The LPD Discipline Penalty Matrix and Rules of Conduct by Class of Offense

LPD Discipline Penalty Matrix

In order to be perceived as corrective and developmental, discipline must be fair and consistent to all employees. To accomplish this objective a system has been created by which the appropriate range of disciplinary penalties for sustained violations are established in advance. Command officers/administrators must still approve the selection of the selected penalty to ensure that it is within the guidelines of the matrix and give appropriate and consistent consideration to any mitigating circumstances.

Two Special Items to Note:

Probationary Employees

Consistent with LPD collective bargaining agreements, probationary employees are not subject to just cause and progressive penalty requirements. They may be disciplined and dismissed without using the LPD Discipline Penalty Matrix.

Specific LPD and City of Lansing Policies

There are a number of specific LPD policies (e.g. Use of Force) and City of Lansing policies and ordinances (e.g. Ethics Ordinance, Sexual Harassment, Workplace Violence Prevention Policy, Computer Usage, etc.) that have specific disciplinary consequences for violations. The violation of such policies and how such violations have been handled in the past with other employees will be considered among other mitigating and aggravating factors as penalties are assessed.

Process Overview

Sustain allegation(s)



Determine that training/coaching is not appropriate



Research the employee's prior discipline



Determine placement within the matrix



Prepare final recommendation



Submit to next level of supervision for review and recommendation



All recommendations for discharge or suspension must be reviewed by the Chief or his/her designee

<u>Discipline Matrix – Investigating Supervisor's Responsibility</u>

After completing a citizen complaint or supervisor-initiated investigation that has sustained violations, supervisors will refer to the matrix to determine proper recommendations for discipline.

- The highest class violation among the violations will be designated the primary violation.
- Other sustained violations will be considered aggravating circumstances.
- If a single investigation sustains three or more violations of the same class, the discipline recommendation will be elevated to the next step within the matrix.
- The investigating supervisor will research the employee's discipline history within the previous two years, calculated from the date the employee actually received the discipline.
- Compounding is the process to elevate a rule violation classification from a lower class to the next higher class or a higher step within the same class.
- When a third similar class rule violation is sustained, the classification will be elevated to the next classification.
- The investigating supervisor will include with the investigation packet a memorandum detailing mitigating and aggravating factors for consideration by the reviewing command officer/supervisor.
- Mitigating and aggravating factors are not limited to, but should include
 - Commendations
 - ► Training specific to the behavior in question
 - Seniority, weighed against the behavior in question based upon the factors surrounding the incident, such as experience, training, and circumstances of the event
 - Circumstances of the incident, e.g. was the employee involved in legitimate City business (i.e responding to a call, making an arrest, etc.), acting in the best interest of the department/community, acting with due regard for safety?
 - Culpability, i.e. did the employee act intentionally or with knowledge that the behavior amounted to a violation of policy, recklessly disregard factors that a reasonable person would have considered, act negligently?
 - ▶ **Demonstrated** Employee Attitude Toward the Behavior, i.e. does the employee accept responsibility for his/her action and strive to conduct his/herself within the Department rules
 - Prior Discipline within the time limits of collective bargaining agreements are there other specific notations regarding the specific behavior in question or warnings specific to this behavior?

Matrix Layout

Class	Step 1	Step 2	Step 3
А	Level 1	Level 1 or 2	Level 2
В	Level 2	Level 3	Level 4
С	Level 4	Level 4 or 5	Level 5
D	Level 5		

Class A offenses are generally minor violations or disregard of policy.

Class B offenses are more serious violations or disregard of rules or policies.

Class C offenses are serious violations and disregard of policy.

Class D offenses are major, non-correctable offenses, including crimes and violations of public trust, for which dismissal is the usual penalty, regardless of the employee's prior disciplinary and work record.

Levels of Discipline

Level	Action
1	Supervisory Counseling with Counseling Notation (Note: This is not a formal disciplinary action) or
	Verbal warning (in case of employees covered by Teamsters' contract)
2	Written Reprimand
3	One-Two Day Suspension
4	Three - Ten Day Suspension
5	Dismissal

LPD RULES OF CONDUCT By Class of Offense

A

Class A offenses are generally minor violations or disregard of policy.

- 1. Sleeping on Duty (1.08) Employees shall remain awake while on duty. If unable to do so, they shall report to a supervisor, who shall determine the proper course of action.
- 2. Unsatisfactory Performance (1.10) Employees shall maintain sufficient competency to properly perform their duties and responsibilities. Employees shall perform their duties in a manner which will maintain high standards of efficiency. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; a lack of knowledge regarding Departmental policy, procedures or application thereof; the unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, procedures, directives, or orders of the Department.
- 3. Employment Outside the Department (1.11) Employees may engage in off-duty employment subject to the following limitations:
 - a. Such employment shall not interfere with the employee's employment with the Department.
 - b. Employees shall submit a written request for off-duty employment to the Chief of Police; whose approval is required prior to engaging in such employment.
- 4. Use of Alcohol Off Duty (1.15) Employees, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in behavior which discredits the Department, or renders the employee unfit to report for the next regular tour of duty.
- 5. Use of Tobacco (1.16) Employees will not use tobacco in any form when they are actively engaged in dealing with the public or on any premises or in any vehicle owned, leased or rented by the Department; or where otherwise prohibited by law. Tobacco in any form includes, but is not limited to cigars, cigarettes, pipes and chewing tobacco.
- 6. Endorsements and Referrals (1.21) Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (e.g., an attorney, ambulance service, towing service, bondsmen, morticians, etc.).
- 7. Identification (1.22) Employees shall carry identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty or holding themselves out as

having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

8. Associations (1.26)

- a. Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employee.
- b. Employees shall not knowingly join or participate in any organization that advocates, incites or supports criminal acts, criminal conspiracies, or hate crime activities.

9. Personal Appearance (1.29)

- a. Employees on duty shall wear uniforms or other clothing in accordance with established Department and Division procedures.
- b. Except when acting under proper and specific orders from a supervisor, employees on duty shall maintain a neat, well-groomed appearance and shall style their hair according to established Departmental guidelines.

10. Political Activity (1.30)

- a. An employee shall not use the influence of his/her position with the Department for political purposes.
- b. An employee shall not hold a political position that is incompatible or has a conflicting interest with his/her duties as a police Department employee.
- c. Employees on duty or in uniform are prohibited from the following partisan or nonpartisan activities:
 - i. assuming active roles in the management, organization, or financial activities of political clubs, campaigns, or parties;
 - ii. soliciting votes in support of, or in opposition to, any candidates;
 - iii. serving as delegates to a political party convention;
 - iv. endorsing or opposing a candidate for public office in a political advertisement, broadcast, or campaign literature;
 - v. initiating or circulating a petition to non employees;
 - vi. organizing, selling tickets to, or actively participating in a fund-raising function for a political party or candidate;

- vii. addressing political gatherings in support of, or in opposition to, a candidate;
- viii. otherwise engaging in prohibited political activities on the federal, state, county, or municipal level.
- 11. Telephone/Address Changes (1.32) Employees shall immediately report any changes in telephone numbers, addresses, marital status, dependents, or beneficiaries to the Lansing Police Department Human Resources Section during normal duty hours of the Section. Should any changes in telephone numbers or addresses occur during other than normal duty hours of the Division, employees shall immediately report such status changes to their Command Officer. Employees shall complete a *City of Lansing Employee Record Change Form* and submit it to the Lansing Police Department Human Resources Section as soon as possible. Employ address and telephone information shall be treated as confidential information and will not be disclosed except as required by law or court order.
- 12. Use of Department Equipment (1.38) Employees shall utilize Department equipment only for its intended purpose and in accordance with established Departmental procedures and training, and shall not abuse, or negligently damage or lose Department equipment. Use of all Department equipment materials, supplies, or property not specifically assigned to an individual employee or vehicle requires supervisory authorization from the employee's supervisor as well as the unit/division/supervisor the items are assigned to, absent extenuating circumstances. All Department equipment issued to employees shall be maintained in proper order. Employees shall report to their supervisor any defect or hazardous condition in Departmental equipment.
- 13. Operating Vehicles (1.39) Employees shall operate official vehicles in a careful and prudent manner, and shall obey all laws and all Departmental orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the Department.
- 14. Expectations of Privacy (1.51)
 - a. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desk, Department vehicles, file cabinets, computers, or similar areas that are under the control and management of the Lansing Police Department.
 - b. No employee of this Department shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her residence or in other locations outside the confines of the Department without express authorization of the Chief of Police.

15. Buildings (No Previous Number)

- a. Employees shall not mark, deface, or affix anything to the walls of a police building without permission from the Chief of Police.
- b. Bulletins boards are located throughout police buildings to keep employees aware of official notices, orders and changes. Employees shall not remove, alter, deface, or mark upon any official notice posted on any bulletin board.
- c. Employees shall maintain their desks and lockers in a clean and orderly manner, and shall not make, deface, or affix anything to a desk or locker without permission of the Chief of Police. All desks and lockers are subject to inspection by a Command Officer upon notification.

B

Class B offenses are more serious violations or disregard of rules or policies.

1. Responsibilities (1.00)

- a. It is the duty of all employees to know the rules, regulations, procedures, directives, or orders of the Department and the employee's assigned Division. In the event of a violation, it shall be assumed that employees are familiar with the violated rules, regulations, procedures, directives or orders.
- b. Employees shall report through the proper channels any violation of law, rules, regulations, procedures, directives or orders that are brought to their attention or any violation they have personal knowledge of having been committed by any employee of the Department.
- 2. Violation of Rules (1.01) Employees shall not commit or omit any acts which they know or should know would constitute a violation of any rules, regulations, procedures, directives, or orders of the Department.
- 3. Reporting for Duty (1.05) Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas, notices to appear on civil infractions, and administrative notices shall constitute an order to report for duty under this section.
- 4. Neglect of Duty (1.06) Employees shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
- 5. Fictitious Illness or Injury Reports (1.07) Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive the Department as to the condition of their health.
- 6. Leaving Duty Post (1.09) Employees shall not leave their assigned duty post during a tour of duty except when authorized by proper authority or when necessary to perform immediate police functions.
- 7. Alcoholic Beverages and Drugs in Police Installations (1.12) Employees shall not possess, consume, store or bring into any policy facility, onto any police property whether owned, rented, or leased, or in any police vehicle, without the permission of the Chief of Police, any alcoholic beverages, controlled substances, narcotics or hallucinogens (except when prescribed in the treatment of employees by physicians or dentists), except when they are held as evidence or as seized property.

- 8. Use of Alcohol on Duty or In Uniform (1.14)
 - a. Employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall not appear for duty, or be on duty while under the influence of intoxicants, or with an odor of intoxicants on their breath.
 - b. Employees must report the use of any substance, prior to reporting for duty, that impairs their ability to perform their duties. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol.
- 9. Insubordination (1.17) Employees shall not be insubordinate. Insubordination is disrespect toward a supervisor, open defiance, or the refusal to obey any lawful order or directive of a supervisor in a timely and satisfactory manner. This will include orders and directives relayed from a supervisor by an officer of the same or lesser rank.
 - a. Disrespect toward a supervisor includes, but is not limited to disrespectful conduct or language which impairs a supervisor's ability to carry out their Departmental duties.
- 10. Conflicting or Illegal Orders (1.18)
 - a. Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
 - b. Employees shall not obey any order which they know or should know would require them to commit an illegal act. If in doubt as to the legality of an order, employees shall request the issuing employee to clarify the order or to confer with a higher authority.
- 11. Citizen Complaints (1.23) All employees of the Department are authorized to receive and record complaints against other Departmental employees or the Department. Employees may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any employee or the Department. Complaints shall be referred to an appropriate on-duty supervisor, to the Office of Internal Affairs, or the Commission Investigator for recording.
- 12. Courtesy (1.24) Employees, when dealing with the public and each other shall be patient, courteous, and respectful. Employees will be tactful in the performance of their duties, control their tempers, and exercise the utmost patience and discretion. They will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane, vulgar, sarcastic, or insolent language or gestures, and will not express any prejudice, hostility or bias concerning race, religion, politics, national origin, gender, sexual orientation, social background, or similar personal characteristics.

- 13. Requests for Assistance (1.25) When any person requests assistance, information or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be provided or obtained in an official courteous manner and will be properly and judiciously acted upon consistent with established Departmental procedures.
 - NOTE: The point of contact for citizens shall be the point of service for all services. Under no circumstances shall a citizen be told to call back or go to another location to make a complaint or receive initial services from the Department.
- 14. Visiting Prohibited Establishments (1.27) Employees shall not knowingly visit, enter, or frequent a house of prostitution, gambling house, drug house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a supervisor.
- 15. Payment of Debts (1.31) Employees shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.

16. Intervention (1.34)

- a. Employees shall not knowingly interfere with Departmental functions being handled by other employees of the Department or any other governmental agency unless:
 - i. ordered to intervene by a supervisor,
 - ii. the intervening employee reasonably believes that a manifest injustice would result from a failure to take action.
- b. Employees shall not undertake any investigation or other official action that is not part of their regular duties without obtaining permission from a supervisor unless the exigencies of the situation require immediate action.
- 17. Photographs, Lineups, Ballistics Tests, Firearms (1.42) Upon the order of the Chief of Police/designee, employees shall submit to ballistic tests, photographs, or lineups. All weapons carried by employees are subject to examination upon request. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department.
- 18. Gambling (1.47) Employees on duty or on City premises shall not engage in gambling; including the sale of lottery and sports pools or when otherwise prohibited by law.
- 19. Conduct Toward Co-workers (1.50)
 - a. Employees shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with each other.

- Employees shall not engage in acts of "horseplay" which involve the potential for risk of injury to the employee, other employees, other persons, or damage to property.
- b. Employees shall not use language or engage in actions that demean, harass, or intimidate coworkers.
- c. Harassment in any form is strictly prohibited, including but not limited to sexual, ethnic, racial or religious harassment.
- d. An employee, while on duty or off duty, or their agent shall not record (audio and/or video) any conversation with another employee or supervisor without that employee's or supervisor's knowledge. The only exceptions to the recording of an employee conversation are recordings which are routinely made and/or monitored as part of daily operations of the Department, recordings made pursuant to the authority of a court authorized warrant, and/or recordings made with prior supervisory approval as part of a Department authorized investigation. Use of any recording device during an investigative interview as part of an administrative investigation shall be subject to the above disclosure provision. Employees shall not make or transmit copies of recorded communications for purposes other than those involving official Department business.
- 20. Supervisors (1.52) Supervisors must set a high standard for leading those for whom they have responsibility. Therefore, supervisors should not engage in:
 - a. Failure to effectively supervise a precinct, unit, squad, etc.
 - b. Knowingly or intentionally violating union contracts or EEO rules, or engaging in inappropriate actions, comments, gestures, etc. that violate the standards of an equal employment opportunity, harassment-free, inclusive department.
 - c. Abusive or derogatory language when addressing a subordinate.
 - d. Failure to accept and record all complaints.

Class C offenses are serious violations and disregard of policy.

- 1. Unbecoming Conduct (1.02) Employees shall conduct themselves at all times, both on and off duty, in such a manner as not to discredit the Department. Unbecoming conduct shall include that which brings the Department into disrepute, or impairs the operation or efficiency of the Department.
- 2. Immoral Conduct (1.03) Employees shall not engage in any activity involving moral turpitude that may cause the Department to be brought into disrepute or impairs the operation or efficiency of the Department.
- 3. Public Statements and Appearances (1.28)
 - a. Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, impairs the operation or efficiency of the Department, is made with reckless disregard for truth or falsity or could be reasonably interpreted as having an adverse effect upon the Department morale, discipline, operation of the Department or perception of the public.
 - b. Employees shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department, while holding themselves out as representing the Department in such matters without the express permission of the Chief of Police/designee.
- 4. Dissemination of Information (1.33) Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with law and established Departmental procedures. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.
- 5. Departmental and Injury Reports (1.35) Employees shall submit all necessary reports on time and in accordance with established Departmental procedures. Reports submitted by employees shall be truthful and complete, and no employees shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information. An employee shall immediately report any personal injury received in the line of duty.
- 6. Processing Property and Evidence (1.36) Property or evidence which has been discovered, gathered, or received in connection with Departmental responsibilities will be processed in accordance with established Departmental procedures. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Departmental procedures.
- 7. Abuse of Process (1.37) Employees shall not make false accusations of a criminal or traffic charge. Employees shall not knowingly make false accusations of employee misconduct.

- 8. Carrying Firearms (1.40) Officers shall carry firearms in accordance with law and Departmental procedures.
- 9. Treatment of Persons in Custody (1.43) Employees shall not mistreat persons who are in their custody. Employees shall handle such persons in accordance with law and Departmental procedures.
- 10. Use of Weapons (1.45) Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with law and Departmental procedures.
- 11. Arrest, Search, and Seizure (1.46) Employees shall not make any arrest, search, or seizure which they know or should know is not in accordance with law and Departmental procedures. Employees shall not knowingly violate anyone's constitutional rights.
- 12. Prohibited Weapons (1.48) Employees shall not possess, carry, or use any weapon prohibited by law or Departmental procedures.

The following Class C violations will normally result in Class C, Step 2 corrective action (i.e., a suspension of 3-10 days or dismissal) under the LPD Discipline Matrix.

- 13. Conformance to Laws (1.04)
 - a. Employees shall obey all laws of the United States and of any state and local jurisdiction in which the employees are present.
 - b. A conviction of the violation of any law shall be prima facie evidence of a violation of this section. Lack of a criminal complaint or an acquittal of a violation of law shall not preclude internal administrative disciplinary action.
- 14. Use of Force (1.44) Employees shall not use more force in any situation than is reasonably necessary under the circumstances. Employees shall use force in accordance with law and Departmental procedures.

D

Class D offenses are major, non-correctable offenses, including crimes and violations of public trust, for which dismissal is the usual penalty, regardless of the employee's prior disciplinary and work record.

- 1. Possession and Use of Drugs (1.13) Employees shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of employees by a physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed, officers shall notify their supervisor if their performance could be impaired.
- 2. Insubordination (1.17) Employees shall not be insubordinate. Insubordination is disrespect toward a supervisor, open defiance, or the refusal to obey any lawful order or directive of a supervisor in a timely and satisfactory manner. This will include orders and directives relayed from a supervisor by an officer of the same or lesser rank.
 - a. Open defiance includes, but is not limited to deliberate or willful refusal to carry out or disregard an order/directive, direct refusal, and/or outright or blatant verbal indication or actions that clearly defy an order, rule, regulation, or directive.
- 3. Gifts, Gratuities, Bribes or Rewards (1.19)
 - a. Employees shall not solicit and/or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employees or the Department if it may reasonably be inferred that the person, business, or organization:
 - i. Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
 - ii. Has an interest which may be substantially affected directly or indirectly by the erformance or nonperformance of an official duty.
 - b. Employees may solicit and/or accept from any person, business, or organization, any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employees or the Department with the express prior authorization of the Chief of Police.
 - c. An employee receiving any reward for police service rendered shall forward the reward and a written report to the Chief of Police. Rewards, if approved, will be accepted and disbursed at the discretion of the Board of Police Commissioners.

- 4. Abuse of Position (1.20)
 - a. Employees shall not use their official position, official identification cards, or badges for the following:
 - i. personal or financial gain,
 - ii. obtaining privileges not otherwise available to them except in the performance of duty,
 - iii. avoiding consequences of illegal acts.
 - b. Employees shall not have any claim to any found property or property turned into them during the course of their employment, including any property held as evidence.
 - c. Employees are prohibited from using information gained through their position as law enforcement employees to improve their financial position or to advance the private interests of themselves or others.
 - d. Employees shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
 - e. Employees shall not authorize the use of their names, photographs, or official titles which identify them as employees in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.
- 5. Truthfulness (1.41) Upon the order of the Chief of Police/designee or a supervisor, employees shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.
- 6. Accountability, Responsibility and Discipline (1.49)
 - a. Employees are directly accountable for their actions through the chain of command, to the Chief of Police.
 - b. Employees shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
 - c. Employees shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
 - d. Employees who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to a Command Officer as soon as possible.
- 7. Probationary Employees (1.53) Probationary employees may be dismissed without justification.