



# East Norriton Township Police Department

## GENERAL ORDER 1.8.2

### CODE OF DISCIPLINE/DEPARTMENT AWARD AND DISCIPLINE

**Subject:**

Disciplinary Procedures

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

April 27, 2016

**PLEAC STANDARD Reference**

1.8.1

**Index Words**

Code of Conduct/Discipline

### 1.8.2 Code of Discipline

A. Procedures: Departmental Awards

1. Departmental awards recognize members of the Police Department for excellent, meritorious police work or any action involving personal risk or life threatening situation.
2. The Chief of Police shall make consideration and final determination to confer Departmental awards.
3. The following awards are established:
  - a. **Award for Merit**--Tri-colored bar: Red, White and Blue.
  - b. **Award for Valor**--Multi-colored bar: Red, White, Blue and Green.
  - c. Additional awards of each class shall be denoted by a star placed on the award bar, up to a maximum of three stars to a bar.

Merit Awards shall be given for police actions involving intelligent, meritorious performance and duty above what is expected in the proper performance of duty.

Valor Awards shall be given for police actions involving personal risks of serious bodily injury or life threatening situations.

4. Wearing of Departmental Awards.
  - a. Award bars shall be worn one (1) inch over the right outer garment pocket or on the left over the badge when worn with a badge caddy.
  - b. Award bars shall contain no more than three (3) stars. After three stars, an additional bar shall be worn under the bar with three stars.
  - c. Valor Award bars shall be worn above the Merit Award bar(s)

B. Procedures: Departmental Penalties.

1. COUNSELING REPORT:

- a. A report filed by an officer noting a specific behavior that requires counseling or modification. The counseling report is a report that serves to bring notice to an officer of a violation or behavior that is not appropriate. The Counseling Report is not a Disciplinary Report. The Counseling Report carries no reckoning period, and has no direct or indirect bearing on job status, rank or salary. The Counseling Report, while reviewed by the Lieutenant and the Chief of Police is not maintained in the officer's personnel file, and the original is returned to the officer that has been counseled. The officer filing the Counseling Report may maintain a copy of the original.

2. DISCIPLINARY REPORT:

- b. Infractions, offenses, penalties contained in this order that rise to the level of discipline shall serve as a guide in the administration of a fair, uniform method of discipline for violations of Departmental rules, procedures, and ethics.
  - c. Once filed and reviewed, a Disciplinary Report may serve as a written reprimand that carries a reckoning period.
3. It shall be the policy of the Chief of Police to ensure that all penalties recommended be within the prescribed limits.

**Reckoning Period-** The "reckoning period" is defined as that period of time during which an employee is expected to have a record free of the same type of offense/infraction.

All reckoning periods shall be computed from the date the first offense/infraction was committed. Second and subsequent violations of the same type during the period will be treated as second and subsequent violations.

Reckoning periods for disciplinary action will be two years for any written reprimand, and three years for any suspension.

The same type of violation committed after the completion of a reckoning period shall be treated as a first offense.

**Records-** A record of discipline for offenses/infractions, penalties, reckoning periods, and expiration of reckoning periods shall be recorded in the disciplinary file. At no time shall a Counseling Report be recorded and maintained in the disciplinary file.

C. **Conduct of Officers**

1. **UNBECOMING CONDUCT**

Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an Officer shall include, but not be limited to, that which brings the Department into disrepute or reflects discredit upon the Officer as a member of the Department or Office, or that which caused the public to lose confidence in the Police Department.

2. **IMMORAL CONDUCT**

Officers shall not participate in any incident involving moral turpitude.

3. **CONFORMANCE TO LAWS**

Officers shall obey all laws of the United States and any State or Commonwealth, and laws or ordinances of any local jurisdiction in which the Officer is present.

A conviction of a violation of any law or ordinance shall be prima facie evidence of a violation of this section.

D. **PENALTIES**

A violation of any section of this manual that does not constitute a crime may result in the imposition of the following penalties:

- 1<sup>st</sup> Offense:    Written reprimand to 5 days suspension,**
- 2<sup>nd</sup> Offense:    5 days to 10 days suspension,**
- 3<sup>rd</sup> Offense:    10 days to 15 days suspension,**
- 4<sup>th</sup> Offense:    Dismissal.**

In the event that a violation of this manual could result, or does result, in the filing of Criminal charges for an offense outlined in the Crimes Code or Vehicle Code of Pennsylvania, or any other State or Federal Statute, the Chief of Police reserves the right to implement penalties up to 15 days suspension and/or dismissal from the Police Department.

Repeated violations of Department rules and regulations or other types of misconduct, which result in a pattern of unsatisfactory behavior inconsistent with satisfactory job performance, will be cause for dismissal. This section applies regardless of any reckoning period, and regardless of the type or types of violations.

The rules and regulations contained in this manual do not include all the offenses for which an officer may be disciplined or dismissed. The Chief of Police reserves the right to discipline and/or dismiss an officer for other proper reasons not specifically set forth in this manual.

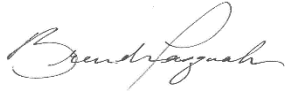
E. **Suspension and Temporary Relief of Duty**

1. A member of this Department may be temporarily prohibited from duty as a result of a violation of this manual or any other reason that could affect the liability and reputation of this Department or the safety of any of its members.
2. The Chief of Police may suspend a member of the Police Department when such action is necessary, with final approval from the Board of Supervisors. The Chief of Police will notify the Board of Supervisors and the Township Manager without delay as to the suspension of any member of the Department.
  - a. Only the Chief of Police may suspend an officer **without** pay, with approval from the Board of Supervisors.
  - b. The Lieutenant, Sergeant of Detectives, Patrol Sergeant, or OIC may relieve any officer from duty, with pay, for any of the reasons spelled out in this order.
  - c. When it is necessary for a superior officer or OIC to relieve an officer from duty for any reason, the Chief of Police and Lieutenant shall be notified immediately.
  - d. When a member of the Department is being suspended:

The officer will be notified of the reason, and the term of the suspension.

Suspended officers will promptly surrender to the Chief of Police or designee their badge, identification cards, and any issued weapons for the term of the suspension.

By order of:

A handwritten signature in cursive script, appearing to read "Brandon Pasquale".

Brandon Pasquale  
Chief of Police