

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Authority		CHAPTER/SECTION NO.: 18.7	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 26.1.5			

18.7 Policy

- 18.7.1 The Sheriff bears the ultimate responsibility for discipline in the Office, however, it is the immediate supervisor who has the principal responsibility for maintaining an appropriate level of discipline within a work unit.
- 18.7.2 Because consistency of application is critical to an equitable disciplinary process, any contemplated negative disciplinary action will be routed through the Office of the Sheriff, prior to implementation.
- 18.7.3 Sworn employees with the Office rank of Chief Deputy, Captain, Lieutenant, or Sergeant; non-sworn supervisors of the Central Services Section or CSI, may impose the following:
- A. Training
 - B. Verbal Counseling
 - C. Documented counseling
 - D. Notice of Reprimand
- 18.7.4 Sworn employees with the Office rank of Chief Deputy, Captain or Lieutenant may, in addition to provisions in 18.7.3, make recommendations to the Sheriff in accordance with the following degrees of discipline:
- A. Administrative Action
 - B. Suspension
 - C. Demotion
 - D. Termination of Employment

- 18.7.5 Discipline resulting in suspension will be administered by a Bureau Commander who may invite the immediate supervisor to participate. In most cases however, an employee, unless it is inappropriate to the situation, should only be disciplined by their immediate supervisor.
- 18.7.6 If an employee's supervisor is not available and both for the good of the employee and the good of the Office, emergency suspensions (e.g., when an employee comes to work intoxicated) may be invoked immediately by any supervisor.
- 18.7.7 The Office may impose any disciplinary measure deemed appropriate, after complying with procedural requirements prescribed by the Weber County Personnel Policies and Procedures Manual and this chapter.
- 18.7.8 In any discipline of a member covered by the Merit System, resulting in demotion, reduction in pay, suspension or discharge, the Office will specifically charge the offending member with one or more of the following:
- A. Neglect of duty;
 - B. Disobedience of a reasonable order;
 - C. Misconduct;
 - D. Inefficiency or inability to satisfactorily perform assigned duties;
 - E. Any act inimical to the public service.
- 18.7.9 No deputy shall be suspended for more than thirty days at one time, nor more than sixty days in one year. Demotion, reduction in pay, suspension, or discharge shall be made upon order of the Sheriff with the approval of the Human Resource Department.