



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 1.13 INTERNAL AFFAIRS

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02/18/2026

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01/16/2026

Approved:


1. PURPOSE AND SCOPE

1. To fulfill its mission and promote respect and trust within the Department and the community, the Department strives to promote a culture of public accountability and individual responsibility while maintaining the highest standards of professionalism. To ensure and promote the integrity of the Department, allegations of misconduct will be investigated in a thorough, fair, and expeditious manner.
2. The purpose of this policy is to provide guidelines for the response and investigation of complaints and the disciplinary process to ensure that it is fairly administered, reasonably consistent, and uniformly applied based on identifiable standards.
3. This policy applies to all Department employees, sworn and non-sworn. However, some sections will apply only to sworn employees and will be so designated. This policy is intended for internal use only and shall not be construed to increase or establish an employee's civil or criminal liability. Nor shall it be construed to create or establish a higher standard of safety or care. Violating any portion of this policy may only serve as the basis for internal disciplinary and/or administrative action.

2. DEFINITIONS

1. Definitions related to this policy include:
 - A. ACCIDENT: Any event that resulted in damage or harm to a person or property, whether on public or private property.
 - B. ADMINISTRATIVE FILE: The agency's complete investigative report and any attachments.
 - C. ADMINISTRATIVE INVESTIGATION: Any minor or serious misconduct investigation by a Department supervisor or any other third-party approved investigator.
 - D. AGGRAVATING / MITIGATING CIRCUMSTANCES: Circumstances or issues that may justify a lesser or greater discipline for violating a particular offense. Aggravating and mitigating factors may be considered when determining the appropriate discipline. Examples may include but are not limited to Disciplinary history, the time between violations, the possibility of rehabilitation, the seriousness of the violation, work history, admission of complicity, remorse, commitment to appropriate subsequent behavior, repeated violations, refusal to commit to change, and/or damage to the Department's image.
 - E. ARIZONA CRIMINAL JUSTICE INFORMATION SYSTEM (ACJIS): A statewide network housing various databases on persons and property. The ACJIS network is maintained by the Arizona Department of Public Safety (DPS) and is available to authorized local, state, and federal criminal justice agencies.
 - F. ARIZONA PEACE OFFICERS BILL OF RIGHTS: As defined in A.R.S. Title 38.
 - G. CHIEF: The Chief of Police of the City of Goodyear Police Department or their designee.
 - H. COMPLAINT: An allegation of employee misconduct from any source. Complaints include, but are not necessarily limited to, allegations regarding violations of Department or City policies, procedures, rules, and directives or violations of federal, state, or local laws.
 - I. CONVICTION: Any of the following, a judgment or a verdict, plea of guilty or nolo contendere, and/or a judicial finding of guilt substantiated by the evidence which results in the payment of fines, forfeiture of collateral or bond, restitution, deferred adjudication, community supervision (probation), confinement, suspended sentence, or any other penalty imposed by a court of law or agreed by the accused.

- J. **EMPLOYEE:** Any full-time, part-time, contracted, sworn reserve officer, or volunteer member of the Department.
- K. **EMPLOYEE REPRESENTATIVE:** A non-participating observer present during the interview who shall be an employee of the Department and not an attorney. If a department representative is not reasonably available, the representative may be from outside the Department, with the prior consent of the Chief or their designee.
- L. **EXTERNAL COMPLAINT:** An allegation of misconduct against an employee from any source outside the Department.
- M. **INQUIRY:** Fact finding to discover and determine the initial facts of an issue. This may include information to support or refute the allegation of a policy violation and/or determine what policy was violated.
- N. **INTERNAL AFFAIRS UNIT (IAU):** The unit of persons assigned by and functioning under the authority of the Chief to handle and investigate any administrative-related matter, including but not limited to inquiries, administrative investigations, audits, and inspections.
- O. **INTERNAL COMPLAINT:** An allegation of misconduct against an employee originating from any source within the Department.
- P. **INVESTIGATIVE FILE:** The complete report and any attachments detailing the incident.
- Q. **INVESTIGATOR(S):** The agency, person, or entity responsible for investigating allegations of employee misconduct on behalf of the Department.
- R. **MALFEASANCE:** Doing something that the employee has no authority to do and it is wrong or unlawful.
- S. **MISCONDUCT, MINOR:** Any allegation that could result in discipline not listed in red on the discipline matrix. Garrity rights are not required. Generally, these investigations will be handled by the Internal Affairs Unit.
- T. **MISCONDUCT, SERIOUS:** Any allegation that could result in discipline listed in red on the discipline matrix. Garrity rights are required.
- U. **MISFEASANCE:** Doing in a wrongful manner that which the employee is authorized or required to do.
- V. **NEGLIGENCE:** Failure to exercise the care that a reasonably prudent officer would, resulting in harm or damage. This can include not following procedures or taking actions that fall below expected standards.
- W. **NONFEASANCE:** The failure to act when a duty to act existed or the substantial failure by the employee to perform their duty.
- X. **NON-SWORN EMPLOYEES:** An individual not certified by the Arizona Peace Officer Standards and Training Board (AZ POST).
- Y. **RECKLESS(LY):** A person is aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or that the circumstance exists. The risk must be of such nature and degree that disregard of such risk constitutes a gross deviation from the standard of conduct that a reasonable person would observe in the situation.
- Z. **SUBJECT EMPLOYEE:** The employee who is accused of allegations of misconduct.
- AA. **SUPERVISOR COACHING / TRAINING:** Non-disciplinary actions taken by a supervisor to correct an action or to help an employee improve knowledge, skill, or overall performance.
- BB. **SUPERVISORY COUNSELING:** A discussion between an employee and their immediate supervisor where the supervisor puts the employee on written notice, through the Employee Counseling Report, that their work performance, behavior, attitude, attendance, etc., needs improving.
- CC. **SUPERVISORY NOTES:** Non-disciplinary conversation from a supervisor to an employee to address, correct, and document the employee's work behavior or performance. Supervisory

notes are submitted via Blue Team and are intended to be shared information between supervisors and for reference in future issues and the annual performance review.

DD. SWORN EMPLOYEES: An individual certified by the Arizona Peace Officer Standards and Training Board.

EE. WITNESS: An individual who may possess relevant information or firsthand knowledge about the events or circumstances related to an investigation.

3. GENERAL PRINCIPLES

1. KNOWLEDGE OF AND ADHERENCE TO LAWS

A. Employees shall know and comply with federal, state, and local laws.

2. KNOWLEDGE OF AND ADHERENCE TO POLICY, GUIDELINES, PROCEDURES, AND DIRECTIVES

A. It is the responsibility of all employees to be knowledgeable of and adhere to the provisions of Department and City policy, procedures, rules, and directives, including all published changes or amendments. Violations of policy, guideline, procedure, rule, directive, or law, whether on or off duty, may result in discipline up to and including termination. The absence of a specific rule is not a shield against an investigation of allegations of acts or omissions that violate reasonable and acceptable standards of performance and conduct of the profession and the Goodyear Police Department.

3. RESPONSIBILITIES OF SUPERVISORS

A. Every Department supervisor shall be familiar with and apply the policies, directives, guidelines, and rules of the Department and City in executing the oversight and management of the personnel assigned to them and shall be responsible for making and executing decisions within the scope and extent of their authority. The mere existence of a person of higher authority does not excuse a supervisor from the decision-making responsibilities inherent in their assignment.

4. INTERNAL AFFAIRS UNIT

1. The Internal Affairs Unit (IAU) functions under the authority of the Chief of Police. It reviews and/or investigates complaints and administrative-related matters, including, but not limited to, inquiries, administrative investigations, audits, and inspections. The goal of the IAU is to ensure that the integrity of the Department is maintained through a system of internal investigations and discipline that is fair, thorough, timely, and in accordance with accepted Department and City policies and procedures.
2. The IAU is authorized to investigate any allegations of employee misconduct to determine whether there has been a violation of any Department or City rule, regulation, procedure, directive, or guideline. The IAU may conduct investigations on its own initiative upon notice to or at the direction of the Chief or their designee. The IAU may refer investigations to a supervisor for further action or investigation.
3. The IAU members, those temporarily assigned to the IAU, and any investigator(s) shall have absolute authority to interview any Department member to obtain and review any record or report of the Department and City relative to their assignment. Such requests made in furtherance of their duties and responsibilities shall be given full cooperation and compliance as though the request came directly from the Chief.
4. The IAU shall not be assigned or handle criminal investigations of employees.

5. INVESTIGATIONS

1. CRIMINAL INVESTIGATIONS

- A. Criminal investigations may be initiated by the Chief or their designee or at the recommendation of the IAU. The IAU shall not conduct criminal investigations. The Chief may at any time direct that an outside law enforcement agency conduct a criminal investigation.
 - B. Criminal investigations that involve allegations of criminal misconduct by the Chief or a Deputy Chief may be referred to the City Manager's Office and shall be referred to an outside law enforcement agency, entity, or individual for investigation.
 - C. Allegations of criminal misconduct that lack probable cause, are not pursued by the prosecutor's office, or result in acquittal or mistrial, do not prevent the Department from initiating an administrative investigation or other appropriate administrative action against an employee.
 - D. Administrative investigators may be present during a criminal interview, but to avoid confusion or the appearance of coercion, they should not ask questions during the criminal interview. Criminal investigators may not be present during the administrative interview.
 - E. The complete criminal investigation should be made available to the IAU.
2. ADMINISTRATIVE INVESTIGATIONS
- A. Administrative investigations are non-criminal investigations of allegations of misconduct or operational actions of an employee or other related administrative matters,
 - B. The IAU may initiate investigations through a Blue Team entry, internal or external complaint, the Chief or designee, or the IAU itself.
 - C. Administrative investigations shall not be conducted concurrently with criminal investigations unless specifically authorized by the Chief or their designee.
 - D. The investigation of allegations of misconduct must be fair and thorough, conducted with full regard for employees' rights (Arizona Police Officer's Bill of Rights), and designed to develop all relevant facts necessary for the fair determination of the issue in question.
3. EXTERNAL THIRD-PARTY ADMINISTRATIVE INVESTIGATIONS
- A. The Chief or City Manager may at any time direct that a third-party agency, entity, or individual conduct an administrative investigation.
 - B. External third-party agencies, entities, or individuals tasked with handling an administrative investigation shall conduct themselves according to and in compliance with state law and department and city policies and guidelines.
 - C. Employees shall treat requests from external investigators handling administrative investigations on behalf of the City as requests from the Chief, and the employees shall give their full and complete cooperation and compliance.
 - D. Administrative investigations that may involve allegations of misconduct or operational actions by the Chief or Deputy Chiefs may be referred to the City Manager's Office and investigated by an outside law enforcement agency, entity, or individual.
 - E. The Chief shall consider the following factors in considering the possibility of having a third party conduct an Internal Affairs investigation:
 - 1. When the integrity or perceived integrity of the Department would come into question if the investigation were handled internally.
 - 2. If the Department lacks a specific area of expertise necessary to conduct the investigation.
 - 3. If the backlog of pending Internal Affairs investigations is so large as to make it impossible to promptly investigate without compromising the integrity of the investigation.
 - 4. If, in the judgment of the Chief, the interests of fairness are best served by an outside investigation.
 - 5. Any other factor determined to be relevant by the Chief.
4. REASSIGNMENT / MODIFIED DUTY / ADMINISTRATIVE LEAVE

- A. The Chief or designee may reassign or place employees on modified duty or administrative leave at any time, as appropriate.
- B. Employees placed on modified duty or administrative leave with pay shall comply with all requirements in Department and City policies and their written notice. Failure to comply may result in discipline up to and including termination.
- C. The Chief or designee shall consider the following factors in deciding if an officer should be placed on paid administrative leave while awaiting the outcome of an Internal Affairs investigation:
 - 1. If the employee is being referred for a fitness-for-duty assessment or has been determined to be unfit for duty.
 - 2. If the employee is a hazard to any person if permitted to remain on duty.
 - 3. If placing the employee on paid leave is necessary to maintain safety, health, order, or is determined to be in the best interests of the Department or City at that time.
 - 4. If the employee has been formally charged with a crime.
 - 5. Any other factor determined to be relevant by the Chief.
- D. Employees placed on administrative leave shall not be given access to any Department and City: buildings, records, computer systems, databases, or networks, without the prior written consent from the Chief for the duration of the leave or until access is reinstated by the Chief, whichever occurs last.
- E. At the direction of the IAU, employees placed on administrative leave will be required to return and provide to the Department City property in their possession or that has been assigned to them.
- F. Employees shall be placed on administrative leave without pay during any period of incarceration. Upon release from incarceration, the employee may be placed on administrative leave with pay if the Chief deems it appropriate.

6. PROCESSING COMPLAINTS

- 1. Complaints may be generated from internal or external sources regarding allegations of misconduct or operational actions of employees while on or off duty.
- 2. Supervisory personnel on duty will accept all complaints of employee misconduct from any person or source who wishes to file a complaint, regardless of the time. This includes those from anonymous sources, juveniles, telephone complaints, and persons under arrest or in police custody.
- 3. Supervisors who are the subject of a complaint will direct/forward the complainant to an available supervisor of an equal or higher rank.
- 4. All complaints alleging misconduct, to include allegations of racial bias or out-of-policy use of force shall be documented with a Blue Team entry, regardless of findings.
- 5. When non-supervisory employees become aware of a complaint, they shall refer the complaint to their immediate supervisor (or any available supervisor). If the allegation involves their immediate supervisor, the non-supervisory employee may report the complaint to the next highest-ranking supervisor or the IAU.

A. SUPERVISOR RESPONSIBILITY

1. EXTERNAL COMPLAINTS

- 1. Supervisors should utilize the External Complaint Flowchart to process all complaints.
- 2. Supervisors shall not delay contacting the reporting party of a complaint. Communication will be recorded using their body-worn camera (BWC) or other recording device. Upon taking the complaint, the supervisor shall obtain an initial statement from the complainant.

3. The supervisor will read the Arizona Peace Officer Mandatory Complaint Notice to the complainant (A.R.S. § 38-1120).
 4. The supervisor shall encourage the complainant to complete the Citizen Complaint Form. When possible, the Citizen Complaint Form should be returned to the supervisor that took the initial complaint.
 5. If the complainant is not physically capable, refuses, or wants to remain anonymous, the supervisor will attempt to obtain all the necessary information for a Blue Team entry. When possible, this should be documented by body-worn camera audio recording.
 6. Review all relevant material, including BWC and Officer Explorer, to determine the level of misconduct (Minor or Serious).
 7. IAU will be notified of all serious misconduct allegations. The supervisor will then complete the "External Complaint" Blue Team and forward it to IAPRO.
 8. If minor misconduct is identified, the supervisor will investigate the allegations, including interviewing the subject employee and witnesses when appropriate. During the investigation, the supervisor will immediately stop and notify IAU if serious misconduct is identified.
 9. The supervisor will determine the findings at the conclusion of a minor misconduct investigation.
 10. Sustained findings will result in Supervisor Coaching / Training, Supervisor Counseling, or a Letter of Instruction (LOI). Supervisor Counseling or a Letter of Instruction will be issued using the city-approved Employee Counseling Report Form. Prior to issuing any discipline, the supervisor will obtain approval from the next level in their chain of command.
 11. After the investigation, the supervisor will complete the "External Complaint" Blue Team entry. Supervisors will detail the findings in the summary and include the Employee Counseling Report form (if applicable).
 12. All External Complaints of minor misconduct investigations, regardless of the findings will be completed in Blue Team.
2. INTERNAL COMPLAINTS
1. Supervisors should utilize the Internal Complaint Flowchart to process all complaints.
 2. Supervisors receiving or generating internal complaints categorized as minor misconduct (Class 0 (first or second offense, or first offense Class 1) shall conduct an inquiry and may initiate an investigation. During an inquiry or an investigation, the supervisor shall review the incident's body-worn camera footage when applicable. The supervisor will also interview the employee and may interview other witnesses. Supervisors shall consult with the next level chain of command prior to issuing discipline.
 - a. Supervisors will refer to the Discipline Matrix and prior employee discipline when determining the appropriate outcome.
 - b. Regardless of the outcome, supervisors will complete an "Internal Complaint" Blue Team entry and document the complaint and the findings in the summary. If the allegation is sustained and the supervisor elects to address the Class 0 violation through Supervisor Coaching / Training, an "Employee Counseling Report", will not be completed. If the supervisor elects to address a sustained violation with a Supervisory Counseling or Letter of Instruction, an "Employee Counseling Report" will be completed and the signed copy attached to the Blue Team entry. The supervisor will then forward the Blue Team entry through the chain of command.
 3. Supervisors shall contact IAU for all serious misconduct allegations, including third-offense Class 0 or second-offense Class 1 violations or greater.

- a. The supervisor will complete an "Internal Complaint" Blue Team entry and attach any associated files when applicable. The Blue Team entry will be forwarded through the chain of command for review.
6. INVESTIGATION OF COMPLAINTS FORWARDED TO IAU
 - A. Upon receipt of the complaint in IAPro, the IAU will review the complaint information and may consult the Chief to determine the course of the investigation and whether the IAU will conduct it, send it back to the line-level supervisor, or be referred to an outside agency.
 - B. Any assigned investigator shall thoroughly investigate the allegations.
 1. Interviews (in-person or by telephone) conducted by an IAU investigator should be recorded and preserved. In the event the investigator cannot record the interview, they will annotate the reason why in their report.
 - C. If, during the investigation, it becomes abundantly clear that the allegations are untrue, IAU may terminate the investigation at that time with the approval of the Chief or their designee.
 - D. The final investigative report by the IAU will be forwarded to the Professional Standards Bureau (PSB) Lieutenant, who will review it for accuracy and completeness.
 - E. The PSB Lieutenant will notify the Chief that the investigation is complete and initiate the process for determining findings and recommended discipline.
 - F. With the Chief's authorization, the IAU can re-open any investigation within one (1) year of being closed if a procedural discrepancy is identified in the application of this policy.
7. FINDINGS AND DISCIPLINE
 - A. The findings for each allegation from the administrative investigation will be determined by the sworn members of the Police Department Executive Staff. The sworn executive staff consists of the Deputy Chiefs and Commanders. At least three (3) members of the executive staff are required to be present to determine findings. Findings will be based upon a preponderance of the evidence, or in the case of an integrity accusation, then clear and convincing evidence.
 - B. Findings for each allegation are as follows:
 1. **Exonerated:** The act occurred but was justified, lawful and proper.
 2. **Unfounded:** The reported act did not occur.
 3. **Not Sustained:** There is insufficient evidence to prove or disprove the allegation(s).
 4. **Sustained:** The employee committed all or part of the alleged act.
 - C. A memorandum detailing the date of the meeting by executive staff, those in attendance, and the findings for each allegation will be sent to the PSB Lieutenant to be added to the Administrative Investigation file in IAPro
 - D. Once findings have been determined, the IAU will provide the full administrative investigation to the Discipline Recommendation Board (DRB) for review and recommendation of discipline. Refer to the Goodyear Police Department policy governing the Discipline Recommendation Board for further guidance
 - E. After review by the DRB, the Chief will review the finalized investigation and consider the recommendations of the DRB, along with identified aggravating and mitigating factors, and will determine the appropriate level of discipline. Discipline may consist of:
 1. Supervisory Counseling (Employee Counseling Report Form required)
 2. Letter of Instruction
 3. Disciplinary Probation
 4. Suspension
 5. Demotion
 6. Termination

- F. Determination of discipline will be the sole responsibility of the Chief of Police.
- G. Discipline may also include removal and/or prohibition of specialty assignment eligibility, removal of take-home vehicle privileges, etc.
- H. Discipline may include an educational component. Education components may include, but are not limited to:
 - 1. Attendance at a training class on a topic related to the violation.
 - 2. Development of a presentation and instruction to a designated audience on a topic related to the violation.
 - 3. Once the subject employee has completed the mandatory educational component, they will complete a memorandum and route in Blue Team through the Chain of Command.

8. NOTIFICATION TO COMPLAINING PARTY

- A. At the conclusion of an investigation, the complaining party will be notified of the findings of the investigation by the investigating supervisor. Specific disciplinary action will not be disclosed to the complainant. The conclusion of the investigation does not occur until the conclusion of the employee's timely appeal process, if applicable.
- B. A copy of the investigation may be obtained by submitting a public records request.

9. NOTIFICATION TO SUBJECT EMPLOYEE

- A. An employee who is the subject of an investigation will be notified in writing by the Chief or their designee of the finding(s) of the investigation as provided by the Department and City Policy.
- B. For investigations resulting in the removal from or restriction in testing for a specialty assignment or promotion, the notification will include the date of re-eligibility.

10. REQUEST FOR SUMMARY FROM PRIOR SIMILAR CASES

- A. If, after an employer completes an investigation of a law enforcement officer, the employer seeks disciplinary action, at the request of the law enforcement officer, the employer shall provide a basic summary of any discipline ordered against any other law enforcement officer of generally similar rank and experience employed by the employer within the previous two years for the same or a similar violation. As an alternative, the employer may provide file copies of the relevant disciplinary cases. The employer shall not take final action and the employer shall not schedule a hearing until the basic summary or file copies are provided to the law enforcement officer (A.R.S. § 38-1104).

7. ADMINISTRATIVE INVESTIGATIONS OF SWORN AND NON-SWORN EMPLOYEES - TIME FRAMES

- 1. All references involving the Arizona Peace Officer's Bill of Rights can be referred to A.R.S. § 38-1104 through 1110).
- 2. The Department shall make a good faith effort to complete any investigation of both sworn and non-sworn employee misconduct within one hundred eighty (180) calendar days after the person authorized by the Department to initiate an investigation of the misconduct receives notice of the allegation. For this subsection, an investigation is considered complete upon the date the subject employee is served with a notice of discipline or the notice of findings.
- 3. The Chief may permit extensions of the one hundred eighty (180) calendar day period if the investigator provides the reasons why the investigation will exceed the one hundred eighty (180) calendar day time period and demonstrates that a good faith effort has been made to complete the investigation in the one hundred eighty (180) calendar day time period or an exception identified in subsection below applies. The subject employee(s) will be notified in writing of extensions and why the investigation continued beyond the one hundred eighty (180) calendar day period.

4. The one hundred eighty (180) calendar day limitation period may be suspended for any of the following:
 - A. The limitation period may be suspended during the time that any criminal investigation or prosecution is pending in connection with the act, omission, or other allegation(s) of misconduct; or
 - B. The limitation period may be suspended during any time frame in which the sworn/non-sworn employee is incapacitated or otherwise unavailable; or
 - C. The limitation period may be suspended for a period of time identified in a written waiver of the limitation by the sworn/non-sworn employee; or
 - D. The limitation period may be suspended for emergencies or national disasters if the governor has declared a state of emergency which is within the jurisdictional boundaries of the Department.
 - E. The limitation period may be extended for multijurisdictional investigations as may be reasonably necessary to facilitate the coordination of the employers involved.
5. If the Chief does not find that good faith efforts have been made to complete the investigation during the one hundred eighty (180) calendar day time frame and the time frame has expired without extension, the administrative investigation may be completed, but no discipline shall be issued. Nothing in this policy precludes such findings from being used as an aggravating or mitigating factor in subsequent investigations and discipline.

8. NOTICE OF INVESTIGATION

1. A Notice of Investigation (NOI) will be given to all employees before commencing that employee's interview during an administrative investigation. The NOI shall contain a Garrity Admonishment, which compels the employee to answer fully and truthfully and ensures that no statements made by the employee during the interview will be used against them in a subsequent criminal proceeding, except for perjury.
2. Before commencing the interview of the employee who is the subject of the investigation, the investigator shall prepare and serve the subject employee with a written NOI that includes the following:
 - A. An overview or summary of the alleged facts that are the basis of the investigation;
 - B. The specific nature of the investigation;
 - C. The employee's status in the investigation;
 - D. All known allegations of misconduct that are the reason for the interview;
 - E. The employee's right to have a representative present at the interview; and
 - F. The Garrity admonishment.
 - G. The employee will review the NOI and sign it. If the employee refuses to sign the document, the investigator should note that the signature was refused and the document was served on the form. A copy of the signed NOI will be provided to the employee.
3. Prior to commencing an interview with an employee who is the subject of an investigation, the Department will provide any relevant and readily available materials, including complaints that contain the alleged facts, except for complaints that are filed with the City and that include allegations of unlawful discrimination, harassment, or retaliation, or complaints that involve matters under the jurisdiction of the Equal Employment Opportunity Commission (A.R.S. § 38-1104).
4. The investigator is not required to:
 - A. Stop an interview to issue another notice for allegations based on information provided by the employee during the interview;

- B. Disclose any fact to the employee or the employee's representative that would impede the investigation, or
- C. Issue an NOI when the interview of an employee is:
 - 1. In the normal course of duty, counseling, or instruction, or an informal verbal admonishment by, or other routine or unplanned contact with, a supervisor or any other law enforcement officer.
 - 2. Preliminary questioning to determine the scope of allegations or if an investigation is necessary (inquiry).
 - 3. Conducted in the course of a criminal investigation.
- D. The NOI shall contain an order prohibiting the employee (whether the subject, witness, or employee representative) from discussing the interview and any aspect of the investigation with anyone other than as authorized in the NOI. This order shall remain in effect until the administrative investigation and all related investigations are public record or when released by the IAU.

9. INTERVIEWS - INVESTIGATOR AND EMPLOYEE RESPONSIBILITIES

1. INVESTIGATOR(S) RESPONSIBILITY

- A. The investigator will comply with the following:
 - 1. Comply with Arizona Peace Officers Bill of Rights.
 - 2. The investigator will try to conduct the interviews while the employee is on duty. If the interview occurs while the employee is off-duty, the employee shall be compensated for this time in accordance with City policy.
 - 3. Interviews will not be conducted at the employee's home without prior authorization of the Chief or their designee.
 - 4. The interview session will be for a reasonable duration. The investigator will allow for reasonable interruptions of the interview to allow the employee to attend to personal or physical necessities and consult with others, including their attorney, if immediately available. The interview will only extend to the employee's regular workday, except under unusual circumstances.
 - 5. All interviews will be conducted professionally.
 - 6. The employee who requests an opportunity to consult with counsel before being questioned will be allowed to do so, provided the interview is not unreasonably delayed.
 - 7. At the end of the interview, the investigator will provide the subject employee with time to consult with their department representative and an opportunity to make a final statement not to exceed five (5) minutes addressing specific facts or policies related to the interview.
 - 8. Employees may record their interviews.

2. SUBJECT EMPLOYEE AND WITNESS RESPONSIBILITIES

- A. Employees shall submit to an interview during any investigation and comply with the following:
 - 1. Employees shall fully cooperate with all administrative investigations conducted by or on behalf of the Department. In the administrative process, every employee must provide truthful, accurate, and complete information and documentation regarding all events under investigation. The employee shall answer all questions the investigator asks accurately, truthfully, and completely, regardless of the number of times the questions have been asked.
 - 2. Complete truthfulness is vital to the investigation and shall be expected and demanded of all persons involved, regardless of their role.

3. Employees shall keep all information learned or discussed during the interview and investigation confidential until the employee is released from the confidentiality requirements.
 4. Employees shall not discuss the investigation, including the interview, with anyone other than the Investigator and authorized persons listed on their NOI and/or admonishment. Failure to comply with this provision may subject the employee to disciplinary action.
 5. Employee witnesses knowing the alleged offense(s) shall be served with an NOI and/or admonishment. Employee witnesses shall not discuss the investigation, including the interview, with anyone other than the investigator and authorized persons listed on the NOI and/or admonishment. Failure to comply with this provision may subject the employee witness and/or the representative to disciplinary action.
 6. The employee witness shall answer all questions asked by the investigator, and information learned during a witness interview is considered proprietary and confidential by the employer and shall remain so until the witness employee is served with a notice of investigation by the employer or the employee witness is released from the confidentiality requirements of this section (A.R.S. § 38-1105).
3. **EMPLOYEE REPRESENTATIVES – ADMINISTRATIVE INVESTIGATIONS**
- A. Employees interviewed during an administrative investigation may request a representative present at no cost to the employer, provided the representative is available on reasonable notice, and the interview is not unreasonably delayed.
 - B. The employee representative shall be from the Department and shall not be an attorney. If a department representative is not reasonably available, the representative may be outside the Department, with the prior consent of the Chief or designee.
 - C. An employee may act in a representative capacity while on duty, with the consent of their supervisor, based on staffing needs at that time. The Department shall not compensate the representative for being present while off-duty.
 - D. The employee representative is a non-participating observer during the interview. Interference or interruption during the interview by the employee representative will not be tolerated. Employee representatives who interfere or interrupt the interview may be required to leave.
 - E. The employee representative shall have no conflict of interest in the proceedings and shall not be in the subject employee's immediate chain of command. If a conflict exists, the investigator may withdraw permission for the employee representative to be present during the interview or remain. Conflicts of interest discovered during the investigation shall be documented in the investigator's report.
 - F. Employee representatives may only represent one person (regardless of their role) in an investigation.
 - G. Employee representatives shall not discuss the content of the interview with any person other than the investigator and authorized persons listed on the NOI until released from the admonishment. Violation of this provision may subject the employee representative to discipline up to and including termination.
 - H. All employee representatives shall be served with a written admonishment before the start of any employee interview. The employee representative shall review and sign the written admonishment. Any employee representative who refuses to sign will not be allowed to act in an employee representative capacity.

10. DISCIPLINE RECOMMENDATION BOARD (DRB)

1. Completed investigations conducted by the IAU alleging misconduct may result in discipline greater than a Letter of Instruction will be reviewed by a Discipline Recommendation Board, as outlined in the policy governing the Discipline Recommendation Board.

11. PRIVACY ISSUES; EVIDENCE COLLECTIONS

1. EXPECTATION OF PRIVACY

- A. In a criminal investigation, personal property will be subject to search and seizure only when conducted in accordance with the law. All information and evidence obtained in any search may be used in administrative investigations.
 - 1. Employees have no expectation of privacy in any City property, equipment, phones, vehicles, computers, or other items issued to the employee by the City. All City property, equipment, phones, computers, vehicles, or any other items issued by the City may be searched at any time for any reason, including those items assigned to or used exclusively by a single person.
 - 2. The City or investigator may, at any time, order an employee to immediately return any property, equipment, documents, or other property that belongs to the City. The employee shall immediately comply with such orders and shall return the equipment to the City in the condition it was in at the time the request was made without deleting or modifying the content or the property in any manner prior to its return.
 - 3. Employees submitting City owned electronic devices shall provide the investigator with applicable passcodes, passwords, or other combination to unlock and access the devices

2. EVIDENCE COLLECTIONS

- A. The investigator may order any employee to immediately submit to any lawful technique to secure evidence, including but not limited to:
 - 1. Medical or laboratory exams: Employees may be required to submit to laboratory or medical tests provided at no cost to the employee. The scope of the exam will be confined to the attainment of relevant facts pertaining only to the administrative investigation at hand.
 - 2. Intoxilyzer, drug recognition evaluation, or other diagnostic test: Employee(s) may be required to submit to an Intoxilyzer, drug recognition evaluation, or any other diagnostic test. The scope of the test must be relevant to the administrative investigation.
 - 3. Photographs: Employees may be required to submit to photographs. The photograph must be reasonable (not degrading or compromising) and its use relevant to the administrative investigation. Consideration should be given to any undercover assignments of the employee prior to using the employee's photograph.
 - 4. Financial disclosure statements: Employees may be required to submit a financial disclosure statement. The use of the statement must be relevant to the administrative investigation.

12. APPEALS

1. NON-SWORN EMPLOYEES

- A. Appeals of disciplinary action for non-sworn employees will be as provided in City policy #830.

2. SWORN EMPLOYEES

- A. Appeals of disciplinary action for sworn employees will be as set forth in City policy #830, and A.R.S. § 38-1101 through 38-1112.
 - 1. Within fourteen (14) calendar days after the City receives a written request from the sworn employee for a copy of the investigative file and a notice of appeal, the City shall provide a complete copy of the investigative file as well as the names and contact information for all persons interviewed during the course of the investigation.
 - 2. No later than fourteen (14) calendar days before the appeal hearing, the parties shall produce and serve on every party the following information:

1. The name of all witnesses the disclosing party expects to call at the appeal hearing, and the subject matter on which each witness might be called to testify; and
 2. The name and contact information for each person who has given statements, whether written, recorded, signed, or unsigned, regarding matters relevant to the notice of discipline and the custodian of those statements; and
 3. Copies of any documents that may be introduced at the hearing that have not previously been disclosed.
3. The City shall provide the sworn employee a copy of all transcripts required for the hearing within ten (10) calendar days of the employer's receipt of the transcript.

13. FILE MAINTENANCE, SECURITY, AND RETENTION

1. INTERNAL INVESTIGATIONS RECORDS

- A. The Department shall not include information about an administrative investigation in the personnel file of a sworn employee that is available for public inspection and copying until the investigation is complete or has been discontinued. The investigation is not complete until a timely appeal process is concluded. The investigation is incomplete if a sworn employee has timely appealed (A.R.S. § 38-1109).

2. FILE RETENTION

- A. All discipline, internal affairs investigation reports, and the dispositions of sustained complaints shall be maintained in accordance with applicable state records retention schedules as required. All such files shall be purged in accordance with the state retention schedules.

3. SUPERVISOR INITIATED COACHING / TRAINING AND SUPERVISORY COUNSELING

- A. All written Supervisor Initiated Coaching / Training and Supervisory Counseling shall be retained in the employee's Blue Team file.

4. LETTER OF INSTRUCTION AND GREATER

- A. All discipline consisting of a letter of instruction or greater shall be forwarded to Human Resources to be included in the employee personnel file.

14. EMPLOYEE REPORTING OF MISCONDUCT

1. EMPLOYEE RESPONSIBILITY

- A. Employees shall notify the on-duty Supervisor within twenty-four (24) hours or the start of the employee's next scheduled work day (whichever is first), or as soon as practical if they are the subject of:
 1. A criminal inquiry or investigation, criminal traffic citation, arrest, arraignment, or conviction.
 2. Order of protection, restraining order, no-contact order, or injunction against harassment.
 3. An incident pertaining to or related to domestic violence in which the employee is involved or;
 4. Any change to their Arizona driver's license status pertaining to expiration, cancelation, revocation, suspension, or driving restrictions.
 1. All employees are required to immediately report to a supervisor the occurrence of any misconduct that the employee is made aware of or knows of, regardless of the jurisdiction in which the incident occurred or the rank of the alleged violator, to their chain of command if the alleged misconduct involves acts of the employee or another employee. Misconduct includes violations of City or Department policy, procedure, directives, rules, or federal, state, or local law.

2. The employee may report misconduct allegations to a supervisor or the IAU if the allegations involve their immediate supervisor. Allegations of misconduct may also be reported to the City Manager. Employees reporting misconduct allegations shall not discuss the misconduct with anyone other than the supervisor to whom the complaint is referred or with their chain of command.

2. RETALIATION

- A. Employees shall not retaliate against any person (internal or external) who initiates or provides information regarding allegations of misconduct or against anyone who provides information or participates in the complaint, investigation, or appeal process. Such retaliation may be a criminal act and/or constitute separate grounds for discipline.

15. ACJIS REPORTING AND INVESTIGATIVE PROCESS

1. Potential violations will be reported to a supervisor, who will notify IAU and the Emergency Communications Manager. The Emergency Communications Manager will notify the System Security Officer (SSO) and/or Assistant System Security Officer (ASSO) for initial review and to be the liaison with the DPS Access Integrity Unit (AIU) throughout the process.
2. The IAU will investigate potential violations with oversight and cooperation with the assigned SSO or ASSO.
 - A. The assigned SSO or ASSO will be responsible for notifying DPS AIU of the allegations and the findings / actions taken.
3. A.R.S. 41-1756 Unauthorized access to criminal history; classification; definitions
 - A. Except as provided by section 41-1750, a person commits unauthorized access to criminal history if the person intentionally, knowingly, or recklessly does the following:
 1. Permits unauthorized access to the Arizona Criminal Justice Information System or to criminal history record information.
 2. Uses the ACJIS system or criminal history record information for a purpose other than as provided by section 41-1750.
 1. Releases or procures the release of criminal history information.
 2. A person who violates this section is guilty of a class 6 felony.
4. Any sustained violation of the ACJIS security policy may result in disciplinary action, including termination and/or criminal prosecution.

16. DISCIPLINE MATRIX

1. The discipline matrix charts set forth below is established to:
 - A. Provide guidelines to assist the Department and employees in identifying and disciplining prohibited on or off-duty work-related performance deficiencies and misconduct; and
 - B. To establish and apply discipline in a uniform and equitable manner throughout the Department with consideration of the guidelines for corrective action and to assess mitigating and aggravating circumstances when determining the appropriate level of discipline to be imposed; and
 - C. Depict typical levels of discipline to be imposed for the various classes of identified offenses. The chart indicates the suggested level of discipline for the class of offense and first, second, and third offenses or greater, from less serious to more serious.
2. MULTIPLE VIOLATIONS
 - A. In cases involving more than one sustained violation, disciplinary action should begin with the violation with the highest presumptive discipline. Other violations may then be considered as aggravating circumstances or each violation may be individually considered, and the discipline cumulated, resulting in more severe disciplinary action.

1. Four (4) or more violations of the same Class 0 violation within twelve (12) months will be considered a Class 2 violation.
3. **MITIGATING / AGGRAVATING FACTORS**
 - A. Where a range of disciplines exists, mitigating and aggravating factors should be used to determine the minimum or maximum sanctions and what level of discipline should be imposed. Mitigating circumstances may justify a lower penalty within the specified range. Aggravating circumstances may justify a higher penalty within the specified range. Mitigating and aggravating factors may include but are not limited to, the employee's discipline history, the period between offenses, the number of current offenses regardless of the class, and the nature of the offense(s), which may be considered as mitigating or aggravating factors.
4. **SUPERVISORS**
 - A. A higher standard of conduct is expected for supervisors to conduct themselves as role models for employees; as such, a more serious penalty may be considered and imposed if the employee is a supervisor or functioning in a supervisory capacity at the time of the misconduct.
5. **CHIEF OF POLICE DISCRETION**
 - A. Nothing in the matrix charts or policy is intended to preclude the Chief from using reasonable discretion to identify and discipline for an offense(s) not otherwise provided herein or from deviating in any manner from the discipline identified in the matrix charts or DRB recommendation. The Chief has the discretion to disregard the matrix or DRB recommendation at all times when determining the level of discipline when appropriate and when considering all aggravating and mitigating factors. The appropriate discipline will vary based on the severity of the act and other aggravating and mitigating factors.
 - B. Reassignment / Removal. The Chief has the discretion to reassign and/or remove an employee from a specialty unit or assignment to place an employee in a position more in line with the employee's abilities or determined appropriate by the Chief in consideration of the employee's conduct.
 - C. Education / Training. The Chief has the discretion to mandate that any employee participate in an educational component or remedial training related to the allegations or findings of misconduct or when such employee fails to meet the standards of their assignment, regardless of whether there have been allegations of misconduct. Education requirements or remedial training are not considered discipline and may be imposed at any time or in addition to discipline.
 - D. Privileges. The Chief has the discretion to remove or suspend privileges. The removal or suspension of privileges shall not be considered discipline and may be imposed at any time for any reason, whether or not discipline has been issued.

17. DISCIPLINE MATRIX

	First Offense	Second Offense	Third Offense
Class 0	Supervisor Counseling	Letter of Instruction	8 Hour Suspension
Class 1	Letter of Instruction	8 Hour Suspension	16 Hour - Dismissal
Class 2	LOI - Dismissal	8 Hour - Dismissal	24 Hour - Dismissal
Dismissal	Dismissal		

1. For Class 0 violations, the number of offenses is determined by prior sustained discipline for the same class within twelve (12) months. For Class 1 & 2 violations, the number of offenses is determined by prior sustained discipline for the same class within twenty-four (24) months.

2. The IAU shall be notified for all offenses highlighted in the red text **before** submitting the Blue Team entry.

18. PREVENTABLE MOTOR VEHICLE ACCIDENT DISCIPLINE MATRIX

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth or More Offense
Preventable Motor Vehicle Accident	Supervisor Counseling	Letter of Instruction	Eight (8) Hours Suspension	Sixteen (16) Hours Suspension	Forty (40) Hours - Dismissal

1. The offense number is determined by prior sustained preventable motor vehicle accidents within sixty (60) months.
2. The IAU will investigate a third offense or greater and forward the results to the DRB.

19. CLASS OF OFFENSE GUIDELINES

1. Class 0:
 - A. Employees with performance issues during the same evaluation period may benefit from additional training or supervisor-initiated coaching rather than discipline. If a supervisor elects to address the issue through coaching / training, it will only be documented in their employee supervisor notes specifying the violation or performance issue and the corrective action taken. This may include employee instruction with a qualified person with expertise in the specified field, scenarios, or training classes.
 - B. Internal Complaints resulting in Supervisory Counseling or greater will be documented in Blue Team. However, all External Complaints will be entered into Blue Team regardless of the outcome or level of discipline.
 - C. Supervisors may elect to issue the employee a Supervisory Counseling for the below violations:
 1. Tardiness. Failure to notify their supervisor as directed or an on-duty supervisor of anticipated tardiness to work and/or repeated tardiness in reporting to work.
 2. Personal Hygiene. Disregard personal appearance, uniform attire, or personal hygiene.
 3. Offensive Conduct. Conducting oneself in an offensive and/or discourteous manner.
 4. Misuse of Breaks / Meals. Taking excessive time for work breaks and/or meal periods.
 5. Vehicle Maintenance. Knowingly failing to comply with the preventive maintenance schedule for assigned department vehicles, keep clean or maintain any assigned department vehicle (whether temporarily or permanently).
 6. Violation of Safety Rules. Violating department safety standards, safe working practices, or failure to observe posted rules, signs, and written or oral safety instructions while on duty and / or within department facilities or to use required protective clothing or equipment.
 7. Driving Violations. Improper driving habits or driving behavior while on duty.
 8. Improperly Equipped. Failure to be properly equipped with a Department approved firearm, badge, and/or police identification card, body-worn camera, and/or any other required equipment essential for your assigned role.
 9. Improper Disposition of Property. Improper disposition, processing, or storage of seized, found, or recovered property.

10. Violation of the BWC Policy. Failure to adhere to the Body Worn Camera policy to include any related directive.
 11. Violation and failure to adhere to the Goodyear Police Department Policy regarding off-duty employment to include any related directive.
 12. Unsatisfactory Performance. Any employee performance not listed above, including, but not limited to, careless work, failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or following instructions without reasonable and bona fide excuse.
2. Class 1:
 - A. Unauthorized Overtime. Working overtime without prior approval from a supervisor.
 - B. Preventable Motor Vehicle Accident. Involvement in a preventable accident with a City vehicle. Refer to the Preventable Motor Vehicle Accident Discipline Matrix for this policy violation.
 - C. Failure to Report for Duty. Failure to attend assigned shift (including off-duty assignments), court, training, interview, hearing, or other scheduled work-related event when the employee has received a subpoena or proper notification.
 - D. Failure to Complete Training. Failure to complete the required annual AZPOST training hours and/or failure to complete mandatory Department training.
 - E. City Property Loss / Damage. Needless abuse, reckless use of, or reckless loss or damage to City property or equipment.
 - F. Failure to Properly Complete Report. Failure to properly complete necessary reports (utilizing the Report Writing Guide as the minimum standard) or case-related material within the expected timeframe.
 - G. Failure to Properly Investigate. Failure to properly investigate using the Report Writing Guide as the minimum standard.
 - H. Unauthorized Leave / Abuse of Leave. Leaving an assigned shift or an off-duty job without reasonable excuse and proper approval or improper use of/or timely notification of sick leave.
 - I. Failure to Advise. Failure to advise the on-duty supervisor, as soon as practical, any of the following;
 1. The employee is the subject of an order of protection, restraining order, no-contact order, and/or injunction against harassment or an incident pertaining to or related to domestic violence.
 2. Any change to the employee's Arizona driver's license status pertaining to expiration, cancelation, revocation, suspension, or driving restrictions.
 - J. Sleeping on Duty. Sleeping while on-duty or off-duty assignment without authorization.
 3. Class 2:
 - A. Abuse of Authority. Improper, wrongful, or unlawful use of authority or information obtained through the employee's official capacity for malicious purpose, personal gain, willful deceit, or any other improper purpose.
 - B. Failure to Supervise. Inadequately or failing to supervise per the standards outlined in City and Department policy and Department expectations.
 - C. Permitting Unauthorized Use. Permitting unauthorized persons to drive, access, or use a police vehicle or any other City / Department equipment or property.
 - D. No Valid Driver's License. Knowingly operating a city vehicle without a valid Driver's License.
 - E. Failure to Advise of Criminal Activity. Failure to advise the on-duty supervisor, as soon as practical, if the employee is the subject of a criminal inquiry or investigation, criminal traffic citation, or arrest, arraignment, conviction, or failure to report firsthand knowledge of felony and / or misdemeanor activity occurring on duty or off duty, by another employee(s).

- F. Four (4) or more sustained Class 0 violations within twelve (12) months, which resulted in discipline.
- G. Abuse of Supervisory Authority. Misuse and/or abuse of supervisory authority, including but not limited to acting in violation of, or directing or advising an employee to act in violation of law or unethically; using authority in violation of policy, law, rule, or directive for personal gain or benefit.
- H. Failure to Respond. Failure to respond or unnecessarily delaying your response to a situation requiring immediate law enforcement intervention.
- I. Failure to Report Misconduct. Failure to immediately report to a supervisor the occurrence of any employee misconduct, which the employee is made aware of or knows, regardless of the jurisdiction in which the incident occurred or the rank of the alleged violator.
- J. Unauthorized Possession or Use of Alcohol on Duty. Unauthorized possession or use of alcohol while acting in any work capacity.
- K. Discrimination. Discriminating against or harassing another employee because of that person's race, color, gender, sexual orientation, religion, national origin, age, political affiliation, disability, or as otherwise provided by City policy or law.
- L. Workplace Harassment. Any conduct as defined by City policy.
- M. Solicitation. Unwelcome sexual or romantic solicitation of a person through the use of one's official capacity.
- N. Sexual Activity on Duty. Engaging in sexual activity including, but not limited to, masturbation, sexual intercourse or other sexual contact while in any work capacity.
- O. Failure to Act. Failure to take reasonable, lawful action while on duty and when required by law, statute, resolution, or approved Department practice or procedure or to take corrective action when warranted.
- P. Exceeding Authority. Exceeding lawful peace officer power or authority by unreasonable, unlawful, or excessive conduct.
- Q. Inappropriate Relationship. Establishing or attempting to establish an inappropriate social relationship with a known victim, witness, suspect, or defendant of a department case while such case is being investigated or prosecuted.
- R. Pornography. Knowingly viewing or attempting to view pornography while in any work capacity, unless for authorized purposes.
- S. Consumption or Impairment on Duty. Consumption on duty or impairment to the slightest degree, including but not limited to alcohol, prescription drugs, illegal drugs, marijuana, or any other substance while in any work capacity.
- T. Criminal Offense. Commission or conviction of any criminal offense occurring on- or off-duty.
- U. Conduct Unbecoming. Any on- or off-duty conduct that any employee knows or reasonably should know is unbecoming a department member, contrary to good order, efficiency, or morale, or which tends to reflect unfavorably upon the Department or its members.
- V. Other Policy Violation. Any knowing or negligent violation of the provisions of the Department and City policy, operating procedures, or other written directive of an authorized supervisor that is not otherwise covered in this section.
- W. Jeopardizing Integrity / Security. Any action by an employee that jeopardizes the integrity or security of the Department which calls into question the employee's ability to perform effectively and efficiently in the employee's position or casts doubt upon the employee's integrity.
- X. Mishandling Documents / Property. Mishandling, misplacement, or reckless loss of documents or property.
- Y. Mistreatment of Persons in Custody. Personnel shall not mistreat a person who is in their custody. Personnel shall handle such persons in accordance with law and agency procedures.

- Z. Political Activity. Any violation of restricted political activity as provided in City Policy 700.
 - AA. Insubordination. Failure, refusal, or willful disregard to obey or follow lawful orders, directives, or instructions from a supervisor, administrative authority, court order, or judgment. Showing contempt, using disrespectful, mutinous, insolent, or abusive language, verbal or written communication, or behavior towards the City, Department, or supervisor. Violation of an admonishment, notice of investigation (NOI), or a notice of administrative leave / modified duty. Any refusal of an employee to properly perform the function and duties of an assigned position.
 - BB. Improper Handling of Weapons. Reckless or improper use, handling, or display of weapons (including but not limited to firearms, TASERs, chemical agents, batons, etc.).
 - CC. Unauthorized Use / Access. Unauthorized or improper use of City equipment, property, and/or facilities and/or possessing keys, keycards, access codes, or any other instrument or device to City property/premises without authorization from a supervisor.
 - DD. Improper Handling of Evidence. Personnel shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, damage, tamper with, or withhold any property or evidence in connection with an investigation or other police action except in accordance with established agency procedures.
 - EE. Release of Confidential Information. Unauthorized release of confidential, private, non-public, or protected non-public data.
 - FF. Disparate Treatment of Subordinates. The improper, inappropriate, unequal, or disparate treatment of any employee.
4. DISMISSAL:
- A. Dishonesty. Providing, communicating, or reporting any false, untruthful, inaccurate, or misleading statement(s) or information, or willfully omitting information, regarding any department-related business or activity or in connection with any investigation. Obtaining interview and/or test questions in advance, unless authorized by the Department.
 - B. Bribery. Accepting or soliciting a bribe.
 - C. Failure to Submit to Testing. Failure or refusal to submit to any testing justifiably and reasonably ordered by the Chief, including but not limited to testing of the blood, breath, urine, or the administration of a preliminary breathalyzer test (PBT), Intoxilyzer, or other lawful testing request, which are not intended for use in a criminal investigation.
 - D. Impeding an Informal or Formal Investigation. Failure to cooperate with an inquiry, informal or formal investigation, by refusing to attend meetings as directed, answering questions fully and truthfully to the best of the employee's knowledge, willfully omitting information, and/or willfully obstructing the investigative process. This may also include tampering, intimidating, interfering, or attempting to interfere in any manner with any aspect of an inquiry, informal investigation, or formal investigation or proceeding, including but not limited to the testimony or information to be given by any witness or potential witness in an administrative investigation or proceeding and any other measures taken by the employee that would impede the investigation.

20. NOTICE TO ARIZONA PEACE OFFICERS STANDARDS AND TRAINING BOARD

- 1. The Department may report any peace officer misconduct to the AZ POST Board in violation of the rules established pursuant to A.R.S. § 41-1822. It shall report any conduct to AZ POST within fifteen (15) days of an officer's termination, resignation, or separation from the Department if the conduct qualifies as any of the following (Arizona Administrative Code for AZPOST R13-4-108 & 109):
 - A. Failure to satisfy the minimum qualifications for certification.
 - B. Willfully providing false information in connection with obtaining or reactivating certified status;

- C. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively or may create a reasonable probability of substantial harm to the person or others for which a reasonable accommodation cannot be made;
- D. Violation of a restriction or requirement for certified status;
- E. The illegal use of marijuana, a dangerous drug or a narcotic;
- F. Unauthorized use of or being under the influence of spirituous liquor while on duty;
- G. The commission of a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence;
- H. Malfeasance, misfeasance, or nonfeasance in office, or
- I. Performing the duties or exercising the authority of a peace officer without having active certified status
- J. Making a false misleading statement, written or oral to the board or its representative.
- K. A conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust.

21. NOTICE TO PROSECUTING AUTHORITY

1. The Department has an ethical obligation to report adverse investigative findings from personnel administrative investigations related to officers' credibility as witnesses to the appropriate prosecuting authority that *tends to be favorable* to the defense. This includes any information that could be an appropriate area for cross-examination. Examples of the categories of information include:
 - A. Dishonesty, untruthfulness, or credibility.
 - B. Bias or prejudice toward any person, class, or group.
 - C. Excessive, improper, or unreasonable use of force.
 - D. Incompetence or any mishandling of evidence.
 - E. Lack of professionalism that includes any question of dishonesty, untruthfulness, bias, or prejudice toward any person, class, or group or improper use of force.
 - F. Any criminal conviction.
 - G. Any sustained felony or misdemeanor accusation.
 - H. Any formal arrest or charging of a felony or misdemeanor.
 - I. A violation of a person's constitutional rights.
 - J. Any AZPOST, civil service, or other board find regarding any of the abovementioned matters known by and in possession of the agency.
 - K. Any pattern of substantial factual errors in report writing or testimony.
2. For this section, the prosecuting authority includes The Maricopa County Attorney's Office (MCAO), the Attorney General's Office, and the Goodyear Prosecutor's Office. Other agencies may be included, depending on jurisdiction.

22. ANNUAL ANALYSIS OF COMPLAINTS

1. An annual analysis of all complaints received against the Goodyear Police Department shall be completed by the Professional Standards Bureau Lieutenant or their designee. This report will be completed before March 1st each year. This analysis will be made available to the public upon request.