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Effective Date: April, 2001	Revision Date: May 2015
Amends/Supercedes: 500.10/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	12.2

Section 600.10 Discipline

Statement of Purpose

The Shively Police Department shall utilize discipline to ensure that the conduct of officers conforms to the Code of Ethics and the rules of conduct as set forth in this manual. No officer of the Shively Police Department shall be disciplined, but for a violation of one or more of the rules of conduct. All disciplinary proceedings shall be fair and impartial with due respect being given to the dignity of the officers involved. The Shively Police Department shall protect its officers from false accusations, but shall not hesitate to punish proven misconduct. Discovery of the truth is of paramount importance.

The Shively Police Department has adopted the following disciplinary procedures, which consists of categories with predetermined sanctions. These categories will range from A to E. Each of the categories will carry a specified discipline sanction for violations and subsequent violations. Personnel who have been found in violation of a policy will be disciplined based on this matrix.

The subsequent pages of this section outline the matrix.

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Category descriptions:

A – A violation of policy that does not involve a misuse of authority or an ethical offense, and has no impact on public safety or the professional image of the department.

Offenses might include, but are not limited to: Loss or damage of citizen property with an estimated value of less than \$500 or minor damage to department property; preventable vehicle accidents with no or minor injury and/or minor damage; improper application of procedures not resulting in civil rights issues; tardiness; missed court; unnecessary rude or disrespectful behavior.

B – A violation of policy that does not involve a misuse of authority or an ethical offense, and has a minimal impact on public safety or the professional image of the department.

Offenses might include, but are not limited to: Loss or damage of citizen property with an estimated value of \$500 or more; \$500 or more damage to department property or loss of secure department property; preventable vehicle accidents with significant injuries and/or significant property damage; improper application of less lethal force with no or minor injury; insubordination; unauthorized leave. Note: there is no minimum sanction for a first offense of category B.

C – A violation of policy that involves a misuse of authority or ethical offense and/or that creates or poses the potential for clear serious adverse impact on public safety or the professional image of the department.

Offenses might include, but are not limited to: unreasonable force with no or minor injury; failure to obey a lawful order under normal circumstances; prisoner escape due to dereliction.

D – A violation of policy that involves a misuse or abuse of authority or an ethical offense, or that creates or poses the potential for a major adverse impact on public safety or the professional image of the department.

Offenses might include, but are not limited to: excessive force with injury; nonviolent and/or nonsexual misdemeanor criminal conduct on or off duty; failure to obey a lawful order under exigent circumstances.

E – A violation of policy that involves untruthfulness or other ethical offenses, any felonious conduct; misdemeanor criminal behavior involving violence, domestic violence/EPO, DUI; or offenses that create or poses the potential for critical adverse impact on public safety or the professional image of the department.

Offense might include, but are not limited to: untruthfulness; excessive force with serious injury or against a restrained or incapacitated person or against a person based solely on race, sex, religion, or other protected class; felonious acts on or off duty, misdemeanor acts of violence, domestic violence, DUI; loss of POPS certification; other mandated discharges.

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Discipline Categories

Discipline Category	1 st offense within 1 calendar year sanction level	2 nd offense within 1 calendar year sanction level	3 rd offense within 1 calendar year sanction level
A	1	2	3
B	1 st offense within 3 years sanction level 2	2 nd offense within 3 years sanction level 3	3 rd offense within 3 years sanction level 4
C	1 st offense within 5 years sanction level 4	2 nd offense within 5 years sanction level 5	3 rd offense within 5 years sanction level 6
D	6	7	8
E	8	--	--

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Discipline Sanctions

Sanction Level	Minimum Sanction	Presumptive Sanction	Maximum Sanction
1	--	Corrective Action	Written Reprimand
2	Corrective Action (Not available for type B offenses)	Written Reprimand	1 day suspension
3	Written Reprimand	1 day suspension	2 day suspension
4	1 day suspension	2 day suspension	3 day suspension
5	3 day suspension	4 day suspension	6 day suspension
6	6 day suspension	7 day suspension	14 day suspension
7	20 day suspension	30 day suspension	Termination
8	--	Termination	---