



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Acting Chief Lyle W. Wells, CHF *L.W. Wells*

DATE: March 24, 2006

SUBJECT: Departmental Order 2006-02, *Disciplinary System*

Departmental Order 2005-07 is rescinded and this Departmental Order is issued in its place.

The purpose of this Departmental Order is to summarize aspects of the current disciplinary system and to address issues in CALEA standards 26.1.4 and 26.1.5.

The Tulsa Police Department recognizes that in applying discipline, it is necessary to be fair to both the agency and the employee but must ensure that inappropriate behavior is corrected. To that end, the disciplinary system of the Tulsa Police Department includes, at a minimum, procedures and criteria for using training, counseling, and punitive actions. The goal of the disciplinary system is to improve productivity and effectiveness. The application of discipline is subject to limitations provided by law, by collective bargaining agreements, and by policy and procedure.

To correct minor offenses, supervisors may use counseling and/or training. If a supervisor uses counseling with intent to discipline, the counseling shall be documented pursuant to 31-301A, *Organization and Administration*. Offenses for which counseling and/or training by the supervisor would be appropriate include minor mistakes, slight departures from procedure, or poor judgment. The supervisor may take immediate corrective action in the form of verbal counseling or training for minor offenses brought to his/her attention. In many cases, deficiencies will be corrected by illustrating the appropriate method of performing a task or addressing a lack of knowledge. In addition to one-on-one training conducted by the supervisor, the person may, under some circumstances, be required to attend formal training. Depending on the severity of the misbehavior, it may be necessary to document the counseling session.

When dealing with minor misconduct, supervisors should combine these methods by advising the subject what was done wrong and indicating the correct way.

In those situations that are of a more serious nature such as intentional violations of rules or laws, supervisors, pursuant to 31-304A, *Complaints Against Police Employees*, will initiate investigations by writing an Interoffice to the Chief of Police with copies to the chain of command.

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For minor offenses, supervisors and managers may give immediate verbal counseling and training for misconduct that is brought to their attention. For serious offenses, supervisors may temporarily relieve the employee from duty pending further direction from a Bureau Deputy Chief.

Supervisors and managers will provide recommendations for discipline for their subordinates as set forth in 31-304A, *Complaints Against Police Employees*.

Supervisors and managers will participate in the Citizens Complaint Resolution Process (CCRP).

With the exception of divisional letters of reprimand, disciplinary actions such as suspension, termination or other punitive measures shall only be implemented by *Personnel Orders* issued by the Chief of Police in compliance with 31-304B, *Pre-Action Hearings*.

The role of supervisors and the authority attendant to each level of supervision and command relative to disciplinary actions is further set forth in Policy and Procedure 31-304A, *Complaints Against Police Employees*, and Policy and Procedure 31-304B, *Pre-Action Hearing*.

LWW:gk