

**City of San Diego
Administrative Regulation 75.12
Disciplinary Guidelines Summary***

Discipline may be increased or decreased from these guidelines at the discretion of the Appointing Authority, providing the Appointing Authority fully documents the extenuating circumstances (AR 75.12 Section 7).

Accidents within the Last Consecutive Three Year Period (LCTYP)	FIRST ACCIDENT	SECOND ACCIDENT	THIRD ACCIDENT	FOURTH ACCIDENT
CATEGORY 1	2 hr. class (on own time) or Written warning (a)	It took class on 1: written warning. If written warning on 1 st : (b)	Suspension up to 3 and 8 hr. class (own time/expense) (c)	Any Category Minimum 5 day Suspension. In extreme circumstances transfer, demotion or termination. (d)
CATEGORY 2	Written warning and 8 hr. class (own time/expense)	One Prior Category 1 Reprimand or Suspension up to 3 days and 8 hr. class (own time/expense) (f)	Two Prior Category 1 Reprimand or Suspension up to 5 days and 8 hr. class (own time/expense) and Dept. testing prior to continued operation. (g)	One Prior Category 1 and Two Prior Category 2 Minimum Suspension of 15 days to a maximum of 25 days and Dept. testing prior to continued operation. Depending on the accident severity, the suspension could be increased to 45 days. In extreme circumstances transfer, demotion or termination. (k)
		One Prior Category 2 Reprimand or Suspension up to 5 days and Dept. testing prior to continued operation. (h)	One Prior Category 1 and One Prior Category 2 5 to 15 days Suspension and Dept. testing prior to continued operation. In extreme circumstances transfer, demotion or termination. (i)	
			Two Prior Category 2 10 to 25 days Suspension and Dept. testing prior to continued operations. (j)	
CATEGORY 3	Minimum 30 day Suspension May be demoted or terminated. (l)	One Prior Category 3 shall be terminated. (m)		

*Refer to AR 75.12 Section 7.2