

## BULLETIN

NO.: 25-52  
DATE: March 27, 2025  
TO: All Local 145-represented and Local 911-represented Personnel  
FROM: James Gaboury, Assistant Fire Chief, Business Operations  
Dan Eddy, Assistant Fire Chief, Emergency Operations  
SUBJECT: Discipline Document Workflow Process

This bulletin supersedes “Bulletin 17-182 Discipline Process Restructure” dated September 19, 2017, and describes the workflow procedures the Fire-Rescue Department, including the Lifeguard Services Division, will follow when issuing and delivering disciplinary documents. The information in this bulletin supersedes Bulletin 17-182 and applies to all Local 145 and Local 911-represented employees.

### **Definitions**

**Issued / Issuer (i.e. Signed By)** – The Discipline Document Workflow Matrix identifies the supervisor who is authorized to issue the discipline document. The supervisor’s name will appear in the “From” field and have their signature at the bottom.

**Delivered / Deliver** – The Discipline Document Workflow Matrix identifies who is authorized to deliver the discipline documents.

**First-Level Supervisor** – Fire Captain, Fire-Prevention Supervisor, Lifeguard Sergeant. In addition, for the rank of Fire Captain, Lifeguard Sergeant, and above, a First-Level Supervisor shall be the direct report of the employee.

**Second-Level Supervisor** – Fire Battalion Chief, Assistant Fire Marshal, Lifeguard Lieutenant. In addition, for the rank of Fire Battalion Chief, and Marine Safety Lieutenant, a Second-Level Supervisor shall be the direct report of the employee’s First-Level Supervisor.

**First-Level Appointing Authority** – Deputy Fire Chief, Lifeguard Chief.

**Second-Level Appointing Authority** – Assistant Fire Chief.

### **Discipline Process**

#### **Verbal Discipline**

A verbal counseling (performance discipline) and a verbal warning (misconduct discipline) may be issued by a First-Level Supervisor. There is no right to representation before issuing verbal discipline. The employee will be advised that the verbal discipline will be communicated by email to the Professional Standards Unit (PSU) at [SDFDProfessionalStandards@SanDiego.gov](mailto:SDFDProfessionalStandards@SanDiego.gov), the employee, and the chain of command for their records. The issuing supervisor may keep note of the verbal discipline in their working notes for up to one year from the date of issuance for purposes of the employee's performance review or progressive discipline. All verbal discipline more than one-year old will not be considered for the purpose of progressive discipline and must be destroyed upon

discovery or request. Verbal Discipline will not be placed in the employee's permanent Department or Personnel Department files.

#### **Written Counseling / Written Warning**

Written Counseling or Written Warnings may be issued by First-Level Supervisors or higher, after consulting with PSU. Employees have a right to representation before being delivered with the discipline document. Any First-Level Supervisor or higher may deliver the discipline document. Original documents must be scanned and emailed to PSU on the day they are signed by the employee and witness, and hand-delivered to PSU via their Chain of Command.

#### **Written Reprimand / Supplemental Performance Report**

Written Reprimands and Supplemental Performance Reports may be issued by a First-Level Appointing Authority or higher, after consulting with PSU. Employees have a right to representation prior to being delivered with a supplemental performance report. Any First-Level Supervisor or higher may deliver the discipline document. Original documents must be scanned and emailed to PSU on the day they are signed by the employee and witness, and hand-delivered to PSU via their Chain of Command.

#### **Advanced Notice of Property Right Discipline**

Any advance notice of property right discipline, such as a reduction in compensation, suspension, demotion, or termination, will be issued by a Second-Level Appointing Authority, or higher. Employees have no right to representation prior to being delivered with an advanced notice of discipline document. The Discipline Document Workflow Matrix sets forth who may deliver advanced notice of discipline to the employee. Original documents must be scanned and emailed to PSU on the day they are signed by the employee and witness, and also hand-delivered to PSU via their Chain of Command.

#### **Notice of Property Right Discipline**

Following the completion of any administrative due process proceeding, a notice of property right discipline, such as a reduction in compensation, suspension, demotion, or termination, will be issued by the Fire Chief. Employees do not have a right to representation when receiving a notice of discipline document. Any First-Level Appointing Authority or higher may deliver the notice of discipline document. Original documents must be scanned and emailed to PSU on the day they are signed by the employee and witness, and also hand-delivered to PSU via their Chain of Command.

#### **Role of PSU in the Discipline Process**

Supervisors drafting discipline should forward the document to PSU for review to ensure consistency across the Department. PSU maintains and updates discipline templates as necessary and is available to answer any discipline-related questions.

PSU tracks all written discipline issued, tardies, AWOLS, Red K, mandatory refusals, unscheduled leave, non-paid job-protected leave requests, vehicle incidents, and licenses required for employment. PSU will track discipline in accordance with the applicable Memorandum of Understanding (MOU).

Attached is a Discipline Document Workflow Matrix to assist supervisors with appropriate discipline routing for each level of discipline being delivered.

Questions concerning the drafting, issuance, or delivery of any discipline may be directed to:  
[SDFDProfessionalStandards@SanDiego.gov](mailto:SDFDProfessionalStandards@SanDiego.gov).

All other questions may be routed through your chain-of-command.

**City of San Diego Fire-Rescue Department**  
**Discipline Document Workflow Matrix**  
 March 27, 2025

<b>PERFORMANCE DISCIPLINE TRACK</b>	<b>MISCONDUCT DISCIPLINE TRACK</b>	<b>ISSUED AND SIGNED BY</b>	<b>DELIVERED BY</b>	<b>NOTICE OF RIGHTS TO REPRESENTATION FOR DISCUSSION</b>
<b>Verbal Counseling</b>	<b>Verbal Warning</b>	First-Level Supervisor, or higher	First-Level Supervisor, or higher	No
<b>Written Counseling</b>	<b>Written Warning</b>	First-Level Supervisor, or higher	First-Level Supervisor, or higher	Yes
<b>Supplemental Performance Report</b>		First-Level Appointing Authority, or higher	First-Level Supervisor, or higher	Yes
	<b>Written Reprimand*</b>	First-Level Appointing Authority, or higher	First-Level Supervisor, or higher	No <i>(delivered only – no discussion)</i>
<b>Advance Notice of Reduction in Compensation *</b>	<b>Advance Notice of Suspension*</b>	Second-Level Appointing Authority or higher	Second-Level Supervisor, or higher	No <i>(delivered only – no discussion)</i>
<b>Notice of Reduction in Compensation</b>	<b>Notice of Suspension</b>	Fire Chief	First-Level Appointing Authority, or higher	No
<b>Advance Notice of Demotion*</b>	<b>Advance Notice of Demotion*</b>	Second-Level Appointing Authority or higher	Second-Level Supervisor, or higher	No <i>(delivered only – no discussion)</i>
<b>Notice of Demotion</b>	<b>Notice of Demotion</b>	Fire Chief	First-Level Appointing Authority or higher	No
<b>Advance Notice of Termination*</b>	<b>Advance Notice of Termination*</b>	Second-Level Appointing Authority or higher	First-Level Appointing Authority or higher	No <i>(delivered only – no discussion)</i>
<b>Notice of Termination</b>	<b>Notice of Termination</b>	Fire Chief	First-Level Appointing Authority or higher	No

\* Rights to Representation notification is included in the discipline document.