



## General Order 26.1 - Disciplinary Procedures

**PURPOSE:** Define effective discipline as a positive process by utilizing a "systems" approach. Contained within this general order are policies, procedures, and guidelines for the application of discipline to include awards and commendations, accident review board and improper reports.

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### DEFINITIONS:

- A. Indicators: Written notification of a discrepancy or error in the documentation of a case. Indicators may only be authorized by a supervisor.

## 26.1.1 CODE OF CONDUCT AND APPEARANCE

- A. The code of conduct is expressed as rules and regulations of the department and can be found in [Appendix A](#) at the end of this general order. The code of appearance can be found in [Appendix B](#) at the end of the general order.
  - 1. See [section 26.1.3](#) for guidelines as to disciplinary applications.
- B. The appearance code in this section applies to all personnel when on duty, except:
  - 1. Deputies working undercover assignments;
  - 2. Personnel attending authorized in-service training; and
  - 3. Personnel authorized by a division commander or higher for a special duty assignment.
- C. The division commander has final authority to define the subjective statements outlined within this appearance code. If the employee disagrees, a written complaint may be filed as specified in [section 25.1.1 C](#).
- D. The non-uniform appearance code is:
  - 1. Male personnel:
    - a. Business casual wear is authorized for non-uniform personnel. The definition for business casual is: sport coats/business suit coats may be worn with slacks or casual style pants. When a tie is not worn, a polo style, oxford style, open collar, or collarless style shirt may be worn. Casual shirts with various insignias or logos will not be worn, unless it is the shirt manufacturer logo with the exception of:
      - 1. Logos displaying a recognized law enforcement association. (ie, Southern Police Institute, FBI National Academy, Kansas Sheriffs Assoc., Kansas Peace Officers Assoc., etc)
      - 2. An approved quality department emblem. (The departmental polo shirt is not considered business casual)
    - b. Whether business or business casual, professional appearance is important. Deputies are expected to wear coat and tie for court, formal public meetings and at other times where appropriate.
    - c. While in public view, non-uniform deputies carrying firearms will have them covered. If the oxford shirt with the embroidered badge is worn, and the issued badge is also displayed, covering the firearm is not required.
    - d. Footwear -- The style is not limited, but dress-type footwear or boots, either leather or simulated leather, may be worn if kept in a polished and neat condition.
  - 2. Female personnel:
    - a. Appropriate business attire, which includes, but is not limited to:

- Dresses or suits.
  - Skirts -- May be worn with a blouse and/or sweater.
  - Pant suits -- Slacks with a blouse or sweater, or slacks with a coordinated jacket and blouse or sweater.
  - Leather or simulated leather dress/casual shoes or boots.
  - Jewelry -- Moderate and in good taste, conventional jewelry, watch, small chain, or bracelets, small earrings.
  - Cosmetics/nail polish -- Conservative and in good taste.
- b. Examples of inappropriate business attire include, but are not limited to:
- Halter tops.
  - Sweat pants.
  - Leggings or tights.
  - T-shirts.
  - Tennis shoes.
  - Shoes commonly known as thongs or flip-flops.
3. Personnel attending authorized in-service training may wear non-uniform attire consisting of:
- a. Collared sport or polo type shirt, or the oxford shirt with departmental logo embroidered on the front. (No T-shirts or ball caps)
  - b. Casual slacks or denim trousers may be worn. Denim trousers that are acid washed, stonewashed, frayed or display holes or tears are not authorized.
4. Casual Dress Friday – Unclassified employees who are not authorized to wear a secondary uniform, may elect to wear casual dress on Fridays. The casual wear shall be consistent with the clothing described in paragraph 3 above. Tennis shoes may be worn on casual dress day.
5. Bureau, division or section commanders are authorized to allow non-uniform attire to be worn when these regulations interfere with carrying out the mission of the section, division, or organization.

E. Hair code for all personnel:

1. Hair shall be clean, well-groomed and neat. If dyed, the hair shall be maintained consistent with the employee's professional status.
2. Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear.

3. Hair shall not be worn in an extreme style or in such a manner that it is inconsistent with the employee's professional status, or in such a manner that it interferes with the wearing of all standard headgear.
4. Wigs or hair-pieces are permitted if they conform to the standards for natural hair.

F. Hair code for all male personnel:

1. The hair shall be trimmed so that it does not cover more than one-quarter of the ear. The back of the hair shall be trimmed so that it cannot hang over the collar when personnel are standing in an upright position.
2. Sideburns shall not extend below a point one-half inch above the bottom of the earlobe and shall be worn in a clean-shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn. "Mutton-chop" type sideburns will not be allowed. The sideburns shall be trimmed and neat in appearance at all times.
3. A short and neatly trimmed mustache of a natural color may be worn. Mustaches shall not extend below the vermilion border of the upper lip or the corners of the mouth, and may not extend to the side more than one-half inch beyond the corners of the mouth.
4. Beards and goatees are not permissible.

G. Hair code for all female personnel:

1. Hair shall be styled to present a professional appearance. Plain and conservative pins, combs, barrettes, etc., similar to the individual's hair color is permitted to keep hair in place.
2. Hair should not extend beyond the bottom of the deputy's shoulder blades. Hair longer in length will be worn in a ponytail or bun. Hair should also not be so free flowing that it falls forward toward the facial area of the deputy.
  - a. This does not apply to unclassified staff.
3. Hair ornaments, such as jeweled pins shall not be worn.
  - a. This does not apply to unclassified staff.
4. Female hairstyle is traditionally longer than that of males. While longer hair length is permissible within the boundaries of the stated guidelines, female personnel should remain cognizant of the fact that long hair provides a "handle" for suspects to use against a deputy during a physical altercation.

H. Tattoos, Brandings & Body Art

1. Tattoos, Brandings and Body Art that display any type of offensive design, logo or wording shall not be displayed while the deputy wears the authorized uniform

of the sheriff's office, nor shall they be displayed while dressed in plain clothes when representing the sheriff's office.

2. Tattoos, Brandings and Body Art that display any type of offensive design, logo or wording and are not concealed by the authorized uniform or plain clothes, shall be covered in some fashion by an appropriate shirt, slacks, or a flesh colored bandage/ covering when representing the Sheriff's Office.
3. Offensive designs, logos or wording include designs that reflect nudity, contain racist content, gang affiliation or any image or phrase that offends must be covered. Additionally, any large amount of tattooing in one area of the body (sleeves) or tattoos covering a large part of the visible body is not reflective of the positive image of the Sheriff's Office and shall be covered.
4. Tattoos, Brandings and Body Art shall not be displayed on the face, neck or hands. This portion of policy shall be in effect from -12/18/09- Employees with such markings prior to the above effective date are hereby "grandfathered" however they are not permitted to add to preexisting markings.
5. No visible body piercings (to include tongue/mouth piercings), other than small earrings as authorized by section 2. a. will be allowed while the deputy wears the authorized uniform of the Sheriff's Office or while dressed in plain clothes when representing the Sheriff's Office.
6. Any other visible body modifications are prohibited. Body modifications include any object inserted under the skin or alter skin appearance through the introduction of a foreign object.

### **26.1.2 AWARDS SYSTEM**

- A. An awards program is established to provide a tangible recognition of extraordinary services. The awards badge may also be worn on civilian clothing when appropriate, if such display does not interfere with the sheriff's function.
  1. A committee is hereby established to administer the awards program. The committee will be composed of the undersheriff (chair) and department personnel designated by the sheriff. The chair's responsibilities will include:
    - a. Receiving recommendations for awards and preparing copies for each committee member;
    - b. Calling a meeting of the committee during the months of March, June, September, and December to consider recommendations for the previous month (a simple majority of the committee shall constitute a quorum);

- c. Conducting any investigation the committee deems necessary to validate the recommendations; and
  - d. Submitting a report to the sheriff, outlining the recommendations of the committee within a reasonable length of time.
2. There will be seven (7) awards that may be given for service, as follows:
- a. **Gold Medal of Honor** -- The Gold Medal of Honor shall be given to anyone who shall perform an act or acts consistent with the mission of the Sedgwick County Sheriff's Office, those acts being above and beyond the call of duty and demonstrating extreme bravery and courage while consciously facing immediate imminent and personal danger that presents the strong possibility of great physical harm or death.  
  
\*The Gold Medal of Honor will be the highest symbol of recognition bestowed by the Sedgwick County Sheriff's Office
  - b. **Silver Medal of Valor** -- The Silver Medal of Valor shall be given to anyone who shall perform an act or acts consistent with the mission of the Sedgwick County Sheriff's Office, demonstrating bravery, intelligence, and devotion to duty when facing a significant possibility of great physical harm or death.  
  
The Silver Medal of valor will be the second highest symbol of recognition bestowed by the Sedgwick County Sheriff's Office.
  - c. **Bronze Medal of Meritorious Conduct** -- The Bronze Medal of Meritorious Conduct shall be given to anyone who shall perform an act or acts consistent with the mission of the Sedgwick County Sheriff's Office in a stressful situation or while under duress reflecting bravery or self-sacrifice or devotion to duty where there is not a significant possibility of great physical harm or death to the individual performing the act.  
  
The Bronze Medal of Meritorious Conduct will be the third highest symbol of recognition bestowed by the Sedgwick County Sheriff's Office.
  - d. **Bronze Medal of Outstanding Service** --The Bronze Medal of Outstanding Service shall be given to anyone who shall perform an act or acts that tangibly and conspicuously furthers the mission of the Sedgwick County Sheriff's Office and reflects notable tenacity or outstanding inventiveness or intelligence or diligence.  
  
The Bronze Medal of Outstanding Service shall be the fourth highest symbol of recognition bestowed by the Sedgwick County Sheriff's Office.
  - e. **Certificate of Commendation** -- A Certificate of Commendation shall be given to anyone who shall perform an act or acts that further the principles of law enforcement and/or advances the mission of the Sedgwick County Sheriff's Office and rises above the expected conduct of the call of duty.

The Certificate of Commendation shall be the fifth highest symbol of recognition bestowed by the Sedgwick County Sheriff's Office.

- f. Michael S. Reelee Award --A Sedgwick county sworn, detention deputy, or civilian employee of the Sedgwick County Sheriff's Office, who shall by his/her acts further the cause of law enforcement in Sedgwick County by consistently displaying the Core Values (IDEALS) and the mission of the Sedgwick County Sheriff's Office. Additionally, such person utilizing his or her ability to bring out the best in the other members of the department through teamwork, setting the standard and displaying a positive attitude, all without thought of personal gain or advantage shall be eligible to receive and wear the Michael S. Reelee Award Medal. Persons wishing to nominate a particular employee shall direct a deputy's report to the awards committee no later than December 1st. The report will detail exactly why the nominee is deserving of such an honor. This award will be presented in January of each year.
  - g. Bronze Medal for 20 and 30 Years of Service -- An employee of the Sedgwick County Sheriff's Office or member of the Reserve Unit who has completed 20 and 30 years of service shall be eligible to receive and wear the Bronze Medal for 20 or 30 Years of Service. Individuals having both medals shall only wear one.
3. Any employee observing an act of bravery or heroism, meritorious conduct, or any other act that deserves recognition should submit a deputy's report through channels to the division commander. The Bureau commander shall forward the report, with supporting documentation, to the Chair of the Awards Committee.
    - a. A copy of the deputy's report shall be given to the employee named.
  4. Should an employee receive an award recommendation but fail to receive an award as determined by the awards committee, a copy of the recommendation will be included in the employee's division folder. Division commanders will forward a copy of the recommendation to the employee's division folder.
  5. A special order will be written by the sheriff for every award given by the awards committee and will be distributed as instructed in the Policy and Procedure Manual.
  6. If more than one award is given to an employee for the same incident, only one medal or ribbon can be displayed on the uniform.
  7. Sheriff's Administration will be responsible for updating awards information in ILeads.

### **26.1.3 DISCIPLINARY SYSTEM**

- A. Discipline is a process to stimulate employee morale and motivation through fairness to all employees and consistency in disciplinary applications. In furtherance of this goal, this section shall outline procedures and criteria for:
  1. Use of remedial training;

2. Use of counseling; and
  3. Taking punitive action.
- B. A supervisor may schedule employees for training classes to correct a particular problem.
- C. Counseling gives the supervisor an opportunity to explain why there is dissatisfaction with the employee's behavior, and gives the employee the opportunity to present his/her version of the facts surrounding the behavior. The employee can also offer an explanation in mitigation of the behavior.
1. Matters appropriate for counseling include:
    - a. Performance issues pertaining to assigned tasks;
    - b. Personnel policies as they pertain to departmental policies;
    - c. Interpersonal as they involve relationships with other employees; and
    - d. Personal matters that may affect an employee's job performance.
  2. During this counseling session, the supervisor and the employee will discuss the problem. The supervisor will outline job expectations to the employee and the corrective action needed to remedy the problem.
  3. The counseling shall be documented in the division folder. Documentation may be in the form of an email sent to the next higher supervisor in the initiating supervisor's chain of command. That next supervisor will be responsible for assuring a copy of the email is placed in the appropriate division folder
    - a. A copy of the email counseling and documentation shall also be sent to the deputy being counseled and to those other supervisors that may be regularly observing the deputy's work.
- D. The following guidelines will be adhered to when taking punitive disciplinary procedures:
1. Penalty codes specified shall be a guide for disciplinary action in the interest of uniformity and fairness.
  2. The standard penalties in this policy do not preclude the application of a more or less severe penalty for a given infraction when specific circumstances require it.
  3. The standard penalties shall in no way limit any penalty which the sheriff may impose.
  4. Each offense shall be dealt with as objectively as possible.
  5. The Rules and Regulations of the Sheriff's Office shall apply to and govern the conduct of all employees of the department.
    - a. Civil Service Board policies shall apply to Civil Service employees.
    - b. All other employees are subject to the county personnel rules and regulations and grievance procedures.

6. Disciplinary actions taken under the Sheriff's Office rules and regulations will be in accordance with the Civil Service Board Policies, state law, or federal employment regulations.
7. **(R)** Policy violations are categorized into four basic groups. Those groups are;
  - a. Those decided upon by the Accident Review Board
  - b. Booking and release errors
  - c. **(R)** Attendance
    1. **(R)** Hours without Pay (HWOP)
    2. **(R)** Sick Call Patterns
    3. **(R)** Lates
    4. **(R)** Mandatory Overtime (MOT) Refusals
    5. **(R)** Scheduled Mandatory Overtime (SMOT) Refusals
    6. **(R)** All other attendance related issues
  - d. All others.
8. **(R)** Multiple offenses within each group of the above should be progressively disciplined. For example, if an employee is found in violation of a policy and is in a reckoning period for a violation in the same group, the latest violation is considered a second offense.

E. The "reckoning period" as used in this section is that period of time during which an employee is expected to have a record free of further violations of the rules and regulations, policies, and procedures. Reckoning periods shall be computed from the date disciplinary action was taken, except those involving motor vehicle accidents, which will be computed from the date of the motor vehicle accident. Another offense committed after the reckoning period expires counts as a first offense.

**F. (R)**

Penalty Code	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	Reckoning Period
A	Counseling up to Written Reprimand	Written Reprimand up to 3 shift suspension	1 shift up to 5 shift suspension	5 shift up to 22 shift suspension or dismissal	Dismissal	1 year
B	Written reprimand	1 shift up to 5 shift	5 shift up to 22 shift	N/A	N/A	1 year

	up to 3 shift suspension	suspension	suspension or dismissal			
C	1 shift up to 5 shift suspension	5 shift up to 22 shift suspension	5 shift up to 22 shift suspension or dismissal	N/A	N/A	2 years
D	Dismissal					

When a violation has multiple penalty codes, one code will be selected by the supervisor taking disciplinary action and the reckoning period will correspond to the table above.

NOTE: Suspension shall not exceed 22 working days. All references to days above are working days.

G. The code of conduct found in Appendix A of this general order reflects recommended penalty codes as outlined in this section.

#### **26.1.4 DISCIPLINARY PROBATION**

- A. When a division commander or above deems an employees misconduct or inadequate work performance is such that termination is imminent unless such work performance is corrected, the division commander or above may, at his/her option, place the employee on disciplinary probation for a period of thirty (30) days to ninety (90) days.
- B. A Disciplinary Probation Form will be completed and the issuing commander will sign the form, as will the employee. Upon successful completion, the issuing commander will again sign the form declaring that the employee completed the probation period. Copies of the form will be distributed as follows: Employee, Division Folder, PSU, Bureau Commander, Undersheriff, Sheriff, County Counselor, and Human Resources.
- C. If the employee on disciplinary probation does not take appropriate steps to correct his/her conduct during the probation period, the division commander or above, may recommend a demotion or termination. If a disciplinary demotion is recommended, it shall follow Civil Service Policy 3.05 regarding demotions. If a demotion is not possible due to rank or the inability of the employee to correct his/ her conduct, the division commander or above shall initiate steps to terminate. [\(26.1.9 F\)](#) The disciplinary probation form will be distributed as outlined in paragraph B above.
- D. The use of disciplinary probation does not affect any disciplinary action the employee may receive.

#### **26.1.5 SUPERVISORY ROLE IN DISCIPLINARY PROCESS**

- A. All supervisors have two (2) key responsibilities in disciplinary matters; either taking appropriate disciplinary action (counseling or written reprimand), or recommending appropriate disciplinary action (suspension, demotion, or termination).

- B. Each supervisor in the chain of command has the responsibility for administering discipline to subordinates.
  - 1. Immediate attention shall be given to policy infractions.
- C. First-line supervisors are in a position to observe the conduct and appearance of employees under their command and to detect instances where disciplinary action would be appropriate.
- D. A supervisor may be alerted to a potential violation of conduct, appearance, or regulation through observation, citizen complaint, or employee complaint. When a supervisor receives any information that an act has been committed or omitted that might result in a disciplinary action, the following guidelines will be followed:
  - 1. Conduct a prompt and thorough investigation surrounding the allegation.
  - 2. If it appears that the allegation is a violation of a state or federal law or a violation of a serious conduct regulation, the Professional Standards Unit shall be notified as per section 52.2.4.
  - 3. If the allegation is such that a counseling or a written reprimand would be appropriate, the supervisor shall take the appropriate disciplinary action.
  - 4. If the violation is of a more serious nature, the supervisor shall take the appropriate steps within the chain of command or contact the Professional Standards Unit when the violations are serious enough to possibly result in a suspension or dismissal.
  - 5. At the direction of a Division Commander, supervisors who conduct an Administrative Investigation shall properly complete a report of the investigation using the Administrative Investigation Format. The report will include a specific issue, narrative of the investigation, Summary of Facts, Analysis, Conclusion of fact (per General Order 26.1.8) and Recommendations.

#### **26.1.6 AUTHORITY OF SUPERVISORY LEVELS RELATIVE TO DISCIPLINARY ACTIONS**

- A. The following is a list of the attendant authority that is inherent at each level of rank within the department:
  - 1. Unclassified employee -- Has the authority and obligation to report violations of rules and regulations, policies, and procedures.
  - 2. Law Enforcement and detention deputies -- Have the authority and obligation to report violations of rules and regulations, policies, and procedures.
  - 3. Supervisory personnel have the authority to receive and initiate reports of violations of rules and regulations, policies, and procedures. Supervisory personnel may counsel employees and initiate letters of reprimand. As circumstances require, supervisors may:
    - a. Relieve employees of duty (see [section 52.3.3](#)); or

- b. Require remedial training.
- 4. Disciplinary actions will be coordinated through the chain of command.
- 5. The undersheriff may suspend an employee with or without pay and recommend termination.
- 6. The sheriff may take any disciplinary action deemed necessary, which may include suspension, demotion or termination. Only the sheriff may demote or terminate an employee.

#### **26.1.7 MISCONDUCT RESULTING IN DISMISSAL**

- A. Employees who are dismissed as a result of misconduct shall be notified in writing of the reason for the dismissal.

#### **26.1.8 CONCLUSION OF FACT**

- A. Each allegation of misconduct investigated will include a "conclusion of fact" in its written documentation.
- B. "Conclusion of fact" will be determined from one (1) of the five (5) following criteria:
  - 1. Unfounded - Either the allegations are demonstrably false or there is no credible evidence to support it.
  - 2. Not Sustained - The allegation is true, but the action of the agency or of the employee was consistent with agency policy.
  - 3. Sustained - The allegation is true. The action of the agency or the employee was inconsistent with agency policy.
  - 4. Sustained In Part - Part of the allegations are true. The agency or the employee's actions were in part consistent with agency policy and in part inconsistent with agency policy.
  - 5. Inconclusive - There is insufficient proof to confirm or to refute the allegations.
- C. A "conclusion of fact" will allow all interested parties to be aware of changes in policies, procedures, rules, and regulations that may be needed to prevent future allegations of misconduct, as well as the need (if any) to modify or expand training.

#### **26.1.9 MAINTENANCE AND FORM OF DISCIPLINARY ACTIONS**

- A. Disciplinary action may take the form of:
  - 1. Counseling;
  - 2. Written reprimand;
  - 3. Extension of probation;
  - 4. Suspension;
  - 5. Demotion; or
  - 6. Dismissal.

- B. Disciplinary actions are recorded in departmentally approved formats, copies of which are maintained as outlined in [section 16.7.7](#).
- C. The deputy's report for a written reprimand shall be as follows:
  - 1. The subject of the report shall indicate it is a written reprimand and cite the section violated.
  - 2. The section violated shall be quoted.
  - 3. The reprimand shall include a brief statement of the incident or facts surrounding the infraction.
  - 4. A list of witnesses to the violation will be included.
  - 5. The action required from the employee to correct the situation will be specified.
- D. A written reprimand issued by a sergeant or lieutenant must be reviewed and signed by the division commander and then signed by the employee acknowledging receipt.
  - 1. The employee receives the original.
  - 2. Signed copies are distributed as outlined in [section 16.7.7](#).
- E. Upon request, employees may view their division folder through their immediate supervisor.
- F. When a violation is serious enough or the progressive discipline level implies that suspension or termination is appropriate, the following procedure should be used:
  - 1. The supervisor will direct a deputy's report through channels to the undersheriff requesting a suspension or termination.
  - 2. The report should detail the violation or cumulative violations.
  - 3. The report should list any previous disciplinary actions which may give reason for the request. This may include any current reckoning periods.
  - 4. Under no circumstance should the supervisor issue a written reprimand first, if a request for suspension for the offense is desired. This is considered double punishment.

#### **26.1.10 APPEALING DISCIPLINARY ACTIONS**

- A. Appealing disciplinary actions shall be according to procedures outlined in [general order 25.1](#).

#### **26.1.11 ACCIDENT REVIEW BOARD**

- A. All motor vehicle accidents involving departmental vehicles will be reviewed by the accident review board. .
- B. The accident review board will consist of all division commanders and the undersheriff who shall have the following responsibilities:

1. Review all accidents involving departmental vehicles and determine if any policy violations occurred.
  2. Consider investigative reports, statements, other documents, the testimony of witnesses, and the previous driving record of the employee involved.
  3. The board shall have the authority to request the presence of any member of the department at any meeting. The board shall adopt such rules as they feel necessary to conduct the reviews.
  4. Make recommendations based upon the facts and circumstances surrounding the accident. The board may recommend that no action be taken against the employee involved if the employee's actions are deemed to have been proper and justified.
  5. Refer all cases to the sheriff for final disposition .
- C. The accident review board will convene at least once per quarter of the calendar year and may meet more often when necessary.
- D. Written notification of the time, date, and location of an accident review board hearing will be delivered to the concerned employee, and the employee will return the signed original to the patrol commander. A copy of the notification form may be retained by the employee concerned.
1. Employees are not required to attend the accident review board. However, if an employee wishes to present an explanation of the accident, then he/she must attend.

#### **26.1.12 REVIEW BOARD RECORDS**

- A. The Patrol Division commander will:
1. Maintain a list of motor vehicle accidents for review;
  2. Notify the employee concerned in writing, five (5) days prior to scheduled accident review board hearings;
  3. Maintain a file for acknowledged receipt of accident review board hearing notification forms; and
  4. Present all cases, including all records pertaining to the traffic accident, to the accident review board.

#### **26.1.13 DETENTION BOOKING/INMATE PROPERTY AND RELATED ERRORS**

- A. The following guidelines will be adhered to when addressing disciplinary procedures on booking/inmate property and related errors that do not involve significant dereliction of duty:
1. Booking/inmate property errors shall be classified into two groups: major and minor.
  2. The major group will be significant policy violations as defined in Section B

3. The minor group will be errors as listed in Section C.
- B. Booking/Inmate Property and related errors shall include but are not limited to the following:
1. Improper releases (i.e. wrong person, early release, late release);
  2. Improper booking
  3. Insufficient supervisory review of booking/release paperwork;
  4. Inaccurate release date computation;
  5. Lost property.; and
  6. Money errors
- C. Errors that can be corrected without having a profound effect on the courts and/or don't rise to a bad release will be tracked and noted in the divisional folder once an employee reaches five errors in a 90 day period, appropriate disciplinary action will be taken. Such minor errors shall include but not be limited to:
1. Incorrect court date/time,
  2. Incorrect bond amount,
  3. Fingerprint/photograph errors,
  4. Incorrect statute/charges,
  5. DNA errors,
  6. Incorrect case/warrant numbers,
  7. Name/information typos; unless it leads to a bad release,
  8. KDAR/Digi-scan errors,
  9. And Classification errors.
- D. All Booking/Inmate Property errors and related errors shall be progressively disciplined, separately and independently of any other disciplinary action(s) an employee may have received, except as outlined in [General Order 26.1, Appendix A, VI. 13](#)
- E. This policy is a guideline in managing booking/inmate property errors but is not all inclusive.

#### **26.1.14 CASE REVIEWS**

- A. Case reviews are a formal evaluation and critique of a past event. The purpose of a review is to evaluate and assess the Sheriff's Office handling of specific incidents to ensure that performance is consistent with the Sedgwick County Sheriff's Office mission, goals, policy and procedures.

1. Any supervisor may request a case review. This request will be forwarded via the chain of command to the bureau commander for approval.
2. The bureau commander will designate a supervisor to conduct the case review. The designated supervisor will notify all participants who are required to attend. Supervisors of participants will be notified that a case review is scheduled. At the conclusion of the review, the supervisor conducting the review will summarize the findings with participants.
3. Participants will be informed that although a case review is not conducted as part of the disciplinary process, the review may indicate a need to initiate the disciplinary process to recommend recognition of meritorious conduct, remedial training, counseling or punitive action
4. A copy of case paperwork will be provided to all attendees
5. At the conclusion of the case review, the presiding supervisor will complete a written summary of the review. The summary will include a synopsis of points discussed during the review, suggestions made regarding best practices to be followed and if necessary, a recommendation of any disciplinary action. The summary will be forwarded (through channels) to the bureau commander for consideration.
6. Implementation of any disciplinary action will be the responsibility of division commanders or their designees. Documentation will be forwarded to PSU along with a copy of the summary