



## Legislation Details (With Text)

**File #:** 23-120      **Version:** 1      **Name:**

**Type:** Informational Report      **Status:** Passed

**File created:** 2/9/2023      **In control:** City Council

**On agenda:** 3/28/2023      **Final action:** 3/28/2023

**Title:** Proposed updates to the City of Colorado Springs Civilian Policies and Procedures Manual and Drug and Alcohol Policies and Procedures Manual

**Presenter:**  
Danielle Delgado, Human Resources Manager, Human Resources

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Q1 2023 PPM Updates - Detailed, 2. Q1 2023 PPM Updates - summary, 3. 2023 Drug and Alcohol Policies and Procedures Manual Draft - Council Markup

Date	Ver.	Action By	Action	Result
3/28/2023	1	City Council	approved	Pass
3/27/2023	1	City Council Work Session	referred	

Proposed updates to the City of Colorado Springs Civilian Policies and Procedures Manual and Drug and Alcohol Policies and Procedures Manual

**Presenter:**

Danielle Delgado, Human Resources Manager, Human Resources

**Summary:**

The City of Colorado Springs is requesting updates to the City’s Civilian Policies and Procedures Manual to update the City’s policies related to employee discipline. The City is requesting Drug and Alcohol Policies and Procedures Manual to update outdated language and make the policies clearer for employees.

**Background:**

The City of Colorado Springs is requesting updates to the City’s Civilian Policies and Procedures Manual to update the City’s policies related to employee discipline. These policy changes make language clearer, and better inform employees of their rights and responsibilities under the policies. The City is requesting Drug and Alcohol Policies and Procedures Manual to update outdated language and make the policies clearer for employees. The City is also removing the Federal Transit Administration (FTA) Addendum as the City no longer has employees that fall under the regulations of the FTA.

**Previous Council Action:**

In accordance with Ordinance No. 12-83, City Council has approved changes to the City’s Policies and Procedures Manuals by motion in the past.

**Financial Implications:**

N/A

**City Council Appointed Board/Commission/Committee Recommendation:**

N/A

**Stakeholder Process:**

The Human Resources Department has worked in collaboration with departmental stakeholders in Finance, CSPD, CSFD, the City Attorney's Office - Employment Division, and the Office of the Mayor to update policies prior to being presented to City Council. The proposed updates were also sent to all City employees for comment prior to being presented to City Council.

**Alternatives:**

N/A

**Proposed Motion:**

Approve the updates to the Civilian Policies and Procedures Manual and the Drug and Alcohol Policies and Procedures Manual as proposed.

N/A