



# LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



## Employee Discipline

### Forms of Discipline

#### Written Reprimand

A written reprimand is the lowest form of formal discipline and is normally issued when the incident impacts upon office or departmental operations, or when prior non-disciplinary actions have not corrected the pattern of behavior or performance.

#### Suspension

A suspension without pay, for disciplinary purposes, may not exceed 30 calendar days in length, and may not be used in conjunction with a reduction or bonus removal.

#### Bonus Removal

A deputy may be removed from a Bonus position as a result of a founded administrative investigation.

#### Reduction

A reduction is a lowering of an employee's rank (classification) or grade. Reduction and demotion are synonymous.

#### Discharge

A discharge means the complete and final separation from the Department for cause. Discharge occurs when prior discipline has not corrected the employee's unacceptable behavior or performance, or in circumstances where the misconduct has rendered the individual immediately unsuitable for further employment, or where it can be reasonably anticipated and demonstrated that a lesser disciplinary action will not correct the employee's conduct.

### Counseling and Progressive Discipline

Not all inappropriate behavior will require imposition of discipline. In some cases non-disciplinary action, such as counseling accompanied by documentation in a performance log, may be more appropriate. An employee counseling or other non-disciplinary action should take place soon after the unacceptable behavior or poor performance is first noted. The purpose of non-disciplinary action is to inform the employee of a potential problem which may result in discipline if it continues; and to help correct the problem before it becomes significant and/or to advise the employee of expected behavior.

After the non-disciplinary approach is used or in some initial instances of misconduct or poor performance the manager must impose discipline. Generally, discipline will follow a "progressive-step method." This method attempts to correct, resolve or remove the employee's performance problem or misconduct at the lowest, most effective level. It should be imposed when the manager can reasonably anticipate the discipline will be effective.