


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 3.02</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: DISCIPLINARY & NON-DISCIPLINARY LEAVE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Disciplinary Leave; Non-Disciplinary Leave; Suspension With Pay; Suspension Without Pay</p>	<p>State Certification Standards:</p>		

Special Instructions:

PURPOSE

The purpose of this General Order is to establish the policy and procedures for administering disciplinary and non-disciplinary leave against employees of the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to administer disciplinary and non-disciplinary leave (paid and unpaid) for employees involved in critical incidents, internal investigations and as a means of disciplinary action.

I. NON-DISCIPLINARY SUSPENSION

Personnel may be suspended from duty with full pay and benefits when:

- A. Involved in a critical incident; and/or
- B. Pending an Internal Affairs investigation.

II. DISCIPLINARY SUSPENSION

Personnel may be suspended from duty without pay, if the retention of such employee will cause or continue a disruption of the work force.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County