

DISCIPLINE		GO-170
Effective: 07-17-1990	Revised: 05-31-95	Page 1 of 3
Reviewed: Written directives are reviewed at least once during the five year period of accreditation.	Special Instructions:	
	References: Command Discipline Procedure, Standards Manual: 14.4, Union/Town Contract, Dept. Rules & Regs., SO-307	

I. **PURPOSE** - To define the authority and responsibility delegated to Departmental Supervisors for the maintenance of discipline.

II. DISCUSSION

Discipline within an organization requires compliance to a code of ethics and standards of performance supported by a system of authoritative guidelines such as rules, regulations, general orders and other policies and procedures. Discipline is a necessary element in the maintenance and growth of any person or organization.

III. METHOD

- A. Supervisors (either permanent or "acting") are responsible to ensure that Departmental members and employees perform their duties in accordance with the policies, procedures, rules and regulations, G.O.'s and authoritative instructions of the Department.
- B. Supervisors are required to initiate action(s) in response to the acts of commission or omission of personnel who are either
 1. assigned to their command, or
 2. come to their attention, or
 3. under their supervision (for however brief a period).

IV. **AUTHORITY** - Supervisors are required to initiate the following corrective measures to fulfill their responsibility of assuring compliance with Department rules, regulations, G.O.'s, policies and procedures. In all cases, the supervisor is required to instruct the subordinate on how to correct noted inadequacies and to document same.

NOTE: Nothing established herein should preclude the supervisor from regularly instructing officers on their performance.

- A. Give remedial instruction in all instances that are or may be construed to be violations of Departmental directives. Such oral instruction to an employee shall be officially recorded as a memorandum of record or counseling memorandum, and documented on Inter-Departmental correspondence.
- B. Initiate command discipline proceedings as allowed by current directives.
- C. Recommend, through the chain of command, to the Chief the preferring of Departmental charges.
- D. If a supervisor feels that an officer is unfit for duty (for either medical or psychological reasons), (s)he may excuse that officer for the remainder of his/her tour.

When it is indicated that the possession of a firearm or other equipment by a police officer is dangerous to himself or others, said equipment will be secured from the officer, generally by the member's commanding officer. However, under extreme circumstances where the member's mental state is such that, in the observer's opinion, the member is in imminent danger of seriously injuring himself or others near him/her, any member may secure such equipment. The supervisor shall advise the Division Commander of the affected Division or if (s)he is unavailable, another Division Commander, of his/her actions. The DC shall then notify the Chief and forward a written explanation on interdepartmental correspondence to the Chief of Police.

V. PROCEDURES

- A. On giving remedial instruction, the supervisor will discuss it with the employee in question and issue the original memo to the employee. A witnessing signature of another supervisor is required but that of the employee is not necessary. One copy of the record will be kept in the subordinate's section file. One copy will be forwarded through the chain of command to the appropriate Division Commander who will review said memorandum and will add a notation indicating his concurrence or non-concurrence and his reasoning for such agreement or disagreement. He will either forward said memorandum (with supporting facts) to the Chief of Police or return it to the initiating officer for review and/or correction. The employee may respond to the memo in writing and have the response entered in his personnel file. The Chief will determine whether disciplinary action is to be taken.

- B. All personnel investigations will be promptly conducted in accordance with Article 75 of the New York State Civil Service Law and/or any other forum as provided by law or contractual agreement.

This General Order is to be used in conjunction with all relevant existing departmental orders, rules and regulations.

Approved by:

A handwritten signature in black ink, appearing to read "Louis A. Corsi". The signature is written in a cursive style with a large initial "L".

Chief of Police