

# CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

## POLICY: 2.5 DISCIPLINARY PROCESS

REVISED DATE: 11.05.13

### POLICY

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

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.

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](http://www.oakpointtexas.com), on the human resource page.

Approved: *M. Shackleford*  
M. Shackleford

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