


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

**MEMORANDUM**

**TO:** DISTRIBUTION  
**FROM:** CHARLES L. RYAN   
**DATE:** June 28, 2019  
**SUBJECT:** Director's Instruction # 379 , Employee Discipline

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #517, Employee Grievances and Department Order #601, Administrative Investigations and Employee Discipline.

**PURPOSE:**

This Director's Instruction provides staff the ability to exhaust the appeal and/or grievance process of employee discipline, before executing disciplinary sanctions or suspensions without pay.

**PROCEDURES:**

- 1.1 Once an inquiry has been complete and it has been determined that an employee violated one or more of the standards of Department Order #601, recommendations for appropriate discipline will be made through the chain of command in accordance with section 10.0 of the Department Order.
- 1.2 In all cases in which a finding involves formal discipline or suspension, the Warden, Deputy Warden, Administrator or Bureau Administrator shall meet with the assigned staff member within three business days of the determination.
  - 1.2.1 The degree of discipline to be administered will be explained, as well as the employee's right to either appeal or grieve the discipline. It will be explained to the employee during this process that the discipline will remain suspended until the process is complete and a final determination has been made.
  - 1.2.2 It is incumbent on the employee to understand all timeframes associated with the appeals and grievance process. If at any time the employee does not file paperwork in accordance with those timeframes the final discipline action will be implemented.
- 1.3 The Warden, Deputy Warden, Administrator, Bureau Administrator, and Employee Relations Officers shall track the case through the appeal or grievance process. If at the end of the process it is determined that some level of discipline is to be administered, the Warden, Deputy Warden, Administrator or Bureau Administrator shall prepare the appropriate letter and serve to the employee within 5 business days.