

	BRIDGEPORT POLICE DEPARTMENT	Distribution ALL PERSONNEL	General Order Number 4.03
	POLICY AND PROCEDURE GENERAL ORDER	Original Issue Date 3/27/18	Reissue/Effective Date 8/19/20
Order Title: DISCIPLINARY PROCEDURES	Accreditation Standard: POSTC: 1.5.8, 1.5.10, 2.6.15, 3.3.23	Section 4	
	Section Title DISCIPLINARY PROCESS		
Rescinds:	Armando J. Perez, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to ensure the fair, consistent, and timely implementation of discipline within the Bridgeport Police Department. The Department Rules of Conduct, Oath of Office, Policies and Procedures, and the Department Regulations set forth, to the extent possible, the Department's expectations of conduct and performance.

II. POLICY

It is the Bridgeport Police Department's policy to impose an effective discipline system that is fair, rational, efficient, and consistent; reflects the values of the Bridgeport Police Department; protects the rights of officers, all Department personnel, residents, and visitors; promotes respect and trust within the Bridgeport Police Department and with the community; and results, in a culture of public accountability, individual responsibility and maintenance of the highest standards of professionalism.

Discipline is a process of imposing formal sanctions which will help train or correct the poor performance of an employee, preferably through constructive, rather than punitive measures. All disciplinary action shall be administered for the purpose of insuring that the offense will not recur, and that the best interests of the community and the Department will be paramount. Discipline may be imposed as a counseling and educational process to assist an employee in meeting the minimum standards set by the Department.

III. DEFINITIONS

Aggravating Factor: Circumstances which make the infraction worse or more serious that may cause the discipline imposed to be more severe.

Complainant: Any person who files a complaint.

Complaint: An allegation by citizen(s) regarding Department services, policy or procedure, member or employee misconduct, claims for damages which allege member misconduct, and any allegation of misconduct made by another member or employee.

Counseling or Training: The member or employee is advised in clear terms of the breach of conduct or procedure. Steps to remedy the problem shall be outlined and communicated both orally and in writing.

Demotion: A reduction in rank when the finding for an offense compromises or prevents the member from functioning in some supervisory capacity. A demotion may stand alone as a penalty or may be imposed with a suspension and/or transfer in conjunction with discipline.

Department Property: Includes all Department owned and/or leased property, buildings, vehicles, equipment, photographs, films, recordings, text messages, emails, reports, and any other official material in the possession or held by the Department or issued to an employee.

Discipline: The discipline system must be administered fairly, efficiently, and consistently. Its purpose is to promote and maintain a culture of public accountability, individual responsibility and maintenance of the highest standards of professionalism.

Dismissal: The act of terminating the employment of an employee.

Internal Investigation: A criminal or administrative investigation into allegations of employee misconduct.

Investigating Officer: A police officer working under the authority of the Chief of Police assigned to conduct internal investigations.

Loss of Holidays: A penalty imposed by the Chief of Police or designee where holidays are taken away from an officer as a form of discipline. A Loss of Holidays becomes a permanent part of the employee's personnel record. A loss of holidays also describes the conduct that resulted in disciplinary action and clearly advises the subject that a future violation or continued unacceptable performance will result in a more serious form of Department discipline.

Misconduct: Any conduct by a member or employee that violates law, Rules of Conduct, General or Administrative Orders, and/or lawful orders.

Mitigating Factor: Circumstances which make the discipline imposed to be less severe.

Personnel: Term includes both sworn members and non-sworn employees.

Preponderance of Evidence Standard: The standard of proof in internal investigations is "preponderance of evidence", rather than the criminal standard of "beyond a reasonable doubt". The investigative findings are based on all available facts and evidence that is of greater weight or more persuasive than the evidence offered in opposition. Preponderance of evidence has been

described as a “slight tipping of the scales of justice”, or “more than 50 percent”, or “more likely than not”.

Shift/Division Commander: The highest ranking member of a Division or Unit.

Supervisor: Police officer with the rank of Sergeant or higher who has the authority to make decisions, evaluate, investigate, and impose disciplinary measures over the personnel assigned to their Division or Unit.

Suspension: The act of temporarily relieving an employee of duties and authority until restored to duty, discharged, or otherwise permanently separated.

Sustained: The investigation disclosed sufficient evidence to determine that the alleged conduct did occur and was in violation of law and/or Department rules, regulations, or policies. All “Sustained” misconduct investigations require forwarding to, and action by, the Chief of Police or designee to ensure the consistency of discipline Department-wide.

Transfer or Reassignment: Where the facts in a completed internal investigation support the need for relocation, transfer, or reassignment of accused member. It may be utilized as an additional disciplinary measure in conjunction with the disciplinary action imposed by the Chief of Police.

Written Reprimand: A written reprimand is formal correspondence from the Chief of Police to the subject member. It describes the conduct that resulted in disciplinary action and clearly advises the subject that a future violation or continued unacceptable performance will result in a more serious form of Department discipline.

IV. PROCEDURES

A. Positive discipline

Positive discipline seeks voluntary compliance with established policies, procedures, and orders. Among them are mediation, early intervention systems, education and training, mentoring, and recognition of officers’ positive actions on behalf of the Bridgeport Police Department and the public. Methods of positive discipline include:

1. Recognition of excellent job performance through rewards or awards.
 - a. When people outside the Department compliment an employee's performance, the person who receives the information shall make a record of the comments and pass them to the employee's supervisor. When the Chief receives compliments about an employee, he or she will write a thank-you to the citizen. Copies of the citizen's statement and the chief's response shall be sent to the officer involved, the supervisor, and, if the subject is deemed significant, a copy of all correspondence shall be placed in the employee's personnel file.

- b. Truly exceptional acts shall be clearly and promptly identified to the Chief of Police. These acts may be the basis for special awards, special recognition by citizen-community groups, or media coverage.

B. Authority to Impose Discipline/Corrective Measures

Final Departmental authority and responsibility for disciplinary actions rests with the Chief of Police. The Chief or designee is authorized to delegate some of the responsibility necessary for the effective implementation of the disciplinary system, particularly in minor matters involving counseling and training. With the exception of emergency suspensions, all disciplinary actions taken by the Department must be approved by the Chief. Commanding Officers may take the following disciplinary measures:

1. Training, counseling or oral reprimand (must be reduced to writing for record purposes)
2. Emergency suspensions (relieved of duty) (can be imposed only by the rank of Captain and above)

The Chief of Police has the authority to suspend, demote, and terminate employment.

C. Progressive discipline

Progressive discipline is a process for dealing with conduct that fails to meet established performance expectations. Its purpose is to assist employees in overcoming behavioral issues and improving performance. To be effective, progressive discipline must be consistent, fair, and impartial.

D. Consistency in discipline

The Department abides by the philosophy that discipline must be applied consistently and uniformly. This policy describes complaint procedures against Department employees. In addition, it discusses employee recognition and penalties for various infractions.

1. The Department does not provide employees with lists of all specifically prohibited behavior. One list of examples of such behavior appears in this policy, but no list can be all-inclusive. Employees are expected to have a reasonable perception of what constitutes proper behavior, based on academy training and the observance of the behavior of officers generally.
2. The Discipline Matrix (Appendix A) penalty range represent guidelines that the Chief of Police shall use to assess the appropriate level of discipline, ensuring consistency and fairness. In using the Discipline Matrix, the Chief of Police shall document the decision-making process for determining discipline in the case file. The Chief of Police shall document all relevant mitigating and

aggravating factors. If circumstances warrant, the Chief of Police may recommend discipline that falls outside of the established penalty range.

3. Penalties should reflect the totality of the circumstances (including mitigating and aggravating factors) for each member, including the individual's past discipline history, when applicable, rather than resting solely on a single sustained complaint or incident. Training and other forms of remediation should be considered as part of any disciplinary recommendation.
4. Multiple acts of misconduct may occur during a continuing event, adjoining or related events, or may be entirely independent of each other. When multiple acts of misconduct occur, the Discipline Matrix shall be used to determine which single act warrants the highest penalty. The penalty range for the most severe charge shall be used, and other acts of misconduct are considered as aggravating factors that may increase the penalty up to and including dismissal.
5. The nature of the misconduct and mitigating or aggravating factors shall determine the final penalty. The Department is not required to impose an identical penalty in each case as there are a variety of factors which may lead the Department to impose a more severe penalty in one case than it imposes in another.
6. Certain misconduct immediately and absolutely threatens the integrity of the Department's public duty and responsibility. In certain circumstances, the proper level of discipline for a first offense is dismissal, notwithstanding any mitigating factors.
7. The Discipline Matrix provides a base penalty that represents the starting point for the authorized penalty. The Department shall impose the midpoint penalty unless mitigating and/or aggravating factors are found. In these cases, the Chief of Police shall use the nature of the misconduct, historical discipline for like offenses, as well as mitigating and aggravating factors, to determine an appropriate level of discipline.
8. The Chief of Police shall follow the steps outlined below when making discipline recommendations/determinations:
 - a. Identify the most serious sustained charge in the Rules of Conduct and locate the corresponding charge in the Discipline Matrix.
 - b. Determine whether the current violation is a first, second, or third offense of the same charge, and select the appropriate column. If any prior offense is over five years old computed from the date the complaint received, it shall not be considered as a prior offense when determining discipline penalties. The (5) year statute of limitations does not apply in cases involving civil rights violations, sexual

misconduct, sexual harassment, and domestic violence. Written warnings shall not be used to support progressive discipline if the officer at issue has exhibited good behavior, with no pending discipline against him/her, for the prior two (2) year period. Verbal warnings shall not be used to support progressive discipline if the officer at issue has exhibited good behavior, with no pending discipline against him/her, for the prior one (1) year period.

- c. Identify the midpoint within the established penalty range. The midpoint penalty shall be imposed unless mitigating and/or aggravating factors are found. The Chief of Police shall document their decision-making process for determining discipline that moves the penalty from the midpoint.
- d. Consider the employee's discipline history. The Chief of Police shall consider the similarity between current and prior complaints, as well as actual discipline (if any) imposed from prior violations when making a discipline determination.
- e. A sixty (60) day suspension without pay (SWOP) is generally the maximum time period for a suspension. In conjunction with a SWOP, additional discipline in the form of a demotion or transfer may also be imposed in conjunction with discipline in order to meet the needs of the Department.
- f. After considering all mitigating and aggravating factors and the member's discipline history, the Chief of Police shall determine the appropriate level of discipline for the current violation. When a level of discipline is selected outside the established penalty range, specific justification shall be documented in the discipline recommendation/determination.
- g. Notice of the proposed discipline must be provided to the subject member within one year of the date the complaint was received by the Department, unless documented just cause exists, such as pending/ongoing criminal investigation or pending/ongoing court action.
- h. The Chief of Police shall prepare two copies of a letter advising the member of the conditions of the approved discipline. One copy is provided to the member. Service shall be documented on the other copy and retained in the case file.
- i. If penalties result in a recommendation that fails to accomplish the purpose of progressive discipline and the goals of the discipline policy,

the Chief of Police may increase or decrease the level of discipline recommended in any area of the Discipline Matrix in writing.

- j. Unless otherwise indicated, all 3rd offenses may result in dismissal; as authorized by the Chief of Police and pursuant to Connecticut State Law.

E. Relief from Duty

An employee may be relieved from duty whenever a superior officer has cause to question an employee's physical or psychological fitness for duty. An internal affairs investigation may follow.

1. An officer holding the rank of Lieutenant or higher has authority to relieve an employee from duty, but must promptly report this action to the Chief of Police, accompanied by a written report setting forth details and circumstances.
2. If the necessity to relieve from duty is not immediate, the behavior or actions of the employee shall be deemed a matter for administrative investigations. In an administrative investigation, only the Chief of Police may relieve an employee from duty. Only the Chief may suspend without pay an officer whose continued presence on the job constitutes a substantial and immediate threat to the welfare of the Department, the public, or to him/herself.
3. An officer who refuses to obey a direct order in conformance with the Department's orders may be relieved from duty by the Lieutenant, who may bring the matter to the Chief of Police through appropriate channels. The Chief or his designee shall conduct a hearing in accordance with the Department's disciplinary procedures and the relevant Collective Bargaining Agreement (CBA) and may then recommend a disciplinary course of action to include, but not be limited to, suspension without pay or dismissal from employment.
4. As a result, the Chief may establish practices, make decisions, and issue orders with regard to matters not directly related but supplementary to the imposition of discipline. These can include, but are not limited to, no contact orders, temporary or permanent assignments, regulating on-duty work hours and responsibilities, regulating secondary employment privileges, ordering psychological or other work-related examinations, determining necessary remedial training, or issue any other order, restriction or condition deemed appropriate under the circumstances. These practices do not constitute the imposition of discipline and are not regarded as a part of any disciplinary sanction. Therefore, the imposition of any of the above orders, conditions, or restrictions may not be considered in determining whether a violation should be sustained and, if so, what the appropriate penalty should be.

F. Time Requirements

Pursuant to the Bridgeport Police Department disciplinary policy, the time requirements for the disciplinary process, including filing an appeal/grievance, is clearly identified with the respective employee's Collective Bargaining Agreements.

G. Levels of Discipline/Penalties

Pursuant to the Bridgeport Police Department disciplinary policy, the following penalties are available:

1. Oral reprimand; counseling; training.
2. Written reprimand.
3. Loss of Holiday(s) (LOH)
4. Suspension without pay. (SWOP)
5. Demotion.
6. Dismissal from the Department.

H. Oral reprimand/Verbal Warning; counseling and training

Oral reprimands, while informal, require documentation with an employee's acknowledgment of such record. The following steps shall be observed:

1. At the time of an oral reprimand, the employee receiving it shall be counseled as to correct behavior, further advised that a written record shall be maintained concerning the reprimand/counseling, and that the employee may read the record.
2. The employee shall be further advised that he or she has the right to file a statement in his or her personnel file setting forth his or her position, in case of disagreement.
3. The reprimanding supervisor shall record the reprimand/counseling using the Personnel Warning Form (click link to view form: <https://powerdms.com/link/IDS/document/?id=270212>) in the personnel record. The Documented Counseling Form shall contain the following information:
 - a. Employee's name;
 - b. Date of reprimand/counseling;
 - c. Summary of reasons for reprimand/counseling;
 - d. Summary of employee's response;
 - e. Suggestions for improvement or specific actions recommended;
 - f. Name of counselor and signature.
 - g. The following statement must appear:

"I acknowledge that I have today received counseling and I have been advised of the following rights: (1) that a written record of reprimand/counseling shall be maintained; (2) that the employee has a right to review the record and respond in writing; (3) that the form shall become part of the personnel file; and (4) that the employee is required to acknowledge the reprimand/counseling by signing the record."

- h. The employee shall sign and date the form following the statement.
4. Oral reprimand/counseling may involve remedial training. This training may be deemed necessary to rectify the improper behavior. Remedial training may include attendance at academy classes, in-service, or other training specially created to help the employee correct or modify his or her behavior. Remedial training is reasonably offered until the employee can demonstrate proficiency in the corrected behavior. All training shall be documented.
 5. If the employee has not behaved improperly for one year following counseling, the record of counseling shall be expunged from the employee's personnel file. Accumulation of three oral reprimands in one year shall result in a written reprimand or suspension, depending on circumstances.
 6. Supervisors are expected to counsel employees regularly without oral reprimands. Most counseling is informal, positive, supportive, and perhaps undocumented.
 - a. Supervisors are responsible for counseling employees concerning job-related matters, within their capabilities. Many things can affect the job and an employee's performance, so job-related counseling may involve family and other individual, personal subjects. Counseling may include identification of unacceptable behaviors or actions, specifically what was done wrong and the desired or acceptable performance. Counseling can attempt to determine the reason for the particular behavior, determine and recommend how to correct or improve performance, or to solve the problem.
 - b. A variety of counseling resources are available within the community including psychological, family, marital, and financial counseling. Employees in need of counseling, or desiring information about available resources, are encouraged to talk with the Human Resources section or representatives of the Employee Assistance Program. The Department recognizes that no stigma is attached to seeking professional counseling to solve problems.

I. Written reprimand

A written reprimand, issued by the Chief of Police or his designee, cautions an employee about poor behavior, sets forth the corrected or modified behavior mandated by the department, and specifies the penalty in cases of recurrent poor behavior. A written reprimand becomes a permanent part of the employee's personnel record. (click link to view form: <https://powerdms.com/link/IDS/document/?id=270219>)

J. Loss of Holidays

A Loss of Holidays, issued by the Chief of Police or his designee, cautions an employee about poor behavior, sets forth the corrected or modified behavior mandated by the department, and specifies the penalty in cases of recurrent poor behavior. A Loss of Holidays also describes the conduct that resulted in disciplinary action and clearly advises the subject that a future violation or continued unacceptable performance will result in a more serious form of Department discipline.

A Loss of Holidays becomes a permanent part of the employee's personnel record. (click link to view form: <https://powerdms.com/link/IDS/document/?id=270219>)

K. Suspension Without Pay

If the situation warrants, the Chief may suspend without pay or, in appropriate situations, demote an employee in accordance with the rules and procedures of the Department, providing that due process is afforded to the affected employee.

1. Suspensions without pay shall normally be based on the Disciplinary Matrix.
2. Suspensions resulting from criminal investigations or arrest may be prolonged pending court action.
 - a. In no case shall an employee convicted of a felony continue to work for the Department.
 - b. If an employee is acquitted of criminal charges, the employee may still be subject to disciplinary action.
3. Any member suspended for a period thirty (30) days or longer shall return all Department-owned property. On any suspension, the officer must return to Department custody his or her badge, identification card, issued firearm, and take-home fleet vehicle when applicable.
4. During a suspension, the employee shall not undertake any official duties.

L. Demotion

1. Demotion shall be to the next lowest rank.
2. An employee may protest or appeal a suspension or demotion in accordance with the respective CBA.

M. Dismissal

1. Dismissals are made in cases of extreme misfeasance, malfeasance, or nonfeasance of duty. A complete record of the circumstances of the misbehavior shall be made by all persons having knowledge of the misbehavior.
2. Employees may protest or appeal a dismissal in accordance with the respective CBA.
3. Whenever dismissal or suspension is planned, the department shall provide notice to the employee in accordance with respective CBA. The notice will also include:
 - a. A written statement stating the reason for dismissal;
 - b. The effective date of the dismissal; and
 - c. A statement outlining the status of fringe and retirement benefits, if any, following dismissal.

N. Reporting arrests

Any employee, in or out of district or jurisdiction, arrested for, charged with, convicted of any crime, or required to appear as a defendant in any criminal or civil proceedings, must immediately inform the Chief through proper channels in writing. Employees do not have to report parking tickets or minor traffic offenses. Additionally, employees must report summonses or arrests for reckless driving, DUI, second or more violations for speeding, or any other traffic offenses. Failure to notify the Department of the foregoing shall be cause for disciplinary action.

V. TRAINING:

All supervisory personnel will be trained on this policy by the Training Division of the Bridgeport Police Department.

APPENDIX A

BRIDGEPORT POLICE DEPARTMENT DISCIPLINE MATRIX

- A. Purpose: The Discipline Matrix ensures a uniform method of imposing fair, consistent, and timely discipline within the Department.
- B. Definition:
1. SWOP: suspension without pay.
 2. LOH: loss of Holidays
- C. Procedure: The Chief of Police shall follow the steps outlined below when making discipline recommendations:
1. Identify the most serious sustained charge in the Rules of Conduct and locate the corresponding charge in the Discipline Matrix.
 2. Determine whether the current violation is a first, second or third offense of the same charge, and select the appropriate column. If any prior offense is over five (5) years old computed from the date complaint was received by the Department, it shall not be considered a prior offense when determining discipline. The five year statute of limitations does not apply in cases involving civil rights violations, sexual misconduct, sexual harassment, and domestic violence. Written warnings shall not be used to support progressive discipline if the officer at issue has exhibited good behavior, with no pending discipline against him/her, for the prior two (2) year period. Verbal warnings shall not be used to support progressive discipline if the officer at issue has exhibited good behavior, with no pending discipline against him/her, for the prior one (1) year period.
 3. The Discipline Matrix provides a base penalty that represents the starting point for the authorized penalty. The Department shall impose the midpoint penalty unless mitigating and/or aggravating factors are found. In these cases, the Chief of Police shall use the nature of the misconduct, historical discipline for like offenses, as well as mitigating (lower) and aggravating (higher) factors, to determine an appropriate level of discipline.
 4. Document their decision-making process for determining discipline within the established range that moves the penalty from the midpoint.
 5. Consider the employee's discipline history. The Chief of Police shall consider the similarity between current and prior complaints, as well as actual

discipline (if any) imposed from prior violations when making a discipline recommendation.

6. A sixty (60) day suspension without pay (SWOP) is generally the maximum time period for a suspension. In conjunction with a SWOP, additional discipline in the form of a demotion and/or transfer may also be imposed in order to meet the needs of the Department.
 7. After considering all mitigating and aggravating factors and the member's discipline history, the Chief of Police shall determine the appropriate level of discipline for the current violation. When a level of discipline is selected outside the established penalty range, specific justification shall be documented in the discipline recommendation with the concurrence of the Deputy Chief of Police/Professional Standards Unit.
 8. Notice of the proposed discipline must be provided to the subject member within one year of the date the complaint was received by the Department, unless documented just cause exists such as pending/ongoing criminal investigation or pending/ongoing court action.
- D. All discipline, whether formal or informal, must be approved by the Chief of Police before it is implemented. This includes verbal warnings and counseling. Examples of minor violations are listed in the Discipline Policy for reference.
- E. The Chief of Police may deviate from the Discipline Matrix and retains the right to impose any level of discipline deemed appropriate to achieve the goals of the Department. This includes the use of training or counseling.
- F. Unless otherwise indicated, all 3rd offenses may result in dismissal; however, any dismissal recommendation requires authorization by the Chief of Police.

BRIDGEPORT POLICE DISCIPLINE MATRIX

(The Chief of Police may deviate from the Discipline Matrix and retains the right to impose any level of discipline deemed appropriate to achieve the goals of the Department)

CHARGE	1ST OFFENSE	2ND OFFENSE (penalty dependent upon prior violation)	3RD OFFENSE (penalty dependent upon prior violation)
1.1 - Member's Responsibilities	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 15 days SWOP	Not less than 16 days, up to and including 30 days SWOP
1.2 - Conformance to Laws	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
1.3 – Courtesy	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 15 days SWOP	Not less than 16 days, up to and including 30 days SWOP
1.4 – Command and Supervisory Responsibility	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
1.5 – Conflicting Orders	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
1.6 – Photographs, Lineups, Firearm Examinations and Ballistic Testing	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.1 – Accountability	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.2 - Alcohol/Drug Use	30 day SWOP (see 4.06 IV J for 18 month random testing)	Termination	NA
2.3 – Attendance	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.4 - Attentiveness to Duty	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.5 - Authority, Misuse	1 to 3 days SWOP	Not less than 4 days, up to and including 45 days SWOP	Not less than 46 days, up to and including 60 days SWOP
2.6 - Department Property	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.7 – Department Vehicles and Driving	Written reprimand, up to and including 3	Not less than 4 days, up to and including 30	Not less than 31 days, up to and including 45 days SWOP

	days SWOP	days SWOP	
2.8 - Unbecoming Conduct	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.9 - Confidentiality	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 45 days SWOP	Not less than 46 days, up to and including 60 days SWOP
2.10 - Criminal Conduct	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 45 days SWOP	NA
2.11 - Custody of Detainees	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.12 - Weapons	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.13 - Job Standards	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.14 - Cellular Phones	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.15 - Off Duty Police Action	1 to 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.16 – Property	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.17 - Use of Tobacco	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.18 - Soliciting or Accepting Gratuity	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.19 - Truthfulness	1 to 45 days SWOP (if results in POST decertification, dismissal)	Dismissal	NA
2.20 - Uniforms	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 15 days SWOP	Not less than 16 days, up to and including 30 days SWOP
2.21 - Use of Force	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.22 - Nepotism	Written reprimand, up to and including 3	Not less than 4 days, up to and including 15	Not less than 16 days, up to and including 30 days SWOP

	days SWOP	days SWOP	
2.23 - Discrimination or Harassment	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
2.24 – Sexual Misconduct	Not less than 3 days, up to and including dismissal (depending on the severity of the offense)	Dismissal	NA
2.25 – Sexual Harassment	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, and up to and including 60 days SWOP (dismissal if appropriate)	NA
2.26 – Domestic Violence	Not less than 3 days, up to and including 60 days SWOP or LOH (depending on the severity of the offense)	Dismissal	NA
2.27 – False Enlistment	Dismissal	NA	NA
2.28 – Insubordination	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
3.1- Communication	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
3.2 – Endorsements	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
3.3 – Political Activity	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 15 days SWOP	Not less than 16 days, up to and including 30 days SWOP
4.1 - Off Duty Employment Prohibitions	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
4.2 - Authorization	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
4.3 – Work Schedule	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 15 days SWOP	Not less than 16 days, up to and including 30 days SWOP
4.4 – Outside Employment Restrictions	Written reprimand, up to and including 3	Not less than 4 days, up to and including 30	Not less than 31 days, up to and including 45 days SWOP

	days SWOP	days SWOP	
5.1 – Prohibited Associations	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP
5.24 – Body Cameras	Written reprimand, up to and including 3 days SWOP	Not less than 4 days, up to and including 30 days SWOP	Not less than 31 days, up to and including 45 days SWOP