3-04/020.60 - Delegation of Disciplinary Matters

Unit commanders may impose a written reprimand or suspension of up to 15 days for violations of the Department's Manual of Policy and Procedures.

Division chiefs and division directors may recommend a suspension of 16 or more days, a demotion, or discharge. Those cases shall be presented to the Department's Case Review Committee for approval.

> **NOTE:** Division chiefs and division directors may, without further review, remove an employee from bonus status ("Bonus Removal") for a violation(s) of the Manual of Policy and Procedure.