

OGDEN POLICE DEPARTMENT

POLICY 01C: REMEDIAL AND DISCIPLINARY PROCEDURE

Subject Remedial and Disciplinary Procedure	Effective Date July 23, 2025
Department Police	Replaces Policy Dated NA
Division All Department Personnel	Review Date July 2028

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability. It should not be construed as creating a higher standard of safety or care concerning third-party claims. Violations, if proven, form the basis of an internal administrative complaint only.

I. PURPOSE

This policy establishes a consistent and clear disciplinary procedure to address employee misconduct and performance deficiencies.

II. POLICY

The Ogden Police Department will remediate and discipline employees for misconduct as necessary and appropriate. Remedial and disciplinary processes will be conducted fairly, transparently, and in accordance with all applicable city and departmental guidelines.

III. DEFINITIONS

General Misconduct: Acts or behavior constituting violations of city or department policies or procedures. Examples of general misconduct may include, but are not limited to, tardiness or attendance issues, improper use of equipment, preventable accidents, unauthorized attire or grooming, inappropriate or harmful language, or failure to meet established performance standards.

Habitual Misconduct: Recurring incidents of general or serious misconduct, characterized by a pattern of behavior where the same or similar violations are committed. Demonstrates an inability or unwillingness to comply with departmental policies, procedures, or performance standards.

Serious Misconduct: Acts or behavior constituting serious violations of city or department policy or procedures. Also includes conduct that demonstrates a lack of integrity or ethics or substantially damages the reputation or effective functioning of the police department. Examples of serious misconduct may include, but are not limited to, excessive use of force, dishonesty, corruption, discrimination, criminal conduct, sexual misconduct or harassment, dereliction of duty, defiance of authority, and insubordination.

Specialty Assignments: Positions or roles within the police department which require application of specialized knowledge, skills, or expertise beyond those typical of uniformed patrol duties. Specialty assignments are temporary, do not alter an employee's job description, and do not constitute a promotion.

Work Improvement Plan: Structured, individualized plan designed to improve employee behavior or performance that does not meet departmental standards. Clearly identifies the specific deficiencies that need improvement and establishes performance objectives intended to remediate those deficiencies.

IV. PROCEDURE

The Ogden Police Department is committed to ensuring its employees maintain the highest standards of conduct. The department's administration will utilize discretion when introducing remedial or disciplinary measures in response to misconduct and performance deficiencies. Remedial or disciplinary action may also be introduced whenever an employee engages in the prohibited acts or behaviors described in [Chapter 9 of the Ogden City Employee Policies and Procedures Manual](#).

The Ogden Police Department may initiate remedial or disciplinary action at any level deemed proportionate to the severity, context, and circumstances of misconduct. The remedial and disciplinary actions outlined in this policy are not exhaustive, and the Ogden Police Department may utilize others remedial strategies when deemed necessary and appropriate.

V. REMEDIAL & DISCIPLINARY ACTION

Remedial and disciplinary action utilized by the Ogden Police Department includes, but is not limited to, the following:

A. Counseling, Coaching, and Training

General misconduct may be addressed through a variety of informal remedial measures intended to correct behavior or improve performance. These measures may include, but are not limited to, verbal counseling, coaching, or tailored training opportunities. Efforts to remediate misconduct through these methods may be documented to ensure continuity in the management of an employee's performance.

B. Written Notices

Written notices may be issued when an employee engages in general, habitual, or serious misconduct.

1. Written notices will include a description of the misconduct, references to applicable policies or procedures, and expectations for behavior moving forward.
2. Written notices may impose suspension or revocation of employee privileges, including, but not limited to the use of a take-home vehicle, participation in off-duty or extra-duty assignments, or eligibility for specialty assignments. Written notices may also result in reassignment, demotion, or recommendation for termination.
3. Employees will be provided with a copy of the written notice when issued.
4. Written notices will be entered into the employee's personnel file maintained by Human Resources.

C. Work Improvement Plans

Work Improvement Plans (WIPs) may be introduced to address habitual or serious misconduct.

1. Employees will be provided with a copy of the WIP at the time it is implemented.
2. WIPs will clearly articulate the specific performance or behavior deficiencies that need improvement.
3. WIPs will clearly identify performance or behavior improvement objectives that must be met by the employee.
4. WIPs will have a clearly defined duration. The duration of a WIP will be defined by an effective date range and/or a deadline by which performance objectives must be achieved.
5. The employee's supervisor will monitor their progress during the WIP period and will provide regular and ongoing feedback.
6. A WIP is considered completed when the established date range has ended and all performance objectives have been met.
7. Failure to meet the conditions of a WIP may result in further disciplinary action, up to and including termination.
8. WIPs will be entered into the employee's personnel file maintained by Human Resources.
9. The successful completion of a Work Improvement Plan does not serve as a determination that the underlying misconduct has been permanently resolved, nor does it preclude the department from considering the conduct when evaluating patterns of behavior or misconduct in the future.

D. Suspension Without Pay

An employee may be suspended without pay for engaging in habitual or serious misconduct.

1. The duration of the suspension will be proportionate to the nature and severity of the violation(s), and the employee's disciplinary history.
2. The suspension date(s) will be determined by the captain over the officer's division.
3. Employees subject to suspension without pay will not be allowed to accumulate overtime in the pay period during which the suspension is served.
4. A record of suspensions without pay will be documented in the employee's personnel file maintained by Human Resources.

E. Reassignment

The department may suspend or reassign employees from special assignments as a remedial or disciplinary measure in response to misconduct.

1. Reassignment may be required when it's determined an employee is no longer suitable for their assignment due to misconduct or concerns regarding the employee's abilities, performance, or judgement.
2. Reassignments may be temporary or permanent.
3. Reassignments made for remedial or disciplinary reasons will be documented in the employee's personnel file maintained by Human Resources.

F. Demotion

1. An employee may be demoted for engaging in habitual or serious misconduct.
2. Demotions will be documented in the employee's personnel file maintained by Human Resources.

G. Termination

1. An employee will be terminated for engaging in any misconduct which disqualifies them for continued employment.
2. All decisions regarding termination of employment rest exclusively with the chief, and will only be made in consultation with Human Resources and the department's legal representatives.

3. Employee termination will conform with the procedures outlined in [Chapter 10 of the Ogden City Employee Policies and Procedures Manual](#).
4. Terminations will be documented and placed in the employee's personnel file maintained by Human Resources.

VI. CONFIDENTIALITY

All disciplinary actions, including investigations, findings, and outcomes, are considered confidential and are intended solely for official departmental use. Unauthorized disclosure or dissemination of disciplinary records is strictly prohibited. Access to these records is limited to authorized departmental personnel on a need-to-know basis or as required by law. Any requests for information regarding disciplinary actions will be handled in accordance with applicable privacy laws and departmental policies. Violation of confidentiality provisions may result in disciplinary action, up to and including termination of employment.

VII. FINAL AUTHORITY

The chief of police retains final authority over all remedial or disciplinary actions. The chief may initiate, modify, or reject any proposed actions at their discretion to ensure that such measures are in the best interest of the department and employees. Decisions by the chief are final, subject to legal and regulatory constraints.