

Uniform disciplinary codes	Description	Occurrence	Range of disciplinary action, depending on circumstances.
1a.	Operating a government vehicle, equipment, or other such asset for which the city could be held liable, while on-duty, while under the influence of alcohol, after ingesting illegal drugs, or while using prescription or <i>non</i> -prescription drugs that impair their efficient operation.	First	<i>See CAO Policy 7: Alcohol and Drug-Free Workplace Policy.</i>
1b.	Failure to report a suspended or revoked driver's license.	First	Written reprimand.
		Second	Eighty (80) hours up to and including 160 hours of suspension, depending on circumstances.
1c.	Driving a city vehicle (or driving any vehicle while on-duty) with a suspended or revoked driver's license.	First	Eighty (80) hours up to and including 160 hours of suspension, depending on circumstances.
		Second	Dismissal.
2.	Stealing or theft.	First	Eighty (80) hours up to and including 160 hours of suspension, depending on circumstances.
		Second	Dismissal.
3.	Intentional or deliberate destruction or unauthorized use of urban county government assets.	First	Eighty (80) hours up to and including 160 hours of suspension; or, dismissal.
		Second	Dismissal, depending on circumstances.
4.	Use of, possession of, or positive test for illegal drugs while on the job; reporting to work after ingesting illegal drugs; or, conviction for possession of or trafficking in illegal drugs.	First	<i>See CAO Policy 7: Alcohol and Drug-Free Workplace Policy.</i>
5.	Use of, possession of, or positive test for alcohol while on the job.	First	<i>See CAO Policy 7: Alcohol and Drug-Free Workplace Policy.</i>
6a.	Violent behavior, throwing objects toward or at others, verbal threats, or fighting on the job (with weapon).	First	Dismissal.
6b.	Violent behavior or fighting on the job (<i>without</i> weapon).	First	Forty (40) hours up to and including 160 hours of suspension and mandatory EAP evaluation; or dismissal, depending on circumstances or threat.
		Second	Dismissal, depending on circumstances or threat.

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6c.	Verbal threats or harassing statements.	First	Written reprimand or eight (8) hours up to and including 120 hours of suspension; and, mandatory EAP evaluation; or dismissal, depending on circumstances or threat.
		Second	128-160 hour suspension and, mandatory EAP evaluation; or dismissal, depending on circumstances or threat.
		Third	Dismissal.
7.	Leaving assigned work area <i>without</i> authorization.	First	Written reprimand, or forty (40) hours up to and including 120 hours of suspension, depending on circumstances.
		Second	128-160 hour suspension or dismissal, depending on circumstances.
		Third	Dismissal.
8a.	Insubordination.	First	Oral warning, written reprimand, or eight (8) hours up to and including 120 hours of suspension, depending on circumstances.
		Second	128-160 hour suspension or dismissal, depending on circumstances.
		Third	Dismissal.
8b.	Malicious behavior or deliberate behavior that affects the efficient and effective performance of the job.	First	Oral warning, written reprimand, or eight (8) hours up to and including 120 hours of suspension, depending on circumstances.
		Second	128-160 hour suspension or dismissal, depending on circumstances.
		Third	Dismissal.
8c.	Misconduct (Other).	First	Oral warning, written reprimand, or eight (8) hours up to and including 120 hours of suspension, depending on circumstances.
		Second	128-160 hour suspension or dismissal, depending on circumstances.
		Third	Dismissal.
8d.	Inefficiency.	First	Oral warning, written reprimand, or eight (8) hours up to and including 120 hours of suspension, depending on circumstances.

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		Second	128-160 hour suspension or dismissal, depending on circumstances.
		Third	Dismissal.
9.	Sleeping on the job.	First	Written reprimand or forty (40) hours up to and including eighty (80) hours of suspension, depending on circumstances.
		Second	Eighty-eight (88) hours up to and including 160 hours of suspension or dismissal, depending on circumstances.
		Third	Dismissal.
10a. - b.	Preventable vehicle or equipment incidents with damages.	First	<i>See CAO Policy 54: Preventable Vehicle/Equipment Incidents.</i>
11a.	Absent <i>without</i> approved leave.	First	Written reprimand, or twenty-four (24) hours up to and including forty (40) hours of suspension, depending on circumstances.
		Second	Forty-eight (48) hours up to and including 160 hours of suspension, depending on circumstances.
		Third	Dismissal.
11b.	Absent <i>without</i> approved leave for two (2) or more consecutive days.	First	Forty-eight (48) hours up to and including 160 hours of suspension, depending on circumstances
		Second	Dismissal.
12.	Excessive use of sick leave.	First	Written reprimand or eight (8) hours up to and including forty (40) hours of suspension, depending on circumstances.
		Second	Forty-eight (48) hours up to and including 120 hours of suspension, depending on circumstances.
		Third	Dismissal.
13a.	Failure to observe safety procedures or to wear protective clothing (Class A serious – life threatening).	First	Eight (8) hours up to and including forty (40) hours of suspension, depending on circumstances.
		Second	Forty-eight (48) hours up to and including 120 hours of suspension, depending on circumstances.
		Third	Dismissal.
13b.	Failure to observe safety procedures or to wear protective clothing (Class B less serious – <i>not</i> life threatening).	First	Written reprimand.
		Second	Eight (8) hours up to and including forty (40) hours of suspension, depending on circumstances.

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		Third	Forty-eight (48) hours up to and including 120 hours of suspension, depending on circumstances.
		Fourth	Dismissal.
14.	Excessive tardiness.	First	Oral warning or written reprimand, depending on circumstances.
		Second	Written reprimand or eight (8) hours up to and including forty (40) hours of suspension, depending on circumstances.
		Third	Forty-eight (48) hours up to and including 120 hours of suspension, depending on circumstances.
		Fourth	Dismissal.
15.	Failure to submit required or completed reports or forms.	First	Oral warning or written reprimand, depending on circumstances.
		Second	Written reprimand or twenty-four (24) hours up to and including forty (40) hours of suspension, depending on circumstances.
		Third	Forty-eight (48) hours up to and including 120 hours of suspension, depending on circumstances.
		Fourth	Dismissal.
16.	Gambling on the job.	First	Oral warning, written reprimand, or twenty-four (24) hours up to and including eight (80) hours of suspension, depending on circumstances. Sworn employees of Community Corrections shall be dismissed.
		Second	Eighty-eight (88) hours up to and including 160 hours of suspension or dismissal, depending on circumstances.
		Third	Dismissal.