

1.11 DISCIPLINARY PROCESS



City of Oak Point Department of Public Safety Fire Department

TITLE: DISCIPLINARY PROCESS

SECTION/TOPIC: General Administration

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APPROVED BY:

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These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 PURPOSE

Discipline is a process of taking specific actions which will help train, develop or modify the inappropriate actions of an employee, preferably through positive rather than negative measures. Discipline in the department involves reward of employees for excellence and positive actions; and training, counseling, and in some cases sanctions for inappropriate actions or behavior.

2.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

3.0 POLICY/GUIDELINES & INFORMATION

POLICY

It is the department's intent to impose any necessary disciplinary action fairly and impartially and to offer adequate appeal procedures to ensure that the rights of employees are protected.

The department shall operate under the City of Oak Point Human Resources policy and procedures, chapter 118, Disciplinary Process.

The above listed policy can be found on the city website at www.oakpointtexas.com, on the human resource page.