

## Chapter 12

### DISCIPLINARY PROCEDURES

#### 12.1 CODE OF CONDUCT

A written directive specifies the code of conduct and appearance for agency personnel and is provided to such personnel.

- *Copy of Code of Conduct & Appearance*
- *Signature Sheet for receipt of Code of Conduct & Appearance*

#### 12.2 DISCIPLINARY SYSTEM

A written directive establishes a disciplinary system which is consistent with the KRS15.520, the Police Officers' Bill of Rights. The system should include:

- A. Procedures and criteria for using counseling as a function of discipline;
- B. Procedures and criteria for punitive actions in the interest of discipline including oral reprimand, written reprimand, loss of leave, suspension, demotion, and dismissal; and
- C. Recognition of employment rights and procedural safeguards provided by applicable statutory and case law
  - *Copy of a written disciplinary action, or Documentation by supervisor of reprimand – Employee information redacted.*

#### 12.3 SUPERVISORY AND COMMAND STAFF

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

- *Copy of a written disciplinary action that shows review from each level of supervision - Employee information redacted.*

#### 12.4 MAINTENANCE OF RECORDS

A written directive specifies the procedures for maintenance of records of disciplinary actions.

- *Records regarding Disciplinary actions are kept separate from employee file in a secured area accessible only to Chief or designee.*

#### 12.5 APPEAL PROCEDURES

A written directive specifies appeal procedures in disciplinary actions.

- *Copy of a disciplinary appeal (if applicable) with Employee information redacted.*

## **12.6 PERSONNEL COMPLAINT PROCEDURE**

A written directive establishes procedures for the reporting, investigation and disposition of complaints received against the agency or employee of the agency. At a minimum it should include:

- A. Categories of complaints;
  - B. Acceptance of complaints;
  - C. Complaint documentation and report format;
  - D. Person/Position responsible for investigation;
  - E. Investigation process and timeline;
  - F. Employee notification and rights;
  - G. Procedures for notifying complainant;
  - H. Administrative leave;
  - I. Disposition;
  - J. Annual review of complaints; and
  - K. Maintenance of records and confidentiality
- Copy of Policy
  - Copy of Citizens Complaint Form