

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Conduct		P&P-C-100
Code of Conduct		
Effective Date: 11-12-08 Supercedes: 01-26-07	Approval: Sheriff	Number of Pages: 3
References:	Reevaluation Date: Annually or as needed	Standards:

I. DISCIPLINE

Discipline is training which corrects, molds, strengthens or perfects, and is not necessarily synonymous with punishment. Punishment is normally resorted to only when other forms of training, leadership and supervision have failed. A well-disciplined force is not a well-punished one; rather it is a force that voluntarily conforms to all office policies, procedures and orders. Violation of policy, procedure, and orders requires disciplinary action.

II. RECOMMENDING PUNISHMENT

In recommending punishment, the motive and intent of the offender will be considered. There are three aims in taking disciplinary action. The prime reason is to bring about a change in the thinking and actions of those who have deviated from acceptable office behavior. The second purpose is to dissuade potential violations. Deterrents to misconduct are swiftness and certainty of disciplinary action. The third objective is to inform members of the office that uniform compliance with office policies and procedures is required. Positive discipline is our basic goal, and the manner of application shall also be positive. Proper enforcement of discipline contributes to pleasant working conditions and brings about voluntary compliance with policy and procedures.

III. ISSUING PUNISHMENT

Regardless of the atmosphere of positive discipline, occasions will arise when it becomes necessary for the supervisor to administer negative disciplinary action. The manner in which this is done will have a marked affect on the morale of the group. It will be the policy of this Office to achieve these aims swiftly and through the application of positive discipline with the objectives of securing voluntary compliance to all policies and procedures of the Office.

IV. TIME OF DISCIPLINE

A supervisor shall administer discipline in a timely manner in relation to the incident or situation.

V. RESPONSIBILITY FOR SUBORDINATE SUPERVISORS

Each supervisor shall strive to create and maintain high morale among his or her subordinate supervisors. Supervisors shall constantly evaluate the quality and quantity of supervision by their subordinates.

VI. ORGANIZATIONAL CONTROL

Each supervisor shall by act, manner, and attitude promote understanding of all procedures essential to effective organizational control. They shall convey to their subordinates the intent and spirit of policies and procedures.

VII. IMPROVED PROCEDURE

Each supervisor shall help in developing sound and resourceful operating and administrative procedures based on their own experience and that of others. Supervisors shall see that procedures are passed on from the experienced subordinates to new subordinates. They shall encourage the contribution of new ideas by their subordinates.

VIII. ASSIGNMENT FOR EFFECTIVENESS

Supervisors shall strive to accurately match the capabilities of subordinates with the requirements of assignments to be executed. Supervisors shall strive to expand the capabilities of subordinates by training them in various assignments.

IX. MANNER OF GIVING ORDERS / INSTRUCTIONS

Supervisors shall use tact in giving orders and correcting mistakes in order to inspire confidence and diligence. Supervisors shall carefully test the understanding of instructions to ensure that subordinates know in detail what they are to do and how to do it, and if applicable the reasoning for the instructions.

X. RESPONSIBILITY FOR SUBORDINATES

Each supervisor shall be aware of the progress of their subordinates and assist them by counsel, advice, direction and example. Supervisors shall recommend solutions to problems that arise.

XI. EVALUATION OF SUBORDINATES

Each supervisor shall be fair in evaluating the work of his subordinates.

XII. DEVELOPMENT OF ACCEPTABLE ATTITUDES

Each supervisor shall be responsible for the development and maintenance of proper attitudes of their subordinates in their dealings with and handling of other employees and the public.

XIII. RELATIONSHIP WITH SUBORDINATES

Each supervisor shall strive to maintain a high level of morale and respect through courteous and appropriate conduct towards subordinates. Supervisors shall personally set a good example.

XIV. WELFARE OF SUBORDINATES

Supervisors shall strive to assist subordinates and improve their welfare. Counseling by the supervisor can help the employee recognize problems and aid him or her in reaching a solution.

XV. RESPONSIBILITY FOR CONDUCT

Supervisors shall investigate reports of laxity in the performance of duty or violations of Office Policy and Procedures. After determining the facts, the supervisor shall report the findings in writing to his or her immediate supervisor. Appropriate action will be taken by the supervisor to correct the problems that have been discovered.

XVI. REPORTS OF SICKNESS

Supervisors shall determine the authenticity of sickness or injury reported by or on behalf of subordinates. Supervisors shall take steps to make a determination concerning the justification for absence.

XVII. IMPLEMENTING SUPERVISION

Supervision shall be implemented by regular inspections, incident and administrative reports, and inspection of reports, job performance and conduct.

By Order of the Sheriff