



Disciplinary Procedure Policy

1. Document Scope

This policy sets out the order of disciplinary action for all British Transport Police Officers. This policy will be referred to by service leaders where necessary..

This policy applies to all British Transport Police Officers and defines our disciplinary procedure order. All information in this document is authorised to be used by the Chief Constable.

2. Disciplinary Protocol

Verbal Warning

The first action in our disciplinary procedure is a verbal warning. Officers will be advised on what part of our code of conduct has been breached and given the appropriate support to ensure it does not happen again. This will be logged in the report form.

Verbal Warning II

After a verbal warning has been issued the next part will be a second verbal warning. The officer will be monitored by senior command team members and will be given the relevant support needed to ensure the code of conduct is not breached again. This will be logged in the report form.

Formal Warning

After two verbal warnings have been issued, the officer will be issued with a 'Formal Warning'. This will be handled by the Chief Inspector who will write to the member inviting them to a disciplinary meeting, with you in attendance.

Suspension

Once you have been given your formal warning the next phase is a suspension. Senior Leadership will file a request for the approval of the suspension to a third party member. Evidence and justification will be provided and an outcome confirmed by the unbiased adjudicator.

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