

Tigard Police Department Discipline Guide



DESCRIPTION

ADDITIONAL INFORMATION

(Conduct examples are not all inclusive)

Policy violations that are egregious or seriously undermine community trust, public safety or the professional image of the department.

LEVEL 1

Serious Criminal/
Severe Misconduct/
Violation of Last
Chance Agreement
DEMOTION/DISMISSAL

Examples: Untruthfulness, Insubordination/failure to obey a superior in the field, loss of DPSST certification, racial profiling/willful civil rights violations, failure of/willful refusal to take substance test, sexual contact on duty, acts of workplace violence/harassment/discrimination, fraud, severe ethical breach, felonious behavior, improper UOF (serious physical injury/death).

Policy violations that negatively impact operations, serious misuse/abuse of authority ethical offense or unprofessional behavior.

LEVEL 2

Minor Criminal/Major Traffic
Violation/Major Misconduct
PROFESSIONAL STANDARDS
40 TO 240 HOUR SUSPENSION,
POSSIBLE INVOLUNTARY DEMOTION

Examples: Violation of safe weapon handling procedures, acts that jeopardize a criminal or administrative investigation, reckless operation of a City vehicle resulting in serious injury, disclosure of confidential information, use of racial epithets in the workplace, improper UOF –more serious than minor injury (requires medical treatment) Insubordination/failure to obey a superior.

Policy violations with minor operational impact, not involving misuse/abuse or authority of an ethical offense. More serious offense than a minor policy violation.

LEVEL 3

Misconduct/Repeated Minor Policy Infractions
PROFESSIONAL STANDARDS
Written Reprimand TO 40 HOUR SUSPENSION

Examples: Improper use/ damage to City property, failure to appear, failure to maintain custody/impound/properly secure or loss of evidentiary items, failure to secure or loss of dept. firearm, improper UOF (no/minor injury).

Policy violations with minor operational impact or includes minor performances issues where behavior is likely to be corrected or improved through non-disciplinary corrective active or low-level discipline.

MINOR POLICY VIOLATION

CHAIN OF COMMAND

Coaching/Non-Discipline Corrective Action/Minor Discipline

Note: Aggravating factors may move Chain of Command investigations to the discipline area (yellow, orange or red).

Note: A 3rd violation of similar conduct (i.e. missed training /missed court) in a 36-month period moves to Level 3 discipline sanction.

These are handled with the Chain of Command, using various tools (e.g. coaching, mentoring, workstation entry, training, corrective action plan, etc.) (i.e. missed court, Discourtesy, missed training, fail to complete report, BWC violation etc.).

Investigator receives information that demonstrates the complaint is unfounded, resolved to the complainant's satisfaction, unsubstantiated (review of BWC video) the complaint may be administratively closed as a department inquiry without a formal investigation (NOI).

DEPARTMENT INQUIRY

CHAIN OF COMMAND & PROFESSIONAL STANDARDS
NO DISCIPLINE

Note: A department Inquiry may be used to document first preventable (minor/property damage only) preventable vehicle collision

Investigator documents the "complaint" and the 2nd Level reviewer may "administratively" close.

Mitigating Factors: Efforts were made to correct the problem, receptive to correction/ displayed proper attitude, acts would not have come to light without self-report, member tenure to the assignment, exemplary record, system/policy/training issue, demonstrated culture of acceptance/practice.

Aggravating Factors: High degree of operational impact, unreceptive to corrective (display poor attitude), uncooperative with the investigation, delayed report or attempt to conceal, high value/dollar loss, speed (vehicular collisions) , multiple vehicle preventable collisions within 36 month period, bias or harassment-based action, rank tenure or position, lack of due regard, constitutional implications.