

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**02- 2**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To establish a policy and procedure governing discipline of County employees.

**I. POLICY**

It shall be the policy of the Jefferson County Commission that the Jefferson County Attorney or an Assistant County Attorney shall prepare or review all disciplinary paperwork involving a Jefferson County employee. It shall also be the policy of the Jefferson County Commission that the Jefferson County Attorney or an Assistant County Attorney shall be present at all disciplinary hearings before any member of the Jefferson County Commission.

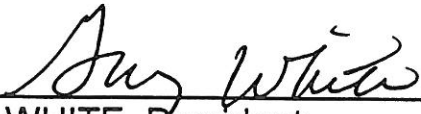
**II. PROCEDURE**

Department heads, subordinate managers and supervisors who wish to initiate formal discipline against an employee of Jefferson County, Alabama shall notify the Jefferson County Attorney or an Assistant County Attorney of such intention and said attorney shall prepare or review such discipline before it is served on the employee. The County Attorney or an Assistant County Attorney shall be involved in every aspect of the disciplinary process and shall attend all disciplinary hearings conducted by the members of the Jefferson County Commission.

III. **DISCIPLINARY ACTION**

Employees who fail to comply with the provisions of this Administrative Order will be subject to disciplinary action which may include termination of their employment.

ORDERED at the Jefferson County Courthouse this 24 day of September, 2002.

  
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GARY WHITE, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION:  
DATE: 9-24-02  
MINUTE BOOK: 139  
PAGE(S): 75-76