

## Misconduct Related Discipline Matrix

These guidelines should be followed. However, Commanding Officers shall consider mitigating or aggravating circumstances of the instant case and previous discipline, in determining whether a lower or higher level of discipline is more appropriate than that called for in these guidelines (Isolated one time incident versus multiple violations). Deviations from the guidelines must be thoroughly documented and approved by the Assistant Chief of the command.

Misconduct Type	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Tardiness Minor Grooming Violations Minor Uniform Violations Failure to Answer Radio Lacking All Equipment Discourteous Remarks (Not profanity or violation of EEO) Minor Traffic Infractions	Verbal Counseling (With no pattern or history of misconduct)	Note of Counseling	Written Warning	
Minor Policy Violation (With Previous Verbal Counseling or Note of Counseling) Misuse of Department Equipment (Including Non-EEO MCT/CAD messages) Unintentional Discharge of a Taser (No injury) Improper Impounds Discourtesy Unauthorized Outside Employment	Written Warning	Reprimand		
Missed Court	Written Warning	Reprimand (IF within two (2) years of first missed Court)	Suspension (IF within three (3) years of first missed Court)	
Missed Department Proficiency and/or Training Shoot (Missed Dept. Qualification Shoot must be made up)	Written Warning	Reprimand (IF within two (2) years of first missed Shoot)	Suspension (IF within three (3) years of first missed Shoot)	
Police Equipment Collisions (See <a href="#">DP 1.14</a> & <a href="#">AR 75.12</a> for definitions of Collision categories and time frames for progressive discipline. Discipline at right is for <u>CATEGORY I PREVENTABLE</u> Collisions only)	Written Warning  OR  Two (2) hour Driver Training Class through Fleet Safety Sergeant	Reprimand  OR  Written Warning (IF attended two (2) hour Driver Training Class for first Collision)	Suspension  OR  Reprimand (IF attended two (2) hour Driver Training Class for first Collision)	Termination  OR  Suspension (IF attended two (2) hour Driver Training Class for first Collision)
Unintentional Discharge of a Firearm, including less lethal Munitions (On or Off-Duty)	Two (2) Day Suspension	Four (4) Day Suspension	Termination (IF within three (3) years of the first offense)	

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<b>Driving While Under the Influence (DUI – Alcohol/Prescription Medications)</b>	<p>Termination</p> <p>OR</p> <p>Four (4) Day Suspension with a Last Chance Agreement for five (5) years</p> <p>Any aggravating circumstances (DUI in a City vehicle, resistive behavior during arrest, collision with injuries, etc., may result in a more severe response)</p> <p>*Valid CDL required to return to work</p>	<p>Termination (However, possible mitigating factor if the 1<sup>st</sup> Offense was more than ten (10) years prior to the 2<sup>nd</sup> Offense)</p> <p>*Valid CDL required to return to work</p>	Termination	
<b>Accessing Criminal History for Personal Use (Criminal Conduct)</b>	Reprimand, Up to Termination	Suspension, Up to Termination	Termination	
<b>Violation of AXON Body Worn Camera Procedures (<a href="#">DP 1.49</a>)</b>	Written Warning, Up to Termination	Reprimand, Up to Termination	Suspension, Up to Termination	Termination
<b>Violating Established Informant Procedures</b>	Reprimand, Up to Termination	Suspension, Up to Termination	Termination	
<b>Sustained Excessive Force (Low Level/Non-Injury to Suspect)</b>	Reprimand, Up to Termination	Suspension, Up to Termination	Termination	
<b>Violation of Search and Seizure Procedures</b>	Reprimand, Up to Termination	Suspension, Up to Termination	Termination	
<b>Threats in the Workplace Violation (<a href="#">AR 97.10</a>)</b>	Written Warning, Up to Termination	Suspension, Up to Termination	Termination	
<b>Violation of EEO Procedures</b>	Written Warning, Up to Termination	Suspension, Up to Termination	Termination	
<b>Criminal Conviction of Offenses Involving Moral Turpitude, Theft, Aggravated Assault, etc.</b>	Suspension, Up to Termination	Termination		

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Unbecoming Conduct Policy ( <a href="#">DP 9.06</a> ) which may also include Obedience to Laws Policy ( <a href="#">DP 9.03</a> ) (e.g.: Minor Offenses Involving Parking Violations, Traffic Infractions, etc.)	Verbal Warning, Up to Suspension	Reprimand, Up to Termination		
Unbecoming Conduct Policy ( <a href="#">DP 9.06</a> ) and Obedience to Laws Policy ( <a href="#">DP 9.03</a> ) (e.g.: Offenses Involving Moral Turpitude, Theft, Aggravated Assault, etc.)	Suspension, Up to Termination	Termination		
Loss of Ability to Perform Functions of an Employee's Position Through Misconduct (e.g.: Right to Possess Firearm, <a href="#">Government Code 1031</a> , etc.)	Termination			
Untruthfulness (e.g.: Falsification of any Official Document or Report)	Termination			
Unjustifiable Missed Random Drug Test (RDT) <a href="#">SDPOA MOU Article 57</a>	Reprimand & Scheduled for RDT on their next working day after the missed test	Termination (IF within two (2) years of 1 <sup>st</sup> missed test. AFTER two (2) years of 1 <sup>st</sup> missed test, Reprimand)	Termination	
Illegal Drug Use (Including Positive RDT for Non-Prescribed Medication)	Reprimand, Up to Termination	Termination		
RDT Alcohol Result of 0.02% or Above	Termination  OR  Reprimand, Mandatory (EAP) Referral & Last Chance Agreement for five (5) years	Termination		
Refusal to Comply with RDT	Termination			