

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**



DATE EFFECTIVE: January 1, 2002
DATE WRITTEN: 12/04/00 JLS AMMENDED: 2/14/11, 3/28/11, 7/10/13, 04/05/16
AMENDS: Police Manual Sections 7, 10, 11 & 25. Policy # C-88-4. Policy Dated 10/09/92.
DISTRIBUTION: ALL PERSONNEL
A.S. 1.5.6 1.5.8 2.6.15 3.3.23
ADMIN: Signature On Issue
SIGNATURE:
INDEX: AWARDS, COMMENDATIONS, DISCIPLINE, REPRIMANDS

**I. PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish the rules and regulations pertaining to recognition and discipline at the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of all employees to adhere to Department policy, procedures, orders, and rules and regulations.
  - 2. It will be the responsibility of all ranking officers to take corrective action when the conduct or performance of employees is not in compliance with Department policy, procedures, or rules and regulations.
  - 3. It will be the responsibility of the Chief of Police to establish a standing committee, named the "Awards Committee", whose purpose shall be to review nominations for Department awards.

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

4. It will be the responsibility of the Chief of Police to convene a meeting of the Awards Committee within two weeks of receipt of nominations for a Department award.
5. It will be the responsibility of the Awards Committee to review and make recommendations concerning the issuing of a Department medal, award, citation, or other recognition within one week of having been convened by the Chief of Police.

## **II. DISCUSSION:**

- A. This general order deals with employee discipline and special recognition of employees and others who assist the Department. The main objective of any disciplinary system is to reinforce behavior to achieve acceptable performance. The Department, in carrying out its mission, will periodically become involved in situations in which the conduct and/or performance of its personnel is deficient, or is exceptional, or when its employees perform acts that go beyond the call of duty. There will be times when employees of this Department are aided in the performance of their duties by persons outside of this Department; personnel from other agencies, and/or the public. When such actions are taken, which ultimately prove to be of value and assistance to this Department or its employees, those actions and the persons performing them should be recognized. Included in this order are procedures and programs designed to reward the praiseworthy performance of duties by Department employees and actions by citizens as well as correct any conduct and/or performance deficiencies of Department employees when they become apparent. This General Order formalizes a system to facilitate fair, suitable and consistent special recognition and disciplinary action.

## **III. DEFINITIONS:**

- A. **SEXUAL HARASSMENT:** Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### IV. POLICY:

- A. It will be the policy of the Monroe Police Department to recognize the praiseworthy performance of duties by its employees.
- B. It will be the policy of the Monroe Police Department to recognize the performance by persons not members of this Department whose actions are deemed to have aided or benefited this Department or its employees in the performance of their duties.
- C. It will be the policy of the Monroe Police Department to institute and use a disciplinary system designed to achieve its purpose by training and counseling whenever warranted.
- D. It will be the policy of the Monroe Police Department that any punitive disciplinary action is intended to be fair, suitable, and commensurate with the circumstances of the offense or violation.

#### V. RULES AND REGULATIONS:

- A. COMPLIANCE WITH DEPARTMENT AND APPLICABLE TOWN POLICIES, PROCEDURES, ORDERS AND RULES AND REGULATIONS: All employees shall adhere to all Department and applicable Town policies, procedures, orders, and rules and regulations; any misconduct prejudicial to the good order and repute of this Department, or any disobedience of orders, whether committed on- or off-duty will subject the employee to disciplinary action up to and including dismissal from this Department.
- B. CONDUCT:

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

1. **Conduct of Officers:** To achieve true success, the police must win and retain the confidence and respect of the public whom it serves. This may be accomplished only by constant and earnest endeavor on the part of all the employees of the Department to perform their duties in an efficient, honest and businesslike manner, and by exemplary conduct cultivating in the public mind the fullest realization that the police department is a most vital requisite to public well-being.
2. **Private Conduct:** The law enforcement officer shall be mindful of the officer's special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable citizen. Following the career of police officer gives no man or woman special perquisites; it does, however, give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American public. The officer who reflects upon this tradition will not degrade it; rather, the officer will conduct the officer's private life so that the public will respect the officer.
3. **Conduct Toward Public:** The law enforcement officer, mindful of the officer's responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct the officer's official life in a manner such as will inspire confidence and trust. Thus, the officer will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of the officer nor a right to command the officer. The officer will give service where the officer can, and require compliance with the law. The officer will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging the officer's sworn obligation.
4. **Conduct Toward Arrested Persons:** The law enforcement officer shall use the officer's powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. The

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

officer's office gives the officer no right to mete out punishment for an offense. The officer shall, at all times, have a clear appreciation of the officer's responsibilities and limitations regarding detention of the violator; conducting himself or herself in such a manner as will minimize the possibility of having to use force; to this end the officer shall cultivate a dedication to the service of the people and the equitable upholding of their laws, whether in the handling of law violators or in dealing with the law-abiding. A police officer should remember that in the execution of the officer's duties the officer acts, not for the officer, but for the public, and that the officer's appointment is in no sense for the officer's own advantage nor is it to be used for personal advantage. Equity and justice under the law hinges on this principle. The police officer is required to be governed by no feelings save zeal to do what the law commands.

5. Proper Means to Gain Proper Ends: The law enforcement officer shall be mindful of the officer's responsibility to pay strict heed to the selection of means in discharging the duties of the officer's job. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.
6. Conduct Towards Prosecution and Defense: The law enforcement officer shall be concerned equally with the prosecution of the wrongdoer and the defense of the innocent. The officer shall ascertain what constitutes evidence and shall present this evidence impartially and without malice; in doing so, the officer will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. The law enforcement officer shall take special pains to increase the officer's perception and skill of observation, mindful that in many situations the officer's statement is the sole impartial testimony to the facts of a case.

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

7. Conduct Toward Profession: The law enforcement officer shall regard the discharge of the officer's assigned duties as a public trust and recognize the responsibility as a public servant. By diligent study and sincere attention to self-improvement, the officer shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. The officer shall appreciate the importance and responsibility of the officer's position, and hold police work to be an honorable profession rendering valuable service to the community and the country.
  
8. Conduct Toward Politics: The law enforcement officer, as an official of a government agency, holds a particularly sensitive position in the community. The concepts of professionalism, impartiality, fair mindedness, objectivity, and evenhanded application and enforcement of the law must be maintained. The public must be made keenly aware that governmental favor, within or without the Police Department, is not channeled through political connections; even the appearance of this must be avoided. These regulations are necessary, and shall be followed, to promote and maintain the public confidence in the integrity of this Department and each of its members. While certain activities are prohibited, the Constitutional and statutory rights of all officers and members in voting in elections and participating in our democratic form of government must be, and will be, permitted and protected. Refer to Section 7-421 of the Connecticut General Statutes.; No member of this Department shall:
  - a. Engage in, or exercise, any legal rights to participate in political activity while on-duty, or while in uniform, or within any period of time during which the member is expected to be on-duty;
  - b. Use public funds, supplies, equipment, vehicle, or facilities in the exercise of any legal right to participate in political activity;
  - c. Use authority, title, or influence for the purpose of interfering with, or affecting the result of, an election or nomination for political office.

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

9. Conduct Toward Recommendations of Certain Professional Services: Law enforcement officers must remember that in performing their duties, they must constantly strive to avoid conflicts of interest or the appearance of conflicts of interests. In doing so the officer shall not recommend, suggest, influence, or attempt to influence any prisoner, arrested, summoned, or cited person to select a particular attorney, bondsman, doctor, or any other particular person, firm, or corporation who might render a service to the prisoner, arrested, summoned, or cited person. Neither shall the officer, directly or indirectly, interest themselves in any manner whatsoever in the employment of any attorney, legal firm or corporation to aid any victim of accident or civil tort;
10. Department: All department personnel shall:
  - a. Be truthful at all times and under all circumstances, and shall make no false report or any misrepresentation to a superior officer of any fact of police information or as to the employee's own conduct or that of any other member of this Department;
  - b. Devote their whole time and attention to the service of the Department, and are expressly prohibited from engaging in any other business or occupation unless they shall receive, through the Chief of Police, written permission to do so;
  - c. Treat as confidential all Department business which is identified as confidential They shall not impart confidential information to anyone except one who is officially entitled to receive it unless so directed by their division commander or under due process of law;
  - d. Whenever a complaint is made by a person that another has violated a municipal ordinance or a state statute, the employee of this Department who attends to its investigation must not, under any circumstance, reveal the name of the complainant except under due process of law or unless it is absolutely

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

necessary to do so in the performance of their duty;

- e. Not release confidential information concerning any case or other Department business to the press without the express permission of the Chief of Police. In order to avoid confusion and contradiction in the releasing of confidential information, all releases are to be handled through the Office of the Chief of Police, or by the officer designated by the Chief of Police;
- f. Promptly, as provided by law, pay their just debts and shall not incur liabilities which they are unable to or unwilling to discharge;
- g. Not engage in political or religious discussions while on duty to the detriment of Department or Town operations; neither shall they speak disparagingly or discourteously to any person;
- h. Not communicate verbally or in writing, directly or indirectly, in any manner or form, any information which may enable persons guilty of criminal, or quasi-criminal, acts to escape arrest or punishment, or which may permit them to dispose of, or secrete, any money, goods, or other valuables unlawfully obtained;
- i. Not, under any circumstances or in any manner, speak critically or derogatorily to or of other employees of this Department, or to any persons outside of this Department regarding the orders or instructions issued by a superior officer; however, when there is sound reason to believe that such orders or instructions are illegal, inconsistent, or unjust, it is the right and duty of any member of this Department to appeal to the Chief of Police;
- j. Not circulate subscription papers, sell tickets, or collect money from any person for any purpose, on-duty, without the permission of the Chief of Police;

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- k. Aid other employees of this Department and prosecuting agents in the procuring of witnesses and evidence for the conviction of persons violating municipal ordinances, state laws. They shall act with coolness and firmness at all times and in times of extreme peril they shall act together and assist and protect each other in their performance of duty. They shall not demonstrate cowardice or shrink from danger or responsibility;
- l. Not affiliate with any organization or body, of which the provisions of their constitution would in any way exact prior consideration and prevent them from performing police duty;
- m. Use courtesy and civility toward each other and the public; any other conduct will not be tolerated. In their department all employees shall be quiet, civil, and orderly, controlling their tempers and exercising the utmost patience and discretion. They must at all times refrain from using coarse, violent, profane, or insolent language, but when required, must act with firmness and sufficient energy to perform their duties;
- n. Use courtesy in the dealings with employees of this Department. This will promote discipline and tends to produce mutual respect. Therefore, when referring to or addressing a superior officer on-duty, the appropriate title of the officer addressed or referred to shall be used and no omission, abbreviation, or alteration will be permitted or tolerated;
- o. Display respect for the national colors and the national anthem. The regulation salute will be made by raising the right hand, fingers closed, back of hand to the front, touching the brim of the headgear opposite the right eye, and quickly dropping the hand to the side. Unless performing a police duty requiring immediate attention, officers in uniform and not in formation shall stand at attention and give the regulation salute whenever the national anthem is played. Similarly, they shall salute the uncased national colors as they pass on all public

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

occasions, ceremonies, or parades, or when they are carried into any building or room, or any other place where it is present and the public, as a group, stands to acknowledge them, and at funerals where the casket or caisson is draped in them;

- p. Give their name and badge number to any person when properly requested to do so;
  - q. While on duty, constantly and energetically patrol the geographic area assigned to them and shall not leave such, except in the line of duty, without the permission of their supervisor;
  - r. Not, when in uniform, enter any hall, picnic, race track, place of instruction, amusement, or entertainment of any kind whatsoever, except in the line of duty or unless specially detailed, nor shall they sell or take tickets for admission to such. When specially detailed they shall only perform the duties of an officer in preserving good order and public peace;
  - s. Not lounge, sleep, or give other inattention to, or neglect duty;
  - t. Not commit a felony or any other violation of statutory laws or regulations.
- C. USE OF ALCOHOL OR DRUGS: The abuse of alcohol or drugs shall subject the employee to disciplinary action up to possible dismissal from this Department:
- 1. No employee of this Department, shall while on duty, or at a time while in uniform or at a workplace, drink intoxicating liquor or have such in their possession, nor shall they become intoxicated while on-duty or while off duty in a public place or in public view. Refer to General Order 5-431, Organized Crime, Drugs, and Vice Control; paragraph V, subparagraph C, section 2, subsection e;
  - 2. No employee of this Department shall use narcotics or controlled

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

substances unless prescribed by a reputable, practicing doctor of medicine.

- D. ACCEPTANCE OF GRATUITIES, BRIBES, OR REWARDS: A police employee bears the heavy responsibility of maintaining the honor and integrity of the law enforcement profession. An employee shall, therefore, guard against being placed in a position in which any person may expect special consideration or in which the public may reasonably assume that special consideration may be, or is being, given.
1. Employees shall be firm in refusing to accept, directly or indirectly, gifts, favors, fees, loans, rewards or gratuities, large or small, from any person, firm or corporation which gift, favor, fee, loan, reward or gratuity might be interpreted as potentially influencing the employees judgment in the discharge of the employees duties, either at that time or at any time in the future;
  2. Employees shall be firm in refusing to accept, directly or indirectly, from any person liable to arrest or complaint, or in custody, or after discharge, or from any relative or friend of any such person, any gratuity, fee, loan, reward or gift whatsoever, whether large or small;
  3. Employees shall be firm in refusing to accept, directly or indirectly any gratuity, fee, loan, favor, reward or gift whatsoever, whether large or small, from any person, firm or corporation, or any employee of any person, firm or corporation, or any relative or friend of any such employee or person which such benefit is for:
    - a. Services rendered in the line of duty as a police officer (whether performed on- or off-duty); or for
    - b. Services to be performed in the line of duty; or for
    - c. Expenses incurred or damages sustained while rendering services in the line of duty.
  4. Nothing in this subsection shall be construed as to restrict employees of this Department from accepting loans from persons, firms, or

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

corporations legally licensed to make loans, or from persons from whom a reasonably prudent professional police officer, concerned with the spirit of this subsection, would make loans;

5. Nothing in this subsection shall be construed as to restrict employees from entering any legally permissible lawsuit to recover damages personally incurred in the line of duty, from civilly liable persons;
6. If an employee is placed in a situation in which the employee is confronted by a person, firm or corporation who is firm and emphatic in desiring to make a gift and the employee assesses the situation as one in which it might be cumbersome or embarrassing to be firm in refusing to accept the gift, the employee shall inform the potential donor that the employee must seek permission of the Department. The employee shall then discuss the matter with the Chief of Police who will determine how the employee should respond to the offer. The Chief of Police will determine whether the employee can personally accept the gift, whether the employee should request the potential donor to instead make the gift to the Department or other person or entity, or whether the acceptance of a gift in any form is inappropriate under the circumstances.
7. Any gift, fee, reward or gratuity delivered to the Police Department, or to any employee of the Police Department, concerning any Department related matter for either the Department or any employee shall be, as soon as practicable, delivered to the Chief of Police, together with a written report detailing the circumstances under which it was received and from whom it was received. The Chief of Police shall make such disposition, including return to the donor, of such gift, fee, reward or gratuity, that the chief deems reasonable under the circumstances. Any employee of the Department shall be entitled to know the disposition of such item(s);
8. Any employee who is in a situation in which the employee questions the applicability of these rules and regulations should make written request to the Chief of Police for an "advisory opinion" and act accordingly.

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- E. ABUSE OF AUTHORITY: All employees shall be particularly careful not to interfere officiously or unnecessarily in the private business of any person, but when required to act in the discharge of their duties they shall do so with energy and firmness but without unnecessary violence or willful mistreatment of citizen or prisoner.
- F. USE OF FORCE:
  - 1. An employee must control personal feelings in effecting the employees duties; the employee must not allow loss of reason to provoke the employee to brutality, fear or favoritism with prisoners or persons. The employee shall not allow fear, favoritism nor sympathy to cause the employee to neglect the employee's sworn duty, nor sway the employee to illegal leniency. The employee must remember that the officer represents the dignity and the authority of the State and is a representative of the law to whose lawful demands all must submit. The employee may use force when necessary, but only the force required to accomplish the lawful police task. When circumstances make it necessary to use force, the employee should do so without hesitation;
  - 2. The use of force policy of this Department is simply that all sworn personnel will only use the minimum force necessary and reasonable to affect an arrest, to overcome resistance to an arrest, or to defend themselves or a third person from harm; refer to General Order 1-012, Use of Force, and General Order 1-013, Use of Deadly Force.
- G. PROPER CARE AND MAINTENANCE OF EQUIPMENT: Employees of this Department are responsible for the reasonable care and maintenance of Department property; refer to General Order 5-415, Uniforms; paragraph V, subparagraph K, sections 1 through 3.
- H. APPEARANCE OF EMPLOYEES: This Department has established regulations governing the appearance of employees in public view during the performance of their duties. The regulations are as follows:
  - 1. Uniform/Manner of Wear: The various items of uniform shall only be worn as specified in General Order 5-415, Uniforms; paragraph V,

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

subparagraph D, E, and F;

2. Appearance: All police officers, except those specifically exempted, shall regulate their hairstyle and facial hair growths to conform to the following requirements of on-duty appearance:
  - a. Hair shall be neatly trimmed and shall not be longer than the top of the shirt collar (as the collar is normally worn) when the officer is standing at attention;
  - b. Hair, on the side, shall not fall over the top of the ear;
  - c. Hair shall be neatly trimmed;
  - d. Hair shall not be of greater fullness than the shorter of the following:
    1. Two (2) inches from the side of the head measured from the head just above the ear; or
    2. When the uniform hat is worn, hair shall not be out more than the circumference of the outermost position of the hat.
  - e. Hair shall not be worn in such a style that, when the uniform hat is worn in its proper position, hair is visible underneath the front brim;
  - f. Mustaches shall be neatly trimmed and the mustache shall not be longer than one quarter (1/4) inch below, nor beyond, the corner of the mouth. Mustaches shall not be waxed nor twisted;
  - g. Sideburns shall be neatly trimmed and shall not extend lower than a line even with the bottom of the ear lobe and shall not go forward on the face any wider than its width directly in front of the middle of the ear;

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- h. Full beards, partial beards, goatees or other growths of hair below the lower lip, on the chin or elsewhere on the face, except as allowed above, are prohibited;
  - i. Except for the areas of facial growths of hair permitted above, officers shall be clean shaven;
  - j.. Exceptions may be approved by the Chief of Police for female officers or for officers whose duty assignment are such that departure from these standards is required or advisable.
3. Body Art and Applied Body Markings: Tattoos, body art and body modifications may be interpreted by various members of the community as offensive or unprofessional. Both sworn and non-sworn employees of the Monroe Police Department are advised that tattoos and other forms of body art, modifications or markings, including on both covered and concealed areas of the body must not represent association or affinity with any group or organization which could affect or cause the public to question the employee's impartiality, judgement and effectiveness in the performance of their duties, or cause the police department discredit in the eyes of the public.
- a. Tattoos: The following tattoos are prohibited:
    - 1. Newly added tattoos after employment which are exposed while the employee is in uniform or dress of the day;
    - 2. Tattoos which represent bias against any protected class;
    - 3. Tattoos which represent gang affiliation or allegiance;
    - 4. Tattoos which are offensive or inappropriate due to vulgar or lewd images, visual written profanity or expletives and which are visible to the public;
    - 5. Tattoos on the face, head, hand, mouth and neck.

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- b. Applied Body Markings or Modification: The following are prohibited:
  - 1. Visual sub-dermal or trans-dermal implants, with the exception of medical necessity;
  - 2. Visible branding, skin carving or intentional scarring or mutilation which is exposed while the employee is in uniform or dress of the day;
  - 3. Visible body piercings while employee is in uniform or dress of the day.
- c. Dental Ornamentation: The following are prohibited:
  - 1. The use of gold, platinum, silver or other veneer dental caps for the purpose of ornamentation;
  - 2. The ornamentation of teeth, whether natural, capped or veneered.
- d. Exceptions:
  - 1. Employees hired prior to September 1, 2015 who have pre-existing tattoos which are visible while wearing the uniform or dress of the day, which have been photographed and documented with the Chief of Police;
  - 2. Female plainclothes officers and civilian dispatchers may wear earrings in the form of small ear studs/earrings which will not interfere with the officers equipment or present a hazard to the officer. These earrings must be unobtrusive or unremarkable and present a neutral appearance.
- 4. Smoking/Chewing: All employees shall not chew tobacco or smoke while on-duty when approaching or conversing with citizens. Smoking

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

is prohibited in Department vehicles and Town buildings, except designated employee smoking areas.

- I. CHANGE OF CONTACT INFORMATION: All employees shall notify the Office of the Chief of Police in writing within 24 hours of any change of residence, mailing address, telephone number or any other type of contact information.
- J. SEXUAL HARASSMENT: Sexual harassment is prohibited in this Department's work place. Employees believing they are or have been the subject of sexual harassment may report their allegations to any supervisor. If the offending party is the Chief of Police, the employee may make the report directly to the Selectman. For reporting sexual harassment refer to General Order 3-262, Sexual Harassment Policy.
- K. DISTRIBUTION OF REGULATIONS: All Department policy, procedures, orders, and rules and regulations shall be provided to each employee.
- L. DISCIPLINARY AND RECOGNITION SYSTEM: This Police Department uses a structured disciplinary system designed to acknowledge and reward employees for exemplary performance and to recognize and correct substandard performance and/or conduct. The primary purpose of a disciplinary system is to achieve adherence to Department regulations and procedures and to maintain an acceptable level of performance by all Department personnel. The disciplinary system includes provisions and procedures for addressing the following:
  1. RECOGNIZING EMPLOYEES: Procedures and criteria for rewarding employees, including letters of commendation, compensation, awards for merit or valor, are;
    - a. Awards Committee:
      1. Composition of Committee: The Chief of Police shall appoint, prior to the first day of each year, members to an Awards Committee which shall consist of:
        - a. An officer of command rank;

# GENERAL ORDER

**G.O. 3-261**

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

- b. An officer of supervisory rank;
  - c. The President of the Monroe Police Union, AFSCME, Council #4, AFL-CIO or a member designated by the Council #4, AFL-CIO, Local 1775 President;
  - d. One officer of the rank of police officer;
  - e. One non-sworn employee.
2. Term of Office:
- a. To allow for continuity of action the terms of office shall be as outlined:
    1. Officer of command rank: three (3) years;
    2. Officer of supervisory rank: two (2) years;
    3. Union President: standing position;
    4. Police officer: one (1) year;
    5. Non-Sworn employee: one (1) year.
  - b. Nothing in this directive is intended to preclude the reappointment of any member of the committee. A member of the Awards Committee may request termination of their appointment upon submission of a letter stating such intention to the Chief of Police.
3. Duties of Awards Committee: The Awards Committee, upon being convened at the direction of the Chief of Police, shall:
- a. Receive nominations for awards from the Chief of Police together with his charge;

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

- b. Investigate the facts of each nomination in order to establish qualification for an award;
  - c. Make a determination of the facts, and by a simple majority, vote a recommendation which shall be:
    - 1. No award recommended;
    - 2. Award recommended; specifying the award the committee feels appropriate.
  - d. Report recommendation action in writing to the Chief of Police within one (1) week of having been convened for such purpose.
- b. Commendations/Nominations for Awards:
- 1. Commendations: Department supervisors and division commanders who desire to commend employees of this Department for a job well done may do so on their own initiative. Information concerning the particular facts and circumstances should be outlined on the Department's commendation form and submitted first to the employee's division commander, who will then forward the form. Upon the approval of the Chief of Police, the commendation will be entered into the employee's personnel file. This commendation may serve as a nomination for a Department award provided the commendation is accompanied by a memorandum directed to the Chief of Police requesting this consideration. The Chief of Police shall then refer the nomination to the Awards Committee;
  - 2. Nominations: Any employee of this Police Department may recommend to the Chief of Police that another employee of this Department, or any citizen, be considered for a Department award provided that the

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

employee making such recommendation has either first hand knowledge of the circumstances justifying consideration, or has an identifiable witness who can verify the circumstances of the nominee's actions.

### c. Duties of the Chief of Police:

1. Receipt of Nominations: The Chief of Police shall receive all nominations for awards to Department employees and others;
2. Convening of Awards Committee: Within two (2) weeks of receipt of a nomination of a Department employee or a citizen for a Department award, the Chief of Police shall convene the Awards Committee and charge them with the responsibilities to investigate such nomination and make recommendation of action;
3. Review of Committee Action: The Chief of Police shall receive and review the recommendation of the Awards Committee, and approve or disapprove the committee's recommendation. In the event the Chief of Police should disapprove the committee's recommendation, the Chief shall then notify the committee and the person making the original nomination of the action in writing;
4. Award Presentation: The Chief of Police shall cause the notification of all necessary persons informing them of the decision to approve the committee's recommendation. The presentation of the award should be made at the next regularly scheduled Board of Police Commissioners meeting;
5. Personnel File Recording: Upon the presentation of a Department award or citation, or the approval of a division commander's or supervisor's commendation, the Chief of Police shall cause the entry of a permanent record in the employee's personnel file.

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- d. Classification of Awards:
1. The Medal of Heroism: This medal will be awarded to a sworn officer for conspicuous bravery or heroism when faced with imminent peril or life-threatening circumstance and received personal injury or died.
  2. The Medal of Valor: This medal will be awarded to a sworn officer for conspicuous bravery or heroism when faced with imminent peril or life-threatening circumstance.
  3. Distinguished Service Ribbon: This medal will be awarded to a sworn officer when a felony apprehension is made due to alertness and know-how while facing a dangerous situation.
  4. Officer Of The Year: This award will be presented to a sworn officer of the department in recognition for exceptional service during a calendar year. The officer will be nominated by the awards committee and selected by the Chief of Police and approved by the Police Commission. This award must be presented yearly.
  5. Meritorious Service Ribbon: This award will be presented to a sworn officer for outstanding police work which is responsible for apprehension of an offender due to alert and aggressive action.
  6. The Life Saving Medal shall be awarded to any employee who saves someones life.
  7. Community Service Volunteer Award: This award will be presented to an employee in recognition of his/her involvement in community organizations, on a volunteer basis, giving his/her off-duty time and effort for a worthy cause. To be reviewed semi-annually.

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

8. Special Recognition Certificate: This award will be presented to an employee for exceptional or great responsibility of critical importance in support of law enforcement.
  9. Career Appreciation Certificate: This certificate will be presented to all retirees with twenty five (25) or more years of service.
  10. Certificate of Appreciation: This certificate will be presented to all retirees.
  11. Civilian Award: This award will be presented to any citizen or organization for assisting the police department in its vital functions.
- e. Value of Award:
1. Compliance with Definition: The awards listed in this directive shall be made in strict compliance with the technical difference in the definition. To make an award higher than that earned is to lessen the value of an award to those who earn it. The general policy is to grant the highest award properly fitting the circumstances;
  2. Order of Awards: The awards listed in subsection d (Classification of Awards) of this section are listed in descending order of value and difficulty of achievement;
  3. Recipient Awards: The awards whose titles indicate they are medals will result in the recipient being awarded:
    - a. A medal hanging from a colored ribbon for the officer's personal possession; and
    - b. A ribbon whose colors correspond to the ribbon

# GENERAL ORDER

**G.O. 3-261**

## **SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

from which the medal is suspended, which will remain the property of the Department and which will be subject to all the uniform regulations of General Order 5-416, paragraph V, subparagraph D, section 7.

4. Permanent Record: All awards will result in a permanent record in the employee's personnel file.
  
2. TRAINING: Procedures and criteria for using training as a function of discipline: Whenever the performance or conduct of an employee indicates additional training or remedial training is needed, this training shall be the responsibility of the Support Services Division (SSD), Training Unit and shall be conducted in a manner consistent with General Order 4-331; In Service Training, paragraph V, subparagraph A, section 5.
  
3. COUNSELING: Counseling of the employee is normally the first step a supervisor should take to correct a performance problem where the problem has presented for the first time, it appears the problem can be corrected through notice and/or counseling, and the problem has not caused serious harm. Counseling is not discipline. Rather, it is a tool for making the employee aware there is a problem and providing assistance to help solve the problem. In most situations where counseling is warranted, the supervisor is the proper person to provide the counseling. However, sometimes the performance problem is a symptom of a deeper problem that may require the use of outside sources to resolve. In such cases, the supervisor should become familiar with the Town's Employee Assistance Program and properly refer the employee to this program. The supervisor should fully document the counseling session, including the assistance and any suggestions that were provided, and retain such documentation in the supervisors' own supervisory file (not in the employee's personnel file).
  
4. DISCIPLINARY PROCEDURES: Performance problems that reoccur

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

despite counseling or which are more serious will normally require discipline. Before determining disciplinary action a supervisor should consider factors that include but are not limited to; seriousness of the incident, employee's performance record, employee's past disciplinary record, overall impact on the organization resulting from incident, likelihood of reoccurrence, and length of employment service. Disciplinary provisions applicable to all employees:

- a. Disciplinary actions include:
  1. Oral reprimands;
  2. Written reprimands;
  3. Docking of pay for time not worked;
  4. Suspension with or without pay;
  5. Reduction in grade; or
  6. Discharge.
- b. Other corrective action may take the following forms:
  1. Reassignment;
  2. Retraining;
  3. Temporary relief from duty with or without pay;
  4. Termination.
- c. The Chief of Police is responsible for the administration of disciplinary action within the Department.
- d. Any supervisory officer in the Department may issue reprimands and relieve employees from duty where warranted. Any employee who is relieved from duty shall return to work only after approval of the Chief of Police or, in his absence, the

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

officer in charge.

- e. Nothing herein contained shall limit the power of the Chief of Police or the Board of Police Commissioners to relieve an employee from duty with or without pay pending a hearing.
  - f. Written documentation of disciplinary action shall be maintained in the employee's personnel file. The employee shall have the opportunity to read the documentation and initial or sign it before it is placed in his personnel file. When an employee refuses to initial or sign the documentation, such fact should be noted on the written document. The employee may write a rebuttal to the documentation which rebuttal shall also be maintained in his personnel file.
  - g. Any officer who is relieved from duty, suspended, discharged or otherwise terminated shall immediately surrender his badge and service firearm to the shift commander or the chief's designee. If the employee is not scheduled for return to duty, all departmental property in the employee's possession shall also be surrendered.
5. PROBATIONARY EMPLOYEES:
- a. Probationary employees may be disciplined, demoted, discharged, and terminated in accordance with the collective bargaining agreement.
  - b. In the event the Chief of Police intends to recommend discipline, demotion, discharge or termination of a probationary employee to the Board of Police Commissioners, the Chief of Police shall give the probationary employee an opportunity to meet with him no less than twenty-four hours before such recommendation to the Police Commission.
  - c. When the Chief of Police submits a recommendation to the Board of Police Commissioners for the discipline, demotion, discharge or termination of a probationary employee, the probationary employee shall be notified in writing of the

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

location, date, and time of the meeting of the Police Commission to consider such recommendation. The meeting shall be closed to the public unless the probationary employee requests that the meeting be open.

- d. The probationary employee shall receive written notice of the action taken by the Board of Police Commissioners.
  - e. Disciplinary action, discharge, or other termination assessed against a probationary employee shall not be subject to the grievance and arbitration procedure of the collective bargaining agreement between the Town and the collective bargaining unit.
6. EMPLOYEE WHO HAS COMPLETED PROBATIONARY PERIOD:
- a. No employee who has completed his probationary period shall be disciplined by reprimand, loss of pay, suspension, reduction in rank or grade or discharge except for just cause.
  - b. Just cause for disciplinary action shall include, but not be limited to:
    - 1. Violation of, or failure to adhere to these Rules and Regulations;
    - 2. Violation of, or failure to adhere to General and Special Orders of the Chief of Police;
    - 3. Violation of, or failure to comply with any lawful order of a superior;
    - 4. Failure to receive a satisfactory performance evaluation for two consecutive periodic evaluations;
    - 5. The receipt of an aggregate of three unsatisfactory evaluations during any three-year period;
    - 6. Conviction of a felony; and

# GENERAL ORDER

G.O. 3-261

**SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

7. Violation of reasonable and ordinary standards of good conduct.
7. REASONABLE AND ORDINARY STANDARDS OF GOOD CONDUCT SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:
- a. Reporting for work on time as scheduled;
  - b. Regular attendance at work;
  - c. Remaining on duty unless proper authorization to leave has been obtained;
  - d. Following the orders and instructions of superiors – no insubordination;
  - e. Carrying out assigned duties and responsibilities;
  - f. Refraining from the use of intoxicants when on duty;
  - g. Reporting for work free from the influence of intoxicants;
  - h. Courteous and respectful conduct toward fellow employees, superiors, and the public;
  - i. Refraining from any form of altercation including verbal abuse, the use of profanity, fighting, assault, and inciting to violence;
  - j. Refraining from the use of unnecessary force or violence or brutality;
  - k. Adherence to the Department's Rules and Regulations;
  - l. Refusal to accept or solicit any bribe, gratuity, or other advantage in exchange for performing any duty-related act or favor;

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- m. Reporting any offered bribe, gratuity, or other advantage;
- n. Not abusing or using your official position for personal gain, benefit, or favor;
- o. Adherence to the Department code for dress and personal appearance;
- p. Proper care and use of Department property;
- q. No stealing or theft of any kind;
- r. Respect for the person and property of others including refraining from entry into areas without proper access;
- s. Truthfulness at all times;
- t. Maintenance of confidential Department matters when required;
- u. No falsification of records, forms, documents, etc.;
- v. Reporting any condition which may render an employee unfit for duty;
- w. Adherence to Department rules on reporting illness or other absences;
- x. Use of sick leave solely for personal illness rendering the employee unfit for duty;
- y. Maintenance of current and valid state motor vehicle operator's license, POSTC certification, and of other certifications required by the Department;
- z. Adherence to Department procedures and practices concerning housekeeping and safety;
- aa. Observance of the Department chain of command; and

# GENERAL ORDER

G.O. 3-261

## SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES

- bb. Avoiding conduct unbecoming a public official and avoiding the appearance of any such conduct.
- 8. EMPLOYEES MAY BE DISCIPLINED, REASSIGNED, DEMOTED OR TERMINATED FOR FAILURE OR INABILITY TO PROPERLY PERFORM THEIR DUTIES.
- M. SUPERVISOR'S ROLE: The role of the Department supervisors in the disciplinary and special recognition process is as follows:
  - 1. OBSERVATION: Supervisors are to observe the conduct, performance and appearance of personnel and detect those instances when commendation or corrective actions are warranted;
  - 2. COMMENDATION: Supervisors are to commend employees for praiseworthy performance of duties, to include nomination for Department awards where appropriate;
  - 3. COUNSEL: Supervisors counsel employees when appropriate;
  - 4. REPRIMAND: Supervisors are to reprimand employees whose conduct, performance or appearance requires such action;
  - 5. INVESTIGATE: Supervisors are to investigate allegations of employee misconduct when occurring within the scope of their authority and responsibility, or when so directed by the division commander, Captain or Chief of Police;
  - 6. IMPLEMENTATION: Supervisors are to implement the disciplinary action approved by the Chief of Police or his designee.
  - 7. DOCUMENTATION: Supervisors must document on at least two levels. When written discipline such as reprimands and warnings or discharges become necessary, the supervisor must draft the written discipline and provide a copy to the employee. On a second level, the supervisors are required to carefully document in detail for his/her own file any counseling or disciplinary actions he/she has taken to correct the performance problem. Supervisors should also document

# GENERAL ORDER

**G.O. 3-261**

## **SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

any complaints made about employees on his/her staff and the action taken by the supervisor in response to the complaint.

8. INVESTIGATION: If personal investigation is required, refer to G.O. 6-521, Internal Affairs.
- N. APPEALS/GRIEVANCES: Appeals or grievance procedures resulting from disciplinary actions are outlined as follows:
1. SWORN PERSONNEL: For full time sworn officers who have completed their probationary period refer to the Agreement Between the Town of Monroe and Council # 4.
- O. DISMISSAL NOTICE: Whenever an investigation of employee misconduct results in the dismissal of the employee, unless otherwise provided by contract, the employee shall be provided with a written notification to include the following:
1. REASON: A statement citing the reasons for dismissal;
  2. DATE: The effective date of dismissal;
  3. BENEFITS: A statement of fringe and retirement benefits after dismissal.
- P. RETENTION OF DISCIPLINARY RECORDS: Unless otherwise provided by a collective bargaining agreement, records pertaining to disciplinary action shall be retained as follows:
1. COMMENDATIONS: To be entered into employee's permanent file;
  2. DEPARTMENT AWARDS/CITATIONS: To be entered into employee's permanent file;
  3. WRITTEN DISCIPLINE: Documentation of oral reprimands, written reprimands, suspension notices, letters of discharge and other written discipline are to be entered into the employee's permanent file.

# GENERAL ORDER

**G.O. 3-261**

## **SUBJECT: DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

4. **POLICE RECEIPT OF COMPLAINT:** To be entered into the Department's Internal Investigation File. Internal investigation files shall be retained separately in a secured area under the control of the Chief of Police or a command level officer designated by the Chief of Police, and shall be retained in a manner to comply with state regulations pertaining to Municipal Record-Retention Schedule M-VII (Public Safety and Emergency Services Records) as promulgated and amended from time to time by the State Public Records Administrator pursuant to Section 7-109 of the Connecticut General Statutes.
  5. **PERSONNEL ACTION FORMS (pertaining to disciplinary action):** To be entered into employee's permanent file;
  6. **PERSONNEL RECORDS:** Personnel records of Department employees shall be retained in a manner to comply with Municipal Record Retention Schedule M-II (Personnel Records) as promulgated and amended from time to time by the State Public Records Administrator pursuant to Section 7-109 of the Connecticut General Statutes.
- Q. SUPERVISION AUTHORITY:** The authority attendant to each level of supervision and command relative to disciplinary action is as follows:
1. **COMMANDERS AND SUPERVISORS:** Command and supervisory level personnel may initiate disciplinary proceedings which may result in suspension, reduction in grade, demotion or dismissal by submitting to the Chief of Police a report alleging the misconduct, and detailing the facts and circumstances of the incident; in addition the Chief of Police may direct personnel of command level authority to conduct Department investigations of complaints alleging misconduct involving Department employees. A Department supervisor has the authority and responsibility to immediately suspend, for that shift, an employee that is incapable of performing police duties. In such an incident the supervisor will cause a notification as soon as possible to a command officer.
- R. ALLEGATION RESULTS:** Refer to General Order 6-521, Internal Affairs.

# **GENERAL ORDER**

**G.O. 3-261**

**SUBJECT:                   DISCIPLINARY AND SPECIAL RECOGNITION PROCEDURES**

## **HISTORICAL CHANGES TO POLICY**

Feb 14, 2011 – Page 15, Section V,I was added and is new.

March 28, 2011 – Page 16, Section V,L1c was changed to reflect the proper name of police union.

April 5, 2016 – Page 18, Section c, Council #15 was changed to Council #4