



# **LAKE CITY POLICE DEPARTMENT**

## **GENERAL ORDERS MANUAL**

	<b>SUBJECT</b>  <div style="text-align: center;">Corrective Action Procedure</div>	
	<b>CHIEF OF POLICE</b>  <div style="text-align: center;"><i>Signature on File</i></div>	
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		<b>TOTAL PAGES</b> 6

### **AUTHORITY/RELATED REFERENCES**

Section 112.532, Florida Statutes, Police Officer Bill of Rights  
 City Personnel Policies/Procedures, Employment  
 City Personnel Policies/Procedures, Disciplinary Actions  
 City Personnel Policies/Procedures, Grievance Procedures  
 PBA Collective Bargaining Agreement

### **ACCREDITATION REFERENCES**

CFA Ver. 4.0; Chapters 10, 11

### **SUPPORTING FORMS**

PD-116, Corrective Action Recommendation  
 PD-116A, Disciplinary Action Report

### **KEY WORD(S) INDEX**

116.01	Policy	116.40	Levels of Corrective Action
116.10	Definitions	116.50	Corrective Action Procedures
116.20	General Guidelines	116.60	Corrective Action Appeal Procedures
116.30	Application of Corrective Action		

#### **116.01 POLICY**

The Lake City Police Department shall provide well-defined standards of conduct and guidelines for corrective actions, which will be applied equitably to all members, without bias or prejudice.

#### **116.10 DEFINITIONS**

**Corrective action review process:** A process by which the member's chain of command reviews and provides recommendations regarding the proposed corrective action to be administered to a member.

**Decision to impose corrective action:** The completion of a sustained Internal Affairs complaint or a supervisor's investigation of improper behavior in which it is determined that the member violated a law, ordinance, policy, rule, or procedure and corrective action is warranted.

**Progressive discipline:** A system of administering gradually increasing corrective actions for each successive instance of member misconduct.

## **PROCEDURES**

### **116.20 I. GENERAL GUIDELINES**

- A. Whenever appropriate, before taking any formal corrective action, supervisory guidance, remedial training, and/or counseling should be offered to the member.
- B. Corrective action should be constructive rather than punitive. Corrective action should be used to motivate members to develop good work habits and behaviors, which contribute to the successful operation of the Department.
- C. The need for corrective action may arise as a result of misconduct on the part of members, including, but not limited to:
  - 1. Infractions of rules, regulations, policy or procedures, as established by the Department, the City of Lake City, or the collective bargaining agreement.
  - 2. Violations of local ordinances, state statutes, or federal laws.
  - 3. Failure to satisfactorily perform one or more job requirements.
- D. If infractions occur, *remedial training* may be offered to members before administering any formal action.
  - 1. Remedial training is designed to assist members in correcting and improving their performance.
  - 2. Training may be conducted during reasonable hours with a training officer or a supervisor.
  - 3. When necessary, members may be temporarily assigned to the Training Section for remedial training.

4. If for any reason a member fails to attend or complete the remedial training in a satisfactory manner, the member's Shift or Division Commander shall be notified and appropriate action taken.
- E. While often similar, incidents of misconduct are rarely identical. The Department retains the right to treat each occurrence on an individual basis without necessarily establishing a precedent for the future.

## **116.30 II. APPLICATION OF CORRECTIVE ACTION**

- A. When circumstances permit, *progressive discipline* will be practiced in response to instances of member misconduct.
  - Each level of progressive discipline shall be fully documented for inclusion in the member's personnel folder.
- B. Many factors should be considered in determining the appropriate level of corrective action imposed upon a member. Some of the factors include:
  1. time interval(s) between offenses.
  2. willingness of the member to improve.
  3. overall work performance of the member.
  4. severity of the behavior involved.
  5. prior corrective actions imposed under similar circumstances.
- C. Similar infractions may be more serious in one case than in another because of the member's responsibilities (e.g., failure to be at an assigned work station might be a more serious offense for a communications operator than for a secretary).
- D. Repetition of the same offense or commission of serious offenses indicate more severe corrective action measures are necessary.
- E. Certain offenses are of such a serious nature that immediate dismissal upon a first offense is appropriate.
- F. When a member *repeatedly* violates various City/Departmental policies and/or rules, progressive discipline should be administered even though the infractions may be unrelated.

## **116.40 III. LEVELS OF CORRECTIVE ACTION**

- A. At all levels of corrective action, the supporting documents (e.g., memoranda, Disciplinary Action Report (PD-116A)) shall include a complete description of the misconduct, and refer to specific times, dates, locations, individuals involved, and directives violated.
- B. *Oral Reprimand*

1. In situations where counseling and/or other informal corrective measures have not resulted in the expected improvement in work performance, a minimum of a formal oral reprimand shall be issued to the member.
2. Oral reprimands are designed to allow the supervisor to bring to the member's attention the need to improve performance, work habits, and/or behavior and to serve as a warning against further repetition of the unsatisfactory conduct.
  - The supervisor should identify and define the area needing improvement and inform the member how such improvement can be realistically achieved.

#### C. *Written Reprimand*

1. In situations where previous corrective actions have not resulted in the expected improvement in work performance or when a member commits a more serious offense, a written reprimand may be given to the member.

#### D. *Suspension*

1. In the event offenses are continued or repeated and the member has already received oral or written reprimands, or if the nature of the offense is more serious than that justifying a reprimand, a member may be suspended for a specific period of time.
2. Such suspension shall be *without pay*, and if for more than one day, shall be issued on a *consecutive working day basis*.
3. Suspended members shall not work on their normal day(s) off, use paid leave time, or make up time by working overtime in lieu of a payroll deduction for the period of suspension.
4. Upon being suspended, members shall relinquish to their supervisor, or other proper authority, the following Department-issued items as applicable:
  - a. building access card(s)
  - b. City vehicle
  - c. utility belt and City issued attachments/weapons
  - d. firearms
  - e. badge
  - f. radio
  - g. police identification card
  - h. other items deemed reasonably necessary (e.g., office keys, etc.)
5. Upon being suspended, and for the duration of the suspension, members shall not:

- a. operate any City vehicle.
- b. take any law enforcement action.
- c. engage in any secondary employment.
- d. carry a concealed firearm under the authority of Section 790.052, Florida Statutes.

#### E. *Demotion*

- 1. For a continued series of lesser offenses, repetition of serious offenses, or on the first occurrence of a more serious offense, a member may be demoted.
- 2. Any voluntary demotion (e.g., to accept a position in a lower pay band) shall be so designated and shall not be deemed a corrective action.

#### F. *Dismissal*

- 1. For a continued series of lesser offenses, repetition of serious offenses, or on the first occurrence of certain serious offenses, a member may be dismissed from the Department.

### 116.50 IV. CORRECTIVE ACTION PROCEDURES

- A. To insure corrective action is appropriate for the offense(s), the Department will conduct a *corrective action review process* as part of each corrective action procedure. Supervisors shall use the Corrective Action Recommendation Form (PD 116) for this review process.
  - 1. The member shall receive the corrective action *within thirty working days of the decision to impose such action* unless an extension has been granted by the Chief of Police.
  - 2. The Corrective Action Recommendation Form should be forwarded through the chain of command.
  - 3. The corrective action review process shall include, at a minimum, the following steps:
    - a. At the time a decision is made to impose corrective action, the supervisor shall make an appointment with the director of Human Resources to review the member's corrective action history and previously imposed corrective actions in similar situations (*the appointment shall occur within seven working days*).
    - b. If there is a need to more closely examine specific cases, the supervisor shall do so immediately. If necessary, the supervisor and the director of Human Resources shall then discuss any additional findings.

- c. The remainder of the member's chain of command shall review the recommendation of the supervisor, and sign and return the Corrective Action Recommendation Form to the supervisor in a manner which will allow corrective action to be administered within the thirty day schedule.
  - d. If the member's Shift or Division Commander determines a need exists to further discuss the recommended action, he or she shall facilitate such discussion in a manner, which will allow corrective action to be administered within the thirty-day schedule.
- B. A Disciplinary Action Report (PD-116A) must be completed to document each corrective action taken.
  - 1. This form, along with the previously reviewed Corrective Action Recommendation Form, shall be forwarded through the chain of command.
  - 2. The supervisor administering the corrective action should discuss the Disciplinary Action Report with the member as soon as possible after it is returned from the chain of command.
  - 3. The member's signature is requested on the form solely to acknowledge it has been discussed with him or her, and does not indicate the member's agreement with the information contained on the form.
  - 4. If the member refuses to sign, it shall be so indicated in the space reserved for the member's signature.
  - 5. The member shall be given a copy of the Disciplinary Action Report and be informed of the right to grieve or appeal the action.
  - 6. The Corrective Action Recommendation Form and the Disciplinary Action Report shall be forwarded to Human Resources.
- C. Written notice of an action, which results in dismissal, demotion, or loss of pay or benefits shall be given to the involved member prior to the effective date of such action.

## **116.60 V. CORRECTIVE ACTION APPEAL PROCEDURES**

Corrective actions may be appealed in accordance with the City of Lake City Personnel Policies and Procedures, or ratified collective bargaining agreement with the City of Lake City.

LAKE CITY POLICE DEPARTMENT  
Corrective Action Recommendation

<hr/> <b>Employee Name</b>	<hr/> <b>Classification</b>	<hr/> <b>ID#</b>	<hr/> <b>Due Date</b>
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Violation(s) \_\_\_\_\_

IA Complaint Number, if applicable: \_\_\_\_\_ Disposition: \_\_\_\_\_

- I. **Discipline Recommendation:** As a result of the above violation, I recommend the following corrective action (Memorandum/Complaint attached)

**Oral Reprimand** \_\_\_\_\_  
**Written Reprimand** \_\_\_\_\_  
**Suspension** \_\_\_\_\_ (Hrs)  
**Other** \_\_\_\_\_

**Demotion** \_\_\_\_\_  
**Dismissal** \_\_\_\_\_

<hr/> <b>Immediate Supervisor</b>	<hr/> <b>Classification</b>	<hr/> <b>Division</b>	<hr/> <b>Date</b>
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- II. **Human Resources Review:** \_\_\_\_\_

<hr/> <b>Human Resources Director</b>	<hr/> <b>Date</b>	<hr/> <b>Due Date</b>
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- III. **Division Review & Recommendation:** \_\_\_\_\_

<hr/> <b>Lieutenant</b>	<hr/> <b>Date</b>	<hr/> <b>Due Date</b>
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**Review & Recommendation:** \_\_\_\_\_

<hr/> <b>Captain</b>	<hr/> <b>Date</b>	<hr/> <b>Due Date</b>
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- IV. **Final Disposition:** The action to be imposed is as follows:

\_\_\_\_\_  
\_\_\_\_\_

<hr/> <b>Chief of Police</b>	<hr/> <b>Date</b>	<hr/> <b>Due Date</b>
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**Corrective Action Checklist**

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interviewed alleged violator  
Interviewed witnesses  
Observed damages, if applicable  
Reviewed employee's performance/disciplinary history  
Reviewed any documents and/or tapes reference the incident  
Interviewed complainant  
Interviewed all employees involved  
Reviewed Dept/City policies and procedures



# Lake City Police Department Disciplinary Action Report



Employee Name: \_\_\_\_\_  
Employee Number: \_\_\_\_\_  
Date of Infraction: \_\_\_\_\_

Type of Infraction: \_\_\_\_\_

Description of Infraction: (Attach additional Sheets if needed) ☐ Support or Additional Documentation Coming Under Separate Cover

## Disciplinary action given for this infraction:

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Oral Reprimand    | <input type="checkbox"/> Demotion  |
| <input type="checkbox"/> Written Reprimand | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Suspension        |                                    |

Total Hours: \_\_\_\_\_

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Effective: \_\_\_\_\_

A future infraction of a serious nature, or an additional infraction of a similar nature, or repeated infractions will result in:

## Department Comments:

☐ Additional Sheet(s) Coming Separately

Initiated by: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Division Commander Approval: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Commander Approval: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police Approval: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

This action may be appealed in accordance with:

## Employee Comments:

## By my signature below, I acknowledge the following:

☐ Additional Sheet(s) Coming Separately

Receipt of this disciplinary action only; my signature does not necessarily indicate that I am in agreement with the above information. I understand that I have the right to grieve or appeal this action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: ☐ Employee ☐ Human Resources ☐ Administrative Files