

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.3.13
SECTION:	3	Personnel Management	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	13	Employee Discipline	
STANDARDS: ACA – 4 – ALDF: 7E-04			
APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVIEW DATE: 3 / 18 / 20
			REVISION DATE: 7 / 30 / 20
Rescinds: 1.3.13 dated 10/29/12 Cancel:			

I. POLICY

It is the policy of the Division of corrections to impose disciplinary measures for unacceptable conduct and will do so in a manner that is fair and consistent.

II. RESPONSIBILITIES

All Division of Corrections staff members are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. Pre-Disciplinary Review

- a. The Division conducts a pre-disciplinary review when an employee is issued an Employee Action Report (EAR). The employee is given the reason(s) for considering disciplinary action by the Commissioner/

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designee. The review is an informal hearing for which there is no right to present witnesses or cross-examination by the individual.

- b. Employees may request temporary postponement of the scheduled review. Request may be granted at the discretion of the Commissioner or designee.
 - c. A pre-termination hearing is held prior to dismissing of a permanent employee.
2. During pre-termination hearing the employee is advised of the charges and is explained the charges and evidence. The employee is allowed to present facts to mitigate the proposed termination hearing.
 3. An employee's rights will be waved if the employee fails to appear for the pre-termination hearing or fail to make prior alternate arrangements before the date of hearing. Only one postponement may be granted for any pre-termination hearing unless extreme extenuating circumstances exist.
 4. Except as stipulated in the General Information above, the Division adheres to City of St. Louis Dept. of Personnel AR. No. 117 guidelines for employee discipline.