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July, 2004

HAMDEN POLICE DEPARTMENT

The following Code of Ethics, Standards of Conduct and Code of Conduct are set forth for the governance of the Hamden Police Department, subject to such additions, amendments, or revocations as the good of the service may require.

All rules and regulations, including General Orders, issued by the Chief of Police on or before October 1996 are herein continued in force.

Rules, Regulations and General Orders enacted heretofore shall continue in effect until specifically revoked by the direction of the Chief of Police.

Violation of any of the Rules and Regulations, General Orders, or the lawful commands of a Superior Officer by Police personnel shall be subject to disciplinary action and the penalties prescribed herein. All personnel and employees of the Department are subject to both the Rules and Regulations and the Personnel Rules of the Town of Hamden.

As amendments of the Rules and Regulations or General Orders become necessary, replacement pages will be issued by the Department. Upon receiving replacement pages, each officer shall keep his/her copy up to date by detaching and destroying the obsolete pages and substituting the new ones.

Carl J. Amento

Mayor

Robert F. Nolan

Chief of Police

Board of Police Commission

Neil Longobardi, Chair

William Raccio, Vice Chair

Allen Page

Raeanne Curtis, Clerk

E. Martin Ruff

LAW ENFORCEMENT CODE OF ETHICS

As a representative of law enforcement, my fundamental duty is to serve mankind; to safeguard life and property; protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional right of all men to liberty, equality and justice for all.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self restraint and be constantly mindful of the welfare of others. I will be honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my Department. Whenever I am entrusted with or privy to information that should not be disclosed it shall be kept confidential unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feeling's, prejudices, animosities or friendships influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession law enforcement.

CANONS OF POLICE ETHICS

Article 1. Primary Responsibility of Job

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws, chief among these is the Constitution of the United States and its amendments. The law enforcement officer represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

Article 2. Limitations of Authority

The first duty of the law enforcement officer, as upholder of the law, is to know its bounds in enforcing it. Because here presents the legal will of the community be it local, state or federal, he/she must be aware of the limitations and proscriptions which the people, through law, have placed upon him. The law enforcement officer must recognize the genius of the American system of government which gives no individual or individuals, or institution, absolute power, and must insure that, as prime defender of that system, does not pervert its character.

Article 3. Duty to be familiar with the law and with responsibilities of self and other Public Officials

The law enforcement officer shall assiduously study the principals of the law which he is sworn to uphold. The law enforcement officer will make certain of his responsibilities in the particulars of enforcement, seeking aid from superiors in matters of technicality or principal when these are not clear. The law enforcement officer will make special effort to fully understand his/her relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4. Utilization of proper means to gain proper ends

The law enforcement officer shall be mindful of his/her responsibilities to pay strict heed to the selection of means in discharging the duties of office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong. They are self defeating in that these activities instill in the public mind a like disposition. Employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

Article 5. Cooperation with public officials in the discharge of their authorized duties

The law enforcement personnel shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. Law enforcement personnel shall be diligent, however, in assuring the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in an improper or illegal manner. In any situation open to question, law enforcement personnel shall seek authority from their superior officer, giving them with a full report of the proposed service or action.

Article 6. Private conduct

Law enforcement personnel shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege cannot but reflect on the individual and the police service. The community and the police require that the law enforcement personnel lead the life a decent and honorable life. It does offer the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. Law enforcement personnel who reflect this tradition will not degrade it. Rather, they will conduct their private lives in a way which will provide an example of stability, fidelity, and morality.

Article 7. Conduct toward the public

Law enforcement personnel must be mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. Law enforcement personnel shall conduct their official lives in a manner such as will inspire confidence and trust. Thus, law enforcement personnel shall be neither overbearing nor subservient as no individual citizen. Law enforcement personnel shall give service where they can, and require compliance with the law. They shall not act out of personal preference or prejudice, but rather out of their duly appointed authority and discharge of their sworn obligations.

Article 8. Conduct in arresting and dealing with law violators

Law enforcement personnel shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator nor to mete out punishment for the offense.

Law enforcement personnel, at all times, have a clear appreciation for their responsibilities and limitations regarding detention of the violator. Personnel shall conduct themselves in a manner that will minimize the potential for having to use force. To this end law enforcement personnel shall cultivate a dedication to the

service of the people and the equitable upholding of laws whether in the handling of law violators or in dealing with the law abiding.

Article 9. Gifts and Favors

Law enforcement personnel, representing government, bear the heavy responsibility of maintaining, in their personal conduct, the honor and integrity of all government institutions. Personnel, therefore, shall guard against placing himself in a position in which any person can expect special consideration. Thus, law enforcement personnel should be firm in refusing gifts, favors, or gratuities, large or small, which can in the public mind, influence their judgment in the discharge of duties.

Article 10. Presentation of evidence

Law enforcement personnel shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. Personnel shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing law enforcement personnel will ignore social, political, and all other distinctions among the persons involved, strengthening the reliability and integrity of the office. Law enforcement personnel shall make every effort to enhance their powers of observation and be mindful that their testimony may represent the sole facts of the case.

Article 11. Attitude toward the Profession

Law enforcement personnel shall regard the discharge of their duties as a public trust and recognize their responsibility as public servants. By diligent study and sincere attention to self improvement personnel shall strive to make the best possible application of science to the solution of crime, and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. Law enforcement personnel shall appreciate the importance and responsibility of office, and hold police work to be an honorable profession rendering valuable service to the community and society at large.

Establishment of the Hamden Police Department

The Town of Hamden Police Department was established pursuant to the Charter of the Town of Hamden and Special Acts of the Connecticut General Assembly with responsibility to provide police protection for the Town.

Police Commission

The town shall have a Police Commission consisting of five (5) members who shall be appointed by the Mayor.

RESPONSIBILITY OF COMMAND

Commanding Officer

The commanding officer of the Town of Hamden Police Department shall be the Chief of Police.

Absence of the Chief of Police

During any absence of the Chief of Police, a Deputy Chief of Police shall perform and be responsible for all the duties of the Chief of Police.

Responsibility in Absence of Chief and Deputy Chief

In the absence of the Chief and the Deputy Chiefs, the Captains by seniority will be responsible for the operation of the Department. This will not be altered except by the Chief of Police or, in the Chief's absence, a Deputy Chief.

The relative rank in class of officers in the Department shall be as follows:

1. Chief of Police
2. Deputy Chief of Police
3. Captain
4. Lieutenant
5. Sergeant
6. Detective
7. Patrol Officer

Carrying Out Orders

When supervisors, in the necessary performance of their duties, gives orders to any subordinate they must exercise care, except in emergency, such orders do not conflict with previous orders given the subordinate. When such orders require a subordinate to leave his/her regular post or assignment. The supervisor giving the order shall as soon as practical inform the subordinate's superior of the action taken.

PROFESSIONAL AND FUNCTIONAL GOALS OF THE HAMDEN POLICE DEPARTMENT

The primary objective of the Hamden Police Department is to strive for a community free from crime and disorder, consistent with the values of a free society.

The Department's goal is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.

FUNCTIONAL GOALS

Prevention of Crime

The Department is responsible for interacting within the community to create public support for crime prevention.

A free flow of information between the public and the Department is essential for identifying problem areas, and informing the public of crime statistics and trends. Department employees shall be familiar with the crime problems and law enforcement needs in their assigned areas of responsibility.

Deterrence of Crime

To deter crime by increasing the criminals fear of apprehension detection, the Department will deploy visible patrol units in a manner that will inspire public conformance, but not create an atmosphere of repression.

Apprehension of Offenders

Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the criminal(s), obtaining necessary evidence, and cooperating in the prosecution of the case.

Recovery and Return of Property

To minimize the losses due to crime, the Department shall make every reasonable effort to recover lost or stolen property, identify its owner(s), and ensure its prompt return.

Movement of Traffic

To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, directs traffic, the Department shall diligently enforce traffic laws, investigate traffic accidents, and direct traffic accordingly.

To ensure compliance with traffic laws and to develop drivers awareness of the causes of traffic accidents, the Department shall appropriately warn, cite and/or arrest traffic law violators.

Traffic accidents shall be investigated to protect the rights of the involved parties, care for the injured, determine the pattern of accidents so that methods of prevention may be developed, and when a traffic law violation is discovered, gather the necessary evidence to prosecute the violator.

When appropriate, the Department shall control traffic, and provide information to move vehicles and pedestrians safely and expeditiously.

Public Service

The public often relies upon the Department for assistance and advice in many routine and emergency situations. In that there are no other public or private agencies available, the Department may respond to incidents in which no criminal activity has occurred if such response does not conflict with the overall mission of the Department.

STANDARDS OF CONDUCT

Standards of conduct shall apply to all members of the Hamden Police Department. Members of the Department shall be those persons who are sworn, or support staff engaged in a specific duty for the Department.

Required Conduct

In addition to the specific duties of each individual rank and assignment, as set forth in the duties and responsibility section of this manual, each member of the department shall abide by the following:

1. Reporting for duty-- report for duty whenever so ordered by proper police authorities; report for duty at regularly appointed time and remain on duty unless properly authorized to leave, be present at all roll calls properly uniformed and equipped, in accordance with applicable provisions of Collective Bargaining Agreement or Town personnel policies then in full force and effect.

2. Awareness of Activities -- be informed about all new orders, regulations, memoranda and all other important matters governing his/her assignment upon returning to duty from any absence.

3. Submitting Reports --promptly and accurately complete and submit all reports and forms as required.

4. Giving Identification --give identification by name and by badge number, if requested, in a civil manner to any person who may inquire, except where the physical safety of a member of the Department is threatened, or when authorized not to do so by the proper authority.

5. Address and Telephone number --have a telephone number where member can be reached; report any change of number or address to the Chief's office and the officer in charge of Central Communications in writing.

6. Truthfulness --speak the truth at all times and under all circumstances. In cases in which a member of the department is not allowed by regulations of the Department to divulge facts within his/her knowledge, said member will decline to comment on the subject.

7. Communications --transmit communications to other members of the Department when required. All communications whether by radio, telephone, written or verbal, shall be free of profanity.

8. Respect --extend the proper courtesy and respect toward every member of the Department and civilians at all times.

9. Civility --be civil, orderly, diligent, discreet, courteous and patient as a reasonable person is expected to be in any situation, and not engage in any physical altercation when on duty, with another member of the Department.

10. Questions from Citizens --answer questions from citizen in a courteous manner and if unable to supply an answer, make every effort to obtain the answer for the citizen, avoid any argument or confrontation.

11. Oath of Office, Code of Ethics --carry out the oath of office and code of police ethics to the best of the member's ability.

12. General knowledge and Performance --be familiar with laws, statutes, ordinances, regulations, patrol areas and important streets and places in the Town, necessary for the efficient execution of their job functions.

13. Duty to Report Information-- report to the officer in charge of the division, through the chain of command, to the Chief of Police any information given in good faith by any citizen regarding matters that indicate the need for police action.

14. Attention to Duty -- regardless of rank or assignment, act promptly to protect the life and property, prevent the commission of a crime, and apprehend violators of the law; handle complaints, calls for assistance, arrests, and other duties in a firm and calm manner without any unnecessary loss of time; render assistance to all persons requesting it, including fellow staff, so far as such assistance is consistent with police duties. Any member who fails to efficiently perform his/her assigned duties may be charged with neglect to duty.

15. Duty Status Availability -- although certain work day hours are allotted to every member for the performance of specific workday duties, a member of the Department shall be ready to act at all times for the preservation of the peace and the protection of life, liberty, and property.

Conflict of Interest

Since a position in law enforcement is a public trust, it is important to avoid all situations involving conflict of interest whether in fact or in appearance. Therefore, members of the Department shall abide by the following:

1. **Membership in Organization** -- not affiliate with or become a member of any organization if the Charter of such affiliation or membership would in any way prevent a police officer from performing his/her duties.

2. **Outside Employment** -- Department members are prohibited from engaging in outside employment which in any way hinders the objective and impartial performance of their public duties, as determined by the Chief. Illustrative, but not exhaustive, examples of prohibited outside employment are: employment as, or working as, a private investigator, working as or working for a security guard firm, or other quasi law enforcement or security enterprise, in accordance with applicable provisions of the Collective Bargaining Agreement or Town personnel policies for those members who are not a part of a Collective Bargaining Unit.

3. **Gifts and Gratuities** -- not seek or accept, directly or indirectly, any gift, present, or gratuity from any person, firm, group of persons or relatives, friends or employees of the same, who might conceivably come to expect or seek preferential treatment in view of such member's affiliation with the Department.

4. **Unauthorized Transactions** -- not enter into any transactions of material value at substantially lower than the value at which such goods or services are being offered to the general public, particularly when such transaction takes place between a member of the Department and any person involved in any matter in connection with the affairs of the Department, except as may be specifically authorized by the Chief of Police.

5. **Use of Official Office** -- not use their official position, Department I.D. card or badge to gain privileges not otherwise available to them except in the performance of duty. Members official position, Department I.D. or badge shall never be used to avoid the consequences of illegal acts.

6. **Divulging Information** -- not divulge to any unauthorized person, inside or outside the Department, any information of the Department's business, or talk for publication, be interviewed, make public speeches on police business, or impart information relating to the official business of the Department unless authorized by the Chief of Police, except for Union officials on Union matters.

7. **Rewards** -- not seek or accept any money, gift, gratuity, reward, or compensation for any service rendered.

WRITTEN DIRECTIVE SYSTEM

Orders are commands or instructions either written or verbal, given by the Chief of Police or any superior officer. All lawful orders, written or verbal, shall be carried out fully.

General Orders -- are permanent written orders issued by the Chief of Police dealing with policy matters which effect the entire Department. General orders remain in full effect until amended, superseded or cancelled by the Chief of Police.

Special Orders -- are written orders issued by the Chief of Police. They deal with a specific situation or event and are temporary and self canceling.

Division Orders -- are orders either written or verbal, issued by the officer in charge of the division, applicable only to members of his division.

Inter office Memos -- are any written directive affecting either an individual employee or a small number of employees within a division or, under special circumstances, of an interdivisional nature.

DUTY TO OBEY ORDERS

Unjust, Improper or Conflicting Orders – orders which appear to be unjust, improper or conflicting with any previous Departmental order shall be carried out. The member obeying such order will not be held responsible for disobeying of a previous order or for the inappropriateness of an unjust or improper order. After carrying out the order, the member to whom the order was given may file a written report to the Chief of Police via the chain of command, indicating the circumstances and the reasons for questioning the order, along with any request for clarification of the departmental policy. If any unlawful order is given to any member of the Department, said member shall promptly report that fact to the Chief of Police. Orders issued by persons outside of the Department shall not be complied with unless authorized by the Chief of Police or under due process of law.

Effectiveness of Orders – all general orders, memoranda, special orders and division orders printed upon authorized departmental letterhead approved by the Chief of Police, shall have the force and effect of a Department regulation.

Complying with Instructions from Dispatchers -- all messages transmitted over the police radio system by any member of the Department shall be direct and concise and shall conform with all Departmental radio procedures and the rules and regulations of the Federal Communications Commission. No member shall disobey or refuse any communication transmitted by the dispatcher, unless so directed by a supervisor.

Familiarity with Orders – all members of the Department shall be required to familiarize themselves with the contents of all orders. Under no circumstances shall lack of knowledge of such orders be considered an excuse for non observance by any member of the Department.

Unlawful Orders -- no member shall knowingly issue an order in violation of any law or any Department regulation. The officer to whom the order was given shall notify the ordering officer of the illegality of the order. Responsibility for refusal to obey rests with the officer to whom the order was given. Said employee shall be strictly required to justify such action.

Dissemination of Information - a member shall treat the official business of the Department as confidential and shall conform to the following guidelines;

1. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Departmental procedures and only by the Chief of Police.
2. Official records or reports from a police installation shall not be removed or copied except in accordance with established departmental procedures.
3. The identity of a person giving confidential information shall not be divulged except as authorized by proper authority in the performance of police duties.

Department Letterhead -- shall not use department letterhead for private correspondence or send official correspondence out of the Department without the approval of the Chief of Police or designee.

Mailing Address -- shall not use the Department as a mailing address for private purposes without the authorization of the Chief of Police.

Use of Private Vehicle -- shall not drive a private vehicle while on duty or patrolling a sector or covering an assignment with a private vehicle unless authorized to do so by the Chief of Police.

Release of Telephone Numbers -- shall not release to the public or any public agency the restricted home telephone number of any other member of the Department without authorization from the immediate commanding officer.

UNIFORMS, APPEARANCE AND EQUIPMENT

Neatness -- all law enforcement personnel shall be neat in appearance and well groomed while on duty.

Uniforms-- all articles of clothing worn by uniform members shall conform to the departmental uniform regulations. Civilian uniform except in emergency situations or as approved by the Chief of Police. Articles of uniform and equipment shall conform in style and design to specifications provided for and approved by the Chief of Police. Members of the Department shall wear an insignia of rank, and all equipment as the Chief of Police may from time to time prescribe. Uniforms shall be kept neat, clean, and well pressed at all times, footwear should be clean and have a high brush shine. While wearing the uniform, law enforcement personnel shall avoid such mannerisms as slouching, shuffling, and keeping their hands in pockets. Normally, the uniform cap shall be worn out of doors.

Plainclothes Personnel -- Personnel assigned to the Detective/Youth units shall dress conservatively and maintain a professional image. Grooming/appearance regulations concerning both male/female personnel set forth shall apply to all plainclothes officers

Male -- personnel assigned to plainclothes duty shall be dressed in business attire, e.g. sport jacket, suit with tie, or other suitable clothing.

Female -- personnel assigned to plainclothes duty shall dress in conservative business attire. Wearing of jeans is prohibited. Business jackets or other outer garments must be worn when wearing a firearm and shall conform to that of the male personnel.

Attire when attending training sessions -- all personnel when assigned to training, either in service departmental or outside, will abide by the P.O.S.T. dress code or wear the uniform of the day except as otherwise directed by the Training Officer.

GROOMING, APPEARANCE AND EQUIPMENT

Good grooming shall be practiced at all times while on duty. Uniform/civilian attire must be maintained in a clean serviceable condition. Personnel on special assignment, with the approval of the Chief or designee, may wear alternative clothing.

MALE

Hair-- Should be worn in a conservative style and color. It must be combed, clean, and not extend more than one and one half inches (1-1/2") from the sides of the head and not extend more than halfway down the ear. No tails of any kind shall be permitted. Hairpieces may be worn, but must comply with the above.

Beards -- Shall be no more than one inch (1") from the and must be kept clean and neatly trimmed.

Mustaches -- Shall not be waxed or twisted and must be neatly trimmed. It is understood that "handlebar" type mustaches are prohibited.

Sideburns -- Shall be no more than one and one half inches (1-1/2.") wide at the widest point, measured from the natural hairline nearest the ear and must not extend below the bottom of the ear lobes. They must be cut straight horizontally and neatly trimmed.

Sunglasses -- Shall be conservative in style; no mirror type.

Cosmetics -- Including, but not limited to, lipstick, eye shadow, eyebrow liner, colored fingernail polish are prohibited.

Jewelry/Ornamentation -- No jewelry or ornamentation shall be worn. Exceptions include medical alert bracelets, wristwatch, rings on fingers, single strand necklace either religious or plain.

Female

Hair -- Shall be clean and neatly arranged and must be worn in a conservative style and color. The length must not interfere with the wearing of the uniform hat. Wigs/hairpieces may be worn in compliance with the above. No tails of any kind shall be worn.

Cosmetics -- Shall be conservatively applied and in good taste.

Fingernails -- Shall be of a length which must not to interfere with the members performance.

Jewelry/Ornamentation -- shall include the same restrictions as for male personnel.

Sunglasses -- shall include the same restrictions as for male personnel.

APPEARANCE

Any officer who feels the he/she cannot comply with these regulations for medical or other reasons shall submit in writing, the basis for requesting an exception to these regulations. Any medical exemption requested must be accompanied by a letter from the attending physician.

1. Supervisors are responsible for insuring that officers under their command maintain a neat and professional appearance.

2. Personnel shall bear in mind that they represent the Hamden Police Department and that this Department strives for professionalism in appearance as well as performance.

3. It is understood that supervisors must visually inspect hair, sideburns, and beard length on a regular basis.

EQUIPMENT

Dress while on duty -- except as otherwise prescribed, or by special permission of the Chief of Police, all members of the Department, except members assigned to civilian clothes duty, shall be in complete uniform when on duty. Members of the Department who have been issued uniforms shall wear and maintain a uniform when so directed by the Chief of Police.

Badges -- members of the Department shall not be permitted to wear on any outer part of their police uniforms any badge, button, insignia, or any decoration except as prescribed by the Chief of Police. While in uniform, the badge shall be displayed on the outermost garment over the left breast. The badge shall not be used by any officer in civilian clothes except to establish his identity.

Availability of equipment -- members of the Department shall produce any article or articles of uniform or official equipment for the applicable season and on demand as specified by the Chief of Police or a superior officer.

Surrender of Department Property -- whenever any member of the Department resigns or is discharged, or in any way vacates his/her position the employee shall surrender to the commanding officer or to the Chief of Police, belonging to the Department. In case of death, the employee's commanding officer shall obtain and properly dispose of the employee's badge and all Department property.

Loss or damage to Department Property or Department Equipment

any member of the Department who loses or damages any official equipment, shall immediately report such loss or damage to the officer-in-charge through the proper chain of command. This report shall be forwarded to the office of the Chief of Police, who shall, when warranted, investigate the circumstances surrounding such loss or damage.

Storage of Department Property -- official equipment when kept at Police headquarters and not in use shall be neatly arranged in lockers or in such other places as may be designated by the appropriate commanding officer. Official equipment, when kept at the homes of members of the Department, shall be properly maintained. No officer shall be relieved of responsibility for official equipment damage as the result of improper care or storage, according to Department orders and/or regulations.

DISCIPLINARY PROCEDURES

The following procedures are established to ensure that all personnel deal properly with violations of the Department's Code of Conduct and General Orders. It is the intent of the procedures that all violations will be dealt with in a fair and impartial manner. All the rights of the members concerned shall be fully protected.

Institutions of Disciplinary Action.

1. If a supervisor discovers any violation of the Department's Code of Conduct or General orders he/she shall submit a written report on the violation and forward the report to the immediate supervisor. The supervisor must submit immediately the report and any additional information to the Division Commander.
2. The report shall be submitted on an interoffice memo and must contain the following information: 1) the specific violations or charges against the member; 2) the circumstances surrounding the incident; 3) also all reports, statements or any supplemental information that might pertain to the investigation.

Responsibility of the Division Commander

1. After reviewing all reports of the violation the Division Commander shall make the determination to either 1) resolve the matter through other than disciplinary action; 2) institute disciplinary procedures.
2. If the Division Commander decides to institute disciplinary action against a member, he/she shall: submit the findings and any recommendations to the Chief of Police who will forward same to the Internal Affairs Unit for further investigation.

Disciplinary Process

1. No employee shall be discharged, demoted or disciplined in any matter except for just cause.
2. In all cases involving a departmental complaint against an employee, said complaint shall be reduced to writing, specifying the charges preferred, and signed by the complainant. A copy of said complaint shall be given to the employee involved within thirty (30) calendar days of the alleged incident giving rise to the complaint if the incident is known or thirty (30) calendar days of the date of the alleged incident when it became known to the department.
3. In the case of a civilian complaint, the civilian shall make the complaint against said employee within sixty (60) calendar days of the alleged incident giving rise to the complaint. The civilian must sign said complaint. Upon receipt of the civilian complaint the department shall, in writing, immediately notify the accused employee of said complaint. The department shall then notify the accused employee within thirty (30) calendar days of any charges preferred, specifying the charges in writing and providing a copy thereof to the employee.
4. If no such written complaint against said employee is signed and delivered to the employee within said prescribed time limit, no disciplinary action shall be taken against said employee.
5. If the Department elects to have a formal hearing the following procedures shall be followed: 1) the hearing must be held before the Board of Police Commissioners; 2) the hearing must be conducted in accordance with the Collective Bargaining Agreement and all applicable State and Federal laws; 3) the

member shall be notified in writing by the Board of Police Commissioners of the charges and schedule a hearing date no later than 30 days after notification; 4) the member must be afforded representation by counsel and/or union representation of choosing in accordance with the Collective Bargaining Agreement.

Conduction of the Hearing

1. Any persons whose presence is desired by the Board of Police Commissioners for full and thorough disclosure of facts pertaining to the case shall be subpoenaed.
2. Employees required to attend complaint hearings, under subpoena, or at the order or request of the Chief of Police shall be paid by the Town a sum of money that is equal to the time spent at such hearings. Such compensation shall be at the rate of straight time.
3. In any such hearing before the Board of Police Commissioners the Chief of Police shall designate a representative to present the Department case to the Board. The Chief shall also have the right to cross examine any witnesses presented on behalf of the Department or the accused member and/or call additional witnesses to be examined directly, and/or to present other evidence. The defendant or representative shall have the right to cross examine all witnesses to be examined directly and/or to present other evidence. All testimony must be given under oath.
4. After all evidence has been presented, the Board shall privately reach a decision by a simple majority vote, voting "guilty" or "not guilty". If the member is found guilty, the Board must decide whether to officially reprimand, suspend without pay, reduce in rank, dismiss, or take some other appropriate disciplinary action.
5. After a finding of guilty, the Board of Police Commissioners shall consult the Chief of Police before establishing any punishment. Any recommendations by the Chief of Police as to punishment shall not be binding on the Board of Police Commissioners.
6. All judgments of the Board of Police Commissioners shall be in writing and must be made within ten days of the date of the hearing. If a member is found guilty, the factual conduct which constituted the violation of the rules must also be contained. The judgment shall be a matter of public record.
7. In the event that it is the decision of the Board of Police Commissioners to discharge, demote, or discipline an employee shall have the right to submit the matter to arbitration in accordance with procedures set forth in the Collective Bargaining Agreement. The effective date of any discipline shall be immediate upon the Board's decision. However, if the disciplinary action of the Board is suspension of indefinite duration, or if for more than ten (10) working days, said decision shall be stayed pending a final decision by the Connecticut State Board of Mediation and Arbitration.

Responsibility of the Chief of Police

1. The Chief of Police shall be responsible for and have authority to see that all matters involving charges against a member are thoroughly investigated by the Internal Affairs Unit. If the Department determines that a hearing is warranted, the Chief shall ensure that all reports and recommendations are forwarded to the Board of Police Commissioners.
2. The Chief of Police will assure that Section 1 of the Disciplinary Process is complied with.

Appealing Disciplinary Action

1. Any member who is subjected to disciplinary action of any kind may appeal the decision through the grievance procedure, Article XXXXIII, of the Collective Bargaining Agreement.

Temporary Relief From Duty

1. The commanding officer or shift commander shall have the authority to relieve a member from duty, with pay, on a temporary basis if a determination is made that said member is psychologically or physically unfit to perform his/her assigned duties.

Members Interviewed With Respect to Internal Investigations

1. Any interrogations shall be conducted at a reasonable time, taking into consideration the working hours of the member and the legitimate interests of the Department. The Department shall make a good faith effort to thoroughly investigate the matter as expeditiously as possible.

2. In any case in which a member has been identified as a suspect in a criminal investigation, the Garrity Warnings shall be given to the member, prior to any questioning. The Garrity Warning shall be as follows;

"Officer _____, you are being questioned as part of an official investigation of the _____. You will be asked questions relating to the performance of your official duties and conduct. You are entitled to assert your Fifth Amendment rights during the investigation. If you do so, you may be subject to suspension, termination or some other appropriate penalty. If you do not exercise your fifth Amendment privilege, anything said of an incriminating nature may not be used against you in a criminal proceeding."

3. The interrogation shall be tape recorded and the tape shall be preserved by the investigating officer until the investigation is completed and all charges are either dropped or processed through to conclusion. Upon request, the member or legal representative may listen to, transcribe, copy all or any portion of the tape.

4. The interrogation shall be conducted with as much confidentiality as possible. The interrogation of any member suspected of violating Department Code of Conduct or General orders shall be limited to questions which are directly, narrowly and specifically related to member's involvement in the alleged violation.

5. Law enforcement personnel who are arrested or likely to be arrested or a suspect or the target of a criminal investigation, shall be afforded all rights granted under such circumstances to other persons.

6. Any member who has been issued a written reprimand shall have the right to petition the State Public Records Administrator, in writing, to request said written record be destroyed in accordance with State law. Any similar offense occurring within one year following the issuance of the letter of written reprimand shall preclude such right to petition. Upon receipt of the approval of the State Public Records Administrator such record shall be destroyed. In all cases where such petition has been granted, the prior incident shall not be considered for any purpose.

HAMDEN DEPARTMENT OF POLICE SERVICES

CODE OF CONDUCT

Employees of the Hamden Police Department are responsible for obeying the Laws of the United States, the Statutes of the State of Connecticut, the Ordinances of the Town of Hamden, and the General Orders and Code of Conduct of the Hamden Police Department.

The Code of Conduct prohibits specific conduct of employees and any violation of the code may constitute grounds for disciplinary action. However the code cannot, and does not itemize every act or omission which could be grounds for discipline. Such acts or omissions not particularly specified may be grounds for discipline under Article 1, section 1.00 - "Conduct Unbecoming an Officer."

No person employed by this Department shall be punished except upon a finding of "just cause". In all cases, the Department will attempt to apply discipline in a uniform manner, recognizing the concept of progressive discipline, and in accordance with applicable collective bargaining agreements.

ARTICLE 1

Any violation of the Code of Conduct, General Orders, Directives, Memoranda or any lawful order or any act which tends to undermine the good order, efficiency, and discipline of the Department shall constitute Conduct Unbecoming an Officer.

Since the conduct of an Officer on-duty or off-duty may reflect directly upon the Department, an Officer must at all times conduct him/herself in a manner which does not bring discredit to the Officer, the Department or the Town of Hamden. Conduct Unbecoming shall include that conduct which tends to indicate that the member is unable or unfit to continue as a member of the Department or tends to impair the operations of the Department or its members.

The following is included in but does not exhaust that conduct which shall be considered Conduct Unbecoming an officer, and such conduct is hereby prohibited:

1.00 Conduct Unbecoming.

The following are the steps of discipline available in all incidents of Conduct Unbecoming not covered in sections 1.01-1.26. The type or amount of discipline is contingent on the severity of the offense.

VERBAL REPRIMAND, WRITTEN REPRIMAND, SUSPENSION WITHOUT PAY, REDUCTION IN RANK, DISMISSAL.

THE PENALTIES LISTED HEREINAFTER ARE MAXIMUM PENALTIES FOR EACH OFFENSE. A SECOND OFFENSE OCCURS IF AN OFFICER IS FOUND GUILTY OF A SECOND OFFENSE OF THE SAME SECTION, OR IF AN OFFICER IS FOUND GUILTY OF A SECOND OFFENSE OF THE SAME ARTICLE.

1.01 Accepting a bribe or gratuity for permitting an illegal act.

1st Offense
DISMISSAL

2nd Offense

3rd Offense

1.02 Failure to report, in writing, an offer of a bribe or gratuity to permit an illegal act.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL	<u>3rd Offense</u>
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1.03 Soliciting any favor or privilege or other thing of value as a condition for performing official duties.

<u>1st Offense</u> DISMISSAL	<u>2nd Offense</u>	<u>3rd Offense</u>
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1.04 Recommending any professional or commercial service for personal gain.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL	<u>3rd Offense</u>
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1.05 Abusing official position to obtain any special benefit or favor.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 TO 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.06 Failure of employees to maintain themselves and their uniforms in a neat and clean condition.

<u>1st Offense</u> ORAL REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSPENSION
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1.07 Removing Department property without proper authorization.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.08 Removing Department property without proper authorization, with the intent to permanently deprive the Department of said property.

<u>1st Offense</u> DISMISSAL	<u>2nd Offense</u>	<u>3rd Offense</u>
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1.09 Unauthorized entry into any office, desk or locker of another, by any means, knowing the employee has no right to access.

<u>1st Offense</u> 15 DAY SUSPENSION	<u>2nd Offense</u> 30 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.10 Arrest and conviction of any crime which would effect fitness and/or usefulness as a Police Officer.

<u>1st Offense</u> DISMISSAL	<u>2nd Offense</u>	<u>3rd Offense</u>
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1.11 Knowingly and willfully making a false entry into any Department report or record.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL	<u>3rd Offense</u>
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1.12 Negligent entry into any Department report or record.

<u>1st Offense</u> WRITTEN/ORAL SUSPENSION	<u>2nd Offense</u> 1-5 DAY	<u>3rd Offense</u> 30 DAY SUSPENSION REPRIMAND
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1.13 Using threatening, abusive or profane language to citizens while on duty.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSPENSION
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1.14 Using threatening, abusive or profane language with the intent to incite another employee, regardless of rank of the employee involved, but not in public view.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 TO 15 DAY SUSPENSION
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1.15 Using threatening, abusive or profane language with the intent to incite another employee, regardless of rank of the employee involved, in public view.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5- 10 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.16 Making public statements regarding confidential Department material, excluding Union officials addressing issues protected by the Municipal Employees Relations Act.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL	<u>3rd Offense</u>
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1.17 Making public statements which are known to be false or in reckless disregard of known facts related to Department Policy or Department Business.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5-15 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.-18 Failure to wear the prescribed Uniform for assigned duties.

<u>1st Offense</u> ORAL REPRIMAND	<u>2nd Offense</u> WRITTEN REPRIMAND	<u>3rd Offense</u> 1 DAY SUSPENSION
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1.19 Smoking in public view, while on duty.

<u>1st Offense</u> ORAL REPRIMAND	<u>2nd Offense</u> WRITTEN REPRIMAND	<u>3rd Offense</u> 1 DAY SUSPENSION
<u>4th OFFENSE</u> 5 DAY SUSPENSION		<u>5th OFFENSE</u> DISMISSAL

1.20 A member of the Department, except in the discharge of official duties or with permission of the Chief of Police, shall not knowingly associate with criminals, racketeers, gamblers or persons engaged in unlawful activities, or knowingly enter or remain in places where frequent violations of the law are suspect or known to occur.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL	<u>3rd Offense</u>
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1.21 Gambling which is illegal or in violation of Department regulations.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.22 Outrageous, offensive and overt disrespect for a supervisory Officer.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.23 Use of rude, insulting language or other offensive language by a supervisory Officer to an employee in lower rank.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSP.
	<u>4th OFFENSE</u> DISMISSAL	

1.24 Quarreling with fellow employees or a supervisory officer, in public view.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5- 15 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.25 Failing to supply the Department with a current telephone number and address.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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1.26 Arbitrary or abusive use of Police power or arbitrary or abusive action taken under the color of the Police power in personal disputes or affairs.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
30 DAY SUSPENSION	DISMISSAL	

ARTICLE 2

INTOXICATION -- For the purpose of this article, intoxication will include liquor and/or drugs.

2.01 Intoxication while on duty.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
30 DAY SUSPENSION	DISMISSAL	

2.02 Intoxication while off duty while in uniform

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
WRITTEN REPRIMAND	5 DAY SUSPENSION	DISMISSAL

2.03 Intoxication while off duty, not in uniform, but in the possession of a Department issued weapon.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
15 DAY SUSPENSION	30 DAY SUSPENSION	DISMISSAL

2.04 Use of any narcotic substance or any controlled drug pursuant to a doctor's order, without reporting same to a supervisor where such drug may impair an employee's judgment.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
30 DAY SUSPENSION	DISMISSAL	

2.05 Consumption of alcoholic beverages, drugs/narcotics controlled substance, while on duty or during the four (4) hours immediately prior to reporting for duty, unless in performance of your duty.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5-15 DAY SUSPENSION	DISMISSAL

2.06 Failure of an employee to report any medical condition which might render the employee unfit for duty.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
WRITTEN REPRIMAND	5 DAY SUSPENSION	DISMISSAL

2.07 Failure to adhere to Department rules on reporting illness within a reasonable time from the onset of the illness and other medical procedures.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

2.08 Willful or intentional abuse of sick time and procedures and/or leave related to compensable injuries.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

2.09 Any use of illegal drug or narcotic substance.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
30 DAY SUSPENSION	DISMISSAL	

ARTICLE 3 INSUBORDINATION 3.01 Refusal to obey proper orders from a supervisor.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

3.02 Supervisory Officer giving an order knowing such to be unlawful or beyond the scope of authority.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

3.03 A supervisor shall not reprimand any employee in a degrading or defamatory manner nor shall such reprimand be done in the view of other employees, except where operations or exigent circumstances require immediate action.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
ORAL REPRIMAND	WRITTEN REPRIMAND	5 DAY SUSPENSION

ARTICLE 4

NEGLECT OF DUTY

4.01 Failure to properly supervise subordinates or to prefer disciplinary charges or to take other appropriate disciplinary action.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION OR REDUCTION IN RANK	DISMISSAL

4.02 Failure of a supervisor or investigator to inform an employee of procedures on employee rights under Article VIII of this Code of Conduct and adhere to same or comply with employee's contract section on discipline and grievance procedures.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSP.
	<u>4th OFFENSE</u> DISMISSAL	

4.03 Failure to take appropriate action when necessary and/or failure to make a written report of same to appropriate Bureau, Division or commanding officer at the conclusion of the employee's tour of duty.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.04 Inattentive to duty assignment, or sleeping on duty.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 15-30 DAY SUSP.	<u>3rd offense</u> DISMISSAL
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4.05 Absence from duty assignment without authorized permission.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.06 Intentional and willful failure to comply with any lawful orders, General Orders, directives, regulations, oral or written.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.07 Negligent failure to comply with any lawful orders, General orders, directives, regulations, oral or written.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.08 Failure to report as a witness within reasonable time limits when duly notified or when subpoenaed.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.09 Unauthorized person in police vehicle.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.10 Misuse of police vehicle for personal use.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.11 Refusal to give name and identify oneself as a Hamden Police Officer when properly requested while acting in an official capacity.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.12 Failure to be prompt when reporting for duty, including roll call, court appearances, and duty assignments.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSPENSION
	<u>4th OFFENSE</u> DISMISSAL	

4.13 No one shall, without prior written approval of the Chief of Police or designee for that purpose, appear or give testimony as a character witness for any defendant in a criminal trial or inquiry involving the Department.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.14 Willfully damaging Police Department property and/or equipment.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL
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4.15 Willful interference with Police radio broadcasting and tampering with Police radio equipment.

<u>1st Offense</u> 30 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL
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4.16 Knowingly failing to report the revocation or suspension of one's motor vehicle operators license.

<u>1st Offense</u> 10 DAY SUSPENSION	<u>2nd Offense</u> DISMISSAL
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4.17 Allowing a prisoner to escape through carelessness or neglect.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

4.18 Failure to thoroughly search for, collect, and preserve and identify evidence of persons, property and locations in any arrest or investigation.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

4.19 Failure to properly patrol assigned area and make assigned reports to headquarters; failure to answer a radio call.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

4.20 Stolen Police vehicle due to failure to remove the keys when unattended.

<u>1st Offense</u>	<u>2nd Offense</u>
10 DAY SUSPENSION	DISMISSAL

4.21 Failure to properly care for assigned equipment and vehicles or any Police Department property, damaging or causing damage to same due to neglect or carelessness.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1 DAY SUSPENSION	5 DAY SUSPENSION	DISMISSAL

4.22 Failure to take appropriate action concerning illegal activity, including vice conditions and/or to make a written report of any such incident in which the employee is involved.

<u>1st Offense</u>	<u>2nd Offense</u>
30 DAY SUSPENSION	DISMISSAL

4.23 Failure to carry out assigned duties or to follow Department orders and procedures efficiently and expeditiously.

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
ORAL REPREMAND	WRITTEN REPRIMAND	5 DAY SUSPENSION
	<u>4th Offense</u>	
	DISMISSAL	

4.24 Performing assigned duties of other official work in a careless or negligent manner or in disregard of proscribed procedures or established practices.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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4.25 Failure to observe Department procedure outlining safety practiced or adhere to established practice relating to safety.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSPENSION
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4.26 Intentionally depriving a prisoner or suspect of basic, rights and humane treatment.

<u>1st Offense</u> WRITTEN REPRIMAND	<u>2nd Offense</u> 1 DAY SUSPENSION	<u>3rd Offense</u> 5 DAY SUSPENSION
	<u>4th Offense</u> DISMISSAL	

ARTICLE 5

USE OF FORCE AND FIREARMS DISCHARGE.

5.01 Intentional, unnecessary, or excessive use of force in effecting an arrest or in the performance and execution of other official duties.

1st Offense
DISMISSAL

5.02 Intentional, flagrant or wanton disregard of Department firearms guidelines.

1st Offense
DISMISSAL

5.03 Inadvertent deviation from Department firearms guidelines, technical in nature, but under exigent circumstances.

<u>1st Offense</u> ORAL OR WRITTEN REPRIMAND	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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5.04 Display of a firearm in an unreasonable or threatening manner.

<u>1st Offense</u> 1 DAY SUSPENSION	<u>2nd Offense</u> 5 DAY SUSPENSION	<u>3rd Offense</u> DISMISSAL
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ARTICLE 6

AUTHORIZED EQUIPMENT

6.01 Employees may carry only the type of equipment in which they have displayed required proficiency.

6.02 Only equipment specifically authorized for the use by the Department shall be carried or utilized by employees.

1st Offense
WRITTEN REPRIMAND

2nd Offense
5 DAY SUSPENSION

3rd Offense
DISMISSAL