

	<b>LAKELAND POLICE DEPARTMENT GENERAL ORDER</b>	<b>G.O. 3-1</b>
<b>CODE OF CONDUCT</b>		
ORIGINAL ISSUE: 12/01/2011	RESCINDS: 06/17/2022 CN2022-002	
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ACCREDITATION STANDARDS:	CALEA	1.1.1, 1.2.9, 1.2.10, 4.1.5, 12.1.3, 22.1.8, 26.1.1
	CFA	1.07, 4.01, 20.01
ASSOCIATED GENERAL ORDERS: Entire General Order Manual		

**PURPOSE:** The purpose of this directive is to establish a Code of Conduct by which all members will obey. [CALEA 26.1.1]

**POLICY:** It is the policy of the Lakeland Police Department to hold members accountable for strict adherence to a prescribed code of conduct. Incidents of a serious or grievous nature may be treated more seriously.

#### **DEFINITIONS:**

*Aggravating Factor* - Circumstances, which make an infraction worse or more serious that may cause the discipline imposed to be more severe.

*E-cigarette* - any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

*Lawful Order* - any order in keeping with the performance of duty prescribed by law or department rules and regulations, policies and procedures or for the preservation of good order, efficiency and proper discipline, and does not conflict with department rules and regulations and policy.

#### **RULES AND PROCEDURES:**

##### **3-1.1 JOB KNOWLEDGE, COMPETENCY, AND PERFORMANCE**

All members shall have knowledge of and comply with all department directives, general orders, special orders, standard operating procedures relevant to their respective duties, and any additional procedures established by authorized individuals. [DS 0] Members shall have knowledge of and comply with the policies and procedures contained with the City of Lakeland Personnel Policy and Procedures Manual. [DS 0]

Sworn members shall familiarize themselves with and have a working knowledge of all laws of the State of Florida and Ordinances of the City of Lakeland, which they are required to enforce. [DS 1]

Members shall maintain sufficient physical competency, meeting or exceeding, the FDLE suggested Physical Abilities Test (PAT) to properly perform their duties and assume the responsibilities of their positions. Members shall maintain sufficient mental competency to properly perform their duties and assume the responsibilities of their positions. Failure to maintain physical and mental competency may result in fitness for duty evaluation.

Members shall perform their duties in a manner that will maintain the established standards of efficiency in carrying out their duties and the lawful objectives of the department. [DS 1]

### **3-1.2 NEGLECT OF DUTY**

Members shall execute all assigned job duties, tasks and responsibilities in a thorough and complete manner. [DS 1] Members shall take any official action required by federal or state law, by City ordinance or by any directive of the Chief of Police. [DS 1] Members will be approachable and responsive to all persons in need of assistance. [DS 1]

Members shall promptly submit all reports that are required of their duties or by constituted authority, in accordance with established department directives. [DS 1]

Members shall render appropriate medical aid, commensurate with their training, as quickly as reasonably possible following any action in which injuries have been sustained, medical distress is apparent, and/or an individual is unconscious. [DS 1] Members shall notify an on-duty supervisor of the uniform patrol division and request and/or provide appropriate medical aid. [DS 1] Appropriate medical aid may include observation to detect obvious changes in condition, applying first aid, evaluation by paramedics, and immediate aid by medical professionals. [CALEA 4.1.5]

While on duty, members shall not engage in any activities or personal business that would cause them to neglect or be inattentive to their assigned responsibilities. [DS 1] Members shall remain awake, alert and attentive while on duty. [DS 1] If unable to do so, they shall report to their supervisor, who shall determine the proper course of action. [DS 1]

### **3-1.3 REPORTING FOR DUTY**

Members shall report for duty at the time and place required by assignment and be physically and mentally fit to perform their duties. [DS 1] If any member is not physically and mentally fit to perform their duties, they must immediately report this information to their direct supervisor or on-duty OIC or designee (acting OIC) in person or by phone. Department training sessions, and legally issued subpoenas shall constitute an order to report for duty under this section. [DS 1]

Members shall be properly equipped and aware of all information required to perform their assignment. [DS 1] Members shall remain at their job assignment until relieved by another department member or dismissed by proper authority. [DS 1]

Members shall not be absent from duty without proper notification and authorization. [DS 1] Members shall report their absence from duty to their direct supervisor or on-duty OIC or

designee (acting OIC) via phone. [DS 1] Members on sick leave shall not perform any activity, to include other employment, which may impede recovery from their injury/illness. [DS 1]

### **3-1.4 COMPLIANCE WITH LAWFUL ORDERS – INSUBORDINATION [CALEA 12.1.3]**

Members shall immediately comply with all lawful orders given to them by a superior officer, to include those relayed to them by another member of the Department. [DS 4] Members authorized to give orders shall ensure that the order is clear, lawful and given in connection with official Department business. [DS 3]

Members who are given an order that conflicts with a department rule, regulation, policy, procedure, general order, directive or previous order, shall respectfully inform the issuing supervisor of the conflict. [DS 1] If the supervisor does not alter or retract the conflicting order, the order will stand. Under these circumstances, the responsibility for the conflict will be upon the supervisor.

Members shall not obey any order that they know, or should know, would require them to commit an illegal act. [DS 2] If in doubt as to the clarity or legality of the order, the member shall, if feasible, request clarification of the order from either the issuing supervisor or the next level in the chain of command as soon as possible.

### **3-1.5 REQUIRED CONDUCT AND PARTICIPATION IN AN INVESTIGATION**

Members shall fully cooperate providing truthful and complete information in any administrative investigation to which they are considered a subject or witness. [DS 5] Members shall notify their supervisor of their participation in any criminal investigation conducted by the Department or any criminal or administrative investigation conducted by any other agency by their next scheduled tour of duty. [DS 1]

### **3-1.6 UNTRUTHFULNESS**

Members shall not intentionally make false statements or fail to disclose complete information in connection with their performance of official duties. This includes when the purpose is to conceal suitability or non-suitability for hire, during any administrative or supervisory investigation involving an internal or external complaint, or to gain improper personal advantage. [DS 5]

Any falsification of, or any intentional failure to disclose, information relevant to suitability or fitness for police employment that is discovered after a member is hired, may result in their termination.

Members shall be truthful and complete in all official oral and written statements, reports, and other forms of communication in connection with their employment with the Lakeland Police Department. [DS 5] Exceptions include instances where deception is necessitated by the nature of a member's assignment.

Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the department or the City as to the condition of their health. [DS 4]

### **3-1.7 HOSTILE WORK ENVIRONMENT**

Refer to General Order 4-4 Hostile Work Environment.

### **3-1.8 BIAS BASED POLICING** [CALEA 1.2.9 a]

It is strictly prohibited for members to engage in the practice of bias-based policing. Members shall not take any action that is based solely upon personal traits that include, but are not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age and cultural group. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

### **3-1.9 MEMBER'S DUTY TO REPORT MISCONDUCT** [CALEA 1.2.10]

Members shall promptly report any personal knowledge of another member's non-compliance with any federal, state or local law, City of Lakeland ordinance, Code of Ethics, Department directive, general or special order, policy or procedure, to their supervisor or personnel assigned to the Office of Professional Standards. [DS 1] If, however, the relevant misconduct may be "sexual harassment", General Order 4-4 and the City's policy entitled "Unlawful Employee Harassment" applies rather than this directive.

### **3-1.10 COURTESY, RESPONSIVENESS, AND IMPARTIALITY**

Members will exercise courtesy in all interaction with the public. [DS 0] Generally, members will not use rude, cruel or profane language toward any citizen. [DS 1] Members will remain professional toward all individuals during the performance of their duties and while in the presence of the public. [DS 1]

Members shall not express, whether by act, omission or statement, any prejudice concerning race, creed, gender, disability, ethnic background, sexual orientation, religion, economic or marital status, political or cultural group, national origin or other similar personal characteristics. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

Members will provide all citizens with professional, effective and efficient police service. [DS 0] Members shall not allow their decisions to be influenced by race, creed, gender, disability, ethnic background, sexual orientation, religion, economic or marital status, political or cultural group, national origin or other similar personal characteristics. [DS 4]

Members will not permit their personal opinions, associations or friendships to influence their decisions and shall remain impartial in the performance of their duties. [DS 1]

### **3-1.11 INTERACTION AND COOPERATION BETWEEN DEPARTMENT PERSONNEL**

Members shall interact and fully cooperate with all Department, City of Lakeland, and other law enforcement or government agency personnel, in a courteous, respectful and professional manner during the performance of their duties. [DS 1] Members will utilize their chain of command in all official actions or communication when appropriate. [DS 1]

Members shall not initiate or engage in any form of gossip that pertains to other department members. [DS 0] Members shall not knowingly make frivolous, reckless or false complaints against other members of the Department. [DS 4]

Members shall not publicly criticize or ridicule the department's operations, directives, procedures or personnel in a manner that is unlawful, defamatory, obscene, or undermines the efficiency and effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for the truth. [DS 1]

### **3-1.12 UNLAWFUL CONDUCT**

Members shall not engage in any conduct, whether on or off-duty, which is in violation of any criminal state, federal, local law or ordinance. [DS 5] Criminal conduct, in and of itself, is sufficient grounds for disciplinary action regardless of whether or not the member has been cited, charged, indicted, arrested, prosecuted, and/or convicted for an offense. Exceptions include instances where it is necessitated by the nature of a member's assignment i.e. undercover.

Sworn members shall not knowingly exceed their authority in the enforcement of the law and will adhere to the law or rules of criminal procedure in areas such as interrogation, searches, seizures, use of informants and the preservation of evidence. [DS 5]

Sworn members shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Florida. [DS 5]

### **3-1.13 IMPROPER CONDUCT**

Members shall not steal, duplicate, manufacture, conceal, falsify, destroy, tamper with, convert to personal use, remove or withhold any property, evidence, police record, report or other document obtained or held in connection with an investigation or other official Department business, except by process of law or directed by a supervisor or Chief of Police. [DS 4]

Members shall process all property and evidence obtained or received in accordance with established Department general orders and/or procedures. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously. Members shall not photograph or record any crime scene or police related investigation in any form, for their personal use. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

Members shall not initiate, engage or conduct a work stoppage or strike with the intent to induce, influence, or coerce a change in the conditions, compensation, rights, privileges, or obligations of employment. [DS 2]

### **3-1.14 CONDUCT UNBECOMING**

Sworn members are required to abide by the standards of the Law Enforcement Code of Ethics and their Oath of Office. Civilian members are required to abide by the Department's Code of Ethics and the Loyalty Oath. [DS 1] [CALEA 1.1.1]

Sworn members shall conduct themselves at all times, both on and off duty, in a manner that is in keeping with the highest standards of the law enforcement profession. [DS 1] All members are prohibited from engaging in any conduct, on and off duty, that brings the department into disrepute, reflects unfavorably upon the employee as a member of the department, damages

or affects the reputation of that employee, or impairs the operation or efficiency of the department or any of its personnel. [DS 1]

Sworn members (on or off-duty), while acting in an official police capacity or representing the agency in any verbal or non-verbal action(s), shall not participate in any incident that involves moral turpitude or prevents their ability to perform as law enforcement officers. [DS 3] Sworn members shall not fail to perform their required duties because of fear or cowardice. [DS 3]

### **3-1.15 USE OF PROTECTIVE ACTION**

Members authorized to use protective action in the performance of their duties, shall only use that amount of protective action, which is objectively reasonable to gain compliance from a person, control a situation, effect an arrest or protect themselves or others from harm. [DS 4] Members shall comply with departmental procedures concerning the documentation and investigation of the use of any protective action. [DS 1]

Officers present and observing officers using protective action beyond that which is objectively reasonable under the circumstances shall, when reasonable and when in a position to do so, intervene to prevent or stop the use of excessive protective action. [DS 1] [CALEA 1.2.10] [CFA 4.01 d]

### **3-1.16 PROHIBITED ASSOCIATIONS**

Members shall avoid personal, financial or other continuous associations with persons whom they know, or should know, are engaged in criminal activity, under criminal investigation or indictment, registered as a sex offender or gang members, or who have a reputation for present or past involvement in felonious or other criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of personal or family relationships. [DS 4]

Members shall not knowingly associate with any person or organization that advocates the overthrow of the United States government or promotes or fosters the hatred or persecution of a person or protected group, except as necessary in the performance of official duties. [DS 5]

### **3-1.17 CONFLICT OF INTEREST AND MISUSE OF OFFICIAL POSITION**

Members shall not use their official position, department issued identification cards or badges for personal or financial gain for themselves or another; avoiding consequences of unlawful or prohibited actions; and/or obtaining privileges not otherwise available to them, except in the performance of duty. [DS 4] This does not include promotional offers approved by the agency for the public safety industry.

Members shall not lend their identification cards or badges to any other person, or permit them to be photographed or reproduced, without the authorization of the Chief of Police. [DS 4]

Members shall not use or allow others to use the Department's uniform, logo or badge for any private purpose, without the authorization of the Chief of Police. [DS 4]

Members shall not knowingly allow their name or photograph to be used to endorse any product or service as representative of the Department without explicit permission of the Chief of Police or designee. [DS 1]

Members shall not endorse, recommend, or suggest the employment or purchase of any specific professional or commercial service or product, while acting in an official capacity. [DS 3] Incidents in this category of a serious or grievous nature may be treated more seriously.

Members shall not access, obtain, disseminate or use any confidential or other official department information, for any financial, personal or private gain or interest for themselves or another. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

### **3-1.18 GRATUITIES**

- A. Members shall not solicit or accept, either for themselves or others, gifts, gratuities, or compensation for services performed in the line of duty other than that which is paid to them by the City of Lakeland, or which is granted to them by the City Personnel Policy and Procedure Manual, unless authorized by the Chief of Police. [DS 1]
- B. Members shall not accept food, beverages, merchandise, or services from any business free-of-charge or at a discounted rate; unless such food, beverage, merchandise, or service is also offered to the general public free-of-charge or at such discounted rate. [DS 0]
  - 1. This rule does not apply to gifts or discounts which are given as a result of a personal relationship, so long as the relationship is not connected with the employee's service at the Lakeland Police Department.
- C. Should any business offer any item to the general public free-of-charge or at a discounted rate, such business will not receive any official consideration as a result of such gift or discount, but rather will be treated the same as any other business.
- D. Members may accept honors, awards, and rewards approved by the Department. Members participating in officially approved ceremonies or functions, as a representative of the Police Department, may accept food and beverages which are provided incidental to such participation.
- E. Members may take advantage of "corporate rates", provided such rates are routinely offered to members of the business community.
- F. Members may take advantage of employee discount programs approved by the city.
- G. Fund-raisers and solicitations which have been approved by the city administration or the Chief of Police are excluded from these restrictions.

### **3-1.19 POLITICAL ACTIVITY**

Members shall not use their official position, authority, employment or association with the Department to influence, interfere with, or affect the outcome of an election or other political activity. [DS 5]

Members shall not engage in political activity of any nature while on duty, while in uniform, or while off-duty and acting in any capacity as a representative or agent of the Department or City of Lakeland. [DS 1] Exception is the member's right to vote.

Members shall not use any property, equipment, symbols, other information associated with the Department or the City of Lakeland in any manner that would imply endorsement or support with a political candidate or partisan objective. [DS 1]

### **3-1.20 INTERFERENCE IN INVESTIGATIONS**

Members shall not attempt to directly or indirectly secure the abandonment or withdrawal of any complaint, charge, or allegation by any means to include, threat, appeal, persuasion, payment of money or other consideration. [DS 4]

Members shall not conduct or intervene in any investigation or other official action outside the scope of their assignment or assigned to another member, without authorization from a superior officer, unless the exigencies of the circumstances require immediate police action. [DS 1]

Members shall not intentionally become involved in disputes or interfere with investigations that involve their neighbors, friends, associates, or relatives. [DS 1]

Sworn members shall not make an arrest or take other official action in personal matters or in which any family member is involved, except such action is necessary due to the immediate threat of serious bodily harm or significant property damage. [DS 1] This does not alleviate a member's obligation to report knowledge of a crime to the appropriate authorities.

### **3-1.21 PARTICIPATION IN CIVIL MATTERS**

Members shall not provide any statement or testimony that pertains to a civil action related to the member's official duties or employment with the department unless under lawful subpoena, or when directed by a superior officer under the advisement of the Department's General Counsel. [DS 0]

Members under lawful subpoena or otherwise directed by a superior officer shall notify the Chief of Police prior to providing any statement or testimony in a civil action related to the member's official duties or employment with the Department or where the Department or the City has an interest in the matter. [DS 0]

### **3-1.22 DEPARTMENT WEAPONS**

Members authorized to carry and use weapons in the performance of their duties, shall do so in accordance with established laws and department procedures. [DS 2] Sworn members shall not use, carry or handle any firearm or CEW in a careless or imprudent manner so as to cause an unintentional discharge. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

Non-sworn members shall not have or possess a firearm, other weapon, explosive, or other destructive device in or on City property except as authorized by state or federal law, or specific City declaration. Non-sworn members licensed or unlicensed to carry a concealed

weapon/firearm are prohibited from possessing a firearm in a "motor vehicle" (defined in law as any vehicle operated on the roads) owned, leased or rented by the City. [DS 2]

### **3-1.23 TOBACCO, ALCOHOLIC BEVERAGES & CONTROLLED SUBSTANCES**

Members shall strictly adhere to the Drug-Free Workplace policies listed in the City of Lakeland Personnel Policy and Procedure Manual and Department General Orders, which pertain to the use of alcoholic beverages and controlled substances. [DS 5] Exceptions include instances where it is necessitated by the nature of a member's assignment i.e. undercover.

Members shall comply with laws and ordinances that govern the use of any tobacco or e-cigarettes, as defined above, to include the use in designated tobacco use areas. [DS 0] Members shall not use tobacco or e-cigarettes while in direct contact with the public. [DS 1] Members shall not leave their assignment or post for the sole purpose of using tobacco or e-cigarettes. [DS 1]

The use of e-cigarette devices as defined above, are specifically prohibited from being utilized within all department facilities, except when utilized for authorized/official purposes "such as testing by forensic services as part of an investigation or related to public discussions/presentations to groups by CSU or SIS in regards to risks or misuse of products by juveniles or offenders." [DS 0]

Members shall not report for duty, or be on-duty, while under the influence of intoxicants to any degree. [DS 5] Members shall not possess or consume intoxicants, while on-duty, except when authorized in the performance of official duties, and then, never to the extent that the member's ability to perform an official assignment or function is impaired. [DS 5]

Members shall not purchase intoxicants, either on-duty or off-duty, while in uniform or attire that clearly identifies the member as an employee of the Department. [DS 1] Except in the performance of duty, members in uniform will not enter any establishment or place where the principle business is the sale of intoxicants. [DS 1]

Members shall not bring or store alcoholic beverages, controlled substances, narcotic or hallucinogens in any department facility or vehicle, except those that are lawfully prescribed, held as evidence, used for training or otherwise authorized by a supervisor. [DS 1]

### **3-1.24 PERSONAL APPEARANCE**

Members shall comply with Department directives that pertain to uniforms, attire, grooming and personal appearance. [DS 0] Members shall maintain a neat, clean, well-groomed, professional appearance while on duty or off-duty and acting in an official capacity, unless dictated by job assignment or authorized by the Chief of Police or designee. [DS 0]

### **3-1.25 RELEASE OF INFORMATION / CONFIDENTIAL RECORDS [20.01 e]**

Members shall consider the operations and official business of the Department to be confidential. Any information that is accessible only to a member as a result of their employment with the Department shall be considered confidential, unless otherwise defined. Members shall only release confidential or other official information to any person authorized

to receive it in accordance with applicable laws and Department General Orders. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

Members may not release, or cause to be released, any documents of the Lakeland Police Department for use in any hearing or court, unless a judicial subpoena or court order has been issued, or the release has been approved by the State Attorney, the City Attorney, the Department General Counsel, or the Chief of Police, except through proper public records request. [DS 1]

Members of the department shall not discuss or disclose any investigation(s) involving the Office of Professional Standards until it has become public record. [CFA 1.07 e j] [DS 1] Members involved in Administrative Investigations are subject to additional provisions outlined in GO 11-1 Administrative Investigations. [CFA 1.07 j] [DS 4]

### **3-1.26 PERSONNEL CONTACT AND IDENTIFICATION INFORMATION**

Members shall maintain an operable cellular or residential phone. [DS 0] Members shall not electronically block the Department's ability to contact them in this manner. [DS 0]

Members shall provide their current name, phone number, residential address and emergency contact information to the Department for emergency notification and/or "call-out" purposes. [DS 0] Members shall report any changes to the referenced information to their supervisor, commanding officer and the General Services Section within 48 hours after the change occurs. [DS 0]

Members shall not disclose another department member's personal contact or identification information to persons not employed with the Department, unless directed by the Chief of Police or designee, or the member whose information is being requested. [DS 4]

Members shall not disclose the identity of any department member assigned to an undercover unit or engaged in authorized covert operations to persons not employed with the Department, unless directed by the Chief of Police or designee. [DS 4]

### **3-1.27 OFFICIAL REPRESENTATION AND MEDIA RELATIONS**

Members shall not address media personnel or release official information relating to Department business without authorization of the Chief of Police or designee. [DS 1] Members will comply with established department procedures and General Orders that relate to media relations. [DS 1] Release of information to media personnel shall be done in compliance with State Law and the department's General Orders and Standard Operating Procedures. [DS 1]

Members shall not present themselves as the official representative of the Department, without authorization from the Chief of Police. [DS 1] Department letterhead shall not be used for personal or private correspondence. [DS 1]

### **3-1.28 OFFICIAL IDENTIFICATION [CALEA 22.1.8]**

Members shall wear their department issued badge, or photo identification card in a manner that is clearly visible to other department members, when in any Department building or facility either on-duty or off-duty. [DS 0]

Members on-duty or off-duty and acting in an official capacity, shall provide (either through verbal or written communication) their name, rank, duty assignment and/or their official photo identification card (when applicable) in a courteous manner upon request by any person, either in person or by telephone, unless assigned to undercover or covert duties or when otherwise authorized by the Chief of Police or designee. [DS 1]

### **3-1.29 DEPARTMENT EQUIPMENT AND VEHICLE OPERATION**

Members shall not abuse, damage, or lose through negligence or intent any property, or equipment owned or leased by the Department or City of Lakeland. [DS 1] Members shall properly maintain all property, equipment and vehicles, owned or leased by the Department or City of Lakeland. [DS 1]

Members shall not operate vehicles owned or leased by the department or City of Lakeland in a manner that causes preventable damage (per findings made by the Safety Board), to include actions that contribute to the breakdown of a vehicle, any property damage, or which are found to have been a preventable crash. [DS 0] If injury or damage is significant or extensive and/or the driving behavior was egregious, then the recommended discipline by the Chain of Command can be enhanced as aggravating factor(s).

Members shall immediately report to a supervisor, any damage, loss or theft of assigned property, equipment or vehicles, owned or leased by the Department or City of Lakeland. [DS 1]

Members shall use all equipment, property and vehicles, owned or leased by the Department or City of Lakeland, only for their intended purpose and in accordance with established departmental procedures. [DS 1] Members shall not allow unauthorized persons to possess or use any property, equipment or vehicles owned or leased by the department or City of Lakeland. [DS 1] Incidents in this category of a serious or grievous nature may be treated more seriously.

All employees authorized to operate a vehicle owned or leased by the department or City of Lakeland shall maintain a valid Florida Driver's License and shall promptly report the loss or suspension of their driver's license to their immediate supervisor. [DS 1]

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Sammy L. Taylor, Jr.", written in a cursive style.

Sammy L. Taylor, Jr.  
CHIEF OF POLICE

## Discipline Matrix Explained

The scope and purpose of this Discipline Matrix is to:

- Provide ranges of discipline for violations of LPD's General Orders/Rules and Regulations
- Provide valuable guidance for Chain-of-Command Review to insure negative disciplinary measures are fair and consistent
- Provide a sliding deviation scale when considering additional actions (i.e. specialized training, reimbursement, etc.)
- Consideration that each incident has different facts and circumstances that affect its severity (Mitigating and Aggravating Factors)
- When assigning discipline, Supervisor will always begin with RECOMMENDED SANCTION. To Deviate discipline to Minimum or Maximum sanction requires specific justification of Mitigating/Aggravating Factors.

DISCIPLINE LEVEL	MINIMUM SANCTION	RECOMMENDED SANCTION	MAXIMUM SANCTION
0	N/A	Corrective Action	Written Reprimand
1	Corrective Action (Counseling/Training/Etc.)	Written Reprimand	Suspension 1 Day
2	Written Reprimand	Suspension 1 Day	Suspension 2-5 Days
3	Suspension 1 Day	Suspension 2-5 Days	Suspension 6-10 Days
4	Suspension 2-5 Days	Suspension 6-10 Days	Suspension (11+)/ Demotion/Dismissal
5	Suspension (11+)/ Demotion/Dismissal	Suspension (11+)/ Demotion/Dismissal	Demotion/Dismissal

### Time Limitations:

**Discipline Levels Class 4 and 5** – Violations in this class shall have no time limitations regarding prior violations.

**Corrective Action** – Documented Corrective Actions will be considered if there is a previously documented action of the same discipline level within the past 12 months of final disposition. If the previous documented action is not within the past 12 months of final disposition, it will not be considered.

**Written Reprimand** - Documented Written Reprimands will be considered if there is a previously documented reprimand of the same discipline level within the past 12 months of final disposition. If the previous documented reprimand is not within the past 12 months of final disposition, it will not be considered.

**Suspensions** - Documented Suspensions will be considered if there is a previously documented suspension of the same discipline level within the past 24 months of final disposition. If the previous documented suspension is not within the past 24 months of final disposition, it will not be considered.

**Demotions** - Documented Demotions shall have no time limitations regarding prior violations.

### Multiple Violations:

If multiple violations (acts or omissions) arise from the same incident or investigation, the most serious violation may be used to determine the appropriate corrective action. Other sustained violations may be incorporated in the corrective action. Time Limitation will apply.

A single act or omission may violate more than one General Order/Rules and Regulation. In such cases, the most serious violation will be sanctioned. Time Limitations will apply.

If multiple violations from the same incident are within the same Discipline Level (e.g. two DS-1 are sustained), they may be combined and treated as a single violation or they may be sanctioned separately, depending on the circumstance. Time Limitations will apply.