


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> <b>1250</b>
	<b>POLICE OFFENSES – DISCIPLINARY</b>	<b>ISSUE DATE</b> <b>02/19/2008</b>
	<b>CHAPTER: PROFESSIONAL STANDARDS</b>	<b>EFFECTIVE DATE</b> <b>02/19/2008</b>
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> <b>3</b>

## I. POLICY

Employees of the department who violate any of the following offenses may be subject to disciplinary action. These offenses may or may not be identified in other sections of this manual.

1. Drinking any type of intoxicating beverage while on duty, except in the performance of assigned duties.
2. Intoxication off-duty which affects the department
3. Any conduct unbecoming an employee of the department
4. Immoral conduct
5. Neglect of duty
6. Violation of any statute, law, or ordinance
7. Sleeping while on duty
8. Inattention to duty
9. Disobedience to a lawful order
10. Using threatening or profane language toward a supervisor or other employee of this department
11. Receiving a bribe, gratuity, money, or any other thing of value related to job performance
12. Insubordination
13. The mistreatment of any person in the performance of duty
14. The unlawful or unauthorized use of any person in the performance of duty
15. Making a false report
16. The unauthorized release of any information concerning cases, incident records, or other items of interest to the department
17. Failure to wear prescribed uniform while performing a law enforcement function
18. Refusing to provide name and badge number when requested
19. Absence from duty without approved leave
20. Failure to immediately turn in property recovered or taken from persons arrested
21. Failure to appear in court on proper day and time
22. Failure to report any employee of the department suspected or known to have violated any rule, regulation, policy, or procedure of the department

23. Failure to give statements or testimony concerning the true facts or by changing statements or testimony to avoid the truth or facts
24. Failure to properly care for and use departmental equipment
25. Faking illness or injury to avoid duty
26. Recommending the names of attorneys, bondsmen, wreckers, or physicians to any person arrested or in police custody. Exception: Member of officer or employee's family
27. Establishing a pattern of being habitually not available or unable to respond to a request for assistance or to take a call.
28. Failing to self-initiate an immediate and appropriate response in an emergency situation where another comparably trained employee with similar job responsibilities would self-initiate an immediate response without waiting to be told to do so by a supervisor, peer or dispatcher.
29. Responding to a request for assistance and then not seeking ways to provide such assistance (e.g., taking the long way around to a scene, arriving at a scene and then standing around waiting to be told what to do, joining in on a group work effort and letting others do the work).
30. The failure to participate as a backup for another member or the reported dependence on another member to take the lead in potentially injurious or dangerous situations.
31. Through lack of self-preparation, failing to know enough about what is going on to do a job efficiently or effectively, or cause others to be inefficient or ineffective in the performance of duties.
32. All unauthorized absences.
33. Consistently scheduled personal appointments that coincide with scheduled duty time.
34. Failing to attend a scheduled training course or being absent for any period of time from a scheduled training course without direct approval from appropriate authority.
35. Habitually unavailable - more so than the typical employee - for the assignment of overtime.
36. Time lost because of reporting to duty unfit or not ready for duty. This included physical or mental fitness, and the failure to bring or wear necessary equipment or uniform.
37. Time lost doing re-work because such work was not completed properly the first time.
38. All behaviors regulated or prohibited by specific guidelines, policies, procedures and practices that are designed to prohibit unnecessary risk to all persons' safety.
39. Allowing untrained or inexperienced employees or civilians to use equipment that has the potential of being damaged or injuring any person.
40. Being assigned to assist as a backup and habitually failing to provide support or assistance is substantial evidence that the member is violating this policy.
41. Being on patrol, dispatch, or backup and failing to keep aware of events and circumstances ongoing during the shift that have reasonable expectation of causing a safety concern for others or self.
42. Continuing a chase for a minor violation once a license number and driver identification are known and substantial evidence exists to indicate the person can be apprehended later on with less public endangerment.
43. Failing or refusing to wear a seat belt properly.

44. Failing to drive defensively, resulting in a chargeable motor vehicle accident, in nearly causing a motor vehicle accident or in the department's receiving a substantiated complaint.
45. Failing to notify the dispatcher of a location.
46. Failing to provide known information or withholding information that results in another member or person being injured or subject to an unnecessary safety or health risk.
47. Failing to report damaged or dysfunctional equipment that has the probability of endangering self or others.
48. Handling, aiming, firing, unloading or loading a weapon contrary to established policies or procedures (includes accidental discharges of firearms, drawing weapons on citizens without reasonable belief to believe that the citizen is life-threatening).
49. Horseplay (e.g., the use of equipment for purposes not specifically designed or pranks that create the possibility of injury).
50. Leaving unsecured or improperly stored a weapon or potential weapon.
51. Unauthorized as well as unnecessary divulging of information, communications, or correspondence that identifies or suggests the identification of an informant or undercover member of this agency or any other investigative official.
52. Unsafe and/or improper handling of equipment that carries a reasonable risk of endangering persons or property.