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POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) that members found in violation of the rules regulations, or policies of the DCSO may be disciplined in the manner set forth in this policy and within the guidelines of the Douglas County Merit Commission Rules, Civil Service Commission Rules and collective bargaining agreements.

PROCEDURE

I. General

- A. Member selection, training, direction, supervision, and accountability all have an impact on discipline within the agency. Each one is dependent upon the other, and a weakness in any one undermines effective discipline.
- B. The DCSO disciplinary approach is distinguished by a systems methodology in which the positive as well as the punitive aspects of discipline and coaching are addressed. In the interest of discipline and coaching, the following forms of disciplinary and coaching action may be applied to member conduct:
 - 1. Performance Recognition.
 - 2. Training.
 - 3. Counseling.
 - 4. Punitive action.
- C. Members of the DCSO will not commit any act or omit any act that constitutes a violation of the rules, regulations, directives, or orders of the agency.

II. Roles and Authority (26.1.5)

- A. In the interest of discipline, every Supervisor/Manager, from the Sheriff down to the front-line Supervisor, has a role and authority relative to the disciplinary system. A Supervisor who becomes aware of a violation of the agency's written directives is responsible for initiating disciplinary action in accordance with this policy. Failure to do so may result in disciplinary action up to and including termination.
 - 1. All Supervisors have the authority to relieve members from duty with pay if the member has committed a violation necessitating immediate suspension or who are physically or emotionally unable to discharge their duties. In such instances being relieved from duty with pay is not considered a disciplinary action. However, follow-up disciplinary action may be taken to address the action that lead to the relief from duty when necessary.
- B. Sheriff (22.1.2)
 - 1. The Sheriff is responsible for:

- a. Approving all member work rules and regulations as well as changes to existing rules.
 - b. Giving final approval of all punitive actions.
 - 2. In the Sheriff's absence the Sheriff's designee will serve as the final interpreter of the rules and will approve, in advance, or has sole authority for, administrative leave, suspension without pay, demotion, or termination of any member for work rule violations.
- C. Chief Deputies
- 1. The Chief Deputies:
 - a. Assist the Sheriff and manage the Captains/Supervisors in all matters pertaining to the agency's disciplinary system.
 - b. Recommend all levels of punitive actions.
 - c. Serve as the principal liaison to the County Attorney's Office, Civil Division, in all matters related to punitive actions.
- D. Captains
- 1. Captains are responsible for:
 - a. Ensuring the reasonableness, proper communication, and consistent enforcement of all member rules and regulations.
 - b. Recommending changes to existing rules and regulations when appropriate.
 - 2. Captains are authorized by the Sheriff to:
 - a. Recommend punitive actions for rules violations up to and including termination.
 - b. Issue punitive actions at the level of written reprimand and below.
- E. Lieutenants and Sergeants
- 1. Lieutenants and Sergeants are responsible for:
 - a. Knowing work rules and regulations.
 - b. Clearly communicating the rules and regulations as well as job performance expectations to their subordinates.
 - c. Exercising positive leadership, which is necessary to minimize formal punitive actions involving their subordinates, including training and counseling.
 - d. Setting good examples for their subordinates.
 - e. Thoroughly investigating and documenting suspected instances of member misconduct.
 - f. Consistently and fairly enforcing all rules and regulations.

- g. Recommending, through the chain of command, any changes to existing rules that might better accomplish the overall mission and goals of the agency.
 - 2. Lieutenants and Sergeants are authorized to:
 - a. Recommend punitive actions for rules violations up to and including suspension without pay.
 - b. Issue punitive actions below the level of written reprimand.
- F. Managers and Supervisors
 - 1. Managers and Supervisors are responsible for:
 - a. Knowing work rules and regulations.
 - b. Clearly communicating the rules and regulations as well as job performance expectations to their subordinates.
 - c. Exercising positive leadership, which is necessary to minimize formal punitive actions involving their subordinates, including training and counseling.
 - d. Setting good examples for their subordinates.
 - e. Thoroughly investigating and documenting suspected instances of member misconduct.
 - f. Consistently and fairly enforcing all rules and regulations.
 - g. Recommending, through the chain of command, any changes to existing rules that might better accomplish the overall mission and goals of the agency.
 - 2. Managers and Supervisors are authorized to:
 - a. Recommend punitive actions for rules violations up to and including suspension without pay.
 - b. Issue punitive actions below the level of written reprimand.

III. Performance Recognition

- A. The DCSO will recognize members' commendable and honorable deeds in accordance with the DCSO "Performance Recognition Program" policy.

IV. Coaching

- A. Coaching
 - 1. Supervisors may meet with employees informally to notify them of behavioral or performance issues in order to give an employee an opportunity to improve on their own.
 - 2. This type of meeting is not disciplinary and does not involve a follow-up counseling plan or references to disciplinary action.
 - 3. Coaching sessions will be documented in Blue Team via a 'Coaching' entry that will document the coaching session.

- a. The Supervisor will copy the employee on the entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the coaching session electronically in Blue Team.
 - (2) Coaching entries will be sent directly to the IA Pro/Blue Team Administrator for entry into IA Pro. These entries do not need to be viewed by chain of command.

B. Training and Counseling (26.1.4a&b)

- 1. As a function of discipline, training/counseling may be employed by itself or in conjunction with one or more of the other components of the disciplinary system.
- 2. Training should be the first option when addressing minor rules violations, inadequate job performance, or deficient work habits. (26.1.4a)
- 3. The following criteria for using training/counseling as a function of discipline must be satisfied: (26.1.4a&b)
 - a. The Supervisor must believe that the member has an existing problem or is experiencing difficulty understanding, adjusting to, or internalizing matters which include one or more of the following:
 - (1) Job related tasks.
 - (2) Agency personnel policies.
 - (3) Interpersonal and intrapersonal relationships with the general public, co-workers, and prisoners.
 - (4) Personal issues that are negatively affecting the member's work performance.
 - b. Evidence must be present indicating that the member's problem is impairing their work performance or the ability of others to perform.
 - c. There must be reason to believe that training/counseling may assist the member in a supportive manner or otherwise have a positive influence on their work performance.
- 4. When training is used as part of the disciplinary process the following procedures will apply: (26.1.4a)
 - a. The immediate Supervisor may initiate the training process.
 - b. The training may be provided by the Training Division or designee or an outside entity.
 - c. Training will be documented as follows:
 - (1) All training will be provided and documented in accordance with the DCSO "Training Administration" and "Training – Requests/Attendance" policies. Since the training is being conducted as part of a remedial plan,

a Blue Team entry will be made under the 'Employee Counseling' category.

- (2) Unsuccessful completion of training will result in an Oral Reprimand (see Section V, E below). The Supervisor will notify the Administrative Coordinator of the respective oral reprimand in such cases.
 - (3) In addition to standard documentation, successful completion of training will be documented on an Inter-Bureau and submitted to the Administrative Coordinator.
 - (4) The Administrative Coordinator will update the IA Pro entry to reflect whether the training was completed successfully.
5. When counseling is used as a corrective action, the following procedures will apply (counseling forms are not disciplinary): (26.1.4b)
 - a. All member counseling will be conducted in a private, non-threatening, and cooperative environment.
 - b. The counseling effort will be used to determine a solution for the problem or difficulty.
 - c. Sworn and non-sworn Supervisors and Managers will complete a Blue Team entry labeled as 'Employee Counseling.' Supervisors will document the following information in the entry:
 - (1) The specific nature of the work habit and/or performance problem.
 - (2) The member's explanation for the problem.
 - (3) Suggestions for improving or eliminating the problem Supervisor and/or member suggestions will both be identified.
 - (4) A specific plan for follow-up that includes monitoring when necessary and a date by which correction or improvement will be accomplished.
 - (a) The member and Supervisor will agree on a specific plan of action that enables the member to correct work habit(s) or improve performance.
 - (b) If the member or Supervisor is transferred prior to the completion of the counseling plan the following procedures will be followed:
 - i. The Supervisor who initiated the counseling plan will notify the new Supervisor of the plan and the agreed upon plan of action.
 - ii. It will be the new Supervisor's responsibility to ensure that the member completes the counseling plan as required.
 - d. The Supervisor will copy the employee on the entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the counseling electronically in Blue Team.

V. Punitive Forms of Discipline (26.1.4c)

- A. As a function of discipline, punitive action may be employed by itself or in conjunction with one or more of the above listed coaching methods, whenever practical.
- B. The agency utilizes progressive punitive action when reasonable. However, the agency also recognizes that there are some rule violations that are so serious that they warrant a severe punishment without using progressive punishment.
- C. If a Supervisor plans to interview a subordinate member, whether formally or informally, and the interview is investigative in nature and may result in punitive action against the member, the member may request that a union representative be present (see the DCSO "Administrative Investigation of Complaints" policy). The Supervisor will allow the union representative to be present.
 - 1. The union representative may help clarify issues, bring out the facts and policies involved, give assistance to members who may lack the ability to express themselves in their cases, and who might need the more experienced kind of advice which a union representative might provide.
 - 2. The union representative will not unreasonably interfere with the interview and the Supervisor's attempt to ascertain facts and circumstances.
- D. Punitive actions will conform to established law, Merit/Civil Service Commission Rules, and/or applicable bargaining agreements.
- E. Punitive actions permitted by the Department include:
 - 1. Oral Reprimand (Personnel Advisory)
 - a. An Oral Reprimand is the least severe of all disciplinary actions and may be given by any Supervisor. An Oral Reprimand notifies a member of certain deficiencies in the member's job performance/work habits, or one or more violations of agency rules by the member.
 - b. As is the case of other disciplinary actions, counseling and training the member is the most important concern.
 - c. The Supervisor will complete a Blue Team/IA Pro entry under the 'Administrative' category. The entry will include:
 - (1) A note that the discipline is an oral reprimand.
 - (2) The deficiencies in the member's job performance/work habits.
 - (3) One or more violations of agency rules by the member if applicable.
 - d. The Supervisor will copy the employee on the Blue Team Entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the oral reprimand electronically in Blue Team.
 - 2. Written Reprimand

- a. A Written Reprimand may be recommended by any Supervisor and, if approved, issued by a Captain or above.
- b. Written Reprimands may be used for any violation of the DCSO Policies and Procedures Manual (PPM), Civil Service Commission Manual, for repeated procedural errors, or any violation of other written directives (e.g., Forensic Services Division written directives).
- c. Written reprimands must be approved by the chain of command up to and including the Sheriff.
- d. Written reprimands will be entered as a Blue Team/IA Pro entry under the 'Administrative' category and include:
 - (1) A note that the discipline is a written reprimand.
 - (2) Language informing the member of the specific rule violation or describing the member's unsatisfactory job performance/work habit.
 - (3) Warning that their performance must be corrected to avoid more severe punitive action and should provide direct and definitive instructions for the future, citing policies, written directives, or other applicable rules and regulations.
- e. Written reprimands should be presented with two Supervisors present (e.g., Sergeant and Lieutenant), whenever practicable.
- f. The Supervisor will copy the employee on the Blue Team Entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the written reprimand electronically in Blue Team.

3. Suspension Without Pay

- a. Suspension without pay may be recommended by any Supervisor; however, the Sheriff has final authority of approval.
- b. A sworn member's suspension without pay will conform to Merit Commission Rules.
- c. A non-sworn member's suspension without pay will conform to Douglas County Civil Service Commission Personnel policies.
- d. Suspension without pay will be documented in the respective Blue Team/IA Pro entry.
- e. If the employee was not notified of the suspension without pay via a formal internal affairs investigation, the Supervisor will copy the employee on the Blue Team Entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the suspension without pay electronically in Blue Team.

4. Demotion

- a. A Demotion must be authorized by the Sheriff or, in the Sheriff's absence, the Sheriff's designee.
- b. Demotion will not cause any other member to be demoted or laid off by reason of the punitive action.
- c. Demotion will be documented in the respective Blue Team/IA Pro entry.
- d. If the employee was not notified of the demotion via a formal internal affairs investigation, the Supervisor will copy the employee on the Blue Team Entry to ensure that the employee is notified of the entry into Blue Team.
 - (1) The employee will have the opportunity to make comments regarding the demotion electronically in Blue Team.

5. Termination

- a. The termination of a DCSO member must be authorized by the Sheriff or, in the Sheriff's absence, the Sheriff's designee.
- b. In the event that a non-probationary member is terminated for cause, the member will receive written notice containing a minimum of:
 - (1) The reason(s) for the termination, citing specific behavior, and the violation(s) of agency rules and regulations, or agency policy. (26.1.7a)
 - (2) The effective date of the termination. (26.1.7b)
 - (3) A statement of the status of any retirement, insurance, or other accrued benefit accounts after termination. (26.1.7c)
- c. The Sheriff or Sheriff's designee will personally present an original copy of the termination notice to the involved member.
 - (1) A copy of the notice will be placed into the member's personnel file.
 - (2) Another copy will be forwarded to the Merit Commission or Civil Service Commission when applicable.
 - (3) A third copy will be attached to the respective Blue Team/IA Pro entry.
- d. Any notice of termination will follow the guidelines set forth by contract(s), Merit Commission Rules, or Civil Service Commission personnel policy, where applicable.
- e. In accordance with NSS §81-1456, the DCSO will submit the following reports:
 - (1) A "Personnel Change in Status" form to the Nebraska Law Enforcement Training Center within seven calendar days after a Deputy is terminated from the agency.
 - (2) The Sheriff will make a report to the Nebraska Commission on Law Enforcement and Criminal Justice, within 30 days of termination or resignation, of any Deputy who is terminated from employment or allowed to resign in lieu of termination for conduct that could constitute:

- (a) Incompetence.
 - (b) Neglect of duty.
 - (c) Incapacity.
 - (d) Dishonesty.
 - (e) Felony violation of state or federal law.
 - (f) Misdemeanor violation of state or federal law if the violation has a rational connection with the Deputy's fitness or capacity to serve as a law enforcement officer.
 - (g) Violation of the Deputy's Oath of Office, the DCSO Code of Ethics, or statutory duties.
- (3) The report to the Nebraska Commission on Law Enforcement and Criminal Justice will include, at a minimum, a summary of the allegations pertaining to the Deputy and identification of any witnesses relevant to the allegations.

VI. Consideration of Factors

- A. Some rule violations are so serious that they warrant the member's immediate administrative leave. Most violations, however, do not require immediate administrative leave. Supervisors will use the following guidelines when determining which coaching or disciplinary action to take however they should not rely exclusively on any one guideline: **(22.1.2)**
- 1. The seriousness of the violation.
 - 2. The member's disciplinary and work records, including performance evaluations.
 - 3. The member's length of service.
 - 4. The agency's past practice in similar or identical cases.
 - 5. Circumstances surrounding the incident that are either mitigating (arguing for lesser disciplinary action) or aggravating (those arguing for more serious disciplinary actions).
- B. The Uniform Guide of Discipline (figure 1) may be used as a guide in selecting appropriate punitive actions for detected and substantiated violations of agency rules and regulations.
- 1. It is designed to provide Supervisors a general framework on which to base decisions when imposing discipline after they have given due consideration to all facts and circumstances in relation to substantiated violation(s).
 - 2. It is not intended to replace sound supervisory judgment or act to undermine supervisory discretion.
 - 3. The Uniform Guide of Discipline is not intended to be all encompassing or to include every possible violation. Any violation of rules and regulations not specifically addressed within the uniform guide of discipline will carry a minimum penalty of an oral reprimand to a maximum penalty of termination for the first offense, subject to the final approval of the Sheriff. In such cases, however, the punitive action imposed should be consistent with punishments for other related offenses.

- C. Before a Supervisor decides on an appropriate disciplinary action, the Supervisor should review the matter with a higher authority to ensure that correct procedures are followed.

VII. Disciplinary Hearings and Appeal

A. Hearings

1. In all cases where punitive actions at the level of Suspension Without Pay and above are being contemplated, the member for whom the action is being considered will have the opportunity to participate in a disciplinary hearing conducted by the Sheriff, or the Sheriff's designee.
2. Prior written notice of the hearing will be accomplished according to established Merit/Civil Service Commission procedures.
3. The disciplinary hearing policy does not supersede Merit/Civil Service Commission procedures, laws, and/or applicable bargaining agreements.
4. The hearing will be conducted in private and discreet manner.
 - a. The Sheriff may request the attendance/assistance of the respective Chief Deputy, the member's Supervisor(s), and/or the internal investigator at the hearing.
 - b. The hearing will be recorded.
 - c. The member may be accompanied/assisted during the hearing by a union representative and/or legal counsel of his/her choosing.
 - d. The member will be provided with a written explanation of the charges against him/her as well as the available facts surrounding the incident.
5. As soon after the disciplinary hearing as practical/possible, the member will be informed in writing of the results of the hearing and any disciplinary action to be taken, if any.
6. If the member elects not to participate in a disciplinary hearing, the member will be informed in writing of the charges against him/her and the results of the hearing and any disciplinary action to be taken, if any.

B. Appeals Process (26.1.6)

1. Cases of disciplinary actions involving the Termination, Suspension Without Pay, or reduction in rank or grade or both rank and grade by the Sheriff (Demotion), after appointment or promotion is complete of a sworn member, may be appealed according to procedures set forth in the Merit Commission Rules, applicable State Statutes, or an applicable bargaining agreement.
2. Punitive actions exceeding a Written Reprimand that involve non-probationary non-sworn members may be appealed to the Civil Service Commission.
 - a. Such appeals will be accomplished according to established procedures outlined in the Civil Service Commission Personnel Policy Manual, and/or applicable bargaining agreements.

VIII. Disciplinary Records (26.1.8)

A. Records Storage

1. All disciplinary actions will be recorded in writing.
 - a. The Administrative Coordinator will update the respective Blue Team/IA Pro entry to reflect the disciplinary actions applied.
2. All disciplinary documents and the below listed coaching documents will be stored within Blue Team/IA Pro, personnel files, members' training files, and/or the Merit/Civil Service Commission files/service records according to established procedure.
3. Disciplinary/Coaching documents include:
 - a. Coaching sessions.
 - b. Counseling and/or training related to counseling.
 - c. Personnel Advisories (e.g. oral reprimand, verbal commendation).
 - d. Written Reprimands.
 - e. Letters of Commendation,
 - f. Performance Recognition.
 - g. Letters of Suspension.
 - h. Demotion.
 - i. Termination.
 - j. Any grievances, appeals, judgments, findings, and/or rulings related to punitive actions.
4. All internal affairs reports related to punitive actions will be stored according to established procedures (see the DCSO "Administrative Investigation of Complaints" policy).

B. All disciplinary records will be retained according to established law, Merit/Civil Service Commission rules, and applicable bargaining agreement(s).

1. See the DCSO "Separation of Employment" policy for records to be retained in accordance with NSS §81- 1414.15 & §81-1403.

C. Records of Written Reprimand and below may be deleted, upon request, from a sworn member's personnel file two years after the punitive action is considered final unless the record is required to be maintained by state statute.

1. Any disciplinary action that results in a suspension will remain within the member's personnel file.
2. Disciplinary action excluding Use of Force, Use of/Carrying Weapons, Abuse of Authority, Neglect of Duty will not be used against the member regarding progressive discipline or promotional considerations after five years.

3. The sworn member's request will be in writing to the Sheriff or to the Sheriff's designee.
 - a. The original document will be provided to the sworn member, and no copies or notations thereof will be maintained in the personnel file unless constitutionally required.
- D. All disciplinary records and documents are considered confidential and will be subject to inspection and release of information according to established law, Merit/Civil Service Commission rules, and applicable bargaining agreement(s).

Figure 1

Offense	Range of Punitive Action		
	1st Offense	2nd Offense	3rd Offense
Abuse of Authority	Oral Reprimand - 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Abuse of Identity	Oral Reprimand - Written Reprimand	Written Reprimand - 1 Day Suspension	1 – 3 Day Suspension
Abuse of Process	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Accountability	Oral Reprimand - 2 Day Suspension	2 – 10 Day Suspension	10 Day Suspension - Termination
Address & Telephone	Oral Reprimand - Written Reprimand	Written Reprimand – 1 Day Suspension	1 – 3 Day Suspension
Biased Policing	Oral Reprimand - Termination	5 Day Suspension - Termination	Termination
Business Cards	Oral Reprimand - Written Reprimand	Written Reprimand – 1 Day Suspension	1 – 3 Day Suspension
Civil Actions	Oral Reprimand - 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Communication	Oral Reprimand – 1 Day Suspension	1 - 5 Day Suspension	5 Day Suspension - Termination
Conduct in Breach of the Law	Oral Reprimand - Termination	3 Day Suspension - Termination	10 Day Suspension - Termination
Conduct Toward Fellow Members	Oral Reprimand - Termination	3 Day Suspension - Termination	10 Day Suspension - Termination
Conduct Toward the Public	Oral Reprimand - 2 Day Suspension	2 – 10 Day Suspension	10 Day Suspension - Termination
Conduct Unbecoming	Oral Reprimand - Termination	3 Day Suspension - Termination	10 Day Suspension - Termination
Conflict of Interest/Limitations to Authority	Oral Reprimand - Termination	1 Day Suspension - Termination	5 Day Suspension - Termination
Conflicting or Illegal Orders	Oral Reprimand - 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Debts & Delinquent Payments	Oral Reprimand - 1 Day Suspension	1 – 10 Day Suspension	10 Day Suspension - Termination
Discretion	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	5 Day Suspension - Termination
Duty to Intervene/Report	Oral Reprimand - Termination	3 Day Suspension - Termination	10 Day Suspension - Termination
Endorsements or Referrals	Oral Reprimand - 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Ethics	Written Reprimand - 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Gambling	Written Reprimand - Termination	10 Day Suspension - Termination	Termination
Gifts, Gratuities, Bribes, or Rewards	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Identification	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Immoral Conduct	Oral Reprimand – 2 Day Suspension	2 – 10 Day Suspension	10 Day Suspension - Termination

Impartiality Requirement	Oral Reprimand – Written Reprimand	Written Reprimand – 3 Day Suspension	3 Day Suspension - Termination
Integrity of Information	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Information Ownership/Ownership of Work Product	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Interfering with Investigations	Oral Reprimand – 2 Day Suspension	2 – 10 Day Suspension	10 Day Suspension - Termination
Insubordination	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Labor Activities	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Liability	Oral Reprimand – Written Reprimand	Written Reprimand – 3 Day Suspension	3 Day Suspension - Termination
Loyalty	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Meal Restrictions	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Neglect of Duty	1 Day Suspension - Termination	3 Day Suspension - Termination	5 Day Suspension - Termination
Notices	Oral Reprimand - Written Reprimand	Written Reprimand – 3 Day Suspension	3 Day Suspension – 10 Day Suspension
Off-Duty Police Action	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
On-Duty Speech Restrictions	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension – Termination
Operating Agency Vehicles	Oral Reprimand – 3 Day Suspension	3 – 5 Day Suspension	5 Day Suspension - Termination
Physical Fitness	Oral Reprimand - Written Reprimand	Written Reprimand – 1 Day Suspension	1 – 5 Day Suspension
Political Activities	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Prohibited Associations & Establishments	Oral Reprimand – 3 Day Suspension	3 – 5 Day Suspension	5 Day Suspension - Termination
Property and Evidence	Oral Reprimand - 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Public Appearances Representing the DCSO	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Public Criticism	Written Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension – Termination
Public Statements	Written Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension – Termination
Questions Regarding Assignment	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Radio/Mobile Data Terminal Use	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination

Recording – Use of Agency Approved Devices	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Recording of Fellow Employees and Supervisors	Written Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension – Termination
Relief	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Reporting	Written Reprimand - 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Reporting for Duty	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Residency	Oral Reprimand - Written Reprimand	Written Reprimand – 1 Day Suspension	1 – 3 Day Suspension
Responding to Calls	Oral Reprimand - 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Search and Seizure	Oral Reprimand – 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Serious Misconduct	Written Reprimand – Termination	30 Day Suspension – Termination	Termination
Social Media	Oral Reprimand – 1 Day Suspension	Written Reprimand – 5 Day Suspension	5 Day Suspension – Termination
Testifying for the Defendant	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Transportation and Treatment of Prisoners	Oral Reprimand – 3 Day Suspension	3 – 5 Day Suspension	5 Day Suspension - Termination
Truthfulness	Oral Reprimand - Termination	5 Day Suspension - Termination	30 Day Suspension - Termination
Uniform & Appearance	Oral Reprimand - Written Reprimand	Written Reprimand – 3 Day Suspension	3 Day Suspension - Termination
Unlawful Arrest	Oral Reprimand – 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Unsatisfactory Performance	Oral Reprimand – 1 Day Suspension	1 – 5 Day Suspension	5 Day Suspension - Termination
Use and Possession of Drugs	Written Reprimand - Termination	30 Day Suspension - Termination	Termination
Use of Alcohol On Duty or In Uniform	Written Reprimand - Termination	30 Day Suspension - Termination	Termination
Use of Alcohol Off Duty	Oral Reprimand – 2 Day Suspension	2 – 10 Day Suspension	10 Day Suspension - Termination
Use of/Carrying Weapons	Oral Reprimand – 3 Day Suspension	3 – 10 Day Suspension	10 Day Suspension - Termination
Use of Department Equipment	Oral Reprimand – 1 Day Suspension	1 – 3 Day Suspension	3 Day Suspension - Termination
Use of Force	Written Reprimand - Termination	5 Day Suspension - Termination	30 Day Suspension - Termination
Use of Tobacco	Oral Reprimand - Written Reprimand	Written Reprimand – 1 Day Suspension	1 Day Suspension - Termination
Whistleblower Protection	Oral Reprimand - Termination	3 Day Suspension – Termination	10 Day Suspension - Termination
Workplace Harassment	Oral Reprimand - Termination	5 Day Suspension – Termination	30 Day Suspension - Termination

REFERENCES

Disciplinary System

I. Laws

- A. Nebraska State Statutes: §81- 1414.15 & §81-1403.

II. DCSO Orders

- A. Previous DCSO General Orders include: #66-2023, #6-2023, #42-2022, #34-2021, #118-2020, #40-2019, #79-2018, #29-2018, #31-2011, #11-2010, and #38-2005.

III. Accreditation Standards

- A. Applicable CALEA Accreditation standards include: 22.1.2, 26.1.4, 26.1.5, 26.1.6, 26.1.7, and 26.1.8.

IV. Review Schedule

- A. Quadrennial.