



Section 3/700 Personnel Management		
3 / 714	Employee Warning Record	4/4/03
Accreditation Standards	26.1.4/35.1.9	

3 / 714.05 GENERAL

The Employee Warning Record is primarily used to document and correct job related discrepancies or violations of a minor nature. Although the violation may warrant disciplinary action under Category 1 Offenses in general Order 1/147, the supervisor may not feel disciplinary action is applicable. This document is one step above a Counseling Form.

Supervisors and Commanders should utilize this form so officers under his/her supervision are notified of the discrepancy or minor violation and given an opportunity to correct it. A second violation of any minor offense will cause a disciplinary action recommendation.

The Employee Warning Record will not be retained beyond one year from the date of issuance provided there have been no subsequent reports. If subsequent reports are initiated, the disposal of prior records must be approved by the Chief of Police or his designee. Copies of the Employee Warning Record will be distributed as indicated on the form itself.

END OF ORDER