imposing the *emergency suspension* shall also report at the same time. The Chief or his designee is authorized to continue an *emergency*

suspension, if the conditions justifying the suspension still exist.

502:4241

Duration of suspension is at the discretion of the City Manager, unless otherwise determined by labor agreement or City Personnel Rules and Regulations.

502:425 Discharge or Disciplinary Demotion

Discharge or *disciplinary demotion* is the next form of discipline above a *suspension*. For the most serious of violations, *discharge* or *disciplinary demotion* may be used for the first form of discipline.

502:4251

Discharge or *disciplinary demotion* may be the result of serious infractions of Department rules and regulations, repeated procedural errors, or any serious infraction of Department written directives.

502:4252

Discharge or *disciplinary demotions* shall be governed by applicable statutory provisions, City Personnel Rules and Regulations, and applicable labor agreements.

502:4253

Discharge or *disciplinary demotions* must be approved by the City Manager.

502:5 Supervisory Role**502:51 Monitoring Work Habits**

Supervisors shall ensure that employees do not develop work habits that will result in violations of management expectations or written rules of conduct.

502:52 Determination of Violations

Supervisors shall be familiar with Department policies, procedures, and rules of conduct, and be able to determine whether or not alleged violations have occurred.

**502:53 Recommending Appropriate
Disciplinary Action**

Supervisors shall be aware of the disciplinary process, and be able to assess and to recommend the appropriate disciplinary action to be taken.

BY ORDER OF:

Scott Nadeau, Chief of Police

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