

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN



DATE: May 24, 2019

SUBJECT: Director's Instruction # 372, Employee Discipline

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #601, Administrative Investigations and Employee Discipline.

PURPOSE:

This Director's Instruction provides guidance regarding the employee disciplinary process.

PROCEDURES:

- 1.1 Determination, when possible, of mistake vs misconduct shall be made prior to the issuance of an Administrative Inquiry. (See Department Order #601, Administrative Investigations and Employee Discipline, section 2.0.)
- 1.2 At the discretion of the Warden or Bureau Administrator:
 - 1.2.1 Determinations of mistake shall be addressed at the institution/bureau level in the best interest of the institution/bureau and employee.
 - 1.2.2 The use of a letter of instruction or other coaching or training methods may be employed.
- 1.3 Acts of misconduct that warrant a suspension of 8-40 hours shall be elevated through the chain of command to the appropriate Division/Assistant Director for approval.
 - 1.3.1 Suspensions over 40 hours shall be approved by the Director or Deputy Director.
- 1.4 When appropriate, suspensions shall include a corrective measure plan to ensure the employee is provided specific guidance on expected conduct relative to the suspension.