



DISCIPLINARY SYSTEM	
✓ new: rescinds: amends: All previous	
cross-reference: accreditation standards: NYSLEAP Standard(s): 14.4	
effective date: February, 2020	amend date:

I. PURPOSE

The purpose of this General Order is to establish and describe the disciplinary policies and procedures for the office employees.

II. POLICY

It is the policy of the Tompkins County Sheriff's Office to adhere to the disciplinary procedures set forth in the article(s) of the Tompkins County Deputy Sheriff's Association contract. *See attached article(s) which refer to Disciplinary Procedures.*

III. MAINTENANCE OF RECORDS

The Human Resources Department shall be responsible for maintaining records of disciplinary actions against an employee. Records shall be stored in the Personnel File of the affected employee.

IV. USE OF COUNSELING MEMORANDUMS

- A. Counseling memorandum means a written communication to an employee intended to call attention to minor breaches in policy and for the purpose of instructing the employee in more appropriate conduct or correcting the employee's behavior.
- B. Counseling memoranda are not intended to draw conclusions of fact or to punish. Its admissibility is limited only for the purpose of establishing that a memo was issued.
- C. [Performance Correction Notice](#)
 - 1. This document should not be considered a notice of discipline.
 - 2. This document is utilized to memorialize a conversation (Verbal Correction) and/or to serve as a written counseling memorandum to call attention to minor breaches in policy and for the purpose of instructing the employee in a more appropriate manner of conduct or for correcting inappropriate behavior.

3. The subject(s) of this document include:
 - Policy/Procedure Violation
 - Performance Transgression
 - Behavior/Conduct Infraction
 - Absenteeism and Tardiness
4. The supervisor and the affected employee(s) shall create an improvement plan which may include:
 - Measurable/Tangible Goals
 - Training or Special Direction
 - Scheduled Follow Up Reviews
5. Supervisors shall forward, through the chain of command, this document detailing the outcome.

Note: The employee is not required to sign this document.

V. **ANNUAL REVIEW**

The Sheriff shall cause a review to be conducted, on an annual basis, of all disciplinary actions filed during the previous calendar year. Recurring disciplinary problems will be noted and the Sheriff will take the appropriate actions necessary to minimize the causes of such disciplinary actions in the future.

Attachments:

- A. [Performance Correction Notice](#)

By Order Of



Derek Osborne
Sheriff