



Redwood
Public Law

Discipline Policy

City of San Leandro City Council Meeting

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Background

- The City currently lacks a discipline policy for City Council members in its Administrative Code.
- Additionally, the City Council Member Handbook does not have an enforcement mechanism for violations.
- Due to these deficiencies, the City Council has no mechanism or procedure for the submittal, coordination, or review of allegations of misconduct.





The Proposed Discipline Policy

- The proposed policy applies to the City Council and provides for administration of disciplinary actions in violation of any law, by-law, order, or policy, including the City Council Member Handbook

The Proposed Discipline Policy, continued

- A request for discipline may be submitted in writing to the City Clerk, with specific facts and allegations regarding the specific charges. The Clerk must forward the request to the Mayor.



The Proposed Discipline Policy, continued

- The Mayor must appoint an ad hoc Committee of the Council to review the request and determine if further investigation is warranted, the charges should be forwarded for Council consideration, or if the charges should be dropped.
- If the matter is forwarded for Council consideration, the Council may consider discipline short of censure, or set the matter for a censure hearing.



Options for Discipline

- Options for discipline short of censure after the procedures are completed could be:
 - Direction from the City Council for the subject Councilmember to consult with the Mayor.
 - Letter of reprimand, which is a public record and may contain recommendations for action, such as training or counseling.
 - Resolution of disapproval
 - General admonishment



Disciplinary Measures Following Censure Hearing

- At the conclusion of a censure hearing held by the City Council, if a majority of the Council finds that a law, by-law, policy or order has been violated, one of the following measures may be taken:
 - Admonition
 - Direction to Correct
 - Reprimand
 - Resolution of Censure
- Discussions and deliberations related to discipline are a matter of public records, absent specific circumstances where closed session confidential discussions may be warranted.



Staff Recommendation

Adopt a Resolution Approving the Discipline Policy

