

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 26 DISCIPLINARY PROCEDURES CALEA Standard(s):	General Orders
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26.1 Code of Conduct

All employees of the Department will comply with the code of conduct set forth in this General Order.

26.1.1 General Standards of Expected Conduct

Employees shall not engage in any conduct, whether on or off duty, which is unbecoming or detrimental to their duties, position, or the Department. All employees shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon the Department or themselves. Employees shall treat each other and all persons with whom they have contact with respect and courtesy.

26.1.2 Expected Conduct Toward the Public

A. All persons are entitled to courteous and respectful consideration and must be given every assistance that may be proper under the rules of this Department. Employees shall not mistreat or abuse, whether physically or verbally, any person.

B. Employees shall politely provide their name and badge number, and display their department issued identification card with their photograph on it, to any person who requests it. This mandate to present department identifiers does not pertain to personnel who are actively working in an undercover capacity.

26.1.3 Security and Confidentiality of Department Business

A. Employees shall consider the operations, official business and records or files, of the Department to be confidential. Such information shall be released only in accordance with Department procedure and then only by persons authorized to make such releases.

B. Employees shall not steal, alter, destroy, forge, remove, copy or tamper with any kind of police record, report, recording, photograph, evidence, citation, or document, including any electronic version, except that employees may destroy or copy police records with proper approval. Employees shall not submit any type of fraudulent report for any purpose.

C. Employees are prohibited from retaining personal copies of official police reports and shall incorporate all notes and working files into the official record (pursuant to department policy and Arizona Rules of Criminal Procedure, Rule 15, see below) maintained in the Records and Evidence Units. Employees are prohibited from retaining copies of voice recordings, video recordings, photographs, and other similar material, whether obtained on Department or personal equipment, related to official police investigations. All such items shall be submitted to Property and Evidence according to standard Department protocols.

- Arizona Rules of Criminal Procedure, Rule 15, allows handwritten notes to be destroyed if they are substantially incorporated into a document or report within 20 working days or otherwise preserved as specified by the Rule. Otherwise, handwritten notes must be maintained for discovery purposes.

D. Excluding those departmental telephone lines which are automatically taped and recordings which occur as a part of an official criminal or administrative investigation, employees of the Department are prohibited from recording their conversations with another employee (either with their knowledge or surreptitiously).

26.1.4 Lawful and proper conduct

A. All employees shall observe and obey all laws, City policies, Department General Orders, Department procedures and policies, as well as any procedures and policies established by their supervisors.

B. Employees shall immediately notify their supervisor when they:

1. receive a moving vehicle citation
2. are involved as a witness, victim, or suspect in any situation under investigation by any law enforcement agency
3. engage in any conduct which, if prosecuted, would be prosecutable as a petty offense, misdemeanor or felony under local, state or federal law
4. are arrested or convicted for any violation of local, state or federal law that is punishable, upon conviction, as a petty offense, misdemeanor, or felony

5. receive notice of any temporary or permanent suspension, restriction or revocation of their driver license
6. are served with any court order or serve another person/party with a court order, including orders of protection and injunctions against harassment
7. observe or become aware of any neglect of duty or misconduct, either on or off duty, on the part of any other employee
8. are the subject of a lawsuit for any act performed while engaged in police activity, either on or off duty. This information will be reported in writing and routed through the chain of command to the Police Chief.
9. have a medical condition that might inhibit job performance. Disclosure of the specific medical condition to the supervisor is not required (it may ultimately be required to be disclosed to City Human Resources or the City's Physician).
10. participate in or become aware of any incident in which employees allegedly performed in a manner that created or creates an increased likelihood of death or serious injury to persons or significant loss of property, or which may result in heightened community interest. Supervisors should immediately notify the Chief through the chain of command.

26.1.5 Insubordination Prohibited

No employee shall be insubordinate to any superior officer or employee.

26.1.6 Failure to Follow an Order

No employee shall refuse to take any directed action or fail to follow any order or direction given by a superior officer, unless the action, order or direction is unlawful, unethical or represents unjustified or reckless disregard for life or safety.

26.1.7 Cowardice Prohibited

Officers shall not shirk their duty in the face of danger.

26.1.8 Cruel, Unlawful or Improper Treatment Prohibited

Employees shall not treat any person or animal cruelly, use excessive physical force, fail to observe the Constitutional rights of any person, or neglect to take any necessary humane actions when circumstances require.

26.1.9 Gifts, Gratuities, Fees, Rewards, Loans, Etc. Prohibited

Except as may be specifically authorized by the Police Chief, employees shall not:

1. accept or solicit, directly or indirectly, any gift, gratuity, loan, service, fee, off-duty work or secondary work or discount (including discounted or free rent) where there is a direct or indirect connection with their Department employment;
2. accept any reward for services rendered in the line of duty to the community, or to any person or agency;
3. accept free or discounted meals, other than those offered to the general public, from any commercial establishment;
4. engage in any business transaction with a person in police custody;
5. engage in bribery or extortion.

26.1.10 Endorsements

Except as specifically authorized by the Police Chief, employees shall not knowingly permit their names or photographs to be used to endorse any product or service as representative of the Department, nor permit the use or use the Department uniform, vehicle, logo, badge or other identifiable equipment in any unauthorized manner or for any private purpose.

26.1.11 Untruthfulness

A. No employee shall knowingly make an untrue statement about a fact, either orally or in writing, in connection with any investigation, assignment or inquiry. No employee shall knowingly sign any false official statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, judicial or administrative hearing, or department hearing, whether or not under oath.

B. Employees are required to report completely, honestly, and accurately all facts and information pertaining to any investigation, whether criminal or administrative, or any other matter of concern to the Department.

C. This rule does not apply to an officer's questioning or interrogation of a person involved in a criminal investigation, or where the officer is engaged in an approved undercover role, where such misrepresentation is consistent with the law and accepted professional practice.

26.1.12 Required Knowledge

A. All officers shall have a working knowledge of all Constitutional, criminal, and motor vehicle laws, and ordinances in force in the City, as well as City policies, Department General Orders, and policies and procedures of their respective work units, as may be appropriate to their assignment or classification.

B. Non-sworn employees shall have a working knowledge of all laws, City policies, Department General Orders, and policies and procedures of their respective work units as may be appropriate to their assignment or classification.

C. All employees are responsible for seeking and obtaining any additional information or clarification necessary in order to comply with laws, ordinances, City policies, Department General Orders, Department policies and procedures or any other subject area with which they must be familiar.

26.1.13 General Responsibilities and Requirements

A. All employees shall satisfactorily perform their assigned duties as required or as directed by law, the Constitutions of the United States and the State of Arizona, City ordinances, Department General Orders, Department policies and procedures, City policies, or the proper order of a superior officer.

B. The administrative delegation of the enforcement of specialized laws and ordinances to particular units of the Department does not relieve employees of other units from the responsibility for taking prompt, effective police action to enforce those laws when the occasion arises.

C. All employees shall assist other employees when asked and when appropriate to do so. Such assistance shall include the utilization of any special skills or talents that an employee may have. Any question as to whether the assistance is appropriate may be referred to a supervisor.

26.1.14 Reporting Violations Required

Employees having knowledge of other employees violating laws, Constitutional rights, ordinances, City policies, Department General Orders, policies or procedures, or disobeying orders, whether on or off duty, shall promptly report such violation to their supervisor.

26.1.15 Actions Taken Under Color of Authority

Any action taken by an employee of the Department under color of authority (while acting as a police officer or public employee) subjects the employee to all applicable provisions of Department General Orders and City policies.

26.1.16 Consorting Prohibited

Employees shall avoid personal associations with persons who have an open and notorious reputation in the community for criminal behavior or known convicted felons (immediate family ties excluded), except in the discharge of their official duties or with the permission of the Police Chief.

26.1.17 Maintenance of Minimum Standards Required

A. Employees are expected to meet, maintain, and demonstrate all minimum Department standards and performance expectations at all times. Employees shall maintain all necessary certifications, maintain the physical fitness necessary to perform the essential functions of their position, and meet any requirements of their position classification at all times. Employees shall attend all training sessions as required or at the direction of their supervisors.

B. Sworn employees shall meet all AZPOST standards necessary to retain certified peace officer status. Revocation of peace officer certification shall be grounds for immediate dismissal of any sworn employee. Suspension of a sworn employee's peace officer certification by AZPOST shall subject the employee to disciplinary action up to and including termination.

26.1.18 Strikes or Labor Stoppages Prohibited

Employees shall neither engage in nor conduct a work stoppage or strike. The term "strike" means the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstention in whole or in part from the full, 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.

26.1.19 Prohibited Uses of Property

A. Employees shall not damage, abuse or lose any Department property entrusted to them. Because of the risk to the community in their loss or theft, items such as firearms, identification cards, keys, access cards, badges, and radios require a greater degree of care.

B. City owned property, evidence, abandoned and found property, property maintained for safekeeping, and any other property received by an employee shall not be used, utilized, converted, copied, distributed, etc., for personal use by any employee or by any other person with an employee's knowledge or assistance, except as provided in these General Orders. Any property coming into the possession of an employee shall be handled in accordance with established procedures.

26.1.20 Chain of command

Employees shall utilize the chain of command in all official actions as appropriate.

26.1.21 On-duty requirements

A. Employees will have assigned duty hours and will be considered off duty at all other times. Employees shall be punctual in reporting for duty at the time and place designated by their supervisors. Employees may not be absent from any duty assignment without permission or authorized leave. Employees who expect to report for duty late must notify an on-duty supervisor at least four hours prior to normal starting time when possible, but in no case, less than one-half hour prior to your normal reporting time for duty. All employees are to remain at their assignment and on duty until the end of their assigned shift. If the performance of assigned duties requires that an officer continue working beyond the completion of the shift, a supervisor shall be contacted for approval. Officers shall not consider themselves relieved of duty, even if their shift has concluded, until properly relieved by another employee or dismissed by proper authority.

B. Employees will not conduct any non-police related outside employment business on City time, using City equipment or facilities, unless approved by a supervisor.

C. Employees will carry their identification card while on duty. No employee shall drive a motor vehicle on duty unless in possession of a valid driver license for the class of vehicle driven.

D. All employees shall wear the appropriate identification card while in police facilities.

26.1.22 Prohibited On-Duty Conduct

Employees are prohibited from engaging in any unauthorized activity, action, or conduct that detracts from their obligations and responsibilities while on duty.

26.1.23 Completion of Assignments

Employees are expected to thoroughly and professionally complete any and all assignments, duties, or tasks for which they are responsible.

26.1.24 Alcohol, Intoxicants, or Drugs

A. No employee shall:

1. report to duty with the odor of alcohol on their breath.

2. report to duty impaired by or under the influence of intoxicants or drugs.
3. report to duty unfit for duty due the use of alcoholic beverages or drugs.
4. consume or purchase any alcoholic beverages (or beverages which approximate the smell or appearance of alcoholic beverages) during breaks or meal periods, or while on duty or in uniform, except when necessary in the performance of their duty and then only with the approval of their supervisor.
5. possess any intoxicants or controlled substances on Department premises except when necessary in the performance of a police task. Such materials brought into Department premises in the furtherance of a police task shall be properly identified and stored.
6. consume alcoholic beverages off duty to the extent that it may bring discredit to the Department.
7. use any controlled substance not prescribed to them.
8. report to duty impaired by the use of medications, whether prescribed to the employee or not.

B. Employees who are prescribed controlled substances or who use medications, including over the counter drugs, which may affect their ability to perform their duties shall adhere to the policies and requirements set forth in G.O. 26.2 regarding such use.

An employee who refuses to be examined for controlled substances or alcohol will be treated as having tested positive and should be disciplined.

26.1.25 Use of Tobacco Products

Smoking and the use of other tobacco products is prohibited while performing any police function or when in violation of other Department, City or State laws and policies. Those employees who choose to smoke or use other tobacco products while on-duty and not performing a police function are responsible for the safe and sanitary disposal of these items (chewing tobacco should be placed into a separate sealed receptacle prior to being disposed of in a trash can). Smoking is not permitted in any City vehicle.

26.1.26 Investigations

Employees shall not withhold any information about criminal activity. Employees shall not undertake self-assigned investigations, whether on or off duty, that are

outside the scope of the agency's jurisdiction, do not involve criminal activity, involve the conduct of another employee or involve a matter which is for the officer's personal gain, without the prior notification of and approval by a supervisor.

26.1.27 Gambling

No form of gambling shall be permitted on Department property or while on duty, except in the performance of police duties and then only with the approval of the employee's chain of command.

26.1.28 Offensive Conduct, Materials, and Statements

Employees on duty or on City property shall not possess, reproduce, circulate, or post any material that may be considered offensive based upon existing laws or community standards, except as required for a police purpose. Employees shall not tell jokes, make verbal statements, or engage in any other conduct that may be considered offensive based upon existing laws or community standards.

26.1.29 Call Out

During off-duty time, employees of the Department shall be subject to call out duty as needed. Employees shall not be contacted off duty except when, in the considered judgment of the person initiating the call, the mission of the Department requires it.

26.1.30 Emergency Stand-by

Employees shall be subject to emergency stand-by as deemed necessary by the Police Chief.

26.1.31 Standards for Police Action While Off Duty

Off-duty officers shall act in an official capacity if they observe an incident requiring police action when time is of the essence, or if such action will safeguard life or property, or prevent the escape of a felon or violent criminal. If off-duty officers observe, or have their attention called to, an incident requiring police action not meeting this standard, they shall report the incident to the appropriate law enforcement agency as soon as practical.

Officers may carry a firearm off-duty, but they will exercise discretion as to when and where it is worn.

26.1.32 Involvement in Neighborhood Disputes Prohibited

Officers shall not intentionally become involved in quarrels or disputes involving their neighbors, friends, associates, or relatives. Officers shall not make an arrest or take other official actions in personal matters or those of their family or neighbors unless such action is warranted by the immediate threat of serious bodily harm or significant property damage. A supervisor shall be notified as soon as possible.

26.1.33 Nepotism

A. Supervisors will not be permitted to oversee, within their direct chain of command, a relative, or participate in or influence others in any manner regarding departmental decisions, including hiring, promotion(s), discipline, and merit increase(s) of a relative. This includes a spouse, child, step-child, grandchild, parent, grandparent, siblings of any legal definition, or a grandchild, sibling, parent, grandparent of their spouse and/or a person residing in the employee's household as an employee of the family. This also includes a roommate, or a person who shares a substantial financial interest with another Department employee, or a person who has any other relationship of such a nature that it may create a conflict of interest or the appearance of a conflict of interest. All sworn commanders and non-sworn equivalents shall advise the Chief of any relative or other person covered by this rule who works in any other Department of the City.

B. For purposes of this rule, "oversee" includes supervisors who, while not in the direction chain of command, oversee employees regularly due to overlapping coverage.

C. This rule does not prohibit middle managers and executives from overseeing workgroups where a relative is assigned as long as the relative is not an immediate subordinate.

D. Employees will not date or engage in an intimate relationship with a supervisor or subordinate in their direct chain of command. For purposes of this rule, intimate relationship is defined as any physical touching of a personal nature, any sexual contact, and/or an emotional dependency beyond a usual level of friendship. This policy includes employees of the same rank where one is acting in a supervisory capacity over the other, such as with a Field Training Officer (FTO) and Officer in Training (OIT).

E. Two or more employees of an immediate family may be assigned to the same work unit or under the direction of the same chain of command with approval of the involved commander.

26.1.34 Statutory conflicts of interest

Any employee who has, or whose relative has, a conflict of interest under Arizona law shall declare that conflict and refrain from participating in the matter involving the conflict. The involved employee shall contact the City Attorney to resolve questions regarding the application of state law, for further information and to complete the necessary forms to declare the conflict.

26.1.35 Debts

Employees will pay their just debts promptly.

26.1.36 Employee Personal and Emergency Contact Information

Employees shall advise the Department within ten days of any changes to their name, their current residential (dwelling unit) address, current residential and cell telephone numbers and/or emergency contact information. All employees will maintain a working home telephone or a cellular phone number. Employees should not list their employment address as their residence on any legal documents or any personal mail.

26.1.37 City and Personally-Owned Equipment

Employees will not misuse, abuse, or improperly use City equipment and are responsible for the proper storage and security of assigned equipment, including firearms. Employees shall promptly report all damage or loss of City equipment, or personally owned equipment identified as police equipment, to their supervisor. Employees will not without permission use another employee's Department issued or personally owned equipment, such as firearms, computers, uniforms, etc., for work related purposes.

26.1.38 Outside Employment and Business Interests (non-law enforcement)

A. No employee shall engage in any off-duty employment or occupation that is considered detrimental to the Department. No employee or employee's spouse or domestic partner will own, or have a financial interest in, any establishment whose business is of such a nature that it would bring discredit on the Department or require an abnormal amount of police regulation. This includes, but is not limited to: marijuana dispensaries, pool halls, bars, nightclubs, adult entertainment industry (book stores, production companies, escort agencies and

theaters), massage parlors, scrap metal dealers and automobile towing, storage, or salvage businesses.

This regulation does not prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following: sales of food, sales of merchandise, investments in stocks, bonds, and other securities, (securities must be listed with the United States Securities and Exchange Commission or the Arizona Corporation Commission).

B. Employees must receive approval from the Police Chief prior to investing in a business that may represent a conflict of interest with the Department.

C. The Police Chief has the primary responsibility for ensuring outside employment is not in conflict with City employment and has the authority to deny outside work.

26.1.39 Secondary work as a Peace Officer

Officers shall not work off-duty as a peace officer except in full compliance with these General Orders.

26.1.40 Political Activity

Employees will not take part in political management, affairs, or political campaigns while in uniform or on duty. Employees may appear before the State Legislature as private citizens or representatives of a private organization. Appearances should be made during off-duty time and employees will advise legislators that they do not represent the City or the Department.

When an appearance relates to an issue in which the City has an interest, employees will send a memorandum of notification to the Police Chief through their chain of command prior to their appearance.

26.1.41 Public Discussions

A. While on duty, employees will not engage in political or religious discussions in a public place nor will they speak critically of the nationality, color, creed, disabilities, sexual orientation, age, religion, or beliefs of another person.

B. While on or off-duty, employees will not publicly criticize or ridicule the Department, its policies, or other employees to the degree that doing so impairs working relationships of this department for which loyalty and confidence are necessary, impedes the performance of duties, impairs discipline by superiors and harmony among coworkers, or interferes with the regular operation of the department.

26.1.42 Endorsements/Recommendations

A. While on duty, employees are prohibited from making any recommendations regarding the employment of any attorney, bail bond business, wrecker or other service where a fee is charged.

B. Employees will not endorse any commercial product while identifying themselves as employees of the Department, without approval of the Chief.

26.1.43 Reporting to Supervisors

All employees will keep their supervisors informed of any unusual activity, situation, or problem with which the Department might be concerned. All such incidents will be reported to a supervisor as soon as possible and/or within 24 hours of the incident. If an employee's immediate supervisor is not available, the employee will notify another supervisor in their chain of command.

26.1.44 Personal Use of the Internet and Social Media Sites

A. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidence are necessary, impede the performance of duties, impair discipline by superiors and harmony among coworkers, or interfere with the regular operation of the department.

B. For safety and security reasons, employees are cautioned concerning disclosing their employment with this department. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

C. Employees are cautioned that speech on- or off-duty, made pursuant to their official duties — that is, that owes its existence to the employee's professional duties and responsibilities — is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Employees should be aware that their speech and related activity on social media sites may reflect upon their office and this department.

D. Employees shall not:

1. Access personal social media sites from City-owned computers or other equipment unless approved in writing by the employee's supervisor to carry out legitimate law enforcement functions.
2. Post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Police Chief or the Chief's designee. This includes video or audio files, photographs or other digital or text media memorializing any law enforcement related action of this agency, such as Department trainings, tactical situations, calls for service, investigations, etc., whether created or memorialized with department or personally owned equipment.
3. Post information pertaining to any other personnel of the department without their permission.
4. Display department logos, uniforms, badges, vehicles, or similar identifying items on personal web pages.
5. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a department police officer or a department employee.
6. Post, if they are or may reasonably be expected to work in undercover operations, any form of visual or personal identification.
7. Post obscene material, as well as speech containing sexually explicit language, images, or acts that reflect negatively upon the agency.
8. Post statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
9. Post statements or materials involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible (such as lewd sexual conduct, excessive alcohol consumption, or similar behaviors).
10. Post statements or other forms of speech which may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.

11. Make any statements or endorsements or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

E. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

26.2 Use, ownership and examination of City property and employee personal property brought onto City premises

26.2.1. City/Department electronic information; use of computers, cell phones, and other communication devices

A. City electronic information is solely the property of the City, regardless of physical location or how maintained; users have no personal property, privacy, or other rights in it.

B. All memos, messages, e-mails and related materials prepared, read or stored on any City owned computer system or being processed through a City system, including paper internal mailing systems, are subject to examination by the City/Department at any time and without prior notice. In addition, all communication related to the business of the City, whether created or stored on City owned equipment or privately owned equipment, is considered to be City communication and is subject to examination by the City/Department at any time.

C. The City's communication systems are intended primarily for business use. Incidental use of City's electronic communication systems (sending or receiving) for personal, non-business purposes is permitted under the following conditions:

1. Personal use may not interfere with the productivity of the authorized user or his or her co-workers;
2. Personal use is not appropriate during the provision of services to the public or in an area (such as a public lobby) where use may interfere with the provision of services to the public;
3. Personal use may not involve any prohibited activity;
4. Personal use may not disrupt or delay the performance of City business; and
5. Personal use may not adversely deplete system resources available for business purposes.

6. Employees must recognize that such personal use may be subject to department examination.
7. If personal use of Department/City electronic communications systems results in a cost to the City, the employee using the system shall reimburse the Department/City.

D. Prohibited Uses

1. Any use of City electronic communication systems that violates any law, regulation, ordinance, policy or procedure of the city is forbidden.
2. Employees may not load any software on city computers, including freeware and shareware available from Internet sites.
3. Employees shall not register their city e-mail address at Internet sites unless necessary to conduct city business.
4. City electronic communication systems shall not be used in any way that is offensive, harmful, or insulting to any person. Examples of forbidden electronic communications include, but are not limited to:
 - a. threatening, harassing, obscene or profane nature, or that would reasonably be considered to be offensive or disruptive or to infringe on the personal privacy of others;
 - b. gambling;
 - c. ethnic or racial slurs;
 - d. unsolicited "junk mail", "for profit" messages, or chain letters;
 - e. sexually explicit photography, messages or jokes/cartoons;
 - f. unwelcome propositions, or any other use that violates the city's nondiscrimination and harassment policies;
 - g. signed or identified as coming from an individual other than the actual sender, unless the sender is authorized to send that type of electronic communication on behalf of the other individual (e.g., a secretary's e-mail meeting notice in a supervisor's name, when authorized by the supervisor);
 - h. in support of or connection with the authorized user's own outside employment or business activity (e.g., commercial consulting for pay;

solicitation or sales of goods or services; administration of the business or employment).

5. Conducting City business from external e-mail systems is prohibited. This includes e-mail services offered by Internet service providers.
6. City electronic communication systems shall not be used to copy, send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without appropriate authorization.
7. Employees shall not release any City electronic information to any non-employee.
8. Employees shall not access, nor attempt to access, any City electronic information without authorization.

E. Release of Department electronic information to a member of the public, including both release in response to public records requests and the categorization of Department electronic information as publicly accessible electronic information, shall require the approval of the Police Chief or the Chief's designee and shall be in accordance with General Orders and the provisions of the Arizona Public Records Act. All questions concerning release of Department electronic information should be directed to the City Attorney's office.

F. City electronic communication systems shall not be used to transmit political messages, on behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition.

G. Employees are prohibited from undertaking any unauthorized access, reading, modifying, copying, transferring, or deleting any other employee's electronic communications or information, computer or network equipment, or security controls.

H. Any attempt to bypass or otherwise interfere with city computer/network security controls is forbidden.

I. City electronic communication systems shall not be used to conduct any labor organization business except as specifically authorized by written approval of the

Police Chief.

J. Criminal investigators who need to set up false accounts or to access the Internet in ways that would otherwise violate General Orders shall do so only with the written permission of the involved employee's commander.

26.2.2 Work areas and vehicles

A. A work area is defined, for purposes of the General Order, as any portion of City owned property which is or may be used by city employees for city business. It specifically includes offices, desks, desk drawers (locked or unlocked), file cabinets (locked or unlocked), computers, internet usage, offices, files, telephones, City cellular telephones (electronic communications and text messages), lockers (locked or unlocked, including those secured by a personally owned lock), and voice mail.

B. A work area may be monitored or searched for any legitimate business purpose, including the operational efficiency of the Department. An administrative investigation of an allegation of a violation of City or Department rules and policies is considered a legitimate business purpose.

26.2.3 Personal property on Department premises

A. Personal property brought onto City/Department premises, including personal vehicles, cell phones, pagers, computers, bags and briefcases, may be subject to search during an administrative investigation, but only if the search is not being done solely for criminal investigative purpose and the search is work related.

1. A search is work related if it is non-investigatory (looking for a pencil in a desk drawer, or looking for a file in a file drawer), or if it is done to investigate work-related misconduct.
2. Work related searches, whether non-investigatory or for work-related misconduct, must be reasonable in scope:
 - a. A non-investigatory search must have a work related purpose and be limited in scope to that purpose (looking in a person's desk for a pencil; stop when the pencil is found).
 - b. A workplace misconduct related search must have an administrative purpose at the outset, must be based on a reasonable suspicion of

misconduct and a reasonable belief that relevant information or evidence will be found, be reasonable given the severity of the issue, and must be limited to the information sought.

2. Misconduct related searches of personal property require the approval of the Police Chief or Chief's designee.

3. Such searches may include personal cell phones which are used while on-duty. Possession of a personally owned cell phone or pager during duty hours or use of the phone or pager for City business while off-duty may subject the records associated with the device, and the device itself, to examination by the Department during administrative investigations, or requests or subpoenas for disclosure by citizens or their attorneys during criminal and civil litigation.

B. Personal property may not be searched during a criminal investigation except as provided by law. Searches may be performed based on a search warrant, an exception to the warrant requirement or consent.

26.3 Drug And Alcohol Policy

26.3.1 Purpose

It is the policy of the City and the Department to maintain and ensure a drug and alcohol free and safe workplace for all employees. All employees shall comply with all City policies, Department policies, and state and federal laws pertaining to controlled substances and the use of alcohol.

26.3.2 Use of controlled substances

Use, possession, manufacture, transfer by sale or gift, or a positive drug test for, any controlled substance not legally prescribed to the employee for his/her own use shall form the basis for termination of an employee. In addition, it may result in criminal investigation, arrest, and, in the case of sworn employees, loss of peace officer certification.

26.3.3 Use or Possession of Recreational or Medical Marijuana Prohibited

A. Marijuana is an illegal, schedule I dangerous drug under the Federal Controlled Substances Act. Department employees are prohibited from using, possessing or selling marijuana (except when performing approved law

enforcement related duties), or engaging in any other conduct that would violate the Controlled Substances Act. Employees who wish to use recreational or medical marijuana as permitted under Arizona law may contact City Human Resources and seek to transfer to a non-public safety position with the City.

B. In addition, Department employees and their spouses are prohibited from having any ownership interest in, or personal involvement or association with a marijuana dispensary, whether as an owner, agent, cultivator, consultant, or in any other manner except as may be necessary when acting as a law enforcement officer or public safety employee.

26.3.4 Use or Possession of Cannabidiol (CBD) products

A. Cannabidiol (CBD) products are legal in Arizona if they have a delta-9 tetrahydrocannabinol concentration of not more than three-tenths percent on a dry-weight basis. This is based on changes to federal and state law:

1. The 2018 Farm Bill legalized industrial hemp cultivation and removed hemp from Schedule I of the Controlled Substances Act, hemp is no longer an illegal substance under federal law. Hemp is defined as any part or derivative of the Cannabis sativa L. plant that contains less than 0.3% tetrahydrocannabinol (THC) by weight.
2. Arizona has also legalized the "industrial hemp" in A.R.S. Title 3, Chapter 2, Article 4.1. Industrial hemp is defined in 3-311. 7. "Industrial hemp" means the plant cannabis sativa L. and any part of such a plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than three-tenths percent on a dry-weight basis.

B. CBD products are currently not regulated in any context. There is no state or federal regulation of the processing, packaging or labeling of these products. There is no oversight or guarantees that what is printed on the label is accurate or truthful. Therefore;

1. Employees should be aware that a significant risk exists that the possession, use, production, sale or transportation of CBD products could violate A.R.S. 13-3407.
2. Any possession, use, production, sale or transportation of a CBD product that contains a delta-9 tetrahydrocannabinol concentration of more than three-tenths percent on a dry-weight basis is a felony under Arizona law.

3. Any department employee who possesses, uses, produces, sells or transports a CBD product that contains a delta-9 tetrahydrocannabinol concentration of more than three-tenths percent on a dry-weight basis is subject to arrest, discipline up to and including termination, and for sworn employees AZPOST action on their certification.

26.3.5 Use of alcohol; impairment

For purposes of this policy, an on-duty employee whose blood, breath or urine when tested contains an alcohol concentration of .04% or above is presumed to be impaired by the use of alcohol. Employees with an alcohol concentration of less than .04% may be considered impaired depending on a consideration of the circumstances. This presumption is separate from any criminal liability that may attach to an employee suspected of being under the influence of alcohol or drugs while driving.

26.3.5 Use of prescription and over the counter medications

A. In recognition of privacy concerns, the Department will not solicit information from an employee regarding medications that an employee may be taking absent an indication that the employee is impaired or poses a safety hazard.

B. It is the responsibility of any employee who is taking any medication, including those sold without a prescription, which may interfere with the safe and effective performance of duties to notify their supervisor before beginning work. Disclosure of the specific medical condition or the specific medication to the supervisor is not required (it may ultimately be required to be made to City Human Resources or the City's Physician). The employee shall provide documentation from the treating physician of any limitations this may impose on the employee. If the limitations are such that the employee cannot safely and effectively perform, the employee may be placed on sick leave and referred to the Human Resources Department for discussion of reasonable accommodation.

C. It is the employee's responsibility to advise the Department when the employee is no longer using the medication in question.

Any medical documentation shall be sent to City Human Resources for filing in the employee's confidential medical file.

26.3.7 Available Resources

The City offers an employee assistance program to which employees may be referred, and which employees may access without referral, which may provide assistance for employees with use or abuse issues. City employee health insurance programs may also provide such assistance. Employees are urged to take advantage of these resources when appropriate.

26.3.8 Employee alcohol and drug testing

A. Employees may be tested in the following circumstances:

1. Reasonable suspicion testing

An employee may be tested for alcohol or drugs whenever a supervisor has reasonable suspicion to believe that an on-duty employee is impaired or under the influence of alcohol, medication (whether prescribed or available over the counter), illegal drugs or controlled substances. Reasonable suspicion means a suspicion based on specific, articulable observations (speech, conduct, odor of alcohol, etc.) of the employee or based upon specific and reasonably reliable information indicating that the employee has recently engaged in a violation of the drug and alcohol policy. The Police Chief or Chief's designee shall approve all reasonable suspicion-based testing.

2. Post-Collision Testing

a. Department employees shall be required to submit to a drug or alcohol test immediately following an accident in which the employee was involved while operating a city-owned vehicle where physical injury or death to any person or property damage occurs. In addition, the driver may be tested if she/he receives a citation for a moving violation (or may receive one). The employee is required to notify his or her supervisor immediately after such an accident occurs. Determination for exceptions to testing will be made by the fleet manager, the Human Resources Director, or the employee's supervisor.

- b. A driver who is subject to post-accident testing must remain available for testing and shall not consume any alcohol for eight (8) hours following the accident, or until all testing is complete, whichever comes first. Failure to remain available or avoid consumption of alcohol or drugs (unless medically required) will be considered to be a refusal to test. The on-scene supervisor is responsible for ensuring that the appropriate tests are done and documented.

- 3. Random Testing
All Department personnel are subject to random drug testing as dictated by City of Coolidge policy.

- 4. Unit Assignment Testing
Employees assigned to specific units (undercover drug enforcement activities, for example) or who must submit to random testing by law (e.g., commercial driver's license holders) may also be subject to random testing (or testing as required by statute).

- 5. Voluntary Testing
If an employee wishes to submit to a voluntary drug or alcohol test, the employee may do so. A waiver indicating that the test is voluntary must be signed and will be retained in the employee's personnel file.

B. A refusal to test shall, in all circumstances, be treated as a positive test result. In most circumstances, an employee who refuses to test will be terminated.

26.3.9 Testing Procedures

A. All non-criminal tests for alcohol or drugs shall be done by a qualified medical facility designated by the City. A supervisor shall accompany the employee through the testing process. The supervisor or commander who orders the testing shall complete a DR on the incident.

B. Testing involving possible criminal charges shall be conducted in a manner consistent with the applicable investigative protocols. Such testing will ordinarily be coordinated by the assigned investigative unit.

26.3.10 Positive tests; procedures

A. An employee who is tested and found to be impaired, or who in the opinion of the testing physician is impaired, or who refuses to take a test, shall be relieved of duty and escorted home. The testing facility staff shall be asked to contact the Chief's Office when the test results are available. The decision as to whether or not to allow the employee to return to work, and when to do so, will be based upon the recommendations of the physician examining the involved employee and the test results.

B. An employee who is relieved of duty under these circumstances may use available leave (sick leave, vacation or compensatory leave) or be placed on leave without pay until allowed by the Department to return to duty. If the employee has exhausted all leave balances, the employee shall be carried as Leave Without Pay.

C. If the test results are immediately available and do not reveal an impermissible blood alcohol level, inappropriate levels of medication, or the presence of illegal drugs or controlled substances, and the employee is not (in the opinion of the physician) otherwise impaired or a hazard, the commander may permit the employee to return to normal duty.

D. If the use or presence of a substance constitutes a violation of the law, the matter shall be referred to Field Services Commander to assign a criminal investigator.

26.3.11 Evaluation and Random Testing following positive tests

A. Without regard to any disciplinary action that may be taken, employees who test positive for alcohol or who are impaired by prescription medications while on duty shall be evaluated by a substance abuse professional prior to returning to duty or as soon thereafter as possible.

B. If an employee is found in violation of Department policy regarding alcohol or drugs and is not terminated, the employee may be ordered to participate in mandatory, random follow-up testing. The requirement for such testing and any other conditions required in order for the employee to remain employed shall be documented and served upon the employee prior to their return to work. Copies of this documentation shall be retained in the employee's personnel file. Results of any random tests shall be filed in the employee's confidential medical file at City Human Resources.

C. An employee's failure to comply with any conditions of continued employment served upon the employee shall result in termination.

26.3.12 Off-Duty Impairment

If it comes to the attention of the Department that an employee has been involved in a situation off duty involving the use of any illegal or controlled substance, or in a criminal matter involving the use of alcohol, or controlled or prescribed substances, the employee shall be subject to follow-up testing, monitoring and/or discipline as may be warranted.

26.4 Uniform, Equipment and Appearance Standards

26.4.1 Purpose

Rules of dress and appearance are intended to create a minimum and uniform standard for employees, to enhance professional appearance and to present to the public personnel who are readily recognizable by their uniforms. They are also intended to contribute to officer safety by ensuring that clothing and hair styles present no impediment to performance.

26.4.2 Uniform, Equipment and Appearance Manual

A. Employees shall refer to and comply with the Department's Uniform, Personal Appearance and Equipment regulations for specific guidelines on uniforms, personal appearance standards and authorized equipment.

B. Employees shall comply with the Uniform, Personal Appearance and Equipment regulation and shall not modify an uniform or item without express permission of the Chief of Police or his/her designee.

C. Any grooming practice, whether or not included within the regulation that would detract from the performance of one's duties is prohibited.

26.5 Discipline

All employees are subject to disciplinary action for misconduct, violations of General Orders, regulatory violations and/or failing to meet performance standards.

The administration of discipline shall be conducted in accordance with applicable City rules and policies, federal and state laws, and this manual. All discipline shall be administered in an equitable, fair and consistent manner.

The Police Chief has the ultimate responsibility to establish the appropriate level of discipline involving any employee of the Police Department.

26.5.1 Determining appropriate discipline

A. When an administrative investigation is completed, or an employee is to be subject to discipline for conduct that has not been the subject of an administrative investigation, an employee's chain of command shall review the investigative package or other documentation and recommend the appropriate discipline for the employee.

1. Considerations should include the nature of the infraction or performance, the employee's work history and previous discipline, discipline of other employees for similar infractions or performance, the level of discipline necessary to correct the employee's behavior, and the impact of the employee's conduct on the agency and the agency's ability to effectively serve the community.
2. The use of progressive discipline is encouraged. It is, however, recognized that progressive discipline may not be appropriate in all situations.

B. Any proposed discipline shall be supported by sufficient written documentation, which shall include reference to any previous discipline which has occurred. Documentation may take the form of memoranda, administrative investigation reports, supervisor desk file notes, performance evaluations, performance improvement plans, examples of below standards work product, or other records that provide information supporting and articulating the basis for the proposed discipline.

26.5.2 Levels of Discipline

The Department uses the following levels of discipline:

A. Written Reprimand

A written reprimand is a formal document presented to an employee as discipline for misconduct. Written reprimands shall include the following:

1. The factual basis for the reprimand and the General Orders or policies violated.
2. A warning that the employee must address the issue so that more serious discipline is unnecessary.

3. Notice that a copy of the reprimand will be placed in the personnel file.
4. A written reprimand must be approved by the Chief of Police before being served on the employee.

B. Suspension

1. A suspension is a period of time during which the employee is relieved from duty and is not paid. Suspensions shall be for a specified number of hours, generally in time periods equal to an employee's regular shift at the time the incident on which the discipline is based occurred.
2. Employees on suspension shall not wear any Department uniform, take any police related action other than respond to judicial and quasi-judicial hearings as required, or work any off-duty positions involving law enforcement powers.
3. A suspension must be approved by the Chief of Police before being served on the employee. At the discretion of the Chief of Police, an employee serving a suspension may be required to surrender any police credentials and City owned or Department issued property during the suspension.

D. Reduction in Pay

A reduction in pay reduces an employee's pay rate but does not change an employee's classification. A reduction in pay must be approved by the Chief before being served on the employee.

E. Demotion

A demotion is an assignment of an employee to a lower classification with a lower salary range; for sworn employees, a demotion may include a reduction in rank. A demotion must be approved by the Chief before being served on the employee.

F. Termination

A termination ends the employment relationship with the City. A termination must be approved by the Chief before being served on the employee.

26.6 Equal Employment Opportunity

A. The City and the Department are committed to providing equal employment opportunity to all persons who apply for and/or accept employment with the City. Terms, privileges, and conditions of employment shall be administered in a manner that does not discriminate in violation of federal, state or local law.

B. Every employee has the right to work in an environment free from hostile, offensive or intimidating behavior. Harassment, including the creation or maintenance of a hostile, intimidating, or offensive working environment, is a violation of City policy and this General Order.

C. The Department will take action to prevent and correct conduct that violates equal employment opportunity laws. Any employee with a complaint of discrimination may raise that complaint with a supervisor or an employee of the Professional Standards Unit. All complaints of discrimination received by a supervisor or an employee of the Professional Standards Unit shall be forwarded to the City of Coolidge Human Resource Department.

26.6.1 Discrimination

A. All applicants and employees will be treated equally without regard to race, color, religion, national origin, age (40 and older), sex (including LGQBT+), pregnancy, citizenship status, disability, or genetic information in all employment matters, including, but not limited, to, promotions, transfers, job rotation, training, work assignments, hiring, merit increases, overtime, awards, and discipline.

B. It is illegal to discriminate in the terms and conditions of employment and the provision of police services on the basis of race, color, gender, creed, religion, national origin, age, marital status, ancestry, medical condition, pregnancy, disability, or sexual orientation, based on federal laws, state laws, and City rules, regulations and ordinances.

26.6.2 Harassment-Free Work Environment

A. Harassment is unwelcome conduct that is based on of race, color, religion, national origin, age (40 and older), sex (including LGQBT+), pregnancy, citizenship status, disability, or genetic information. Harassment becomes

unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment is prohibited in the work place and in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under anti-discrimination laws; or opposing employment practices that a person reasonably believes discriminate against individuals, in violation of these laws.

B. All employees will be provided a work environment free from harassment.

C. Examples of harassment may include the use of derogatory comments, slurs, jokes, or derogatory pictures, cartoons, or posters.

D. The Department has a zero-tolerance policy on harassment and prohibits any harassment of employees.

E. Inappropriate conduct that is in violation of this policy may result in discipline the first time such behavior occurs. Prior incidents of harassment may be considered when assessing the facts and circumstances of a later complaint.

26.6.3 Sexual Harassment

A. Sexual harassment is a form of illegal gender discrimination. It is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting that employee, or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Unwelcome is defined as conduct that the offended employee did not solicit or incite and regarded it as undesirable or offensive.

B. Behavior that constitutes sexual harassment as defined by this policy includes, but is not limited to, the following:

1. Verbal Harassment: Sexual innuendo, sexually suggestive comments, jokes, teasing of a sexual nature, discussing sexual exploits, spreading rumors of a sexual connotation, or continued requests for social or sexual contact.
2. Physical Harassment: Unwelcome contact, touching, or impeding movement.
3. Visual Harassment: Sexually suggestive or derogatory posters, videos, cartoons, drawings, documents, writings, electronic mail, staring, or leering.
4. Sexual Favors - Unwanted sexual advances in exchange for employment benefits which constitute advancement, assignment preference, job duty preference, or employment benefits for or in exchange of sexual favors.

C. Whether or not harassment occurred depends not on whether the act was intended to cause harm but on the impact of the act on the complainant's employment or work environment. Personnel must understand that a person who teases in a sexual manner or tells sexual jokes may create an offensive work environment for another worker, even though the person intended such actions merely to be "good fun."

D. If one's behavior is harassing to an individual or a group of individuals, it will not be excused simply because the harasser failed to recognize the behavior as harassing.

E. It is not a requirement that the complainant be the intended target of the offensive conduct. Witnessing offensive behavior between other employees may be grounds for complaint.

F. This policy does not prohibit mutually welcome social relationships between employees. However, persons involved in consensual relationships must exercise caution to prevent harassing behavior from developing and from using authority inappropriately. If a consensual relationship changes and is no longer mutual, conduct once welcome by both individuals may become offensive to one or the other.

26.6.4 Disability Discrimination

The Americans With Disabilities Act (ADA) requires the Department to make reasonable accommodations for a qualified individual with a disability (as defined

by the ADA) who can perform the essential functions of the job. An employee may not be subjected to discrimination, harassment, or retaliation for exercising his or her rights under the ADA. Employees seeking accommodation under the ADA should contact the Human Resources Department for further information.

26.6.5 Discrimination Based on Religion

The department is required to reasonably accommodate an employee's religious practices provided that doing so does not create an undue hardship in light of the public health, safety, and welfare considerations associated with police work.

26.6.6 Family/Medical/Pregnancy Leave

Employees have specific rights under the Family Medical Leave Act; this act may also interact with ADA provisions. Specific questions concerning FMLA should be referred to the HR Department.

26.6.7 Retaliation

A. Retaliation is defined as an adverse employment action taken against an employee because that employee filed a complaint of discrimination under any federal, state or local law, complained of discrimination on the job or participated in an internal investigation involving allegations of discrimination.

B. An adverse employment action can include, but is not limited to, unwanted transfers, change in work assignment or location, denial of leave requests, demotions, negative performance evaluations, unsupported discipline, ostracism, or other actions that adversely affect the work environment.

C. Retaliation is illegal and will not be tolerated. Any incidents of retaliation should be reported immediately.

D. An employee found to have retaliated against another employee/volunteer is subject to discipline.

E. An allegation of retaliation does not require the original complaint to be sustained, retaliation can occur even if the original complaint was not sustained.

26.6.8 Responsibility of Supervisors and Commanders

A. Supervisors and commanders, both sworn and non-sworn, shall educate and train their employees on EEO policy and ensure they are aware of the procedures for reporting potential violations.

B. Supervisors and commanders, both sworn and non-sworn, are required to personally monitor and evaluate the personnel actions of subordinates to ensure

compliance with EEO laws and to ensure that the workplace is free from harassment and discrimination as well as inappropriate workplace behavior. When made aware of a potential or current problem or complaint, commanders and supervisors, both sworn and non-sworn, shall promptly take immediate action to stop any offensive or illegal behavior and shall consult with Professional Standards and Human Resources to determine the appropriate course of any further action.

26.6.9 Department employees

All personnel of the Department, including unpaid volunteers, are responsible for creating and maintaining a professional working environment free from harassment and discrimination. Personnel shall:

- Demonstrate sensitivity to and respect for differences arising from a person's race, color, religion, ancestry, sex, gender identity, age, disability, national origin, or sexual orientation.
- Notify their chains of command or Professional Standards of any EEO violations that they experience or observe.

26.6.10 Confidentiality Required

All matters pertaining to EEO complaints and investigations are confidential. All participants in a report or investigation are strictly prohibited from discussing the matter outside of formal channels. Information concerning such issues will be disseminated on a need-to-know basis only.

26.7 Commendations and Awards

A. Exceptional performance and service by an employee should be recognized, either by commendation or award. The Department may present an employee with the following awards:

Medal of Valor Considered to be the highest award that can be granted by the Coolidge Police Department

1) It is to be awarded to a member for exceptional bravery at the imminent risk of life or serious bodily injury. The recipient must demonstrate exceptional courage by performing a voluntary action in an extremely dangerous situation.

2) This award consists of a medal, certificate, and a ribbon.

Medal of Honor Given to recognize a member who distinguishes himself conspicuously by gallantry and extraordinary heroism.

1) The act must go beyond normal demands and be of such nature that the member was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his own life

2) This award consists of a medal, certificate, and a ribbon.

Purple Heart Given to recognize a member of the department who receives serious bodily injury as a result of a felonious assault as defined by Arizona Revised Statute 13-105-34, which states, "Serious physical injury' includes physical injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, serious impairment of health, or loss or protracted impairment of any bodily organ or limb." This felonious assault must be by a suspect.

1) The committee will review the totality of the circumstances surrounding the assault and the extent of the injury received when considering the award of the Purple Heart

2) This award consists of a medal, certificate, and a ribbon.

Officer of the Year

Presented to an officer for distinguished service in any police assignment over a period of one year's time that is clearly exceptional and places the recipient in a position above other members of the same rank

1) This award consists of a plaque and a ribbon

Civilian Employee of the Year

Presented to a non sworn employee in recognition of outstanding accomplishment and for facilitating the achievement of organizational goals and objectives.

1) The award consists of a plaque

Meritorious Service Award

Given to a member who consistently exceeds normal job requirements with at least one specific act of outstanding performance. This may include a member proceeding with a

pre-determined plan, program, investigation, or official act that exemplifies the mission statement of the Coolidge Police Department.

1) The award consists of a plaque and a ribbon

Lifesaving Medal

Awarded to employees directly responsible for saving/prolonging a human life (extended by days or weeks). The recipient may be any department employee, on or off duty.

2) This award consists of a medal, certificate, and a ribbon

Authorized Ribbons:



Armed Forces Service



Medal of Valor



Medal of Honor



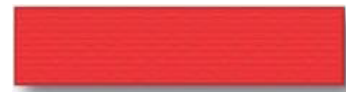
Purple Heart



Officer of the Year



Meritorious Service Award



Traffic Unit



Bike Team



Patrol Officer



Community Services Award



Explorer Advisor



Criminal Investigations



Lifesaving



Field Training Officer



Honor Guard



K-9 Team



Outside Agency



Public Information



Range Master





B. Any supervisor may recommend an employee for receipt of an award. All recommendations will be forwarded through the chain of command to the Chief or designee for consideration. Once presented to an employee, the employee (if uniformed) may wear the complimentary award ribbon or insignia on the employee's uniform.

C. Commendations may be recommended by any supervisor, or by an investigator, to any other employee. The commendation shall be drafted by the recommending supervisor/investigator for the Chief's signature and forwarded through the chain of command for the Chief's approval.

D. The Chief may, if desired, convene a committee to initially review all recommended awards and commendations and make recommendations to the Chief as to which commendations and awards should be awarded. The final decision is reserved to the Chief.