3-04/020.40 - Discipline

Refer to the Administrative Investigations Handbook and the Guidelines for Discipline for procedural information on administering discipline.

It is the responsibility of the unit commander to ensure that all letters of intent to impose discipline and letters of imposition are personally served on the subject(s) of an administrative investigation in a timely manner. Any requests made for time off by an employee with an open administrative investigation must be approved by the unit commander. The unit commander shall ensure that subordinate personnel (or the subject's current unit commander if the subject has transferred to another unit) do not grant the subject time off in any manner that may prevent timely personal service of a letter of intent to impose discipline. Granting a subject time off in any manner that results in the failure of timely personal service of a letter of intent to discipline constitutes a violation of this policy.