

	BLOOMFIELD POLICE DEPARTMENT GENERAL ORDER No. 2-07	EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014	EXPIRATION DATE: NONE
	<i>Employee Misconduct/Internal Affairs</i>		
RISK: HIGH	DISTRIBUTION: All Personnel	RESCINDS: G.O. 2/600, 2/675, 2/700-715	
CALEA Std.: 26.1.1, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 52.1.3, 52.1.5, 52.2.1, 52.2.3, 52.2.5, 52.2.6, 52.2.7, 52.2.8		BY ORDER OF: Paul B. Hammick, Chief of Police	
This directive is for BPD use only. It is not meant to enlarge the Department's or an employee's criminal or civil liability in any way and should not be construed as creating a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis for departmental administrative sanctions.			

I. PURPOSE

This order defines employee misconduct and establishes policies and procedures governing disciplinary procedures and internal investigations of employee misconduct.

II. POLICY

It is the policy of the Bloomfield Police Department to fairly and impartially investigate allegations of employee misconduct. All allegations of misconduct will be investigated regardless of their source. Employees found to have engaged in misconduct will be held accountable utilizing an equitable system of progressive discipline.

III. DEFINITIONS

- A. **Counseling** – Counseling is a corrective action when the violation is a minor mistake, departure from policy or procedure, or an exercise of inappropriate judgment. It is a one-on-one discussion designed to provide the employee with guidance that will develop the employee's skills, abilities, and understanding of the job.
- B. **Oral Reprimand** – An Oral Reprimand is formal discipline and a record of its issuance is included in an employee's personnel file. It is verbal notification that specific performance and/or behavior needs improvement and includes a warning of potential future discipline if improvement is not forthcoming.
- C. **Written Reprimand** – A Written Reprimand is formal discipline and is included in an employee's personnel file. It is a written notification to an employee that his/her behavior or performance is unacceptable and further disciplinary action will be taken unless improvement occurs.
- D. **Suspension** – A disciplinary action in which an employee is given a designated time period during which he/she is prohibited from working. These hours are non-compensated. A record of the suspension is included in an employee's personnel file.
- E. **Demotion** – A ranking officer is reduced to a lower rank with a lower salary range as discipline for misconduct or unsatisfactory performance. A record of the demotion is included in an employee's personnel file.

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/Internal Affairs</i> (continued)	PAGE: 2 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- F. **Termination** – An employee is terminated for serious or ongoing misconduct or unsatisfactory performance. A record of the termination is included in the employee’s personnel file.
- G. **Training** – While training is not considered to be discipline, training may be used to improve an employee’s performance and alleviate the need for future disciplinary action.

IV. PROCEDURE

A. Disciplinary System.

Discipline is action initiated by supervisory or command level officers within the agency intended to correct employee misconduct or poor performance. Generally punitive action will be progressive in nature beginning with the lowest sanction necessary to correct the issue at hand, followed by increasingly severe sanctions if the conduct or performance does not improve. More serious violations of department policies and procedures will result in more serious consequences. All supervisory personnel will be responsible for observing the conduct, performance and appearance of their subordinates and taking corrective action when appropriate. Supervisors will address observed deficiencies via counseling, training or by initiating formal discipline and document as necessary. When determining a course of action to address employee misconduct or performance issues, the supervisor will consider the following: a) The facts and circumstances of the incident or performance issue, b) the employee’s performance and disciplinary history, c) the impact on the agency, and d) mitigating/aggravating circumstances.

1. When a supervisor determines that informal counseling or training is inadequate to address a performance/misconduct issue of a subordinate, the supervisor will fill out a Request for Discipline form (Form BPD-P03). Prior to submitting the form the supervisor should correspond with the employee in question to allow the employee an opportunity to explain the conduct in question. The supervisor shall provide all pertinent details and submit the BPD-P03 to his/her immediate supervisor for review. The form will be forwarded to the Chief’s office via the chain of command, with each supervisor in line reviewing the document and commenting as appropriate. If the Chief determines further investigation is necessary he/she shall assign said investigation.
2. Employees, upon being notified that they are the subject of a Request for Discipline, may request a meeting with the Chief of Police for the purpose of Early Disposition. Early Disposition requires that the employee acknowledge culpability and accept the corrective action as agreed upon during the aforementioned meeting. If the employee refuses to accept the corrective action as designated by the Chief of Police then the offer will be invalidated and non-binding for both sides. The offer pertaining to corrective action, and the refusal thereof, may not be considered thereafter towards disposition except for the rebuttal of false testimony. If an agreement pertaining to Early Disposition is reached it shall be committed to writing and become binding. Subsequent findings that an Early

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/Internal Affairs</i> (continued)	PAGE: 3 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

Disposition Agreement was reached and accepted under false pretenses will result in a subsequent investigation into the misconduct unaddressed and the false pretense in question.

3. Allegations of misconduct will be classified as either a Level I or Level II investigation.
 - a. Level I misconduct is that which, if substantiated, is likely to result in the arrest, suspension, demotion or dismissal of the subject employee. Examples of Level I offenses include, but are not limited to, unnecessary or excessive force, corruption, criminal conduct, harassment, dishonesty or violation of civil rights. Level I allegations will normally be assigned by the Chief to Internal Affairs for investigation.
 - b. Level II misconduct is that which, if substantiated, may result in dismissal, suspension, reprimand or documented counseling. Examples of Level II offenses include, but are not limited to, performance-related issues, demeanor, care of equipment, appearance or neglect of duty. Level II allegations will normally be investigated by the subject employee's immediate supervisor. The Chief of Police may assign Level II allegations to Internal Affairs or an alternate supervisor at his/her discretion.
4. The Bloomfield Police Department Code of Conduct/Disciplinary Infractions: Schedule of Penalties is established in Appendix 1 of this policy. While the schedule does enumerate types of conduct that are prohibited and grounds for discipline, the schedule does not and cannot itemize every act or omission that is sufficient cause for disciplinary action. Such acts or omissions not specified will be charged under section 11 of the schedule, Conduct Unbecoming an Employee.
5. The following codes for penalties are used in the schedule to provide guidance to the employees and administrators with regard to the probable disciplinary penalty that will be associated with the listed offenses. The imposed penalty may be lower or higher than what is in the infraction schedule depending on mitigating and aggravating factors.

<u>CLASS</u>	<u>PENALTY</u>
A -----	Oral Reprimand
B -----	Written Reprimand
C -----	Suspension 1-5 days
D -----	Suspension 5 or more days
E -----	Demotion (if applicable)
F -----	Termination

B. Internal Affairs Investigations.

Internal Affairs Investigations (IA's) shall be classified as Administrative Investigations or Criminal Investigations as defined below. The Chief of Police shall assign investigations, normally to the Professional Standards Division (PSD) but, when appropriate, to a supervisor

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/Internal Affairs</i> (continued)	PAGE: 4 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

in an alternate division. When possible, such investigations will be assigned to and conducted by a supervisor of a higher rank than the subject employee. The assigned IA investigator has the authority to report directly to the Chief of Police for the purposes of the IA investigation and will regularly brief the Chief on the status of the investigation. The Chief may utilize outside agencies such as the State’s Attorney’s Office or an alternate law enforcement agency to conduct an IA whether criminal or administrative in nature.

1. Administrative Internal Affairs investigations: Administrative IA’s are intended to investigate violations of department policies and procedures, established practices based on existing laws and court decisions, criminal conduct, and other employee performance issues. Allegations of criminal conduct may also result in a criminal investigation at the discretion of the Chief of Police. Upon being assigned to conduct an Administrative IA, the investigator shall:
 - a. Notify the subject employee and union president within two business days. The notification will include a statement of the allegations and the employee’s rights and responsibilities. Notification of the subject employee may be suspended when such notification could compromise the investigation. Authorization to suspend notification must be obtained from the Chief of Police or his/her designee.
 - b. Notify the subject employee’s Division Commander.
 - c. Provide the Chief with a minimum of a weekly update of the case status.
 - d. Prior to questioning the subject employee in any format, the investigator will provide the employee with the Non-Criminal Investigative Interview Warning (Form BPD-P02).
 - e. If the IA was generated by a citizen complaint, keep the complainant informed of its status pursuant to BPD General Order 2-06.
 - f. Complete the investigation and submit the report to the Chief of Police within thirty calendar days. Extensions may be granted by the Chief of Police as needed. The investigative report shall include the investigator’s conclusion and the recommended disposition for each allegation.

2. Criminal Internal Affairs Investigations: If an IA is criminal in nature, the Chief of Police may assign the Detective Unit to conduct a criminal investigation. If the alleged offense is a Part I crime or a Part II crime that may result in an arrest or will involve intrusive investigative methods such as search warrants, the State’s Attorney’s Inspector for this agency will be notified. Prior to any arrest, the State’s Attorney’s Office will be consulted unless the arrest is exigent in nature. Employees that are subject to such an investigation will be afforded the same rights and privileges as a non-employee who is the subject of a criminal investigation and will be advised of his/her Miranda rights prior to any interview. Normally the criminal investigation should be concluded before the administrative investigation is concluded. If the two investigations are conducted concurrently, no information obtained from the administrative investigation phase with immunity shall be

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/Internal Affairs</i> (continued)	PAGE: 5 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

shared with the criminal investigators or otherwise entered in the criminal investigation. Information obtained from the criminal investigation can be used to support the administrative investigation.

3. Special Investigative methods: During an IA, employees may be required to submit to the following:
 - a. Drug or Alcohol Testing- When there is reasonable suspicion that an employee is under the influence of alcohol or drugs, or has been using illegal drugs, the employee can be required to submit to a blood and/or urine test.
 - b. Evidentiary information- Employees may be required to submit to being photographed; DNA testing; providing voice exemplars; and searches of desks, lockers, department computers or any other department communication device if any such procedure is material to an investigation.
 - c. Financial Disclosure- Employees may be required to submit financial disclosure statements if material to an internal affairs investigation.
 - d. Polygraph Examinations- Polygraph examinations will not be administered on employees unless requested by the employee to be examined.
4. Administrative Leave: The Chief of Police may place an employee on administrative leave with pay in cases wherein the employee is alleged to have engaged in misconduct that, if true, would make the employee unfit for duty and/or expose the department to liability. An administrative leave may be without pay in extreme situations including, but not limited to, an arrest for a felony or other serious offense. Supervisors faced with an acute situation may relieve a subordinate from duty with pay for up to 24 hours when that supervisor reasonably believes that the employee is unfit for duty for reasons that affect the safety of the employee, other employees, or the public. Whenever possible the Division Commander of the subject employee should be consulted prior to relieving the subject employee from duty. In all such cases the Chief of Police shall be notified via the Chain of Command as soon as practicable. The supervisor will complete a Supervisor's Administrative Report (SAR), as specified in G.O. 2-19, prior to the end of his/her tour of duty and, if warranted, a Request for Discipline Form (BPD-P03). The Chief of Police will review the circumstances upon receipt and determine if continued leave is necessary.
 - a. Employees placed on Administrative Leave shall immediately surrender their badge, identification and service weapon unless otherwise directed by the Chief of Police or his/her designee.
 - b. Employees on Administrative Leave shall not act under color of authority for the duration of the leave.
5. Classification of Disposition: All Disciplinary Requests and Internal Affairs Investigations shall be classified as follows upon conclusion:

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/Internal Affairs</i> (continued)	PAGE: 6 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- a. Exonerated- The alleged act(s) did occur but were justified and proper.
 - b. Sustained- The alleged act(s), or similar acts, did occur and such acts were improper.
 - c. Not Sustained- The investigation produces insufficient information to prove or disprove the allegations.
 - d. Unfounded- The alleged act(s) did not occur and/or were falsely reported. If evidence exists that information was falsely reported in violation of criminal statutes, the department shall consider pursuit of criminal charges against the responsible person(s).
 - e. Misconduct Not Based on Original Complaint- Finding of misconduct not alleged in original complaint or disciplinary request is sustained. This includes misconduct that occurs during the course of the IA or disciplinary process.
6. Due Process: Employees may appeal disciplinary action in accordance with the applicable collective bargaining agreement.
 7. Dismissal: In the event an employee is to be terminated for misconduct or poor performance, the Chief shall be responsible for providing the subject employee with a written statement citing the reason for the termination, the effective date of the termination, and a statement of fringe and retirement benefits due to the subject employee upon dismissal.
 8. Records: All Requests for Discipline cases and Internal Affairs cases will be stored in the locked IA file and maintained in the Chief's Administrative Assistant's Office. The computer record of the case maintained in the BPD reporting software shall be locked such that only the reporting Sergeant, Command Staff personnel, and other supervisors as necessary have access to the case. A record of disciplinary sanctions as defined in this order will be forwarded to Human Resources for inclusion in the subject employee's personnel file.
 9. The agency compiles annual statistical summaries, based upon records of internal affairs investigations, which are made available to the public and agency employees.

V. REPORTS/FORMS

- Non-Criminal Investigative Interview Warning (Form BPD-P02)
- Request for Discipline (Form BPD-P03)

VI. REFERENCES

- General Order 2-19, Supervisor's Administrative Report

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 7 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

APPENDIX 1

Code of Conduct/Disciplinary Infractions:

Schedule of Penalties

1. CRIMINAL CONDUCT

DEFINITIONS:

- A. Felony: An offense for which a person may be sentenced to a term of imprisonment in excess of one (1) year. (CGS Sec. 53a-25) Felonies are classified as follows: Class A, Class B, Class C, Class D, Unclassified and Capital Felonies.
- B. Misdemeanor: An offense for which a person may be sentenced to a term of imprisonment of not more than one (1) year. (CGS Sec. 53a-26) Misdemeanors are classified as follows: Class A, Class B, Class C and Class D.

DEFINED OFFENSES:

- A. Accepting or soliciting a bribe or gratuity to permit an illegal act.
 - F
- B. Removing police department or town property without authorization with the intent to permanently deprive the Police Department or the town of said property.
 - F
- C. Unauthorized entry into any office, desk or locker of another, by any means, knowing the employee has no right to access, with the intent to commit a criminal act.
 - F
- D. Arrest and conviction of any felony crime.
 - F
- E. Arrest and conviction of all larceny and/or larceny related crimes, family violence crimes, all crimes of a sexual nature, crimes involving moral turpitude or dishonesty, or any substituted offense.
 - F
- F. Arrest and conviction of any misdemeanor, except those that are described in Section E above, including misdemeanor motor vehicle violations.
 - Up to F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 8 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- G. Knowingly or willfully making a false entry in any police department or other official report or record.
 - F
- H. Engaging in illegal vice-related activities.
 - C through F
- I. Physical fighting with a fellow employee while on duty.
 - B through F
- J. Intentionally allowing a prisoner to escape.
 - F

2. SUBSTANCE ABUSE

DEFINED OFFENSES:

- A. Testing positive under the “Town of Bloomfield Drug Testing Program” for any illegal drug intoxicant including but not limited to Cocaine, Phencyclidine, Opiates and Cannabis substances that in and of themselves are illegal to possess.
 - F
- B. Testing positive under the Town of Bloomfield Drug Testing Program for any other narcotic and/or controlled substance not referenced in paragraph 2.A. above.
 - D, E, F
- C. Refusal to submit to a drug test properly ordered by the Chief of Police under the procedures outlined in the Town of Bloomfield Drug and Alcohol Testing Program as described in the Town’s Employee Handbook.
 - F
- D. Being under the influence of alcohol and/or a controlled substance while on-duty.
 - D, E, F
- E. Being under the influence of alcohol and/or a controlled substance while off-duty, in uniform **and/or** in possession of a police department issued firearm.
 - D, E, F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 9 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- F. Consumption of alcoholic beverages while on-duty or off-duty in a readily identifiable Bloomfield Police uniform.
 - D, E, F

- G. Consumption of alcoholic beverage while on-duty, not in uniform, without supervisory approval.
 - D, E, F

- H. Consumption of alcoholic beverages during the four (4) hours immediately prior to reporting for scheduled duty or to such an extent as to render the employee unfit for duty prior to reporting for scheduled duty.
 - D, E, F

- I. Smoking while on duty.
 - B through F

3. SUPERVISORY RESPONSIBILITIES

DEFINED OFFENSES:

- A. A supervisory officer using rude, insulting or offensive language, or other offensive behavior toward an employee of a lower rank or classification.
 - B through F

- B. A supervisory officer giving an order knowing such to be unlawful or beyond the scope of the supervisor's authority.
 - B through F

- C. A supervisory officer reprimanding any employee in a degrading or defamatory manner, or a supervisor reprimanding an employee in the view of other employees except where operations or exigent circumstances require immediate action.
 - B through F

- D. Failure to properly supervise subordinates, to initiate disciplinary action, or to take other appropriate action as circumstances require.
 - B through F

- E. Failure of a supervisor to make proper notifications.
 - A through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 10 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- F. Failure of a supervisor to complete reports in a timely manner.
 - A through F
- G. Failure to courteously and promptly facilitate the reporting of a citizen complaint against any member of this Police Department pursuant to the citizen complaint policy.
 - B through F

4. NEGLIGENT PERFORMANCE OF DUTY

DEFINED OFFENSES:

- A. Removing police department or town property without the proper authorization but with no intent to permanently deprive the Police Department or the City of said property.
 - B through F
- B. Negligent entry in any police department or other official record.
 - A through F
- C. Negligently or inappropriately disseminating information related to an investigation and/or department operations.
 - C through F
- D. Negligently failing to take appropriate action when necessary and/or failing to complete a written report as required by department policy.
 - B through F
- E. Inattentive to duty or assignment.
 - A through F
- F. Asleep on duty without authorization.
 - B through F
- G. Failure to properly care for assigned equipment (excluding motor vehicle accidents), and/or damaging or causing damage to the same due to carelessness or neglect.
 - A through F
- H. Interfering with, or inattentiveness to, radio broadcasting or computer systems due to negligence or carelessness.
 - A through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 11 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- I. Allowing a prisoner to escape due to carelessness or neglect.
 - C through F
- J. Failure to properly identify, collect or preserve evidence in a timely fashion due to carelessness or neglect.
 - B through F
- K. Performing assigned duties or other official work in a careless or negligent manner, or in disregard of prescribed procedures.
 - A through F

5. INTENTIONAL MISCONDUCT

DEFINED OFFENSES:

- A. Using violent, abusive or profane language with the intent to incite another employee.
 - B though F
- B. Deliberate, unauthorized dissemination of information related to an investigation and/or a matter related to department operations.
 - C through F
- C. Making public statements that are known to be false or to be in reckless disregard of known facts, police department policy or operations.
 - B through F
- D. Providing false information in any format related to employment or in the performance of work-related duties.
 - C through F
- E. Use of rude, insulting, profane or offensive language, and/or engaging in other offensive behavior toward another employee.
 - C through F
- F. Use of rude, insulting, profane or offensive language and/or engaging in other offensive behavior by an employee toward a citizen while on-duty.
 - B through F
- G. Absence from duty assignment without authorization.
 - B through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 12 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- H. Failure to take appropriate action when necessary and/or failure to complete a written report as required by department policy.
 - A through F
- I. Failure to comply with any lawful order, procedure, directive or regulation, whether oral or written.
 - C through F
- J. Failure to report as a witness when duly notified within reasonable time limits or when subpoenaed.
 - B through F
- K. Intentionally damaging police department or town property.
 - C through F
- L. Willful interference with radio broadcasting and/or tampering with radio or computer equipment.
 - C through F
- L. Failure to respond to an acknowledged call for service.
 - C through F
- M. Failure to take appropriate action concerning illegal activity.
 - B through F
- N. Failure to intervene to prevent the violation of a citizen's civil rights.
 - D, E, F
- O. Intentionally depriving a suspect or prisoner of basic rights or humane treatment.
 - D, E, F
- P. Abuse of sick time.
 - B through F
- Q. Failure or refusal to obey a proper order of a supervisor.
 - C through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 13 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- R. Failure to obey a proper order of a supervisor that jeopardizes the health or safety of an officer or other, or that seriously jeopardizes a criminal investigation.
 - F
- S. Unauthorized entry into any office, desk, locker, or property of another.
 - C through F
- T. Refusal to answer questions or provide a statement after receiving investigative interview (Garrity) warnings during the course of an internal investigation.
 - F
- U. Untruthfully answering questions or providing any false statement related to an internal investigation.
 - F
- V. Attempting to dissuade any person from making or filing a complaint against any member of the Police Department.
 - C through F
- W. Failure to assist a citizen wishing to make a complaint against any member of the Police Department pursuant to the citizen complaint policy.
 - C through F
- X. Taking or encouraging others to take retaliatory action against any person for making or filing a complaint against any member of the Police Department.
 - F
- Y. Failure to report misconduct on the part of another department employee.
 - A through F

6. USE OF FORCE AND FIREARMS DISCHARGE

DEFINED OFFENSES:

- A. Excessive use of force in effectuating an arrest or in the performance and execution of other official duties.
 - B through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/</i> <i>Internal Affairs</i> Appendix 1	PAGE: 14 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- B. Violation of the department's authorized weapons policy.
 - B through F
- C. Unnecessary display of a firearm or display of a firearm contrary to department policy.
 - B through F

7. ADMINISTRATIVE REGULATIONS

DEFINED OFFENSES:

- A. Failure to carry required equipment.
 - B through F
- B. Carrying or utilizing equipment on duty not authorized for use by the Police Department.
 - A through F
- C. Failure to observe police department procedures outlining safety practices or adhere to established practices relating to safety.
 - B through F
- D. Failure to be on time when reporting for duty, including roll calls, court appearances and other duty assignments.
 - A through F
- E. Failure to adhere to department leave time policy regarding timely leave requests.
 - B through F
- F. Failure of an employee to report any medical condition which might render the employee unfit for assigned duty.
 - B through F
- G. Use of any narcotic substance or controlled substance pursuant to a doctor's order, without reporting the same to a supervisory officer, where the substance may impair an employee's judgment.
 - B through F
- H. Failure to supply the Police Department with a consistent current residential telephone number and residential address.
 - A through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 15 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

- I. Failure to wear the prescribed uniform for assigned duties.
 - A through F
- J. Failure of an employee to maintain themselves and their uniform in a neat and clean condition.
 - A through F
- K. Failure to maintain a valid motor vehicle operator's license or failure to report the revocation or suspension of one's motor vehicle operator's license on a timely basis.
 - B through F
- L. Refusal to give name and/or badge/ID number when requested.
 - B through F
- M. Absence from duty assignment through the use of leave time which the employee does not have available for use.
 - B through F

8. USE OF POLICE DEPARTMENT OR CITY VEHICLES

DEFINED OFFENSES:

- A. Unauthorized personal use of a police department or town vehicle.
 - B through F
- B. Unauthorized use of a police department or town vehicle.
 - B through F
- C. While operating a police or town vehicle, the employee is involved in a motor vehicle accident wherein the employee is found at fault and/or in violation of one or more CT General Statutes.
 - B through F
- D. While operating a police department or town vehicle, the employee is involved in a motor vehicle accident wherein the employee is found to be at fault and/or in violation of CT General Statutes and the employee's operation is found to be reckless. (Factors to determine whether operation is reckless shall include, but are not limited to the type of call responded to, road conditions, weather conditions and/or time of day).
 - C through F
- E. Failure to follow police department policies and procedures regarding motor vehicle pursuits.

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/</i> <i>Internal Affairs</i> Appendix 1	PAGE: 16 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

➤ B through F

F. Allowing an unauthorized person in a police department or town vehicle.

➤ B through F

9. UNETHICAL CONDUCT

DEFINED OFFENSES:

A. Unethically soliciting any favor or privilege or other thing of value as a condition for performing official duties.

➤ F

B. Unethically abusing one's official position to obtain any special benefit or favor.

➤ C through F

C. A member of the Police Department, except in the discharge of official duties or with the permission of the Chief of Police, shall not knowingly associate with persons engaged in unlawful activities, nor shall an employee knowingly enter or remain in places where frequent violations of the law are suspected or known to occur.

➤ C through F

D. Failure to report, in writing, an offer of a bribe or gratuity to permit an illegal act.

➤ D through F

E. Arbitrary or abusive use of police powers or arbitrary or abusive action taken under the color of police power in personal disputes or affairs.

➤ D through F

F. No one shall, without prior written approval of the Chief of Police or his representative designated for that purpose, appear or give testimony as a character witness for any defendant in a criminal trial or inquiry.

➤ D through F

G. No employee shall recommend any professional or commercial service for personal gain.

➤ C through F

H. No employee who is in their official capacity shall recommend any attorney or other form of legal counsel or a bail bondsman.

➤ B through F

	GENERAL ORDER: No. 2-07	<i>Employee Misconduct/ Internal Affairs</i> Appendix 1	PAGE: 17 of 17
			EFFECTIVE DATE: 10/01/2013 Rev.: 07/23/2014

10. DISCRIMINATION/DISPARAGING ACTIONS OR REMARKS

DEFINED OFFENSES:

- A. Behavior, whether verbal or written, that ridicules, mocks, derides or belittles any person.
 - B through F
- B. Initiating or participating in the distribution or placement of posters, pamphlets or other written documents which ridicule, mock, deride or belittle any person.
 - B through F
- C. Using discriminatory, disparaging actions or remarks towards any employee.
 - B through F
- D. Failing to remove, to arrange for the removal, or to report to the appropriate chain of command, any graffiti, cartoon, script, posters, pamphlets or other written materials which ridicule, mock, deride or belittle any person or group.
 - B through F
- E. Violation of the Department or Town Harassment/Discrimination Policies.
 - B through F

11. Conduct Unbecoming an Employee

DEFINED OFFENSE:

Any violation of the rules and regulations, general orders, directives, memoranda, lawful order or any act which tends to undermine the good order, efficiency or discipline of the Bloomfield Police Department or which reflects discredit upon the Bloomfield Police Department or any member thereof shall constitute conduct unbecoming an employee. This section will not be used when an employee's conduct is more specifically addressed in another section of the Code of Conduct/Disciplinary Infraction Schedule.

- A through F