

**DIRECTIVE 26.1
DISCIPLINARY PROCEDURES**

Issue Date: 04/03/2020	By Order of Chief of Police
Rescinds: (Issue 01/26/2018)	CALEA Standards Referenced: 26.1.1, 26.1.2, 26.1.3, 26.1.4, 26.1.5, 26.1.6, 26.1.7 & 26.1.8
Pages: 26	

This directive consists of the following sections:

- [26.1.1 Code of Conduct](#)
- [26.1.2 Employee Awards](#)
- [26.1.3 Harassment](#)
- [26.1.4 Disciplinary System](#)
- [26.1.5 Role and Authority of Supervisors](#)
- [26.1.6 Appeal Procedures](#)
- [26.1.7 Termination Procedures](#)
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POLICY AND PROCEDURE:

The disciplinary procedures directive provides direction to employees of the Miami Township Police Department concerning conduct and appearance. These rules and regulations shall guide all members of the department in the performance of their duties unless specifically directed otherwise by the Chief of Police. The directive provides for and ensures consistency in disciplinary actions.

Miami Township utilizes positive discipline, an awards and commendation program to recognize acts of heroism, bravery and/or exceptional service exhibited by members of the department and to promote morale within, and for, the Miami Township Police Department.

[26.1.1 Code of Conduct](#)

[General Rules of Conduct](#)

Violation of Rules – Members shall not commit or omit any acts which would constitute a violation of any directive, procedure, policy, rule, regulation, orders or resolution of the Miami Township Police Department or of Miami Township, whether stated in a manual or elsewhere. A violation by any member may be subject to disciplinary action.

Unbecoming Conduct – Members shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably upon the department and themselves. Conduct unbecoming an employee shall be that which brings the department into disrepute or reflects discredit upon the employee as a member of the department or that which impairs the operation or efficiency of the department or member.

Immoral Conduct - Members of this department shall maintain a level of moral conduct in their department and personal affairs which is in keeping with the highest standards of the law enforcement profession. Members shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers, which causes a negative effect upon the department's effectiveness, or causes the department to come into disrepute.

Improper Conduct - Members of the department shall not knowingly loiter in, visit, or frequent an establishment where the laws of the United States, State of Ohio or local Resolutions are regularly violated, except in the performance of duty. Nor shall any member associate with persons of immoral or questionable character or visit or loiter about such places frequented by such persons.

Use of Alcohol and Drugs

- Members shall not use intoxicating beverages while off duty to the extent that any evidence of such consumption is apparent when reporting for work.
- Members shall refrain from consuming an intoxicating beverage to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior that discredits them or the department or renders the member unfit to report to work.
- Members while in uniform or partial uniform are prohibited from consuming an intoxicating beverage whether on or off duty.
- Members shall not consume, bring into, permit, or have possession of an intoxicating beverage, unless such item is evidence, in a Township vehicle or on Township property.
- Members shall not consume an intoxicating beverage while on duty unless necessary in the performance of a police task and then only with the specific permission of a command level officer.
- Members shall not bring into, permit, or have possession of, a drug or narcotic unless such item is evidence or personal prescription medication, in a Township vehicle or on Township property.
- Members shall not use drugs or narcotics unless the drugs or narcotics are properly prescribed by a physician or dentist for illness or injury.
- Members shall at no time use any substance that will render them unfit for duty except under a physician's order.
- Members shall when on duty and using a prescription medication that is or contains any controlled substance report such usage to their immediate supervisor in writing. Such notification shall include the name of the prescription medication and the reason for such usage.

Gratuities - Members shall not solicit or accept, from any person, business, or organization any gifts, including money, tangible or intangible, personal property, food, beverage, loan, promise, service, or entertainment for the benefit of the member if it may be reasonably inferred that the person, business, or organization:

- Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty;
- Has an interest that may be substantially affected directly or indirectly by the performance or failure to perform an official duty.

Other Transactions - Members are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any cases which have come to their attention or which arise out of the members' employment except as may be specifically authorized by the Chief of Police.

Abuse of Position - Members shall not:

- Use their official position, identification card and or badge(s) for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding the consequences of illegal acts.
- Provide another person their identification card and or badge(s) or permit them to be photographed or reproduced without the written approval of the Chief of Police.
- Authorize the use of their name, photograph, or official title that identifies them as a member of the department in connection with testimonials or advertisements of any commodity or commercial enterprise, without the written approval of the Chief of Police.

Abuse of Process - Members shall not make any false statements for the purpose of securing a charge against or the conviction of any person.

Solicitation / Acceptance of Rewards, Loans, or Gifts - No member shall solicit any reward for the performance of duties or seek or ask for a gratuity of any kind, individually or collectively. No member shall accept, directly or indirectly, from any person liable to arrest or to complaint, or in custody, or after discharge from custody, or from any friend(s) of any such person, any gratuity, fee, loan, reward or gift.

The department construes Gratuities, Other Transactions, Abuse of Power, Abuse of Process, and Solicitation/Acceptance of Rewards, Loans or Gifts of this article to mean that members shall not place themselves in a position where the member's private interests may appear to or may actually conflict with their official position and duties, or by reason of which the member's loyalty, objectivity or judgment may be impaired. The appearance which the member projects, as well as their actions, will be deemed by the department to be important elements in determining whether or not there is compliance with or a violation of any of these sections or parts therein.

Calling Off from Work Sick or Injured - Members will not falsely report themselves or have themselves reported ill or injured or otherwise deceive the department as to the condition of their health.

Communication Regarding Orders and Regulations - No member of the department shall communicate, except to other members of the department or to such other that a supervisor shall direct, any information respecting orders received or any regulations that may be made for the governing of the department. This shall not be construed to restrict communication between members and their attorney or labor representative.

Care of Department Property - Members shall be responsible for the care of department property under their control and/or issued to them. Members shall promptly report the loss of, damage to or any defect of such property. Members shall not create or contribute to the poor/damaged condition of Township equipment or property. Members may be held personally liable for the negligent loss or damage to department equipment issued directly to them. Members shall not mark, mar or deface any surface in or on any Township property or building. Members shall not mark, alter or deface any posted notices of the department or Township. Members are prohibited from posting derogatory or inflammatory notices of any type in any Township building or property.

Dissemination of Information - Members shall treat the official business of the department as confidential. Information shall be disseminated only:

- To those for whom it is intended.
- As directed by a superior officer.
- Under due process of law, in accordance with established departmental procedures.

Members shall not make known to any person any special or confidential order they may receive, unless required by the nature of the order.

A supervisor in accordance with established departmental policy may impart news releases to representatives of the media, upon establishing their identity.

Members may remove or copy official records or reports from the police department only in accordance with established departmental procedures.

Members shall not divulge the identity of persons giving confidential information except as authorized by competent authority.

Public Appearances/Presentations - Members are prohibited from public appearances/presentations that directly or indirectly relate them to the Miami Township Police Department, unless such appearance or presentation is approved by the Division Commander in charge of the area of content of the appearance or presentation.

Communication Policy - The proper use of the Township communication system is essential for all employees. The Township communications systems are Township property and their purpose is to facilitate Township business. Every employee and any

other person granted permission to use the Township communication system, including elected Township officials, have a responsibility to maintain and enhance the Township's public image and an obligation to use the communication system in accordance with this policy.

The Township communication system is defined, but not limited to, Township computers, network infrastructure, telephone, cellular telephones, paging systems, voicemail, I-pad or other tablet computer devices, internet, software programs, e-mail, websites, Facebook pages or other social networking sites and any other similar wireless devices, programs or systems.

The Township has established this policy with regard to access, use and disclosure related to the communication system. The Township reserves the right to change the Township communication system at any time as may be required under the circumstances without notice.

The Township communication system is for the purpose of conducting Township business in a professional manner. The Township communication system may not be used for transmitting, retrieval, or storage of any communications of the following nature:

1. Obscene, sexually graphic or X-rated;
2. Harassment of any kind;
3. Derogatory, offensive, or discriminatory remarks about an individual's race, gender, age, disability, national origin, physical attributes, religious or political beliefs, or sexual preference;
4. Abusive, profane or offensive language;
5. Commercial activities;
6. Political activity;
7. Support for causes other than those sponsored by, or organized by, the Township;
8. Illegal activities;
9. Communications which hide or forge the identity of the sender as someone other than the person sending the communication;
10. Any other purpose against any Township policy or which is determined by the Township Administrator to reflect poorly on the Township.

All messages sent using the Township communication system are and remain the property of the Township and not the private property of any user. No user has any ownership interest of any kind in any communication made, stored, or received using the Township communication system.

All installed software must be registered and licensed to the Township. License information and the original media must be stored with the Multi-Media Coordinator. It is permissible to make a single copy of any Township software for reference or back-up purposes. There will be no downloading or installing of any software that is not used for Township business. The communication system shall not be used to knowingly send, upload, or receive any unauthorized copyrighted materials, including, but not limited to,

trade secrets, proprietary financial information, or similar materials without appropriate authorization of the Township Administrator or their designee.

The Township Administrator, or their designee, reserves and intends to exercise the right to review, audit, share, intercept, access and disclose all messages created, received, stored or sent over the Township communication system for any purpose without the permission of the user. The Township may monitor usage patterns, cost analysis/allocation and compliance with this policy.

Communications that document the organization, functions, policies, decisions, procedures, operations or other activities of the Township are public records. Communications made using the Township communication system should be presumed to be public and not confidential. Even when a message is erased, it is still often possible to retrieve that message. Further, the use of passwords or access codes does not guarantee confidentiality. All passwords or access codes to any Township communication system must be disclosed to your Department head and/or the Township Administrator, if requested.

All users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages or files without the person's permission.

All users are responsible for the content of all messages that they have sent or stored using the Township's communication system.

Anyone using a desktop computer, laptop computer, I-pad or other similar device shall regularly download to the Township computer server all information contained on such device. No employee shall leave any Township communication system in a place such that it may be accessed or used by persons not authorized to do so.

Any user who abuses the privilege or the Township's communication system will be subject to discipline or corrective action, including, but not limited to, termination of their employment. If necessary, the Township also reserves the right to inform the appropriate law enforcement agency or officials regarding any illegal violations or suspicious activity involving the Township communication system.

Cellular Telephones

Cellular telephones shall be issued only to those employees with a demonstrated need for these types of communication. Cellular telephones shall be authorized by the appropriate Department head or the Township Administrator.

Employees must safeguard any Township owned or contracted cellular telephone in their possession.

The loss of any Township owned or contracted cellular telephone shall be reported to the employee's supervisor immediately. If theft is suspected, the Township police department

and any other police department with jurisdiction over such matter shall also be notified and a theft report will be filed.

Employees shall exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing "hands free" speakerphone, Blue-Tooth, or other similar device, employees should make a reasonable effort to stop their vehicle, as soon as safely possible, to use cellular telephones. When responding to an emergency situation, police and fire employees shall defer to any directives issues by their department head regarding the proper use of cellular telephones and adhere to any state laws or regulations regarding the same.

When an employee no longer has a demonstrated need for the cellular telephone or pager, or when the employee's employment is terminated or suspended, that employee shall immediately return any cellular telephone or pager, and any related equipment, to the Township. If an employee has a password on their cellular telephone, they shall provide it to their department head or the Township Administrator upon surrender.

Non-compliance with this policy may result in discipline as determined by the Department head or the Township Administrator.

Social Media

The Township expects employees to be conducting Township related business when working. Employees are not permitted to access, or make postings on, personal websites, or social networking sites, when they are working without the approval of their department head or the Township Administrator. This shall not include postings being made by the Multi-Media Coordinator, or their designee, as outlined herein. Department heads may access or authorize other employees to access such websites or make such postings when it is in the interest of the Township to accomplish its mission or responsibilities. When employees make postings on personal websites, or social networking sites, related to matters that affect the Township, they shall include a disclaimer making it clear to others that such postings or opinions are being made in their personal capacity and not as an employee or authorized representative of the Township. Employees making a posting to a personal website or social networking website should carefully consider whether the posting will negatively reflect upon the Township or the employee and possibly negatively impact the ability of that employee or the Township to perform public duties without bringing unwanted scrutiny to the employee's morality, credibility or integrity.

Township Websites

Any proposed additions and/or deletions of content, regardless of how minor, to the Township websites must be approved by the Department head responsible for that particular site content. The Multi-Media Coordinator is responsible for the maintenance and content of Township websites as well as the Township Facebook page and suggestions for additions/deletions must be submitted through that person. Additions of content or direct links beyond normal Township business must be authorized by the

Township Administrator based upon the following criteria: the linkage has an economic benefit to the Township community, the linkage is a site of interest that is related to the Township's mission, or the linkage is a site of interest to the Township.

Violations of any guidelines listed above may result in disciplinary action up to and including termination. The Township may advise appropriate law enforcement agencies or officials of any illegal violations or suspicious activity.

Personal Preferment - No member, unless within the scope of their assignment, shall seek the influence or intervention of any person outside the department for purposes of personal preferment, advantage, transfer or advancement within the department.

Rules of Duty

Reporting for Work - Members shall report for work at their assigned time.

Appearance Standards - Members shall appear for duty neatly and properly groomed. Members shall adhere to the uniform and personal appearance standards outlined in Miami Township Directive 22.1, Section 22.1.6 Clothing and Equipment.

Availability - Members shall be subject to call in, at times of emergency.

Knowledge of Procedures - Members shall have working knowledge of the policies and procedures of the department and Miami Township.

Knowledge of Job - Members shall thoroughly acquaint themselves with the duties of the office, position, or employment they hold. They shall perform the duties promptly and properly.

Knowledge of Laws - Members shall have a working knowledge of the laws of The State of Ohio and resolutions of Miami Township. Each Member shall take appropriate action when confronted with a violation of such law or resolution while in the performance of their sworn duties.

Conformance to Laws - Members shall obey all laws of the United States of America, and of any state or jurisdiction in which they are present.

Conformance to Rules and Regulations - Members shall conform to and abide by the Rules and Regulations of the Miami Township Police Department and Miami Township.

Performance of Job - Members shall perform their job functions in such a manner that will establish and maintain the highest standard of efficiency. No member shall leave their assigned duties or fail to complete a duty until that member has been properly relieved.

Attention to Job - Members shall devote their whole time and attention to the business of the department while on duty, being prepared to perform their job functions at all times. Each member reporting for duty shall acquaint themselves with all relevant events that have transpired since their last tour of duty.

Performance of Duty - Members shall diligently, completely, and without delay carry out the duties of their position. Members shall be held responsible for the proper performance of the duties assigned to them. A member who encounters a problem that they are unable to resolve shall consult the Departments Procedure Manual for guidance or when necessary contact their immediate supervisor for assistance.

Assistance To Other Members - Members shall without hesitation as needed or as called upon assist any other member of the department in accomplishing the goals, objectives and mission of the department.

Performance of Other Duties - Members shall perform all such other duties as may be required of them when directed to by supervisory personnel.

Familiarization with Jurisdiction - Members shall become thoroughly familiar with Miami Township, including location of streets, public buildings/places, geographical boundaries and such other knowledge which enables them to efficiently and effectively carry out their duties and render helpful and correct information and assistance when requested or required.

Investigation Involving Friend, Neighbor, or Relative - Officers will not investigate any incident involving any close friend, neighbor, or relative. Should the circumstance arise where an officer is dispatched to handle such an incident, the officer will notify the shift supervisor who will direct another officer to handle the detail.

Requesting Information - Members who have occasion to inquire as to their duties concerning any matter whatsoever shall seek such information and/or guidance from their immediate supervisor.

Personal Equipment/Items - Members are only permitted to keep/store one standard size brief case in the trunk of their assigned vehicle. Only one pursuit case, auto desk or carrying case is permitted to be kept in the front passenger compartment of the vehicle. No personal items (except one briefcase) or equipment are to be kept or stored in an officer's assigned vehicle other than when the officer is working.

Vehicle Usage - Every member is responsible to inspect their assigned department vehicle for damage, malfunctions, proper maintenance and to ensure that all assigned vehicle equipment is present.

On-Duty Conduct

General Conduct - A member's conduct must be civil and orderly. In the performance of their duty members must maintain decorum, alertness, command of temper, patience, and discretion. They must refrain from harsh, violent, profane, or insolent language, and when required, act with firmness, persistence and vigor. When an inquiry is made of them, they shall answer in a courteous and complete manner. When asked by any person, a member shall in a respectful manner provide that person with their name, position and unit number.

General Duties - The General duties of all sworn members of the Miami Township Police Department are:

- The protection of life and property, including finding care for those who cannot care for themselves.
- To create and maintain a feeling of security in the community.
- To reduce the opportunities for crime.
- To detect crime and criminals, apprehend violators and testify in court.
- To resolve conflict and preserve the public peace.
- To enforce all laws and resolutions.
- To provide other police services to the community.

Courtesy - Members shall be courteous to the public. They shall at all times be tactful in the performance of their duties, and exercise the utmost patience and discretion, regardless of provocation. While in the performance of their duties, members will not express verbally or by action any prejudice concerning race, religion, political affiliation, national origin, lifestyle, personal characteristic, physical or mental disability.

Request for Service or Assistance - A member will when any person requests or requires a report, assistance or information, obtain all pertinent information and will take whatever action necessary to properly and judiciously resolve the matter consistent with established departmental procedures. Members shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other bureaus of the Department or Township.

Obedience to Orders - Members of the department will promptly obey any lawful order issued to them from a superior officer, including any order relayed from a supervisor by an employee of the same or lesser rank.

Neglect of Duty - Members shall not sleep on duty, loiter in public places, conduct personal business, read for pleasure, play games, watch television or movies, loiter at their residences or otherwise engage in entertainment or non work related matters while on duty. This does not restrict reasonable activities engaged in during authorized meal breaks, not in public view. All personnel will update their status on the MDC when stopping at any private residence, if not dispatched there for an initial call for service or as part of a call for service. This status update includes any private residence, including the officer's own residence, for any purpose.

Cowardice - Members shall act promptly, with courage and firmness, in the event of any crime, disorder or other act or condition requiring police attention. Any member who fails to take appropriate action when faced with a dangerous or hazardous situation will be subject to disciplinary action for cowardice, an act of gross misconduct.

Citizen Complaints - Members shall attempt to resolve a citizen's complaint by explaining legitimate police/departmental procedure. Members shall when unable to resolve a complaint courteously direct the complainant to a supervisor who shall record the complaint in accordance with department policy.

Recommendations, Endorsements, and Referrals - Members of the department shall not recommend or suggest in any manner, the employment or procurement of a particular

product, professional service, or commercial service (attorney, tow service, etc.). When such service is necessary and the person needing the service is unable or unwilling to procure or requests such service, members shall proceed in accordance with department procedures. Members shall not furnish bail or bond, nor obtain attorneys or bond persons for prisoners.

Controversial Opinions - Members shall avoid expressing any opinion on religious, political or other questions, the nature of which is controversial, and shall not speak derogatorily of any nationality or any person. Members shall refrain from discussing the merits of any law or Township Resolution in public.

Use of Tobacco

- Members will not use tobacco in any form when in direct contact with, or in view of the public.
- Members shall not use tobacco in any form in any Township owned or controlled building.
- Members shall not use tobacco in any form in any Township owned or controlled vehicle.

Internal Conduct

Satisfactory Performance - Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in such a manner as to maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Training requirements, for members to adequately perform their job functions, will be identified by the supervisor who will take appropriate measures.

Unsatisfactory Performance may be subject to disciplinary action. Unsatisfactory Performance may be demonstrated by, but not limited to:

- A lack of knowledge of the application of laws.
- An unwillingness or inability to perform assigned or required tasks.
- The failure to conform to work standards established for the member's rank, or position.
- The failure to take appropriate action on the occasion of a crime, disorder, or other condition requiring police action; including failing to answer any radio call or telephone call.
- Absence from duty without authorized leave; failure to work on time or quitting before the proper time.
- Repeatedly poor evaluations or a written record of repeated infractions of the directives, procedures, policies, rules of regulations of the department/Township.

Truthfulness - Members shall in all matters at all times tell the truth, whether or not under oath, unless the exigencies of an assignment or investigation prohibit it. Members shall not make false statements to or withhold information from supervisory officers when questioned or interviewed.

False Reports - No member shall make a false report of any nature, either in writing or verbally.

Insubordination - Members shall promptly obey any lawful order of a superior officer or supervisor. This will include orders relayed from a superior officer by an officer of the same or lesser rank. Failure of any member to promptly obey a lawful order shall be deemed as insubordination.

Relationships with Other Members – Each member shall treat all other members in a courteous and considerate manner. Each member will address other members in a respectful and civil manner. Surreptitious audio/video recording of any member of the department by another member is prohibited.

Criticism of Other Members - No member shall maliciously gossip about the personal character or conduct of another member of the department to the detriment of such member. No member shall speak critically or derogatorily to other members or to any person outside the department regarding; the acts, orders, or instructions issued by a superior officer.

Criticism of the Department - No member shall communicate information of a critical nature concerning the department or the township to any person or agency unless such criticism is in the form of a written communication to the Chief of Police by an employee expressing a concern for improvement of the department.

Complaints Against Other Members - Any member who feels aggrieved by any other member of the department shall attempt to resolve such problem with the alleged offending member. Any dispute that cannot be resolved by the members shall be referred to an immediate supervisor for resolution. Should a member have a complaint against a superior, that member after being unsuccessful in resolving such problem with the superior, shall direct a letter through the chain of command to the Chief of Police explaining such problem and requesting assistance to resolve such dispute. No superior shall fail to expeditiously forward such communication.

Duty to Report Members - Members of the department shall report to their superior officer any violation of a policy, procedure, rule or regulation, or any conduct of another member that is of such a nature that it would cause embarrassment to the department.

Off-Duty Conduct & Rules

All general rules of conduct of this directive apply to members when off-duty. Members while off duty shall abide by all other policies and procedures applicable to members of the department while not working.

Members when off-duty but in uniform, shall conduct themselves as if they were on duty.

Members of this department are always considered to be on call and subject to order to report to duty when their services are required.

Political Activity - Members shall be free to vote as they choose and to express their opinions on all political issues and candidates. It is not the intent of this article to restrict a member's activity while off duty and/or out of uniform. However, members shall use caution to ensure such work is not construed as related to his employment with the Township. Members shall not in any circumstance:

- Use their office to influence elections or nominations or for other political purposes;
- Solicit or receive political contributions while on duty and/or in uniform;
- Require other members to make political contributions;
- Use political influence in connection with other member's employment status.

Firearm - Sworn members may carry a weapon while off-duty in accordance with Ohio Revised Code Sections 2923.12; 2923.121; 2923.122; 2923.123; 2923.126 (D); 2923.16; and 1547.69 and subject to the provisions of the Miami Township Police Department Use of Force Directive. An off-duty weapon shall not be carried in plain view, or otherwise in such a manner that would be normally discernible through casual observation.

Witnessing a Criminal Act – Members, when off duty, are required to act upon witnessing a criminal violation should take one of the two following courses of action:

- Act as a trained observer and communicator; or
- Take appropriate enforcement action. To determine what action is appropriate members should consider the type of criminal violation (felony or misdemeanor), whether the officer can reasonably expect to exercise control of the situation while acting alone; without the benefit of formal police communication, and without readily available assistance and whether the member has sufficient equipment (firearm, handcuffs, etc.) to appropriately complete enforcement action. Enforcement action should only be undertaken when the member can reasonably expect to exercise the same degree of control and action as would be expected in an on-duty capacity.

Law Enforcement Contact - Members who have direct or indirect contact with any other law enforcement officer or agency under the following circumstances are required to notify a Command Level Officer within 24 hours.

- Members who are arrested or issued a traffic citation must notify a Command Level Officer within 24 hours of the arrest or citation.
- Members who have contact under any other circumstance where they are identified as a Miami Township Police Department employee must notify a Command Level Officer within 24 hours.
- In the event an immediate family member is arrested for any misdemeanor or felony criminal offense, members must notify a Command Level Officer within 24 hours.
- In the event a Miami Township Police Officer arrests or issues a citation to a Police Officer from any other agency, members must notify a Command Level Officer within 24 hours.

Telephone - Members will maintain a working telephone and provide the department with the telephone number. Members shall inform the Assistant to the Chief of Police in writing of any change in their telephone number within twenty-four (24) hours of such change.

Residence - Members will provide the Department with their current residential address. Members shall inform the Assistant to the Chief of Police in writing of any change in their residential address within twenty-four (24) hours of such change.

Driver's License - Members of the Department who by the nature of their assignment may be required to operate a Township vehicle shall have a valid Ohio driver's license. Members of the department who are required to maintain a valid operators license shall immediately notify the Chief of Police in writing of any seizure, revocation or action taken against their operators license by any government entity.

Payment of Debts and Notification of Legal Action - Members of the department shall promptly pay all just debts and legal liabilities incurred by them. Members shall notify the Chief of Police in writing of any lawsuits or legal action initiated against them or by them which is directly related to their position or the performance of their duties with the department.

Disclosure of Information - Members shall not disclose the home address, telephone number or any other personal information of any member of the department without such member's approval.

26.1.2 Employee Awards

Recommendation for Award or Commendation

A member of the police department or any private citizen may submit a letter of recommendation for an award or commendation to any member of the Miami Township Police Department, and it shall be forwarded to the Awards Committee. Any such letter shall contain the nominee's name and a summary of facts concerning the recommendation. The Awards Committee shall review any submitted recommendations for awards and approve or disapprove the recommendation, and then forward their recommendation to the Chief of Police. Eligibility for awards and commendations shall be open to all members of the police department. Members of other law enforcement agencies may be recommended and awarded a Miami Township Police Department Award/Commendation for acts of heroism, bravery, or other meritorious acts when committed within Miami Township or while in assistance to the Miami Township Police Department.

The Chief of Police shall award all citation bars, medals, and certificates to the honoree entitled to such award. Letters and/or certificates shall cite meritorious acts and a copy of such letters and/or certificates shall be placed in and become a permanent part of the

member's personnel file. Only one award is authorized per individual for any one incident.

Awards Committee

An Awards Committee shall be established and is to be composed of a Command Level Officer, a first line supervisor, two sworn officers, a civilian employee and a representative from the Fraternal Order of Police. The Awards Committee members shall be appointed in writing by the Chief of Police or designee. The Awards Committee shall be responsible to review any submitted recommendations for any award. The Awards Committee shall make a written recommendation to the Chief of Police concerning awards to be made. All other awards/commendations are made pursuant to the guidelines as set forth for such award or commendation in this policy.

Commendations

Written Commendations - This award is conferred upon members who, in the course of their duties perform in a manner to warrant recognition beyond a verbal commendation but less than a meritorious service award. This award consists of a formal letter that describes the circumstances justifying the award. The document shall be signed by the supervisor providing the commendation. A copy shall be placed in the recipient's personnel file.

Meritorious Service Commendation - This award is conferred upon a member who performs an action or actions that warrants formal recognition but is not otherwise covered in the awards program. Such action must demonstrate outstanding diligence and perseverance, or initiative, or the person to be recognized must have rendered exceptional service and therefore brought good and honorable credit to the department. Nominations shall be submitted to the Awards Committee naming the department member and outlining the reasons justifying the commendation. The certificate shall be signed by the Chief of Police. A copy of the certificate shall be placed in the employee's personnel file. The award consists of a citation bar, medal decoration and certificate.

Awards

Medal of Honor - May be awarded to any member who voluntarily distinguishes himself or herself by displaying extraordinary heroism and/or bravery with minimal risk to innocent parties. The member must be aware of any imminent threat to their own personal safety. Their actions must be above and beyond the call of duty and at the risk of the individual's personal safety. The action must be one that if not done would not reflect negatively on the member. This award does not require the officer to have performed the act while on duty. The Medal of Honor may be awarded posthumously to the family of an eligible member who lost his or her life during the incident. The award shall consist of a citation bar, medal decoration and certificate.

Award of Valor - May be awarded to any member of the department who, while in the line of duty, is injured or wounded in combat during the apprehension or attempted apprehension of a suspect. The injury must be serious enough to warrant medical

treatment and an absence from regular duty for a significant period of time. The award shall consist of a citation bar, medal decoration and certificate.

Life Saving Award - May be awarded to any member of the department whose action prevented the imminent death of any person. Should a member prolong a person's life to the extent that the victim can be released to the care of medical authorities, but that person eventually expires, that member shall still be considered for the award. This award does not require the officer to have performed the act while on duty. The award shall consist of a citation bar, medal decoration and certificate.

Police Service Award - Police Department Employee of the Year - This award is conferred upon a member of the department for exceptional action, heroic action, sustained high-level performance, and/or regular contributions to improving the department. This award is conferred annually. Any department member or citizen may nominate any other member of the department for candidacy by letter to the Chief of Police. Persons nominated or nominating will be ineligible to serve on the Awards Committee for purposes of making this selection. Criteria for selection will include, but not be limited to, considering such facts as receipt of department awards, disciplinary actions, citizen commendations, overall productivity, community involvement, supplemental duties, contributions to the department, and a general level of professionalism as exhibited by appearance, bearing, attitude, and demeanor. The award shall consist of a plaque, citation bar and medal decoration. A silver or gold star added to the ribbon will designate subsequent selection.

Educational Attainment Award - Shall be awarded to any member of the department who has achieved personal development academically and has a degree conferred upon them by an accredited college or university. The Degree must be any of the normally recognized degrees Associate, Bachelor, etc. Employees upon graduation from a law enforcement police management program designed to provide officers with skills for increased responsibility in command positions shall also be awarded an Educational Attainment award. These awards shall consist of a citation bar and medal decoration.

Safe Driving Award - Shall be awarded to any member of the Department whose normal duties require the regular operation of department motor vehicle, who completes one calendar year (January 1 to December 31) without a chargeable auto accident. This award shall consist of a citation bar and medal decoration.

Military Service Award - Shall be awarded to any member of the Department who serves or previously served any branch of the United States Military in the defense and protection of the United States or her allies. This award shall consist of a citation bar and medal decoration.

Unit Citation - Shall be awarded to any unit nominated and recognized for exceptional actions, sustained high-level performance and or regular contributions to improving the department and community. This award shall consist of a certificate to all recognized unit members.

County Law Enforcement Recognition Award Ribbon –Any officer who has been awarded a county law enforcement recognition award shall be awarded a citation bar and medal decoration. Subsequent awards will be designated by a silver or gold star.

Civilian Service Award - Shall be awarded to any civilian nominated and recognized for exceptional service to the department or any member of the department. This award shall consist of a medal decoration and certificate.

Saved by the Belt – Shall be awarded to any officer or citizen nominated and recognized for their life being saved by use of a seatbelt. This award shall consist of a pin and certificate.

Wearing of Citation Bars

Members wearing the department dress uniform shall display their citation bar(s) in a cluster holder on the left side of their dress blouse.

26.1.3 Harassment

Miami Township strictly prohibits sexual harassment of its employees in the workplace by any person in any form. Sexual Harassment is considered to be gross misconduct as the term is defined by the Personnel Policies and Procedures Manual and the Collective Bargaining Agreements. Any person who is found to have engaged in Sexual Harassment shall be subject to disciplinary procedures set forth in the appropriate disciplinary sections of this handbook or the collective Bargaining Agreements. The following types of behavior have been found by Courts and/or Governmental Agencies to constitute Sexual Harassment:

- Uninvited pressure for sexual favors.
- Uninvited and deliberate touching, leaning over, cornering or pinching.
- Uninvited sexually suggestive looks or gestures.
- Uninvited letters or phone calls or materials of a sexual nature.
- Uninvited pressure for dates.
- Uninvited sexual teasing, jokes, remarks or questions.
- Sexual advances made by a supervisor to a subordinate.
- Retaliation against an employee for refusing a sexual advance by a supervisor or unjustified criticism of an employee after rejection of a sexual advance by a supervisor.
- Invitations to an employee to spend the night.
- Insistence that an employee engage in sexual conduct.
- A request that an employee begin a sexual relationship from a supervisor and/or another employee.
- A request, by a supervisor or another employee, that an employee leave a spouse.
- Vulgar and/or offensive sexual epithets.
- Posters of nude or semi-nude men and/or women displayed in common areas of the workplace.

- Touching or caressing an employee in a sexual or non-sexual manner.

This list is intended to be representative only of the types of behavior which have led to findings of sexual harassment. This list is not all inclusive of the types of conduct that could lead to a charge of sexual harassment. Behavior of the type set forth above and/or any other behavior that could lead to a charge of sexual harassment shall be treated as misconduct and will lead to discipline as appropriate. All employees of Miami Township are expressly prohibited from engaging in any of the activities set forth above or any other activities that could be construed to constitute sexual harassment of either fellow employees or residents of the Township.

No Township Supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect that employee's employment, evaluation, compensation, advancement, assigned duties, shifts or any other conditions of employment or career development. The Township recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory effect requires a factual determination based upon all facts in the matter. Given the nature of this type of discrimination, the Township also recognizes that false accusations of sexual harassment can have serious effects on innocent employees. The Township trusts that all employees of the Township will continue to act responsibly to establish a pleasant working environment free of hostile acts or gestures on the part of any of its employees.

In order to facilitate an investigation of charges of sexual harassment that will protect the rights of both the accused and the accuser the following procedure will be used.

All charges of sexual harassment must be reduced to writing, must indicate the name of the individual involved, and indicate specifically what conduct on the part of that individual supports the charge of harassment. The charge must be filed with the Chief of Police or the Township Administrator. A charge filed with the Chief of Police will be forwarded to the Township Administrator and within twenty-four (24) hours after receipt of a charge, the Administrator will cause an investigation into the charges to take place either by himself or appropriate investigative techniques available to him/her. Said investigation shall be pursued in a confidential manner with respect to the rights of both the accused and the accuser. Upon completion of the investigation, the Administrator shall cause a report to be filed with the appropriate disciplinary official. Disciplinary action shall then be taken in accordance with the respective Collective Bargaining Agreements and/or the Township Personnel Policies and Procedures Manual.

In order to sensitize the employees of Miami Township with respect to the issue of sexual harassment a copy of this amended policy shall be posted at appropriate places within the Township. The Township Administrator will make themselves available to respond to any inquiries by Township employees and/or conduct any sessions with employees the Township Administrator deems appropriate in resolving or sensitizing employees to these complaints.

Miami Township strictly prohibits any other form of unlawful harassment in the

workplace. Unlawful harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

26.1.4 Disciplinary System

The Miami township disciplinary system is comprised of the following:

Training – Supervisors are encouraged to recommend such a course of action if, in their opinion, training or retraining of a department employee will produce the desired change in behavior and improve the member's productivity and effectiveness.

The supervisor will document the training needed and the employee involved. That memo will be forwarded to the Division Commander.

After consultation with the supervisor involved, the Division Commander may direct the Training Officer to schedule appropriate training as it is available.

Counseling - Counseling may be informal, conducted by a supervisor or formal counseling with the employee being referred to a qualified counselor. Counseling may be used in either the proactive or reactive sense.

Informal counseling is usually conducted by a supervisor when an employee's behavior or conduct is not what is expected or required. An informal counseling session will be documented utilizing Guarding Tracking.

Formal counseling may be offered to or required of, a department employee who in the opinion of their supervisor would benefit by referral to a qualified counselor.

The supervisor will document the need for formal counseling in a memo and forward that through the chain of command to the Chief of Police.

A final decision on the need for formal counseling and who will be used for the counseling rests with the Chief of Police.

Punitive Disciplinary Action - Procedures for actions such as verbal warning, written reprimand, suspension without pay for up to 30 days, reduction in classification or discharge are set forth in the Collective Bargaining Agreement for contract employees and in the Miami Township Personnel Policies and Procedures Manual for non-contract employees.

The level of any disciplinary action will be geared to the employee's disciplinary history and the severity of the offense.

For Employees Covered Under the Collective Bargaining Agreement, Article 9 of the Collective Bargaining Agreements

Disciplinary Violations - Any employee may be disciplined for the following infractions: incompetency; inefficiency; dishonesty; drunkenness; immoral conduct; insubordination; discourteous treatment of the public; neglect of duty; absence without leave; and any other failure of good behavior or any other acts of misfeasance; malfeasance; or nonfeasance which adversely affects the ability of the Township to provide services to the public. No employee shall be disciplined except for just cause. The employer may take this type of action while the employee is on duty, working under the colors of the employer; or off-duty representing himself as an employee of the Police department. The employee may not be disciplined for actions on his own time that do not reflect directly on the police department or do not violate any State or Federal statutory provisions.

Forms of Discipline - In initiating discipline, the employer agrees to the following forms of discipline:

- Verbal Warning
- Written Reprimand
- Suspension without pay, for up to 30 days
- Reduction in classification or Discharge

For members of the Collective Bargaining Agreement between the Miami Township Board of Trustees and The Fraternal Order of Police, Sergeants Contract only, the following applies: Except in gross misconduct, the Employer agrees to use progressive discipline.

Except for infractions involving suspension of more than three days or discharge, said discipline shall be at the sole discretion of the Chief of Police (or designee). Before initiating discipline, the supervisor recommending discipline shall attempt to resolve the infraction by discussing the infraction with the employee. The employer may issue verbal warnings or written reprimands without prior notice where the employer feels that immediate discipline is warranted. Such warnings and reprimands may be appealed through the grievance procedure up to and including Step 3 only.

In cases where the Chief of Police or his designee, determines that any suspension, reduction in classification or discharge may be the appropriate remedy, they shall notify the employee of the charges supporting the discipline requested. The employee may request full disclosure of all statements and related documents or other evidence supporting the disciplinary action. The employer will provide copies at no cost to the employee. Within forty-eight (48) hours of receipt of this notification, the employee must notify the employer in writing whether the employee intends to contest the suspension or discharge. A pre-disciplinary conference will be scheduled between the employee, a FOP representative (if the employee desires) and the Chief of Police or his designee, and the Township Administrator/Safety Director no sooner than five (5)

working days from when the notice from the employee is received. At the pre-disciplinary conference, the Township Administrator shall act as a neutral hearing officer. The Township Administrator shall take evidence from both the Police Chief or his designee, and employee as to the nature of the infraction and the reasons why suspension or discharge is warranted. The employee may appear at this pre-disciplinary conference with or without a representative and may, without penalty, either participate or not participate in the presentation of evidence. The employee may waive a pre-disciplinary conference by filing a written waiver with the Township Administrator along with his notice to contest his suspension or discharge. At the pre-disciplinary conference, the employee shall have the right to call witnesses on his behalf or present any other evidence he feels is warranted in his defense. In addition, the employee may cross-examine witnesses including the Police Chief or his designee. The employee shall be entitled to one continuance of the pre-disciplinary conference for a period not less than five (5) days or more than ten (10) days. The pre-disciplinary conference will be recorded at the request of either party. Either party may provide a written brief to the Township Administrator prior to the pre-disciplinary hearing provided the other party is also provided a copy. Within seventy-two (72) hours of the conclusion of the pre-disciplinary conference, the Township Administrator will issue a written opinion of his findings and recommendations. The Township Administrator/Safety Director shall have authority to suspend an employee for up to three (3) days if said suspension is the appropriate measure of discipline. If suspension of more than three (3) days, reduction in classification or discharge is recommended, the Township Administrator/Safety Director will transmit this recommendation to the Board of Trustees for action at their next regularly scheduled meeting or at a special meeting called for that purpose. The employee has a right to appear at the scheduled meeting of the Board of Trustees, with or without representation, to contest the recommendation of the Township Administrator/Safety Director. At the meeting, the Board of Trustees will review all materials and testimony submitted by the employee, Police Chief or his designee, and Township Administrator/Safety Director, and may call such other witnesses as the Board determines necessary to make a decision. Upon review of this information, the Board of Trustees will either: accept; accept with modification; reject or reject with modifications, the recommendation of the Township Administrator/Safety Director. The employee has a right to have this meeting held in an open or closed session pursuant to Section 121.22 (G) (1) of the Ohio Revised Code. A police officer who has been awarded a certificate attesting to satisfactory completion of an approved State, county or municipal police basic training program, as required by Section 109.77 of the Revised Code, may be removed or suspended only under the conditions and by procedures in section 505.491 to 505.495 of the Revised Code.

For Employees Not Covered Under the Collective Bargaining Agreement

Disciplinary Violations - Any employee may be disciplined for the following infractions: incompetency; inefficiency; dishonesty; drunkenness; immoral conduct; insubordination; discourteous treatment of the public; neglect of duty; absence without leave; failure to comply with general safety rules and regulations; working under the influence of alcohol and/or drugs; and any other failure of good behavior or any other acts of misfeasance, malfeasance, or nonfeasance which adversely affects the ability of

the Township to provide services to the public.

Forms of Discipline - In initiating discipline, the employer agrees to the following forms of discipline:

- Documented verbal warning
- Written reprimand
- Suspension without pay, for up to thirty (30) days
- Reduction in classification
- Discharge

Except in gross misconduct, employer agrees to use progressive discipline. Gross misconduct is defined for purposes of this policy as any infraction which endangers the health and safety of any Township officer or employee or citizen; any action which subjects the Township to civil or criminal liability of any form; repeated absences without leave; and any other conduct of the employee which the Employer feels could prevent the employer from providing services to the Township. In all cases of gross misconduct upon the recommendation of the Department Head, the Township Administrator may suspend the employee with pay during the investigation period but in no event shall the suspension exceed ten (10) working days.

Except for infractions involving suspension, reduction or discharge said discipline shall be at the sole discretion of the Department Head or his designee. Before initiating discipline, the Department Head shall attempt to resolve the infraction by discussing the infraction with the Employee. The Department Head may issue verbal warnings or written reprimands without prior notice where the Department Head feels that immediate discipline is warranted.

In cases where the Department Head determines that suspension, reduction or discharge may be the appropriate remedy, they shall notify the Employee of the charges supporting the discipline requested. The Employee may request full disclosure of all statements and related documents or other evidence supporting the disciplinary action. The Department Head will provide copies at no cost to the employee. Within forty-eight (48) hours of receipt of this notification, employee must notify Department Head in writing whether employee intends to contest the suspension, reduction or discharge. If no written notice is received from employee within forty-eight (48) hours, then the Department Head will notify the Township Administrator that suspension, reduction or discharge of the Employee is warranted, and the Township Administrator will effectuate the suspension, reduction or discharge. If employee chooses to contest the suspension, reduction or discharge a pre-disciplinary conference will be scheduled between the employee, Department Head, and Township Administrator no sooner than seventy-two (72) hours of notice from the Employee is received. At the pre-disciplinary conference, the Township Administrator shall act as a neutral hearing officer. The Township Administrator shall take evidence from both the Department Head and employee as to the nature of the infraction and the reasons why suspension, reduction or discharge is warranted. The employee may appear at this pre-disciplinary conference with or without a representative and may, without penalty, either participate or not participate in the presentation of evidence. The employee may waive a pre-disciplinary conference by filing a written

waiver with the Township Administrator along with his notice to contest his suspension, reduction or discharge. At the pre-disciplinary conference, the employee shall have the right to call witnesses on his behalf or present any other evidence he feels is warranted in his defense. In addition, employee may cross-examine witnesses including the Department Head. The employee shall be entitled to one continuance of the pre-disciplinary conference for a period not less than five (5) days or more than ten (10) days. Pre-disciplinary conference will be recorded at the request of either party. Either party may provide a written brief to the Administrator prior to the pre-disciplinary hearing provided the other party is also provided a copy. Within seventy-two (72) hours of the conclusion of the pre-disciplinary conference, the Township Administrator will issue a written opinion recommending either discharge or some other form of discipline. This will be transmitted to the Board of Trustees for action at their next regularly scheduled meeting or at a special meeting called for that purpose. The employee has a right to appear at the scheduled meeting of the Township Trustees to contest the recommendation of the Township Administrator. Pursuant to Revised Code Section 121.22(6), the employee has a right to have this matter discussed in an open session. If the employee does not request consideration at an open meeting, the Trustees may but shall not be obligated to adjourn into executive session to discuss this matter. At the meeting, the Township Trustees will review all materials submitted by the employee, Department Head and Administrator and may call such other witnesses as the Board of Trustees determines necessary to make a decision. Upon review of this information, the Board of Trustees will either: accept; accept with modifications; reject or reject with modifications, the recommendation of the Township Administrator. The decision of the Board of Trustees will be final and not subject to further review.

In all cases of gross misconduct upon the recommendation of the Department Head, the Township Administrator may suspend the employee with pay during the investigation period but in no event shall the suspension exceed ten (10) working days.

Discipline of Department Head - In cases where the employee to be disciplined is the Department Head, the Township Administrator will fulfill all duties imposed upon the Department Head by the foregoing paragraphs along with the Administrator's duties.

26.1.5 Role and Authority of Supervisors

The role of supervisors in disciplinary system:

- To observe the conduct and appearance of employees and detect those instances when disciplinary actions are warranted.
- To investigate allegations of employee misconduct when within the scope of their responsibility and authority.
- To recommend the effective methods of discipline for the personnel under their supervision.
- To implement the disciplinary action approved by the Chief of Police.

The authority of supervisors in the disciplinary process:

Supervisors or command officers who personally observe employee misconduct have the

authority to exercise limited disciplinary action. Supervisors may counsel, issue emergency suspensions, and offer recommendations for other disciplinary actions, as follows:

- If the misconduct is very minor, such as a minor mistake, departure from procedure, or the exercise of inappropriate judgment, the supervisor may take immediate corrective action in the form of counseling.
- If the misconduct is for infractions of: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave and any other failure of good behavior or any other acts of misfeasance, malfeasance or nonfeasance which adversely affects the ability of the Township to provide services to the public or of a repeated minor nature, and the supervisor believes that a documented verbal warning or written reprimand are appropriate, necessary documentation of the incident shall be prepared explaining the details of the situation and outlining the supervisor's decision on the Written Record of Discipline Form. The documented verbal warning or written reprimand should be prepared and forwarded through the chain of command for review and then issued to the employee. A copy of the documented verbal warning or written reprimand will be placed in the employee's personnel file after review with the employee.
- If the misconduct is very serious and the supervisor believes that a suspension, demotion or dismissal may be appropriate, documentation shall be completed explaining the details of the situation. The documentation will be forwarded to Chief of Police through the chain of command for logging into professional standards records and, if necessary, assignment for follow-up investigation and discipline recommendations.
 - In these situations, supervisors should immediately advise their superior of the circumstances surrounding the incident and any actions they have taken.
 - If a supervisor feels it is necessary to relieve an employee from duty because the conduct observed is extremely serious, or the employee is unfit for duty, supervisors may suspend any employee for the remainder of the employee's shift. The suspended employee shall be ordered to meet with the Chief of Police on the next working day before returning to work.

26.1.6 Appeal Procedures

For Employees Covered Under the Collective Bargaining Agreement, Article 9 of the Collective Bargaining Agreements

- Disciplinary actions involving suspension of more than three days or discharge may be appealed through the grievance procedure. The grievance procedure is outlined in Article 8 of the Collective Bargaining Agreements.

For Employees Not Covered Under the Collective Bargaining Agreement

- Upon review of the disciplinary action requested, Board of Trustees will accept; accept with modifications; reject or reject with modifications, the recommendation of the Township Administrator. The decision of the Board of Trustees will be final and not subject to further review.

For Probationary Employees

Every newly hired employee will be required to successfully complete a probationary period. The aforementioned Articles do not apply to employees during the probationary period. In those cases, the employee serves at the will of the employer and may be disciplined with just cause. A newly hired probationary employee shall have no right of appeal through the grievance procedure for any disciplinary action.

- The probationary period for new employees covered under the Collective Bargaining Agreement, Article 9 of the Collective Bargaining Agreements shall begin on the first day for which the employee received compensation from the employer and shall continue for a period of eighteen (18) months.
- The probationary period for new employees not covered under a collective bargaining agreement shall begin on the first day for which the employee received compensation from the employer and shall continue for a period of one calendar year.

26.1.7 Termination Procedures

If an investigation of employee misconduct results in termination, the following information will be provided to the employee:

- A statement of reasons(s) for termination.
- The effective date of termination.
- A statement of the status of fringe and retirement benefits after dismissal.

This section does not apply to entry level probationary employees.

26.1.8 Records

Any disciplinary action such as verbal warning, written reprimand, suspension, demotion or dismissal will be entered in the concerned employee's personnel file.

The records of any unsubstantiated, reversed or dismissed allegations of misconduct which did not result in disciplinary action shall not be placed in the personnel file.

Records of verbal warnings and written reprimands shall cease to have force and effect one (1) year from the date of issuance and shall, upon request of the employee, be removed from the personnel file, provided no similar intervening discipline has occurred. Any record of more severe discipline shall cease to have force and effect two (2) years from the date of issuance and shall upon the request of the employee, be removed from

the personnel file, provided no similar intervening discipline has occurred.

Any documentation relating to the circumstances of an internal affairs investigation will not be placed in the concerned employee's personnel file. Procedures governing internal affairs records are described in the Internal Investigations Standards Procedure.

Employees may review anything placed in their personnel file. Requests for the purging of any item from an employee's personnel file must be submitted to the Township Administrator through the Chief of Police.