

Q1 2023 PPM Updates - Summary

The following pages include proposed updates to the Drug and Alcohol Policies and Procedures Manual and the Civilian Policies and Procedures Manual as summarized below:

Drug and Alcohol Policies and Procedures Manual

Removed FTA Addendum as the City no longer employs FTA regulated employees

Updated to use consistent wording for employees who fall under DOT regulations

Updated language throughout to be in line with current practices and to provide clarification on previously unclear or vague language

Civilian Policies:

Civilian Policy #31 Communication – Updated to clearly outline employee responsibilities for communication and call out complaint resolution process

Civilian Policy #38 Criminal Charges – Adding pre-deprivation process for regular employees, and providing more detailed outline of employee work status

Civilian Policy #44 Discipline – Adding pre-deprivation process for regular employees and updating policy to reflect current practices. Updating appeal processes

Civilian Policy #45 Appeal Procedure – Updating to reflect current practices, removing internal process items and removing peer review procedures

Civilian Policy #46 Pre-Termination Meetings – updating policy to Pre-Deprivation and Pre-Termination meetings, updating language throughout to describe pre-deprivation process

Civilian Policy #47 Disciplinary Appeal and Post Termination Hearings – removing policy as it is mainly a duplicate of policy #45

Civilian Policy #48 Peer Review Operating Guidelines – removing policy as we are proposing to remove peer review processes. These processes are outdated and not used within the Civilian employee population at the City

