


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	DISCIPLINARY PROCESS	908.00
	SYSTEM STANDARDS	EFFECTIVE DATE
	26.1.2, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 52.1.8	May 1, 2015
	APPROVAL	REVISION DATE
		October 31, 2019
	Shaun Williams, Chief of Police	PAGES
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General Order Statement - The Tarrant County College (TCC) Police Department will utilize a disciplinary system that includes procedures for counseling employees when corrective measures are necessary, providing reward and recognition when appropriate and for taking punitive action when required.

Purpose - To establish a framework for the discipline of employees of the Tarrant County College Police Department. The provisions of this policy do not constitute a contract, expressed or implied, between any employee and the TCC Police Department. No provision of this policy and its procedures should be interpreted as providing additional rights, including rights contrary to the "employment at will" doctrine.

908.01 - DEFINITIONS

Chain of Command - for discipline, all persons within the direct line of supervision up to and including the Captain, over the position the employee occupied at the time the incident complained of occurred.

Internal Investigations - administrative investigations into allegations of employee misconduct conducted by Internal Affairs or assigned supervisory personnel after filing of a Personnel Complaint Form. Persons conducting internal investigations will be referred to in this directive as internal investigators, regardless of their area of assignment.

Misconduct - Violation of a criminal offense or violation of federal or state law, city ordinance, Tarrant County College District Policy, rules, regulations, or General Orders of the Police Department.

Employee's Performance File - is maintained by the employee's supervisor. This file will follow the employee for the duration of the evaluation period. The contents of this file may consist of: inspection forms, coaching notes, counseling notes, documentation of discipline, and letter(s) of commendation.

Permanent Personnel File - is maintained by the Human Resource Office. Employee evaluations, records relating to disciplinary action, and all other personnel records are deemed by the department to be confidential records and are not to be copied or otherwise disseminated without express authorization, or as required by law. Employees may review their own permanent personnel records upon request to the Chief of Police. Division Commanders and supervisors shall have access to portions of the personnel records of the employees under their supervision. No person shall make copies of, obtain, or use the personnel records of any other employee for their personal use or for any purpose other than in connection with their responsibilities.

908.02 - CONDUCT AND PERFORMANCE

- A. Each employee is expected to become familiar with the performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by the Board of Trustees of the Tarrant County College District. An employee who does not fulfill the responsibilities established by such performance criteria, rule, procedures, and standards of conduct may be subject to disciplinary action.
- B. Disciplinary action may be taken against any employee for unsatisfactory work performance and misconduct.
 - 1. **Work Performance.** Work performance is to be judged by a supervisor's evaluation of the quality and quantity of work performed by each employee. Failure of an employee to maintain satisfactory work performance standards, including meeting reasonable and objective measures of efficiency and productivity, can constitute grounds for disciplinary action, including termination.
 - 2. **Misconduct.** Violations of the Code of Conduct, Policies and Procedures of the Police Department, the Board of Regents Rules and Regulations, local laws, state laws, federal laws, provisions of the District Handbook of Operating Procedures, or the Department's rules and regulations may subject the offender to disciplinary action, including termination.

908.03 - RESPONSIBILITIES

- A. Each member of the Department is charged with the responsibility to conduct themselves in accordance with the law, District policies, and department General Orders.
- B. Each member of the Department is charged with the responsibility to report violations of policy to a department supervisor.
- C. All supervisors are fully empowered and are expected to intervene and act on problems of sub-standard performance and minor misconduct without requiring formalized investigative processing.

908.04 - POSITIVE RECOGNITION A 26.1.2

- A. In accordance with *General Order 301.00 Meritorious Awards*, the Department may recognize those employees who have exhibited positive behavior and exemplary conduct or distinguished themselves with outstanding, meritorious, or heroic actions.

908.05 - TRAINING AS A FUNCTION OF DISCIPLINE A 26.1.4 a.

- A. Training may be used independently or in conjunction with other disciplinary actions as a means of discipline.
- B. When training is used as a function of discipline, documentation of such training will be forwarded through the Chain of Command to the Chief of Police and made a part of the employee's permanent personnel file. A copy of the documentation will be maintained in the employee's performance file for the duration of the evaluation period.

908.06 - COUNSELING AS A FUNCTION OF DISCIPLINE A 26.1.4 b.

- A. Counseling may be used by a supervisor as follows:
 - 1. To determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance; and
 - 2. To review and discuss employee misconduct, and to discuss the substance and importance of conduct with the employee.

- B. The Employee Discussion Record (Appendix C), if utilized, will be forwarded through the Chain of Command to the Chief of Police and made a part of the employee's permanent personnel file. A copy of the Record will be maintained in the employee's performance file for the duration of the evaluation period.

908.07 - DISCIPLINARY ACTION

- A. Disciplinary action taken will depend on the degree of severity of the offense, action or inaction, the record of the employee, and the seriousness of the consequences of the action or violation. Oral reprimands are considered to be corrective action, not disciplinary action.
- B. Disciplinary actions imposed against an employee for misconduct or unsatisfactory work performance includes, but is not limited to: **A 26.1.4 c.**
 - 1. **Written Reprimand.** A written reprimand is a formal written memorandum setting forth the infraction or performance issue and indicating that the reprimand has been approved by the Chief of Police. The employee shall be given the original and a copy shall be placed in his or her personnel file.
 - 2. **Disciplinary Probation.** Disciplinary probation is a review period with terms and conditions.
 - a. The length of disciplinary probation shall not exceed six (6) months. During the probationary period, progress reports will be prepared every thirty (30) days by the employee's immediate supervisor and forwarded to the Chief of Police or designee. Each progress report will be discussed with the employee.
 - b. At the time an employee is notified that he or she is being placed on disciplinary probation, he or she will also be advised of the terms and conditions of the probation.
 - c. If at any time during the probationary period it is apparent that the employee is not making a conscientious effort to correct the causes for being on probation, the employee's immediate supervisor shall make recommendations to the Chief of Police, or designee, for additional discipline, including termination.
 - 3. **Suspension without Pay.** Suspension without pay is time off without pay for not less than one week for employees in an exempt status and not to exceed thirty (30) days for any other employee. An employee who is suspended without pay continues to accrue vacation and sick leave, to be covered by group insurance and to be entitled to other employee benefit programs.
 - 4. **Demotion.** Demotion is a reduction from one salary group to a lower salary group. An employee who is demoted continues to accrue vacation and sick leave, to be covered by group insurance and to be entitled to other employee benefit programs.
 - 5. **Termination from Employment.** The employee is removed from the payroll.
- C. When appropriate, restitution for loss or damage to Department/District property may be ordered in addition to discipline. Failure to pay or authorize payroll deductions to accomplish ordered restitution may result in further disciplinary sanctions.

908.08 – INTERNAL AFFAIRS INVESTIGATION REVIEW A 26.1.5

- A. When an allegation of misconduct is sustained through an internal investigation, a review of the findings will be conducted by the Assistant Chief of Police:
 - 1. The Assistant Chief of Police will review and provide discipline recommendations. Before proposing termination, demotion or suspension without pay, the Assistant Chief of Police will consult with a minimum of four District Police Captains who will review the internal investigation. The Captains will then give their written recommendation, based on the Disciplinary Matrix, to assure consistent discipline for all police personnel. A non-disclosure/confidentiality agreement will be signed by each Captain prior to reviewing the internal investigation.
 - 2. The Chief of Police shall be forwarded the investigation and recommendations, in their entirety, and may concur or not concur with the recommended disciplinary action. The Chief of Police shall determine the final disciplinary action to be imposed.

908.09 - PROCEDURES FOR IMPOSING AND APPEALING CERTAIN DISCIPLINE

- A. **Scope.** The following procedure is applicable to misconduct and unsatisfactory work performance of an employee that results in a decision to impose a disciplinary penalty of suspension without pay, demotion, or termination from employment.
 - 1. This procedure does not apply to:
 - a. suspension with pay pending investigation of allegations relating to an employee;
 - b. non-disciplinary demotion or termination resulting from reorganization or financial exigency;
 - c. dismissal of employee during their initial 180 day period of employment;
 - d. disciplinary action resulting in an oral reprimand or disciplinary probation; or
 - e. decisions or actions that are reviewable pursuant to procedures provided by other approved policies or procedures of the Tarrant County College District or TCC Police Department.
- B. **Imposing Discipline.** A 26.1.4 c.
 - 1. **Pre-discipline Notification to Employee.** The Chief of Police, or designee, shall inform the employee in writing of the reasons for the proposed disciplinary action and the facts upon which he or she relies. The employee shall be provided an opportunity to respond to the charges in writing and to persuade the Chief of Police, or designee, that the grounds for the disciplinary action are mistaken or incorrect before a final decision is made to implement the disciplinary action.
 - 2. **Decision of Chief of Police.** If the Chief of Police, or designee, is not persuaded by the employee's response that the decision to take disciplinary action is incorrect or mistaken, the Chief of Police, or designee, will impose the discipline and inform the employee in writing of the following:
 - a. Whether the disciplinary action is a suspension without pay, demotion, or termination and its effective date;
 - b. If suspension without pay, a specific period;
 - c. The specific incident, misconduct, course of conduct, unsatisfactory work performance or other basis for the disciplinary action;
 - d. Previous efforts, if any, to make the employee aware of the need to change or improve work performance or conduct; and
 - e. Reference to any relevant rule, regulation or policy.

3. **Termination.** Upon the decision to terminate an employee and prior to the effective date of the dismissal, the Chief of Police shall send to the terminated employee by certified mail, receipt requested, a letter, which states the following:

- a. A statement citing the reason(s) for termination; **A 26.1.7 a.**
- b. The effective date of termination; **A 26.1.7 b.**
- c. The status of fringe and retirement benefits after termination; and **A 26.1.7 c.**
- d. A statement as to the content of the employee's employment record relating to the dismissal.

4. **Appealing Disciplinary Actions.** Disciplinary actions resulting in suspension without pay, demotion, and termination, may be appealed by the affected employee pursuant to the process set forth below. The time limits set forth must be adhered to by both the employee and the Chief Operating Officer unless extended by the Chief Operating Officer for good reason. The failure of an employee to comply with the time limits shall constitute a withdrawal of the appeal. **A 26.1.6**

a. **Written Appeal to Chief Operating Officer.**

- (1) The affected employee may present a written appeal to the Chancellor's Cabinet member responsible for the Tarrant County College Police Department, hereinafter referred as Chief Operating Officer, within ten (10) calendar days from the date of notification of the applied disciplinary action. The written appeal shall contain:
 - (a) A complete statement of the circumstances related to the alleged misconduct and/or unsatisfactory work performance, including time(s) and date(s) of relevant facts;
 - (b) The discipline applied;
 - (c) A clear and concise statement of why the disciplinary action was inappropriate; and
 - (d) The correction requested.
- (2) The employee shall deliver a copy of the appeal and all attachments to the Chief of Police or designee.
- (3) All information supporting the affected employee's position should be included as the appeal will be considered complete after the ten (10) calendar day period and no further changes or additions will be allowed

b. **Response of Chief Operating Officer.**

- (1) **Suspension without Pay or Demotion.** If the disciplinary action taken was suspension without pay or demotion, the Chief Operating Officer, or designee, will review the written appeal.
 - (a) The Chief of Police, or designee, within five (5) calendar days of receipt of the employee's appeal, shall tender to the Chief Operating Officer, or designee, the affected employee's personnel file, to include documentation pertaining to the suspension without pay or demotion of the employee. The Chief of Police or designee may also submit to the Chief Operating Officer, or designee, a written response to the employee's appeal. A copy of the

written response of the Chief of Police, or designee, shall be provided to the affected employee.

- (b) Within ten (10) calendar days after receiving information from the Chief of Police, the Chief Operating Officer, or designee, will render a decision. The written decision will be mailed by regular mail and/or hand-delivered to the affected employee's last known home address. Each employee is responsible for keeping their Chief of Police notified of his or her current mailing address.
 - (c) The decision of the Chief Operating Officer, or designee, is final.
 - (d) If the appeal of the suspension without pay or demotion is successful, the affected employee shall receive payment for wages lost as a result of the suspension without pay or demotion.
- (2) Termination from Employment. If the disciplinary action taken was termination from employment, the Chief Operating Officer shall, at his or her discretion, hear the appeal in person or appoint an Appeal Review Board (hereinafter called Board) to hear the appeal.

c. Hearing Procedures for Employees Terminated from Employment.

- (1) The hearing should be conducted as soon as practical, but not later than (30) calendar days from the date the appeal is received by the Chief Operating Officer or from the date the Board is appointed.
- (2) The Chief Operating Officer or Chairperson of the Board shall preside at the hearing and ensure the order of presentation as well as decide on questions of relevancy. The Chief Operating Officer or Chairperson of the Board shall have the discretion to determine the length of the hearing and the form and scope of examination allowed during the hearing. Upon request, the Chief Operating Officer or Board may consult with and be advised by counsel from the Office of General Counsel of The Tarrant County College District.
- (3) The affected employee may be represented at the hearing by an attorney or other individual representative of an employee organization that does not claim the right to strike. If the employee is represented by an attorney or a representative of an employee organization that does not claim the right to strike, the institution will be represented by an attorney from the Office of General Counsel of the Tarrant County College District. The affected employee must give written notice of representation to the Chief of Police, or designee, at least fourteen (14) calendar days prior to the hearing.
- (4) In all appeal hearings, the institution shall make a tape recording of the hearing and make a copy of the tape available to the employee on request. The tape recording shall be the official record of the hearing.
- (5) The institution shall demonstrate by the greater weight of the credible evidence that the disciplinary action should be sustained.

- (6) The hearing shall consist of testimony by witnesses called by the institution and the affected employee; with both parties having the right to cross examine witnesses. Relevant exhibits may be introduced by either party or the Chief Operating Officer or Board shall take notice of the employee's personnel record.
- (7) Neither the institution nor the affected employee has the authority to compel the attendance of a witness at the hearing. Any employee can be asked to appear as a witness for either party. It shall be the duty of an employee requested to testify to do so concerning any facts which may be relevant to the appeal. It is the responsibility of each party to assure attendance by its witnesses.

d. **Post Hearing Rules and Procedures.**

- (1) If the appeal was heard by the Board, the Board shall prepare and forward written recommendation(s) to the Chief Operating Officer within five (5) calendar days from the close of the hearing. The Board shall also include a copy of the record (tape recording and exhibits). After reviewing the Board's recommendation(s), the Chief Operating Officer shall mail his or her decision to the affected employee within twenty (20) calendar days from the receipt of the recommendation(s) from the Board.
- (2) If the Chief Operating Officer heard the appeal, he or she shall mail his or her decision to the affected employee within twenty (20) calendar days from the close of the hearing.
- (3) The decision of the Chief Operating Officer is final.
- (4) If an appeal of termination is successful, the affected employee shall be reinstated to the same or similar position and receive payment of back wages less any unemployment compensation insurance benefits received by the employee after the date of termination. Employee benefits such as vacation and sick leave shall be credited back to the date of termination.

908.10 - RELIEF FROM DUTY

- A. A supervisor, manager, or commander, including the Chief of Police, may relieve an employee from duty for up to three working days for misconduct when the allegation is such that the employee's continuing to work would tend to bring the department into disrepute, reflect discredit on or tend to impair department operations. The supervisor, manager, or commander may recommend continued relief from duty pending an internal investigation conducted as specified in *General Order 904.00* (Grievance Procedure). Relief from duty under this provision will be by administrative leave with pay. The employee will be notified through the use of a personnel order and given reporting instructions while on administrative leave. **A 26.1.5 and 52.1.8**

908.11 - RECORDS OF DISCIPLINARY ACTIONS

- A. Coaching and Counseling documentation (i.e. Employee Discussion Records) shall be maintained in the Employee's Performance File to be referenced in the next Annual Performance Evaluation.
- B. Original disciplinary records of employees shall be forwarded to the Chief of Police for inclusion in the employee's permanent personnel file. Disciplinary records shall be maintained indefinitely. All permanent personnel files shall be secured in an area designated by the Chief of Police. **A 26.1.8**

908.12 - THE DISCIPLINARY MATRIX

- A. The Disciplinary Matrix (Appendix B) is utilized to assist in the consistent application of discipline. Violations are classified into broad categories of infractions based on progressive degrees of severity. Category "A" articulates the lowest level violation. Repetition of similar violations or first offenses of more serious violations will lead to progressively higher penalty ranges of B, C, D, E, or F.
 - 1. **Mitigating and Aggravating Factors.** Recommendations for disciplinary action may include consideration of mitigating and/or aggravating factors. Consideration of these factors may raise or lower the original category to any level deemed necessary. Mitigating and Aggravating factors are as follows:
 - a. Type and extent of injury, if any;
 - b. Amount of damage, if any;
 - c. Employee motive
 - d. Degree of culpability
 - e. Truthfulness
 - f. Disciplinary history
 - g. Severity of infraction
 - h. Acknowledgement of error/mistake by employee
 - i. Other pertinent factors

APPENDIX A

DISCIPLINE MATRIX CATEGORIES

CATEGORY	DESCRIPTION	DISCIPLINE OPTIONS
A	<ul style="list-style-type: none"> Minor rules violation First (1st) and second (2nd) occurrence is <u>not</u> treated as a disciplinary action Same or similar sustained violations within twelve (12) consecutive months enhances the third (3rd) violation to Category B A combination of any three (3) sustained Category A violations within twelve (12) consecutive months enhances the third (3rd) violation to Category B 	<ul style="list-style-type: none"> Training and Education Verbal counseling Written Counseling Other non-disciplinary action Involuntary restitution
B	<ul style="list-style-type: none"> First occurrence of a Category B violation Enhanced violation from Category A Repeat same or similar sustained violations from Category A Same or similar sustained violations within twenty-four (24) consecutive months enhances the next violation to Category C Combination of any three (3) sustained Category B violations within twenty-four (24) consecutive months enhances the third (3rd) violation to Category C 	<ul style="list-style-type: none"> Written Reprimand One day suspension without pay Involuntary Restitution
C	<ul style="list-style-type: none"> First occurrence Category C violation Enhanced violation from Category B Repeated violation from Category B Same or similar sustained violations within thirty-six (36) consecutive months enhances the next violation to Category D Combination of any three (3) sustained Category C violations within thirty-six (36) consecutive months enhances the third (3rd) violation to Category D 	<ul style="list-style-type: none"> Written Reprimand Two (2) to Four (4) day suspension without pay Involuntary restitution
D	<ul style="list-style-type: none"> First occurrence of Category D violation Enhanced violation from Category C Repeated same or similar sustained violations from Category C Same or similar sustained violations within forty-eight (48) consecutive months enhances next violation to Category E Combination of any two (2) sustained Category D violations within thirty-six (36) months enhances the second (2nd) violation to Category E 	<ul style="list-style-type: none"> Written Reprimand Five (5) to Fifteen (15) day suspension without pay Involuntary Restitution
E	<ul style="list-style-type: none"> First occurrence of a Category E violation Enhanced violation from Category D Repeated same or similar sustained violations from Category D 	<ul style="list-style-type: none"> Written reprimand Over fifteen (15) days suspension without pay Demotion Dismissal
F	<ul style="list-style-type: none"> First offense of a Category F violation 	<ul style="list-style-type: none"> Dismissal

APPENDIX B

DISCIPLINARY MATRIX

GENERAL CONDUCT						
	Category					
	A	B	C	D	E	F
Violations concerning general misconduct	X	X	X	X		
Violations relating to inappropriate comments and gestures	X					
Violations relating to rude or discourteous conduct, coarse, profane or insolent language (direct words towards persons)		X				
Violations relating to rude or discourteous conduct, coarse, profane or insolent language (not directed towards any person)	X					
Violations relating to rude or inappropriate comments, gestures, discourtesies or conduct relating to a person's race, religion, ethnicity, national origin, disability, or gender				X	X	X
Violations relating to harassment of non-department member citizens					X	X
Violations relating to conduct of a sexual nature while on duty					X	X
MISREPRESENTING FACTS						
All intentional misrepresentation of facts and any manner of false reports or statements						X
DOMESTIC VIOLENCE						
Violations concerning domestic related misconduct (not assault related)	X	X	X			
Violations concerning domestic violence / assault					X	X
CONTROLLED / DANGEROUS SUBSTANCE, ALCOHOL, and TOBACCO						
Violations concerning illegal drug use						X
Violations concerning non-illegal drug abuse					X	X
Violations relating to intoxication on duty					X	
Violations relating to drinking on duty			X	X		
Violations relating to reporting to work impaired		X				
Violations relating to the Departmental tobacco use policy	X	X				
Violations relating to failure to report for urinalysis/blood test						X
HARASSMENT AND DISCRIMINATION						
Violations relating to racial harassment / discrimination					X	X
Violations relating to religious, ethnic harassment / discrimination					X	X
Violations relating to sexual orientation harassment / discrimination					X	X

HARASSMENT AND DISCRIMINATION

Category

A B C D E F

Violations relating to pregnancy harassment / discrimination					X	X
Violations relating to gender harassment / discrimination					X	X
Violations relating to disability harassment / discrimination					X	X
Violations relating to age harassment / discrimination					X	X
Violations relating to other harassment / discrimination					X	X
Retaliation against person(s) alleging harassment / discrimination					X	X
Failure to cooperate with harassment / discrimination investigation					X	X
Failure to cooperate with EEOC investigations					X	X
Failure to report acts of discrimination / harassment					X	X

EXCESSIVE FORCE AND BRUTALITY

Force which is outside of policy, but not brutal or excessive		X	X	X		
Excessive force – force that is excessive in scope, duration or severity in light of the circumstances					X	X
Failure to report use of force incident as described in policy		X	X			
Failure to report incidents of the brutal use of force					X	X

CRIMINAL CONDUCT

Violations relating to criminal conduct			X	X	X	X
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NEGLECT OF DUTY

Violations concerning general neglects of duty	X	X	X	X		
Violations concerning inadequate performance of duty	X	X				
Violations concerning failure to perform duty	X	X	X			
Violations concerning failure to submit appropriate reports or information as required	X	X				
Violations concerning failure to report knowledge of matters of misconduct (Not category "A" violation)		X	X	X	X	

UNIFORMS AND EQUIPMENT

Violations concerning loss or damage of equipment not including service weapons, radios, badges, automobiles, keys, magnetic access cards or ID	X	X				
Violations concerning loss or damage of service weapons, radio, badges, automobiles, magnetic access cards or ID		X				

UNIFORMS AND EQUIPMENT

Category

A B C D E F

Violations concerning the loss or damage of service weapons			X			
Violations concerning the loss of TCCD Primus Key	X	X	X			
Violations concerning allowing unauthorized persons to use Department equipment		X	X			
Violations concerning improper attire / appearance	X					

FIREARMS

Violations concerning negligent handling of a weapon resulting in discharge (injury)					X	
Violations concerning negligent handling of a weapon resulting in discharge (no injury)		X	X			
Violations relating to the negligent handling of a weapon not resulting in discharge		X				
Violations concerning carrying unauthorized weapon on duty		X				
Violations concerning unauthorized ammunition on duty		X				
Violations concerning failure to secure weapon		X	X			
Violations concerning failure to report discharge of weapon			X	X	X	
Violations concerning failure to maintain weapons as operational		X				

PRISONERS AND SEARCHES

Inappropriate behavior during prisoner searches					X	X
Violations relating to improper searches (functionally inadequate).		X				
Violations relating to improper transportation of prisoner	X					
Violations relating to inappropriate handling of prisoner property		X				
Violations relating to improper restraint of prisoners	X	X				
Violations relating to inadequate guarding of prisoner violations		X				
Violations related to medical / mental treatment violations (Failure to provide for the medical / mental treatment of prisoners)	X	X				

PROPERTY AND EVIDENCE

Violations related to the initial recovery of evidence at a scene	X					
Violations related to the receipt of evidence	X					
Violations related to the processing / testing of evidence	X					
Violations related to improper destruction, storage or release of evidence	X	X				

PROPERTY AND EVIDENCE

Category

A B C D E F

Violations relating to the receipt of found property	X					
Violations related to the initial recovery of found property	X					
Violations related to the storage / release of found property	X	X				
Violations related to intentionally tampering with evidence						X

MISCELLANEOUS

Violations relating to criminal history dissemination				X	X	X
Violations relating to TLETS, NCIC, TCIC history dissemination				X	X	X
Violations relating to improper dissemination of confidential departmental information			X	X	X	X
Violations related to being off post or leaving assignment without permission	X					
All other miscellaneous violations	X					
Violations relating to failure to obey direct order (oral or written)		X	X	X	X	X
Violations relating to insubordination		X	X	X	X	X
Violations relating to obstructing or hindering a criminal investigation					X	X
Violations relating to obstructing or hindering administrative investigation					X	X
Violations relating to failure to appear in court (*First offense "A", Second offense within 12 months "B"; Subsequent offense follow normal matrix progression)	X*					
Violations relating to absence without permission or leave		X	X			
Violations relating to lateness for duty	X					
Violations relating to sleeping on duty	X	X				

DEPARTMENT VEHICLE VIOLATIONS

Allegations relating to parking offenses	X					
Violations relating to seat belt offenses	X					
Reckless use of or handling of Departmental Vehicles.		X	X	X		
Allegations relating to preventable fleet crashes	X	X				
Violations relating to reckless handling of any vehicle while on department time.		X	X	X		

SECONDARY EMPLOYMENT VIOLATIONS

Violations relating to no approved off duty employment form on file		X				
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SECONDARY EMPLOYMENT VIOLATIONS

Category

A B C D E F

Violations relating to restriction violations (hours/week)		X				
Violations relating to working on Sick Leave or Worker's Comp			X	X		
Violations relating to using unauthorized departmental equipment while working secondary employment		X	X			

COMPUTER USE VIOLATIONS

Violations relating to inappropriate or unlawful material.				X	X	X
Violations relating to the use of games and entertainment software.	X	X	X			
Violations relating to the illegal copying of software.				X	X	X
Violations relating to access of non-department computer resources without prior authorization.					X	X
Violations relating to access of other employee's files without prior authorization.				X	X	

APPENDIX C



The Tarrant County College District
Police Department



Employee Discussion Record

EMPLOYEE NAME: _____

DATE: _____

SUPERVISOR NAME: _____

Specific Details of the issue, including date, time and place:

Prior discussion or corrective action on this subject, including date, time and place:

Department policy or rule on this subject:

Summary of corrective action to be taken, including dates for improvement and plans for follow up:

Consequence of failure to improve performance or correct behavior:

Intended Improvement – Employee's Comments:

Employee's Signature Date

Supervisor's Signature Date