

DISCIPLINE PROCEDURES PILOT POLICY		Operations Order 3.18
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3. B. (2) Benefits/Job Performance:

- (a) Knowingly or intentionally violating MOU/MOA of any employee association
- (b) Intentional abuse of sick leave benefits
- (c) Intentionally missing a court appearance after proper notification/subpoena
- (d) Intentionally missing a scheduled mandatory training after proper notification
- (e) Obtaining any information for personal use via MDC/CAD/PACE/NCIC/ACIC system/s
- (f) Uncooperative and/or interfered with a traffic-related investigation: on- or off-duty
- (g) While on duty, any access to an adult/pornographic or otherwise similar inappropriate web sites on any accessible computer system

(3) Firearms/Use of Force:

- (a) Accidental discharge of a firearm with any injury to any person
- (b) Inappropriate use of the TASER (serious injury/ hospitalization)

(4) Unprofessional Conduct:

- (a) Incident not involving an act of violence where elements of a misdemeanor crime are met, regardless of whether the employee was indicted, prosecuted, or convicted
- (b) Physical abuse towards another employee (non-injury)
- (c) As defined in Classification Guidance Criteria (section 4 of this Addendum)

C. Suspension (One-Day or More) Violations - Serious policy violation that will be referred to the DRB for consideration of a one- to five-day (40 hour maximum) suspension without pay.

- (1) Within a five year period from the date of initial NOI (as define in Operations Order 3.18), repeated sustained violation/s from within this section require DRB review for consideration of a suspension up to 5 days (40 hours), demotion, and/or termination.
- (2) Benefits/Job Performance:
 - (a) Abuse of prescribed medication.
 - (b) Actions amounted to harassment and/or intimidation of a citizen, Department or City employee
 - (c) Actions jeopardized the status of a criminal investigation/administrative investigation/prosecution

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3. C. (3) (g) Lending City firearm to another employee without authorization
- (h) Use of unauthorized impact weapon (sap, knife, cord restraint, etc.)
- (i) Inappropriate use of the TASER (restrained by cuffs or authorized restraint system)
- (j) Excessive Use of Force – Handcuffed or restrained individual (with injury)
- (k) Intentional discharge of a firearm (with injury) in violation of policy
- (4) Supervisors:
 - Violation of EEO rules and regulations, inappropriate actions, comment/s, gestures that violate EEO standards (supervisory personnel)
- (5) Unprofessional Conduct:
 - (a) Consensual sexual contact on duty, during a work shift, or at a police facility
 - (b) Consensual sexual intercourse while on duty
 - (c) Intimidation of a Department employee (non-criminal)
 - (d) Physical abuse towards a Department employee (injury)
 - (e) Sexual harassment
 - (f) Unprofessional conduct involving an act of violence where elements of a misdemeanor are met, regardless of whether the employee was indicted, prosecuted, or convicted
 - (g) As defined in Classification Guidance Criteria (section 4 of this Addendum)
- D. Extreme Policy Violations - Are those that will be referred to the DRB for consideration of a five-day suspension without pay, demotion, and/or termination/Loudermill hearing.
 - (1) Within a five year period from the date of discipline, repeat sustained violation/s from within this section will require DRB review for consideration of a suspension up to five days (40 hours total) without pay, demotion, and/or termination/ Loudermill hearing.
 - (2) Benefits/Job Performance:
 - (a) Bribery
 - (b) Giving false, incomplete, or misleading statements, or willful omissions during an investigation
 - (c) Illegal use of drugs
 - (d) Knowingly submitted a criminal investigation/internal investigation report with false information