

Burleson Police Department

Administrative Policy and Procedures

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Document Title: Discipline

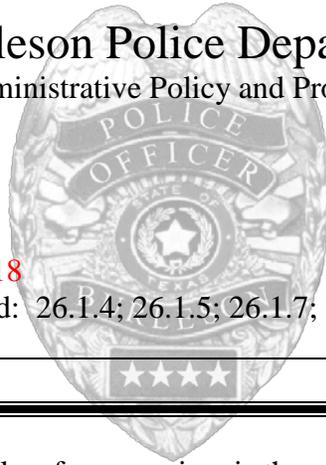
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CALEA Standards Referenced: 26.1.4; 26.1.5; 26.1.7; 26.1.8

ISSUING AUTHORITY: _____

Billy Cordell, Chief of Police



- I. One of the primary tasks of a supervisor is the administration of discipline. Discipline can be positive or negative. It may involve encouragement, inspiration, training or impositions of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action. Discipline means may range from a warning, where the immediate effect is on the individual, to termination, where the positive result is the reassurance of other employees as to unacceptable limits of misconduct. In each case, care must be exercised to make the proper choice in obtaining a desired result. To be effective, discipline must not only be fair in its application, but it must also follow within a reasonable time the act which it is intended to correct. Therefore, there must be a prompt resolution of disciplinary cases.
[26.1.4a/b/c / 26.1.5]
 - A. Disciplinary action may result pursuant to the filing of criminal charges against any member of the department.

- II. Disciplinary action shall follow the determination of guilt against any member of the department charged with the commission of any of the following acts, including but not limited to: [26.1.1]
 - A. Drinking any kind of intoxicating alcohol while on-duty or coming to work with alcohol on the breath.
 - B. Conduct unbecoming to a police officer or employee of the department.
 - C. Insubordination or disrespect toward any superior.
 - D. Disrespect or insolence toward a citizen.
 - E. Reckless handling of City property or equipment
 - F. Receiving or accepting bribes, money or valuables
 - G. Receiving or accepting any reward, money, valuables or gift from persons arrested or persons acting in behalf of someone who has been arrested.
 - H. Willful maltreatment of a prisoner or any person.
 - I. Falsification of reports or issuing a false report.
 - J. Neglect of duty.
 - K. Inattention on duty.
 - L. Sleeping while on duty.
 - M. Incapacity or inefficiency in service.
 - N. Laziness.

- O. Leaving post before being properly relieved.
 - P. Being absent without leave
 - Q. Improper political activity.
 - R. Disobedience or failure to comply with departmental orders.
 - S. Non-compliance to the rules, regulations, general orders, or verbal orders issued by a superior.
 - T. Violation of the City of Burleson Personnel Manual
 - U. Any other act or commission contrary to the good order and discipline of the department.
 - V. Failure to Supervise
- III. Whenever it is deemed necessary by reason of any violation of the rules and regulations, or for the preservation of good order, efficiency, and discipline, all officers at the rank of Sergeant or above, acting in command, may suspend from duty, pending formal charges, any subordinate in the department. In every case of suspension, the officer ordering the action shall, as soon as possible, submit a written report to the Chief of Police, stating the name of the accused person, the particular charge, and the final action. The decision for further action rests with the Chief of Police. [26.1.5]
- A. Members of the police department will be subject to the following types of disciplinary action: verbal reprimand, written reprimand, additional training, suspension with loss of pay, extension of probationary status, demotion, and dismissal. [26.1.4a/c]
 - B. After all the facts have been heard and evaluated, final determination of the extent of disciplinary action to be taken will be based on the following three criteria:
 - 1. Severity of the offense.
 - 2. Frequency of occurrence as related by the personnel records and as attested to by the supervisory personnel.
 - 3. Accused member's attitude, honesty, and sincerity complying with regulations.
- IV. If an employee receives disciplinary action (including written reprimand or suspension) or is placed in a probationary status due to a conduct issue, the employee is ineligible to laterally transfer or take a promotional exam for six months or until the probationary status passes. This restriction does not apply to employees who receive a documented verbal warning.
- V. If at anytime employee misconduct results in dismissal, the employee will be provided with the following information from the City of Burleson Human Resources Department: [26.1.7]
- A. The date the dismissal is to be effective. [26.1.7b]
 - B. A written statement citing the reason for dismissal. [26.1.7a]
 - C. A statement of the status of fringe and retirement benefits after dismissal, [26.1.7c] and

- D. A statement as to the content of the employee's employment record relating to the dismissal.
- VI. Records of disciplinary action will be maintained by the City of Burlison Human Resources Department as a part of the employees permanent personnel file. A copy of the disciplinary action will be kept in the Police Department personnel records. [26.1.8]