



Dallas Police Department General Order

510.00 Types of Corrective Action

Revised 4/17/2023

510.00 TYPES OF CORRECTIVE ACTION

- A. There are two main categories of discipline: Summary and Formal. The following is a scale of progressive corrective action to be used by the Department.
 - 1. Summary Discipline:
 - a. Advice and Instruction - Informal advice or instruction on how to better perform a job duty and which requires a change in behavior. Documented in a memorandum to the employee. Original given to employee, copy to employee's personnel file and copy attached to BlueTeam entry and forwarded to Internal Affairs via Program Administrator.
 - b. Documented Counseling - Counseling requiring a change in behavior. Documented in a memorandum to the employee. Original given to employee, copy to employee's personnel file and copy attached to BlueTeam entry and forwarded to Internal Affairs via Program Administrator.
 - c. Supervisor's Report of Correction - Supervisor's formal means of documenting minor violations and required behavior change. Documented in a memorandum to the employee. Original given to employee, copy to employee's personnel file and copy attached to BlueTeam entry and forwarded to Internal Affairs via Program Administrator.
 - 2. Formal Discipline:
 - a. Written Reprimand - Formal Letter of Reprimand from a Division/Organizational Commander to the employee issued at the direction of an Assistant Chief/Assistant Director.
 - b. Suspension Without Pay - Definite suspension of one or more working days. Suspensions may not exceed 45 working days, in accordance with City of Dallas Personnel Rules, Section 34-37.
 - c. Demotion - Permanent reduction in rank or reduction in rank for a definite period of time.
 - d. Discharge - Termination of employment.
- B. Training or change in assignment may be coupled with the above when in the best interest of the Department. These actions will not be considered corrective action and will not be reflected on the employee's resume.

510.01 DISCIPLINE MATRIXES

A discipline matrix aims to develop consistency in discipline and reduce perceived disparity. Matrixes provide minimum discipline guidelines on sustained violations and can be enhanced based on the totality of the circumstances. The following discipline matrixes will be used when applicable to the sustained violations of the employees.

- A. Court Sign In/Out Violations
 - 1. If the investigation finds the employee failed to sign in and/or out of court the following discipline matrix will be used:

First Violation:	Advice and Instruction
Second Violation:	Documented Counseling
Third Violation:	Supervisor's Report
Fourth Violation:	Written Reprimand
Fifth & Subsequent Violations:	Suspension, Demotion, or Discharge

- 2. A period of twelve (12) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.

- B. Off-Duty Employment Violations
 - 1. If an audit or investigation finds the employee failed to comply with the off-duty employment policy (421.00), the following discipline matrix will be used:

First Violation:	Advice and Instruction
Second Violation:	Documented Counseling
Third Violation:	Supervisor's Report
Fourth Violation:	Written Reprimand
Fifth & Subsequent Violations:	Suspension, Demotion, or Discharge

- 2. A period of twelve (12) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.

Dallas Police Department General Order

510.00 Types of Corrective Action

Revised 4/17/2023

C. Court Failure to Appear Violations

1. If the investigation finds the employee failed to appear for court the following discipline matrix will be used:

First Violation:	Documented Counseling
Second Violation:	Supervisor's Report
Third Violation:	Written Reprimand
Fourth Violation:	Suspension
Fifth & Subsequent Violations:	Suspension, Demotion, or Discharge

2. A period of twenty-four (24) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.

D. DVR/ BWC Violations

1. If the investigation finds the body camera, DVR, or body microphone did not work and the officer failed to document the incident and report it to supervisor, or the officer failed to document it was not activated or turned off inadvertently in an offense/arrest report, supplement, or miscellaneous incident report (MIR), the following discipline matrix will be used:

First Violation:	Documented Counseling
Second Violation:	Supervisor's Report
Third Violation:	Written Reprimand
Fourth Violation:	Suspension
Fifth & Subsequent Violations:	Suspension, Demotion, or Discharge

2. A period of twenty-four (24) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.
3. If the investigation finds that the officer intentionally/inappropriately turned off, failed to turn on, or interfered with a recording in order to conceal or commit a violation of department policy, or any law, the recommendation of discipline to the Chief of Police will not be required to follow the matrix.

E. Sick Leave Policy Violations

1. If the investigation finds the employee violated the department policy for undocumented sick leave incidents, the following discipline matrix will be used:

First Violation:	Written Reprimand
Second Violation:	One (1) Day Suspension
Third Violation:	Three (3) Day Suspension
Fourth Violation:	Suspension, Demotion, or Discharge

2. Discipline will be assessed for instances of undocumented sick leave in excess of six incidents and/or fifteen days in each six-month period: January 1 to June 30 and July 1 to December 31.
3. Physician's Statements for verification of sick leave must be submitted to employee's supervisor within 48 hours of the employee's return to duty.
4. A period of twenty-four (24) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.

Dallas Police Department General Order

510.00 Types of Corrective Action

Revised 4/17/2023

F. BlueTeam Account and Reporting Violations

1. If the investigation finds the employee violated any of the rules codified in General Order 202.15, "Requirement to Access BlueTeam Account Daily," the following disciplinary matrix will be used:

First Violation:	Verbal Training and/or Coaching
Second Violation:	Advice and Instruction
Third Violation:	Documented Counseling
Fourth Violation:	Supervisor's Report
Fifth Violation:	Written Reprimand
Six Violation:	Suspension
Seventh & Subsequent Violations:	Suspension, Demotion, or Discharge

2. A period of twenty-four (24) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.
3. When a supervisor conducts "Verbal Training and/or Coaching" with an employee on the first violation, the coaching/training session shall be documented via email to the employee and a higher-ranking supervisor in the supervisor's chain of command.
4. If an investigation finds that the employee intentionally failed to complete or review a BlueTeam report in order to conceal and/or delay the submission of evidence to any administrative, civil, or criminal investigation, then this disciplinary matrix shall not apply.
5. This disciplinary matrix does not apply to Division Referral investigations assigned within BlueTeam.
6. Employees that accept sustained allegations resulting in Summary Discipline up to and including a Supervisor's Report, from the preceding matrixes, can choose to have their discipline expedited.
7. In summary discipline incidents that the employee requests to have expedited, a request for control number does not need to be generated. The summary discipline will be issued to the employee given by approval of the Deputy Chief of the employee's division.
8. Summary Discipline will be documented in a memorandum to the employee. The original memorandum will be given to the employee, a copy will be placed in the employee's personnel file, a copy attached to the BlueTeam entry, and forwarded to Internal Affairs via Program Administrator.
9. Incidents that may result in a Written Reprimand, Suspension, Demotion, or Discharge will refer to General Order 511.00 for proper procedures and a Request for Control number must be generated.
10. In incidents that result in a Written Reprimand or Suspension, discipline will be issued to the employee by their Bureau Commander.
11. Employees will still have their right to appeal their discipline per General Order 511.00.

G. Motor Vehicle Stop Data Entry Violations

1. If the investigation finds the employee violated any of the rules codified in General Order 432.00, Biased Policing and Racial Profiling, the following disciplinary matrix will be used:

First Violation:	Verbal Training and/or Coaching
Second Violation:	Advice and Instruction
Third Violation:	Documented Counseling
Fourth Violation:	Supervisor's Report
Fifth Violation:	Written Reprimand
Six Violation:	Suspension
Seventh & Subsequent Violations:	Suspension, Demotion, or Discharge

Dallas Police Department General Order

510.00 Types of Corrective Action

Revised 4/17/2023

2. A period of twenty-four (24) months, beginning at the date of the violation or infraction, will be used in determining the appropriate discipline.
3. When a supervisor conducts "Verbal Training and/or Coaching" with an employee on the first violation, the coaching/training session shall be documented via email to the employee and a higher-ranking supervisor in the supervisor's chain of command.
4. If an investigation finds that the employee intentionally failed to complete the Traffic Data Input in order to conceal and/or delay the submission of evidence to any administrative, civil, or criminal investigation, then this disciplinary matrix shall not apply.
5. This disciplinary matrix does not apply to Division Referral investigations assigned within BlueTeam.
6. Employees that accept sustained allegations resulting in Summary Discipline up to and including a Supervisor's Report, from the preceding matrixes, can choose to have their discipline expedited.
7. In summary discipline incidents that the employee requests to have expedited, a request for control number does not need to be generated. The summary discipline will be issued to the employee given by approval of the Deputy Chief of the employee's division.
8. Summary Discipline will be documented in a memorandum to the employee. The original memorandum will be given to the employee, a copy will be placed in the employee's personnel file, a copy attached to the BlueTeam entry, and forwarded to Internal Affairs via Program Administrator.
9. Incidents that may result in a Written Reprimand, Suspension, Demotion, or Discharge will refer to General Order 511.00 for proper procedures and a Request for Control number must be generated.
10. In incidents that result in a Written Reprimand or Suspension, discipline will be issued to the employee by their Bureau Commander.
11. Employees will still have their right to appeal their discipline per General Order 511.00.