



Kern County Sheriff's Office
Policies and Procedures

TITLE: EMPLOYEE DISCIPLINE-DEFINITIONS		NO: D-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 8/22/2017	REVISED: 4/20/2005	UPDATED: 8/22/2017

POLICY

The following definitions will govern terminology to be used in reports, memos, and any other documentation that occurs during the disciplinary process.

DEFINITIONS

COMPLAINT: A statement alleging that the Sheriff's Office or some member thereof (sworn or non-sworn) has engaged in an improper act or practice. Complaints can be made by members of the public or Sheriff's Office personnel.

COMPLAINANT: The person who files a complaint with the Sheriff's Office.

DISCIPLINE: For purposes of this section, discipline is defined as termination, demotion, suspension, reduction in salary, written reprimand, or a disciplinary transfer.

DISPOSITION: The status assigned to a case by the Sheriff or Chief Deputy following conclusion of the investigation:

- **Unfounded**: The investigation conclusively proved that the act, or acts, complained of did not occur. This finding also applies when the individual members(s) named were not involved in the act or acts which may have occurred.
- **Exonerated**: The acts which provided the basis for the complaint or allegation occurred; however, investigation revealed that they were justified, lawful, and proper.
- **Not Sustained**: Investigation failed to disclose sufficient evidence to clearly prove the allegation made in the complaint or to conclusively disprove such allegations.
- **Sustained**: The investigation disclosed sufficient evidence to clearly prove the allegation made in the complaint.

DOCUMENTED ORAL ADMONISHMENT: An action taken by a supervisor that orally informs an employee of unacceptable behavior. The fact that the oral admonishment occurred is recorded on an Oral Admonishment form and kept in a Supervisory File. (See Attachment "B" for proper form).

EXHIBIT: Documentation or physical evidence relative to the case.

ORAL ADMONISHMENT: An action taken by a supervisor that orally informs an employee of unacceptable behavior.

SUBJECT: Employee or employees who are the focus of an investigation.

SUPERVISORY FILE: A file kept by a supervisor to aid in the E.P.R. process. (Note: Negative comments may not be entered into this file without the employee first having an opportunity to review and sign the entry).

WRITTEN REPRIMAND: A formal action taken that notifies the employee of unacceptable behavior and the corrective action expected from the employee. Written reprimands are entered into the employee's personnel file. (See Attachment "A" for proper format).

WITNESS: A person who can produce evidence pertaining to a complaint.

D-100-2

EFFECTIVE: August 1, 1990	REVIEWED: 8/22/2017	REVISED: 4/20/2005	UPDATED: 8/22/2017
-------------------------------------	-------------------------------	------------------------------	------------------------------