

## ***COMMON OFFENSES AND DISCIPLINARY ACTIONS***

This list of offenses is not meant to be all-inclusive but rather a collection of common offenses. The disciplinary actions listed are general guidelines only. This list has not been pre-approved by the Civil Service Commission or the EEOC. Also, note that while demotions are not expressly listed, they are implied as an option between suspensions and terminations.

<b>Offenses and Deficiencies</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Substandard quality of work not due to inability to perform	Verbal Warning	Level One Reprimand	Level Two Reprimand	3 Days Suspension to Termination
Sleeping	Level One Reprimand	3 Day Suspension to Termination	Termination	
Neglect of Duty	Level One Reprimand	Level Two Reprimand	3 Day Suspension to Termination	Termination
Refusal to cooperate in Departmental or external investigations	3 Day Suspension to Termination	Termination		
Insubordination	Level One Reprimand to 3 Day Suspension	3 Day Suspension to Termination	Termination	
Excessive Tardiness	Verbal Warning	Level One Reprimand	Level Two Reprimand to 3 Day Suspension	Termination
Excessive Absenteeism	Verbal Warning	Level One Reprimand	Level Two Reprimand	Termination
Leaving work station without authorization	Level Two Reprimand	3 Day Suspension	5 Day Suspension to Termination	Termination
Absence without authorized leave	Level Two Reprimand to Termination	Termination		
Unintentional falsification of records	Level One Reprimand	Level Two Discipline to 3 Day Suspension	Termination	
Unintentional destruction or misuse of property or equipment	Level One Reprimand to Second Level Discipline	Level Two Reprimand to 3 Day Suspension	3 Day Suspension to Termination	Termination
Intentional destruction or misuse of property or equipment	3 Day Suspension to Termination	Termination		

<b>Offenses and Deficiencies</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<b>Unauthorized use of County equipment or property</b>	Level One Reprimand to 3 Day Suspension	Level Two Reprimand to 3 Day Suspension	3 Day Suspension to Termination	
<b>Violation of Safety Rules</b>	Level Two Reprimand	3 Day Suspension to Termination	5 Day Suspension to Termination	
<b>Willful violation of written rules, regulation policies of statutes</b>	Level Two Reprimand to 3 Day Suspension	3 Day Suspension to Termination	Termination	
<b>Negligence resulting in minor consequences</b>	Level One to Level Two Reprimand	Level Two Reprimand	Termination	
<b>Negligence resulting in serious consequences</b>	3 Day Suspension to Termination	Termination		
<b>Unauthorized distribution, solicitation or sales</b>	Level One Reprimand	Second Level Reprimand	3 Day Suspension	Termination
<b>Fighting</b>	3 Day Suspension to Termination	Termination		
<b>Unauthorized possession of dangerous weapons</b>	3 Day Suspension to Termination	Termination		
<b>Use of profane, obscene or abusive language</b>	Verbal Warning	First Level to Second Level Reprimand	Second Level Reprimand to 3 Day Suspension	Termination
<b>Violating decency or morality</b>	3 Day Suspension to Termination	Termination		
<b>Misappropriation of County funds or property for personal benefit</b>	3 Day Suspension to Termination	Termination		

<b>Offenses and Deficiencies</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<b>Drugs - current illegal use, possession, disbursement, or under influence of</b>	3 Day Suspension to Termination	Termination		
<b>Conduct unbecoming a public employee</b>	3 Day Suspension to Termination	Termination		
<b>Sexual Harassment</b>	3 Day Suspension to Termination	Termination		
<b>Discrimination with respect to employment</b>	3 Day Suspension to Termination	Termination		

IN ADDITION TO THE ABOVE, THE FOLLOWING SHALL APPLY TO SECURITY PERSONNEL.

<b>Offenses and Deficiencies</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<b>Leaving work station without authorization</b>	3 Day Suspension to Termination	Termination		
<b>Discharge of firearm without justifiable cause</b>	3 Day Suspension to Termination	Termination		
<b>Unauthorized release of confidential information</b>	3 Day Suspension	5 Day Suspension to Termination	Termination	
<b>Failure to report and turn in all properties seized, found or taken officially without delay</b>	3 Day Suspension	Termination		
<b>Improper uniform or untidy appearance</b>	Level One Discipline	Level Two Discipline	Up to 3 Day Suspension	