

401.00 AUTHORITY AND RESPONSIBILITIES OF DEPARTMENTAL PERSONNEL

401.01 Employee Responsibility:

It shall be the duty of all members of the Department to take corrective action as appropriate and submit a written report to the Chief of Police or his designee whenever they learn through personal observation any violation noted in General Orders or the City of Greeley Employee Handbook.

- Should the violation involve an incident of a serious nature the supervisor or officer observing or informed of the violation shall comply with the Code of Conduct, Chapter II, or the City of Greeley Employee Handbook.
- Upon emergency relief from duty the employee's supervisor will notify the appropriate Division commander and Professional Standards Unit immediately.
- The relief from duty shall be temporary with pay pending an internal investigation and disciplinary proceeding.

401.02 Role of the Supervisor:

The primary responsibility for maintaining and reinforcing employee conformance with the standards of conduct shall be with the employee and the first-line supervisors.

Supervisors should remain alert for indications of behavioral problems or changes that may affect an employee's normal job performance. The supervisor should document information concerning job performance.

When a supervisor perceives that an employee may be having or causing problems, the supervisor should assess the situation and determine the most appropriate action.

A supervisor may discipline the subordinate within the limits specified in General Order 401.04. A supervisor may also administer positive discipline, including remedial training or counseling. Refer to General Order 400.04.

401.03 Supervisory Investigation:

Upon becoming aware of or receiving notification of potential rules violations by an employee, a supervisor shall begin an immediate preliminary investigation of such allegations.

The supervisor's preliminary investigation will be limited to the preliminary questioning of the employee, witnesses, and complainants and securing all relevant evidence. If the preliminary investigation appears too complex/time consuming, or if it appears the resultant discipline may include termination or filing of criminal charges, the investigation shall be forwarded to the Division Commander. The Division Commander will make the decision to forward the

investigation to the Professional Standards Unit.

After receiving the completed preliminary investigation, the Division Commander shall forward the investigation to the Professional Standards Unit via his/her Chain of Command. The preliminary investigation will contain:

- a report of the alleged violation including a complaint form,
- all documents and evidence relating to the investigation gathered in the preliminary phase, and
- recommendations for further investigation or other disposition.

Upon review by the affected Chain of Command and Professional Standards Unit, and the Chief of Police, the complaint will be assigned for follow-up investigation. This assignment may be to the supervisor, to Professional Standards Unit, the Criminal Investigations Section, or to any other designee of the Chief of Police.

The supervisor may not conduct follow-up investigations involving complaints of misconduct which extend to employees of other divisions or outside the supervisor's own span of control, in which the supervisor may also be in violation, or in which criminal violations may be involved. In these cases the division commander or the chief of police will assign the investigation to the appropriate supervisor. The supervisor may conduct the follow-up investigation of complaints, which do not fall into the preceding categories, if so assigned.

The supervisor will coordinate his investigation and document disciplinary matters with Professional Standards Unit.

If the investigation is conducted by Professional Standards Unit it is still the responsibility of the employee's supervisor to determine findings and if such findings are sustained, to recommend, and administer the discipline to involved subordinates within the guidelines set forth in General Order 401.04.

401.04 AUTHORITY TO DISCIPLINE

The civilian section supervisor may issue discipline to subordinate civilian personnel, including:

- Training,
- Counseling,
- Verbal Reprimand,
- Letter of Reprimand, and
- Suspend the employee in accordance with the Personnel Rules.

To be consistent with the concept of unity of command, the police sergeant may issue the following disciplines with cause:

- Training,
- Counseling,
- Verbal Reprimand,
- Letter of Reprimand, and
- Suspend the Employee: A sworn employee may be suspended by his supervisor without pay up to and including 60 days. A sworn employee may also be suspended with pay pending investigation in accordance with Municipal Code 3.16.300. Non-sworn personnel may receive discipline up to and including suspension in accordance with Personnel Rules.

The police lieutenant may issue disciplinary action as noted for the Sergeants.

The Division Commander may issue disciplinary actions as noted for Lieutenants.

The Chief of Police may issue disciplinary actions as noted for the Division Commander and the following:

- Salary reduction within rank: Both sworn and non-sworn employees may have their salaries reduced with cause within a singular rank or pay range. This movement does not constitute a demotion. Such actions will be in compliance with the Personnel Rules.
- Demotion in rank:
 - A sworn employee may be demoted in accordance with Municipal Code 3.16.290.
 - A non-sworn employee may be demoted in accordance with Personnel Rules.
- Termination:
 - A sworn employee may be discharged in accordance with Municipal Code 3.16.310.
 - A non-sworn employee may be discharged in accordance with Personnel Rules.