

Greer Police Department

General Order 340.1 Rules of Conduct Disciplinary Procedures

This order consists of the following numbered sections:

- I. CODE OF CONDUCT
- II. RULES OF CONDUCT
- III. DISCIPLINARY SYSTEM
- IV. APPEAL OF DISCIPLINARY ACTIONS
- V. EMPLOYEE EARLY WARNING SYSTEM AND ASSISTANCE PROGRAM
- VI. COMMENDATIONS AND AWARDS

By Order of: *Matt Hamby*
Chief of Police

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26.1.6; 26.1.7; 26.1.8**

I. CODE OF CONDUCT

- A. The code of conduct and for Police Department employees is in the form of Department Rules of Conduct. The Rules of Conduct specify both required and prohibited conduct by employees. Uniform specifications and appearance standards are further described in General Order 510.4.
- B. It shall be each employee's responsibility to read, understand and comply with the Rules of Conduct.

II. RULES OF CONDUCT

- 1. The rules of conduct specify both required and prohibited conduct by employees and are prefaced by both the Law Enforcement Code of Ethics and the Canons of Police Ethics. Violation of any of these rules may result in disciplinary action including but not limited to counseling, written warning, suspension, demotion or dismissal of any member of the Police Department.
- 2. The term "members of the Police Department" applies to all employees of the Department, whether sworn or non-sworn. The term "officer" applies only to sworn personnel of this Department. The term "civilian" applies only to non-sworn personnel employed by this Department.

Rule 1 - Violation of Rules

Members of the Police Department shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the City of Greer or its Police Department, whether stated herein or elsewhere.

Rule 2 - Duty to Report Violations of the Rules of Conduct

The integrity, professionalism and effectiveness of the Police Department rest with the performance of its members. The Rules of Conduct have been adopted in furtherance thereof. Illegal, unethical or unprofessional actions by one member can quickly undermine the esteem, reputation and effectiveness of all. Therefore, it is incumbent upon any member of the Department who discovers that a fellow member is in violation of the Rules of Conduct, to so inform the member in violation. If the violation substantially undermines the integrity, professionalism or effectiveness of the Department and the member in violation fails to immediately disclose the violation to his or her supervisor, the member discovering the violation shall immediately inform his or her own supervisor.

Rule 3 - Unbecoming Conduct

Members of the Police Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Unbecoming

conduct shall include that which brings the Department into disrepute or reflects discredit upon the individual as a member of the Department, or that which impairs the operation or efficiency of the Department or the individual.

Rule 4 - Conformance to Laws

Members of the Police Department shall obey all laws of the United States and any state or local jurisdictions in which the members are present. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

Rule 5 - Sleeping or the Appearance of Sleeping on Duty

Members of the Police Department shall remain awake while on duty. If unable to do so they shall so report to their supervisor, who shall determine the proper course of action.

Rule 6 - Possession and Use of Drugs

Members of the Police Department shall not possess or use any controlled substances, narcotics, hallucinogens, or prescription drugs which are not prescribed for the employee's use, either legal or illegal, which could effect or impair their ability to function in their job, except when prescribed in the treatment of the member by a physician or dentist. When any controlled substances, narcotics or hallucinations are prescribed, members shall notify their superior officers.

Rule 7 - Use of Alcohol on Duty or in Uniform

Members of the Police Department shall not consume intoxicating beverages while on duty or in uniform except in the performance of duty and while acting under proper and specific orders from a supervisor. Members of the Police Department shall not appear for duty or be on duty while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

Rule 8 - Insubordination

Members of the Police Department shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.

Rule 9 - Gifts, Gratuities, Bribes or Rewards

Members of the Police Department shall not solicit or accept from any person, business or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the members or the Department. Members shall not accept, either directly or indirectly, any thing or any benefit which might tend to influence directly or indirectly the actions of the member in any matter of police business; or which might tend to cast an adverse reflection on any member, the Department or the City.

Rule 10 - Political Activity

Political activity by members of the Department shall be governed by provisions of the City Employee Handbook.

Rule 11 - Processing Property and Evidence

Property or evidence which has been discovered, gathered or received in connection with Department responsibilities will be processed in accordance with established procedures. Members of the Police Department shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Departmental procedure.

Rule 12 - Abuse of Process

Officers shall not intentionally make false accusations of criminal or traffic charges.

Rule 13 - Truthfulness

- A. **Statements.** Upon the order of the Chief of Police or his designee, or a superior officer, members of the Police Department shall fully and truthfully answer all questions specifically directed and narrowly relating to the performance of official duties or fitness for office which may be asked of them.
- B. **Reports.** Reports submitted by members shall be truthful and complete and no member shall knowingly enter or cause to be entered any inaccurate, false or improper information or alter or remove or destroy any report once filed for the purpose of obstructing justice, misleading superior officers or altering the natural order of information.

Rule 14 - Submission to Polygraphs, Medical examinations, Photographs and Lineups

- A. **Polygraph examinations.** Upon the order of the Chief of Police or his designee, members of the Police Department shall submit to polygraph examinations when the examinations are specifically directed and narrowly related to a particular internal investigation being conducted by the Department. Whenever a complaint from a citizen is the basis for the investigation, the matter is non-criminal and no corroborating information has been discovered, members shall generally not be required to submit to polygraph examinations unless the citizen first submits to a polygraph examination which is specifically directed and narrowly related to the complaint.
- B. **Medical examinations, photographs and lineups.** Upon the order of the Chief of Police or his designee, members of the Police Department shall submit to any medical, ballistics, chemical or other tests, photographs or lineups. All procedures carried out under this section shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department.

Rule 15 - Treatment of Persons in Custody

Members of the Police Department shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with the law and Departmental procedures.

Rule 16 - Arrest, Search and Seizure

Officers shall not make any arrest, search or seizure which is not in accordance with the law and Departmental procedures.

Rule 17 - Ethics

Members of the Police Department shall not conspire or knowingly engage in any activity which deprives any person of their civil rights, due process, equal opportunity for employment, advancement, job opportunities or any constitutionally or statutorily guaranteed right. No member of the Police Department shall disseminate confidential police-related information to any unauthorized person for any purpose.

Rule 18 - Assistance to Fellow Member Required

Any member of the Department who, when it is within his or her power to do so, fails to take effective police action or who fails to aid and protect his fellow officer or fellow member in time of danger or under circumstances where danger might reasonably be expected, except when actually incapacitated, may be subject to disciplinary action up to and including termination.

Rule 19 - Labor Activity

Employees shall not engage in any labor strike or job action of any kind including the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a doctor's statement, the stoppage of work or the abstinence in whole or in part from the faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

Rule 20 - Excessive Use of Control Techniques

Officers shall not use more control techniques in any situation than is reasonably necessary under the circumstances. Officers shall use control techniques in accordance with the law and Departmental procedures.

Rule 21 - Neglect of Duty

Members shall not engage in any activity or personal business which could cause them to neglect or be inattentive to duty. Members shall keep themselves immediately and readily available to the public at all times while on duty. No member of the Department when on duty shall conceal himself except for some legitimate police purpose.

Rule 22 - Unsatisfactory Performance- Officers

Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Officers shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by, but not limited to, a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

Rule 23 - Unsatisfactory Performance- Civilians

Civilian employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Civilian members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by, but not limited to, a lack of knowledge of Department policies and procedures; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established by the civilian employee's rank, grade or position; the failure to take appropriate action within the responsibilities of the civilian employee's assignment; or absence without leave. In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

Rule 24 - Use of Alcohol Off Duty

Members of the Police Department, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the member unfit to report for their next regular tour of duty.

Rule 25 - Abuse of Position

A. ***Use of official position or identification.*** Members of the Police Department shall not use their official position, official identification cards or badges for:

1. Personal or financial gain,
2. Obtaining privileges not otherwise available to them except in the performance of duty, or
3. Avoiding consequences of illegal acts. Members shall not lend to another person their identification cards or badges or permit them to be photographed without the approval of the Chief of Police.

B. ***Use of name, photograph, or title.*** Members of the Police Department shall not authorize the use of their names, photographs, or official titles which identify them

as officers or employees of the Police Department in connection with testimonials or advertisements or any commodity or commercial enterprise without the approval of the Chief of Police.

Rule 26 - Citizen Complaints

Members of the Police Department shall courteously and promptly record, in writing, any complaint made by a citizen against any member of the Department and refer it to a Command Staff officer for handling. Members taking a complaint may attempt to resolve the complaint but shall never attempt to dissuade any citizen from lodging a complaint against any member of the Department. Members shall follow established procedures for processing complaints.

Rule 27 - Financial Disclosure

Upon the order of the Chief of Police or his designee, employees shall submit their financial disclosure statements in connection with a complaint in which this information would be material to an investigation.

Rule 28 - Associations

Members of the Police Department shall avoid regular or continuous associations or dealings with persons and/or organizations whom they know or should know are persons under criminal investigation or indictment or who have a reputation in the community, or the Department, for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the members.

Rule 29 - Gambling

Members of the Police Department shall not engage or participate in any form of illegal gambling at any time except in the performance of duty and while acting under proper specific orders from a superior officer. No sworn officer may participate in a lottery; however, this does not preclude members of an officer's family from participating in a lottery.

Rule 30 - Visiting Prohibited Establishments

Members of the Police Department shall not knowingly visit or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, the State or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.

Rule 31 - Harassment

Members of the Police Department shall neither physically or verbally harass another employee or otherwise conduct themselves in any manner which has the purpose or effect of interfering with the work performance of or creates a hostile or offensive work environment for another employee. Harassment of any kind will not be tolerated and shall be governed by provisions of the City Employee Handbook.

Rule 32 - Conflicting or Illegal Orders

- A. Members of the Police Department who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or direction shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the last given order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order, regulation or directive.
- B. Members of the Police Department shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of the order, officers shall request the issuing officer to clarify the order or confer with higher authority.

Rule 33 - Courtesy

Members of the Police Department shall be courteous to the public and to each other. Members shall be tactful in the performance of their duties; shall control their tempers and exercise the utmost patience and discretion and shall not engage in argumentative discussions, even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, sex, religion, politics, national origin, disability, lifestyle or similar personal characteristics.

Rule 34 - Intervention

- A. Officers shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:
 - 1. Ordered to intervene by a superior officer, or
 - 2. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
- B. Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their superior officer, unless the urgency of the situation requires immediate police action.

Rule 35 - Use of Department Equipment

- A. Members of the Police Department shall utilize Department equipment only for its intended purpose in accordance with established procedures and shall not abuse, damage, or lose Department equipment. All Department equipment issued to members shall be maintained in proper order. Members shall not temporarily or permanently convert any Department or City property to their own private and/or personal use, or to the use of another person. Members shall be financially responsible for repairing or replacing equipment lost or damaged due to employee negligence. All Department equipment issued shall be returned in good working condition at termination of employment.

- B. Cash, debts owed by the employee to the Police Department, travel advance balances, fringe benefits, uniforms, weapons, tools, equipment, vehicles, instruction manuals, keys, phones, beepers, computers, identification cards, badges, and other items belonging to the Department and advanced or issued to an employee and not repaid or returned by him at the time of termination are considered "advances of wages", the value of which may be deducted from the employee's final paycheck(s). By accepting or continuing employment, the employee authorizes these deductions.

Due to the nature of the equipment that is distributed to members of the Police Department, the City reserves the right to take appropriate legal action to recover Department equipment that is not returned immediately upon termination of employment.

Rule 36 - Vehicle Operation

Members of the Police Department shall operate official vehicles in a careful and prudent manner and shall obey all laws and all Department orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the Department immediately.

Rule 37 - Carrying Firearms

Officers shall carry firearms in accordance with the law and established Departmental procedures.

Rule 38 - Use of Weapons

Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with the law and Departmental procedures.

Rule 39 - Fictitious Illness or Injury Reports

Members of the Police Department shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

Rule 40 - Reporting for Duty

Members of the Police Department shall report for duty at the time and place required by assignment and shall be properly equipped for the proper performance of duty, so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.

Rule 41 - Leaving Duty Post

Members of the Police Department shall not leave their assigned duty post during a tour of duty except when authorized by proper authority.

Rule 42 - Alcoholic Beverages and Drugs in Police Installations

Members of the Police Department shall not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens except alcoholic beverages, controlled substances, narcotics, or hallucinogens which are to be submitted

to the property room as evidence, for safekeeping or disposal, or as otherwise approved for law enforcement purposes.

Rule 43 - Requests for Assistance

When any person applies for assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly recorded and judiciously acted upon consistent with established Departmental procedures.

Rule 44 - Public Statements and Appearances

Members of the Police Department shall not publicly criticize the Department, its policies, or other members by speech, writing or other expression where such speech, writing or other expression is defamatory, obscene, or unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth or falsity. Members of the Police Department shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondence to a newspaper or periodical, release or divulge investigative information or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Members may lecture on police or other related subjects only with prior authorization of the Chief of Police.

Rule 45 - Department Reports

Members of the Police Department shall submit all necessary reports on time and in accordance with established Departmental procedures.

Rule 46 - Off-duty Neighborhood Disputes

Employees shall not intentionally become involved in neighborhood quarrels or disputes when off duty and there is no apparent immediate threat of death or serious injury. These incidents should be handled by disinterested persons or on duty officers.

Rule 47 - Meals

Members shall be permitted to suspend patrol or other assigned activity, subject to immediate recall at all times, for the purpose of having meals during their tour of duty, but only for such period of time and at such time and place as established by Departmental procedures.

Rule 48 - Use of Tobacco

Members of the Police Department shall obey the City's Tobacco Free Policy.

Rule 49 - Endorsements and Referrals

Members of the Police Department shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall proceed in accordance

with established Departmental procedures.

Rule 50 - Identification- Officers

When acting in an official capacity, officers shall at all times carry on their persons or have readily available their badges and identification cards, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name, unit number, and police photographic identification to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. Officers will provide verbal identification over the telephone when acting in an official capacity.

Rule 51 - Identification- Civilians

Civilian members of the Police Department shall furnish their name and unit number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

Rule 52 - Personal Appearance and Hygiene

Members of the Police Department shall wear uniforms or other clothing and exercise good personal hygiene in accordance with established Departmental policy except when acting under proper and specific orders from a superior officer. Members on duty shall maintain a neat, conservative, well-groomed and clean appearance and hair style.

Rule 53 - Telephones and Addresses

Members of the Police Department shall have telephones in their residences and shall immediately report any changes in telephone numbers or addresses to their superior officers and to such other persons as may be appropriate. Members must notify the Department within 24 hours when their phone number or address changes.

Rule 54 - Radio, Telecommunications and Electronic Data Discipline

Members of the Police Department using the police radio, telecommunications or electronic data systems, either in the Communications Section, at Headquarters or from mobile or portable equipment, shall strictly observe the procedures for such operation.

These procedures are established by the Department's General Orders and state and federal regulation. These procedures apply to all transmissions, whether voice or data.

Rule 55 - Payment of Debts

Employees shall not undertake any financial obligations which they know or should know they will be unable to meet and shall pay all just debts when due. Instances of financial difficulty may be cause for disciplinary action. Filing for voluntary bankruptcy protection shall not by itself, be cause for discipline. Financial difficulties stemming from unforeseen

medical expenses or personal disaster shall not be cause for discipline, providing that a good faith effort to settle all accounts is being undertaken. Employees shall not co-sign a note for any superior officer.

III. DISCIPLINARY SYSTEM

- A. The disciplinary system will include the following (Refer also to General Order 620.1.5 Early Warning System):
1. Procedures and criteria for rewarding employees including letters of commendation and Department awards as described in this General Order.
 2. Training- Training or remedial training is a proper element of discipline. Supervisors are encouraged to recommend such a course of action if, in their opinion, training or remedial training of a Department member will produce the desired change in behavior and improve the member's productivity, conduct and/or effectiveness.
 - a. The supervisor will document the training needed and the employee(s) involved and forward the memorandum to the appropriate Division Commander for review.
 - b. In consultation with the supervisor involved, the Division Commander and, if necessary, the Training Officer, will schedule the appropriate training as it is available.
 3. The City's Employee Assistance Program may be mandated for employees who are demonstrating a job performance problem; have a job behavior issue; have been involved in a critical incident; is a threat to the workplace; has tested positive for or alcohol abuse; has expressed suicidal or homicidal ideation; or other behaviors considered by the Supervisor as requiring intervention.
 - a. The supervisor will document the need for mandated EAP referrals in writing and forwarding the request through the chain of command to the Chief.
 - b. A final decision on the need for mandated EAP referrals rests with the Chief of Police and, if necessary, the Director of Human Resources.
 - c. Employees who fail to keep mandatory appointments or fail to complete a prescribed course of treatment may be subject to disciplinary actions and including termination.
 - d. Any employee may seek voluntary, confidential assistance through the EAP at any time without the approval or knowledge of their Supervisor.
 4. Punitive Disciplinary Action- Procedures for actions such as written warnings, suspension, demotion, and dismissal are described in the City of Greer Employee Handbook.
 5. The level of any disciplinary action will be geared to the employee's disciplinary history and the severity of the offense

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B. Role of the Supervisor in the Disciplinary Process

1. To observe the conduct, performance and appearance of officers and detect those instances when commendations or disciplinary actions are warranted.
2. To investigate allegations of employee misconduct when within the scope of their responsibility and authority.
3. To recommend the most effective methods of discipline, taking into consideration the behavior and personality traits of the personnel under their supervision.
4. To implement the disciplinary action approved by the Chief of Police and/or City Administrator.

C. Supervisory Authority

Supervisors or Command officers who personally observe employee misconduct have the authority to exercise limited disciplinary action. Supervisors may counsel, issue verbal or written reprimands, issue emergency suspensions and offer recommendations for penalties, as follows:

other

1. The supervisor observing, or being advised of, the violation shall complete an Employee Misconduct Reporting Form and forward it through the chain of command to the employee's supervisor who will review it and forward it to the Chief of Police for action. With the exception of exigent circumstances, no action or investigation will be taken prior to the Chief of Police or his designee indicating the level of investigation to be conducted on the Employee Misconduct Reporting Form.
2. If the violation requires an internal investigation, the requirements established in General Order 620.1 will be met.
3. Each supervisor shall enter copies of each subordinate commendations and performance and discipline in Guardian Tracking. The employees are notified by Guardian Tracking when such entries are made. Originals of all paperwork pertaining to the employee will be forwarded to the City's Human Resource Director by the appropriate Division Commander for storage. The Human Resources Director has direct access to Guardian Tracking.

D. Administration of Discipline

The Police Department expects employees to meet its standards of performance and behavior and to comply with and carry out all standards of performance and behavior and to comply with and carry out all rules and directives. As is the case with all organizations and entities, instances arise when an employee must be reprimanded, suspended or discharged, with or without notice.

THE POLICE DEPARTMENT WILL ADMINISTER DISCIPLINE ACCORDING TO THE SITUATION AND THE DEPARTMENT'S NEEDS. IMPORTANTLY, THE POLICE DEPARTMENT DOES NOT GUARANTEE AND DOES NOT PROMISE THAT PROGRESSIVE DISCIPLINE WILL BE USED. ANY DISCIPLINARY ACTION THAT IS ADMINISTERED WILL BE AT THE SOLE DISCRETION OF THE POLICE DEPARTMENT.

E. Types of Discipline

1. Disciplinary action taken against an employee may include informal counseling; oral reprimand; written reprimand; suspension without pay; suspension with pay; probation; demotion; and/or dismissal.

THE POLICE DEPARTMENT DOES NOT GUARANTEE AND DOES NOT PROMISE THAT PROGRESSIVE DISCIPLINE WILL BE USED. EMPLOYEES SHOULD HAVE NO EXPECTATION THAT PROGRESSIVE DISCIPLINE WILL BE USED.

E. Sexual, Racial, Religious, Ethnic Harassment

It is the intent of the Greer Police Department to provide a work place which is free from sexual, racial, religious or ethnic harassment of any kind. In furtherance of this intent, all Department employees will strictly adhere to the City of Greer's Non-Discrimination/Anti-Harassment Policy and Anti-Sexual Harassment Policy as found in the City of Greer Employee Personnel Handbook.

F. Documentation

1. All oral and written reprimands will be documented on the Disciplinary Action Form found on the City network under HR Forms.
2. Supervisory personnel will consider only prior documented offenses when charging an employee with a second or subsequent offense.
3. Original disciplinary forms will be given to the appropriate Division Commander who will submit them to the City's Human Resource Director for storage. Supervisors will also post approved copies of Discipline Forms in the associated employee's Guardian Tracking file. All employee complaints resulting in investigations below that of an Internal Investigation are entered into and tracked by Guardian Tracking. The Human Resources Director has direct access to Guardian Tracking for review as needed.

Original Internal Investigations will be secured and maintained by the Professional Standards Captain. The result of any Internal Investigation is entered into the affected employee's Guardian Tracking file and documented as confidential. This will allow for Executive (Chief, Bureau Captain, Division Commander) level viewing only.

G. Dismissals:

1. If an investigation of employee misconduct results in dismissal, the following information will be provided to the employee via a letter prepared by HR:
 - a. A statement of reason(s) for dismissal;
 - b. The effective date of dismissal;
 - c. A statement of the status of fringe benefits and retirement after dismissal will be provide by the Human Resource Director of the City.

2. This section does not, under any circumstances, apply to probationary or part-time employees.

IV. APPEALS OF DISCIPLINARY ACTIONS

Employees desiring to appeal disciplinary actions shall follow the grievance process established in the City of Greer Employee Policies and Procedures Manual. The Chief of Police shall act as the coordinator of grievances for police employees and shall conduct an annual documented analysis of grievances for the purpose of improving Department efficiency.

The Grievance Procedure set forth in the City of Greer Policies and Procedures Manual explains what matters may be grieved, chain of command steps to take in the process, time and information requirements, the availability of employee representation, and grievance records maintenance.

The Support Services Bureau Captain will coordinate with the Human Resources Director to conduct an annual analysis of filed grievances as well as policies and practices.

V. COMMENDATIONS AND AWARDS

The Greer Police Department acknowledges that the recognition of positive performance is a proactive form of discipline. To assure this acknowledgement, the following awards and procedures are established. Commendations and awards can be initiated by any supervisor. Any employee may nominate another employee by notifying a supervisor of the circumstances warranting recognition.

A. Complimentary Letters

This award refers to correspondence received thanking, complimenting, expressing appreciation, or commending employees for performing tasks in a courteous, efficient or expedient manner. Whenever a complimentary letter or email is received by any employee it will be forwarded through the chain of command to the office of the Chief of Police for inclusion in the employee's personnel file and Guardian Tracking.

B. Letter of Appreciation

This method may be utilized by the Chief of Police, Command Staff members or any supervisor to express appreciation to an employee for any performance that does not qualify for a higher award but is deserving of recognition. This is essentially the same as the Complimentary Letter referred to in the previous paragraph except that it is generated in-house.

C. Memorandum of Recognition

A This correspondence is for one or more employees who have performed in an exemplary manner. An example is an employee, whose conduct required police work performed in a manner above and beyond the call of duty, i.e., closing several related crimes by conscientious work, being alert and apprehending a person involved in a serious crime. memorandum style, as opposed to letter style, will be used for this type of recognition from the Chief of Police.

D. Commendation

The commendation would be utilized to recognize those of bravery above and beyond the

call of duty, such as a lifesaving action, or an event which involves personal risk and a demonstration of judgment, zeal, or ingenuity not normally involved in the performance of duties. The commendation will be prepared on the appropriate form and will contain three paragraphs. A brief opening paragraph will concisely state what has been brought to the Chief's attention and by whom. That will be followed by a second paragraph which will be a synopsis of the event. The final paragraph will consist of the Chief's statement of the reason for the commendation.

E. Other Awards and Commendations

1. Officer/Supervisor/Employee of the Month

a. Selection criteria for Officer, Supervisor or Civilian of the Month

1. Continuous above expectations performance during the month. Nominator should describe the performance that is considered to be above expectation, or
2. Outstanding performance in the handling of a specific call/incident which reflects positively on the Department and the City of Greer. Nominator should explain fully the particular call/incident, or
3. Recommending a change in policy/procedures of the Department or City which improves the effectiveness or efficiency of the operation, or
4. Successful completion of a Problem Oriented Policing project, or
5. Performance beyond expectation in managing assigned resources/personnel that improves the efficiency/effectiveness of their team members and the Department.
6. Recipients will receive a certificate and other awards as designated by the Chief and have their picture posted prominently in the department for the duration of the month.

2. Officer/Rookie/Supervisor/Civilian of the Year

In order to be considered for Officer/Supervisor/Civilian of the Year, the recipient must meet the same criteria as outlined for the Monthly selection. However, the recipient of the Year award is not limited to recipients of the Month designation during that year. In order to be considered for Rookie of the Year, the officer must have completed his/her first year of employment during the year of the award.

The winners of these awards receive a plaque or trophy.

Officer/Rookie/Supervisor/Civilian of the year will be selected by the Command Staff and Chief of Police with input from Departmental personnel.

3. Police Chief Association Awards

Employees should be nominated by their supervisor for the large variety of awards available from the Police Chief's Association. The recipients will be selected by the Awards Committee and submitted to the Chief of Police for his approval. Final approval will be come from the South Carolina Police Chief's Association. Once awarded, officers will be entitled to wear the appropriate ribbon on the uniform signifying receipt of the award.

4. Guardian Tracking

The aforementioned methods of recognition should also be documented under the receiving employees file in Guardian Tracking.

F. Retirement

A Police Officer retiring with twenty or more years of honorable service with the Greer Police Department will be awarded their assigned service firearm. A badge and identification card stating their status as retired will also be provided.

G. All awards will be processed through the Administrative Lieutenant.