



**LOWER GWYNEDD TOWNSHIP
POLICE DEPARTMENT
SPRING HOUSE, PENNSYLVANIA
GENERAL ORDER 1.8**



Subject		
Conduct, Disciplinary Procedures and Appearance		
Date of Issue	Effective Date	Expiration Date
July 1, 2013	July 1, 2013	Until Amended or Rescinded
PLEAC STANDARD Reference		
1.8.1; 1.8.2; 1.8.3; 2.1.3		
Amends		Revisions
GO 86-2, GO 86-16, GO 92-57, GO 06-72		
Distribution		Forms
All Personnel		

This order consists of the following sections:

- 1.8.1 Code of Conduct and Mandatory Appearance Guidelines
- 1.8.2 Harassment or Discrimination in the Workplace
- 1.8.3 Biased Based Policing

I. Purpose

Professional public safety law enforcement agencies are required to be well disciplined organizations in service to the community and their mission. Effective discipline is a positive process when its purpose is to train or develop personnel. Many programs have an impact on discipline, such as: selection, training, direction, supervision, and accountability. These elements are interdependent and a weakness in any one is damaging to effective discipline.

This policy seeks to establish a Code of Conduct and appearance guidelines that support the objective of organizational discipline. It also seeks to establish that biased based policing in any traffic stop, field contact, vehicle search, asset seizure/forfeiture, or enforcement action is not acceptable by any personnel.

II. Policy

The Lower Gwynedd Police Department takes exceptional pride in being a “well disciplined” police organization and this order serves to maintain this high level of achievement. All personnel of the department shall abide by the provisions of this General Order at all times.

1.8.1 Code of Conduct and Mandatory Appearance Guidelines

A. Code of Conduct (PLEAC 1.8.1a)

1. A “Code of Conduct”, adopted by Resolution of the Board of Supervisors shall guide the behavior of all officers of the department.
2. The purpose of this Code of Conduct is to outline the assessment of penalties against any officer of the Police Department regardless of rank or position. This Code contains information and guidance necessary to insure the proper performance of the duties and responsibilities of the officers of this Police Department.

3. It is the policy of the Lower Gwynedd Township Police Department that all personnel regardless of rank be held to the highest ethical and professional standards.
4. It is also the policy of the Lower Gwynedd Township Police Department to resolve questionable actions of its personnel as expeditiously as possible. It is important to correct unacceptable behavior in such a manner as to ensure this behavior is not repeated, while keeping the well being of the community, Department and the officer in mind.
5. All personnel are subject to disciplinary action if they fail to conduct themselves as prescribed by the Constitutions of the United States and the Commonwealth of Pennsylvania; Federal, State and Township statutes; by lawful orders of the Department; and by rules, regulation, orders, directives, and procedures of the Police Department and Lower Gwynedd Township.
6. It is difficult to describe all possible scenarios of prohibited conduct. However, failure to list an action does not infer that the Department condones or approves of the action, if Federal, State or local laws; Township Codes or Police Department policies prohibit the behavior.
7. It shall be understood that the right is reserved to amend or revoke any rules and regulations or to make changes from time to time as circumstances or the good of the Police Department may require; and to remain current and consistent with contemporary Police Department requirements.
8. The Code of Conduct shall be utilized as a guide to disciplinary action for instances involving violations of rules and regulations. It shall not be binding on the Chief of Police, the Township Manager or the Board of Supervisors.
 - a. After a thorough investigation has established that a violation of the Constitution of the United States or the Commonwealth of Pennsylvania; Federal, State or Township Statute; Lawful orders of the Police Department, Rules, Regulations, orders, or Directives and Procedures of the Police Department or Lower Gwynedd Township has taken place, the Chief of Police shall consult the Code of Conduct before invoking any penalty or making any recommendation to the Township Manager or Board of Supervisors.
 - b. Before any penalty is imposed, the following factors, among others, shall be considered.
 - i. Complete review of officer's Personnel File.
 - (a) Length of Service
 - (b) Prior disciplinary record
 - (c) Service evaluations
 - (d) Attitude of the officer
 - (e) Commendations received
 - ii. Honesty and cooperation of the officer during the investigation.
 - iii. Conditions surrounding the offense.
 - c. The "Code of Conduct" is attached to this directive as Addendum (A) and is to be considered a part of the provisions of this General Order as established.

B. Appearance (**PLEAC 1.8.1b**)

1. Policy

- a. Employees will maintain neat and well-groomed appearance in dress and deportment at all times during working hours.

2. Procedures

a. Authority

- i. The Command Staff shall determine the uniform of the day consistent with the provisions of this General Order.
- ii. The Command Staff may designate the uniform of the day for any special circumstances (e.g., long-sleeve shirts for funeral details, riot), regardless of the season.
- iii. Supervisors shall have the authority and responsibility for enforcing/implementing this General Order.

- b. Requirements and Restrictions – Officers wearing the uniform shall adhere to the manner of dress as prescribed and illustrated herein.

- i. The prescribed uniform shall be worn at all times when on duty.
- ii. Officers in uniform shall not wear or carry articles unless authorized by the Chief of Police or his/her designee.
- iii. Civilian clothes shall not be worn with uniform clothing unless authorized by the Command Staff.
- iv. Buttons and snaps shall be fastened.
- v. Unauthorized modification or alteration is prohibited.
- vi. Officers shall maintain at least one complete spare uniform appropriate for the season in their assigned locker at all times.

- c. Uniform – To ensure a state of preparedness, uniforms shall fit properly and equipment shall be readily available for inspection.

- i. Year - Round Items: All-season jacket, uniform shirt, uniform trousers, trouser belt, holster belt, belt keepers, magazine pouch and magazines, handcuffs and keepers, holster, pistol, nameplate, gloves, raingear, rank insignia, uniform hat and black shoes/boots.

- (a) Officers will at all times carry two of the following: Taser and case, baton and holder, oleoresin capsicum spray and case.

- ii. Summer and winter uniforms

- (a) Summer: The summer uniform includes the year round items, plus the short-sleeve shirt. A navy blue crew neck t-shirt shall be worn under the uniform shirt.

- (b) Winter: The winter uniform includes the year round items, plus the winter jacket, department long sleeve shirt, navy blue crew neck t-shirt, department approved mock turtleneck shirt, full turtleneck shirt, dickie, V-neck sweater, crew neck sweater, and winter knit hat.

- (i) When wearing the V-neck or crew neck sweater, a department approved mock turtleneck, turtleneck, dickie, or long sleeve shirt must be worn under the sweater.
 - (c) Either summer or winter uniform may be worn at the discretion of the officer.
 - iii. Dress Uniform: The dress uniform will consist of the dress uniform blouse coat, long sleeve shirt with tie, uniform trousers, holster belt with holster and handcuff case, black leather Sam Browne shoulder strap, black shoes/boots, and hat.
 - iv. Specialized Duty Uniforms: While performing specialized duties, (SWAT, Truck enforcement, etc.) officers shall be exempt from the provisions of this regulation, and shall be attired in uniform dress or appropriate civilian attire, as set forth by the Supervisor with the approval of the Chief of Police or his/her designee.
- d. Issued Clothing and Equipment
 - i. Uniforms Shirts:
 - (a) Summer and winter uniform shirts will be issued.
 - ii. Uniform Trousers:
 - (a) Summer and winter uniform trousers will be issued.
 - iii. Badges:
 - (a) Three badges will be issued. Two for uniform wear and one wallet badge. A uniform badge shall be kept polished and be worn on the officer's outer most uniform garment over the left breast (raincoats and jackets excluded).
 - iv. Belts:
 - (a) Trouser belt: The trouser belt shall be worn through the loops of the trousers.
 - (b) Holster Belt: The holster belt shall be worn over the trouser belt. If necessary, the appropriate number of belt keepers shall be used to secure the holster belt to the trouser belt.
 - (c) All leather equipment such as belt, holster, magazine pouch, etc. shall be kept clean, polished and in good working order.
 - v. Protective Body Armor:
 - (a) Protective Body armor will be issued to all officers and shall be worn in accordance with General Order 2.1.3.
 - vi. Coveralls or BDU's:
 - (a) Coveralls or BDU's are provided for use for those personnel who are assigned duties that could cause soiling or damage to the issued uniform or civilian attire. They are not to be used in a commonplace manner over, or in lieu of, the regular uniform.
 - vii. All-Season Jacket:
 - (a) The all-season jacket may be worn year-round.
 - viii. Winter Jacket:
 - (a) The winter jacket may be worn year round.

- ix. Headgear:
 - (a) The uniform hat will be available to be worn at all times when on duty.
 - (b) A fur cap or watch cap may be worn with the winter uniform, in lieu of the uniform hat.
- x. Nameplate:
 - (a) The nameplate shall be worn under the badge in the tab provided on the badge plate.
- xi. Necktie:
 - (a) The necktie shall be worn outside the shirt. The issued tie tack or tie clasp shall be attached to the tie and centered between the pockets.
- xii. Pistol:
 - (a) All officers shall ensure that the issued pistol(s) is maintained in a condition ready for instant use. They shall be free from lint, dust, corrosion and dirt.
- xiii. Raingear
 - (a) A raincoat and hat cover may be worn in inclement weather.
- xiv. Boots/Shoes:
 - (a) Shoes/Boots will be black, polished and in good repair.
- e. Personal Equipment
 - i. Personal equipment may be carried provided it conforms to the regulations set forth in this general order and is approved by the command staff.
- f. Civilian Attire:
 - i. Requirements: Officers, while on duty may wear civilian attire when directed to do so by proper authority (training, investigations, etc.). Appropriate civilian attire shall be consistent with that type of attire traditionally associated with conservative business and professional standards, and shall conform to the following criteria:
 - (a) Investigators – Plainclothes investigators shall wear business suit or business casual attire as may be appropriate. Business casual dress will consist of dress pants and a dress type shirt. Jeans and other similar clothing are generally prohibited unless necessary for a certain assignment or approved by a supervisor.
 - (b) Court Appearances – Officers shall attend court appearances in their duty uniform or business attire with tie as appropriate.
 - (c) Training – Officers attending training shall wear clothing appropriate for the type of training or otherwise prescribed by the instructor.
 - ii. Officers may alter above standards, with the approval of a supervisor, for training details that would prohibit the wearing of business attire (physical training, firearms, etc.)
- g. Uniform Maintenance

- i. Storage: Uniforms shall be properly cleaned, pressed and stored. Uniforms shall be stored in the officer's provided locker or in the uniform closet.
- ii. Rank Insignia: The department shall pay for the addition or change of rank insignia:
- iii. Replacement:
 - (a) Issued uniforms and equipment will be replaced as needed.
 - (b) Serviceable Item: Before any serviceable item of uniform clothing is turned in, the item shall be properly cleaned and pressed. Officers will not be issued a new clothing item if it has been determined that the item is serviceable and can be altered to facilitate continued use by the officer. Any such alterations shall be done at the officer's expense.
- h. Personal Appearance and Grooming Standards
 - i. A standard of reasonableness and professional appearance shall apply to the following issues, and extend to any other matter involving personal appearance that is not specifically addressed in this regulation.
 - ii. Hairstyle: Officer's' hair shall be kept in a neat manner, and shall not be cut/styled/dyed in such a manner that would reasonably be expected to destroy public respect and/or confidence in the officer and/or Department. Acceptability of the style shall be judged by the following standards:
 - (a) Males: Hair shall be neatly groomed. Hair shall present a tapered appearance and, when combed, it shall not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. In all cases, the bulk or length of the hair shall not interfere with the normal wear of all standard Department headgear. Sideburns shall be neatly trimmed, and the base shall be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe, and shall be of an even width, not flared. Beards are prohibited. Mustaches shall be permitted but must be maintained in such a manner that the mustache does not extend past the corners of the mouth.
 - (b) Females: Hair shall be neatly groomed and worn in a manner so it does not extend beyond the bottom of the uniform collar. Hair shall be secured to the head in such a manner as to prevent it from hanging and swinging freely. The bulk or length of hair shall not interfere with the normal wearing of all standard department headgear. Adornments shall be functional and of a conservative nature.
 - (c) Hair shall be of natural color and if tinted or colored in any manner, it shall be of a conservative nature for business and or professional dress.
 - iii. Cosmetics: While on duty, in any attire, cosmetics may be worn by female officers only. An exception will be made for male officers as necessary to cover scars or disfigurements.
 - iv. Jewelry, Body Piercings, Tattoos:
 - (a) Jewelry is worn at the officer's own risk in the terms of damage, replacement and/or repair.

(b) Body Piercings and Earrings

- (i) The wearing of earrings shall be permitted by female officers only. They shall be limited to small post-type earrings and conservative in nature. The wearing of earrings for male officers is prohibited while in uniform.
- (ii) No officer, while on duty shall be permitted to wear facial or other visible body piercing jewelry.

(c) Necklaces:

- (i) Necklaces may be worn by officers while on duty and in uniform. However, the necklaces must be completely concealed while wearing the uniform.

(d) Bracelets

- (i) Medical-Alert type bracelets and MIA Type bracelets are the only bracelets that an officer shall wear while in uniform. If worn, they shall be snug fitting so as not to interfere with the performance of duty.
- (ii) Officers in civilian attire may wear bracelets that would be appropriate for conservative business and professional dress, or as medically necessary.

(e) Rings

- (i) A maximum of two conservative rings may be worn while in uniform.
- (ii) While in civilian attire, officers shall restrict the size and number of rings worn to that which would be appropriate for conservative business and professional dress.
- (iii) Officers shall not wear rings on the trigger finger of either hand while on duty in any attire.

(f) Fingernails:

- (i) Fingernails shall be neatly trimmed, no longer than 1/4" past the tips of the fingers, and free of adornment. Fingernail polish may be worn only by female officers, and shall be un-tinted while in uniform. While in civilian attire, officers shall be restricted to a subdued shade, which would be appropriate for conservative business and professional dress.

(g) Tattoos:

- (i) Officers are permitted to have tattoos, which are visible to the public while on duty, as long as they are not objectionable or demeaning to the public or the image of the department. No tattoos are permitted that would be visible above the uniform shirt collar or below the wrists.
- (ii) Prior to obtaining a tattoo that would be visible to the public while on duty, the officer shall submit correspondence, along with a photograph, sketch or drawing of the image to the Chief of Police through the chain of command for evaluation.
- (iii) Should an officer obtain a tattoo that is visible to the public while on duty, without prior approval of the Chief of Police, and the tattoo is found to be objectionable or demeaning to the public or image of the police department, the officer will be subject to disciplinary action.

C. Appeal Procedures

1. Police employees

- a. Appealing disciplinary action is accomplished through provisions of the Police Tenure Act and/or through the collective bargaining agreement between Lower Gwynedd Township and the Police Department of Lower Gwynedd Township.

2. Civilian employees

- a. Appealing disciplinary action is accomplished through the provisions of the collective bargaining agreement between the Lower Gwynedd Township and the union representing the civilian employees.

1.8.2 Harassment or Discrimination in the Workplace

- A. The Police Department prohibits sexual or any other forms of unlawful or improper harassment or discrimination in the workplace by employees toward other employee(s).

1. Sexual Harassment Defined:

- a. Title VII of the Civil Rights Act of 1964 defines sexual harassment as the deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for or rebuked by the other employee. The behavior can be verbal or physical. The harassment may occur between co-workers or between a superior employee and a subordinate one. Examples of sexual harassment could include, but are not limited to:
 - 1) Sexual comments of a provocative or suggestive nature.
 - 2) Jokes or innuendoes intended for and directed to another employee.
 - 3) Creating an intimidating, hostile, or offensive working environment.
 - 4) Making acceptance of unwelcome sexual conduct or advances or requests for sexual favors of any nature a condition of employment or continued employment.

B. Procedures

1. Personnel shall follow the guidelines regarding sexual harassment as set by Lower Gwynedd Township employee policy.
2. An employee who believes he or she has been sexually or otherwise harassed shall notify their immediate supervisor. If the employee is making an allegation against that immediate supervisor, he/she should contact the next higher level in the police department's chain of command. Further, the employee shall submit a memorandum to the Chief of Police detailing the circumstances of the alleged sexual or other harassment. In the event that the allegation is against the Chief of Police, the report should be made directly to the Chief of Police's immediate supervisor.
3. Employees shall report all allegations of sexual or other harassment immediately. Such reports will initiate a confidential internal investigation.
4. If the situation warrants, the Chief of Police shall notify their immediate supervisor of the allegations without delay to advise them of the report
5. The Chief of Police shall immediately take action to limit the concerned employees from any further work contact.

C. Violations.

1. Employees found to have engaged in sexual harassment or discrimination may be counseled and warned, suspended without pay, or dismissed from employment, depending upon the specific facts and circumstances surrounding the incident.

1.8.3 Biased Based Policing

A. Bias-based profiling of individuals is strictly prohibited in all forms. (PLEAC 1.8.3a)

1. In the absence of a specific report, race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation of an individual shall not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual, the investigatory stop of a motor vehicle, or the search of a person or vehicle. Race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation of an individual shall also not be considered a factor in asset seizure and forfeiture efforts.
2. Stops or detentions based solely on race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation or any other prejudicial basis by any officer of the department are prohibited unless they are seeking an individual with one or more of those identified attributes as a legitimate factor in an investigation.
3. The detention of any individual which is not based on factors related to a violation of or investigation of federal law, Pennsylvania statutes, local ordinances or any combination thereof is prohibited.
4. No officer shall stop, detain or search any person when such action is solely motivated by race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation.

B. Initial and In-service Training (PLEAC 1.8.3b)

1. All police department personnel shall receive initial training during the Field Training program and re-training at least every three years on the harms of bias-based profiling and discrimination, including the review of this policy.
2. Additional profiling-related training may be offered as the need arises or when deemed necessary by the Chief of Police. Training may include such topics as field contacts, traffic stops, search issues, interview techniques, cultural diversity, discrimination and community support.
3. Records of training shall be maintained for each employee receiving training under this section.

C. Corrective Measures (PLEAC 1.8.3c)

1. Additional diversity and sensitivity training shall be designated for officers with sustained racial profiling or sustained discrimination complaints filed against them.
2. Appropriate sanctions shall be implemented for non-compliance of this policy, up to and including dismissal.

D. Administrative Review and Complaints (PLEAC 1.8.3d)

1. There will be an annual review of this General Order and department practices conducted by the Chief of Police or his designee.
2. All complaints of bias-based profiling or discriminatory practices will be investigated in accordance with the established internal affairs procedures.

By Order of:

Paul Kenny

Chief of Police

***Signature on file**

CODE OF CONDUCT

CONDUCT UNBECOMING AN OFFICER

1.01	Accepting bribes or gratuities for permitting illegal acts			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Dismissal	***	****	****

1.02	Failure to report, in writing offers of bribes or gratuities to permit illegal acts			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 days to dismissal	Dismissal	*****	2 years

1.03	Involved in a crime of moral turpitude			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 days to dismissal	Dismissal	****	2 years

1.04	Knowingly and willfully making a false entry in any departmental report or record			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 days to Dismissal	Dismissal	****	2 Years

1.05	Fraternizing, or business transactions at any time or in any manner, with known criminals still engaged, or other persons engaged, in unlawful activities. <i>Exception: Undercover assignments or other assigned investigations.</i>			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	10 days to Dismissal	30 days to Dismissal	Dismissal	2 Years

1.06	Participating in illegal games of chance or gambling while on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 to 10 Days	15 to 30 Days	Dismissal	2 Years

1.07	Fighting with officers of the Department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 days	1 to 10 days	Dismissal	2 years

1.08	Soliciting for attorneys, bondsman, or other business persons or firms.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to Dismissal	Dismissal	****	2 Years

1.09	Use of rude or insulting language to a citizen with whom they are in contact.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 to 3 days	3 to 15 days	1 Year

1.10	Publicly condemn the official duty action of a superior officer.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	1 to 10 Days	5 to 20 days	1 Year

1.11	Repeated violations of the departmental Code of Conduct, or any other course of conduct indicating that an officer has little or no regard for their responsibility as an officer of the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Dismissal	****	****	****

1.12	Using unnecessary violence to any prisoner or other person with whom they may be brought into contact in the line of duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 Days to Dismissal	Dismissal	****	2 Years

1.13	No officer of the department shall be convicted of any law of this Commonwealth that constitutes a Felony, Misdemeanor or Non-Traffic Summary.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to Dismissal	Dismissal	****	2 Years

1.14	Falsely impersonated or falsely represented them self to be, or to act in behalf of, any other officer of the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 to 5 Days	5 to 15 Days	15 Days to Dismissal	2 Years

1.15	Fail to account for or fail to make any prompt and true return of any money or property received by them in their official capacity.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Dismissal	****	****	****

1.16	Willfully or Negligently make any false complaint or statement against any other officer of the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 to 10 Days	10 to 20 Days	20 to Dismissal	1 Year

1.17	Threaten any officer of the department by withholding information which should have been reported. (i.e. blackmail)			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 to 10 Days	10 to 20 Days	20 to Dismissal	1 Year

1.18	Make any unlawful or unnecessary arrest without good and/or sufficient probable cause.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 to 10 Days	10 to 20 Days	20 to Dismissal	1 Year

1.19	Assault any officer of the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	10 to 20 Days	Dismissal	****	2 Years

1.20	Knowingly, willfully or negligently make false, misleading, or inaccurate statements in connection with their police duties.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	10 Days to Dismissal	Dismissal	****	2 Years

1.21	Without good or sufficient cause, destroy or mutilate any official document or record or alter any entry therein.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 10 Days	10 to 20 Days	Dismissal	2 Years

1.22	Give notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, with the intent of affording such person the opportunity to flee from prosecution.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	10 Days to Dismissal	Dismissal	****	5 Years

1.23	Engages in any conduct which adversely affects the morale or efficiency of the department or which has a tendency to destroy public respect for the department and confidence in the operation of its services.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	2 Days	5 to 10 Days	15 to 30 Days	2 Years

1.24	Initiating or spreading rumors that cannot be substantiated as true and factual.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	15 to 20 Days	2 Years

CONDUCT UNBECOMING AN OFFICER - INTOXICANTS/DRUGS

2.01	Under the influence of intoxicants while on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 Days to Dismissal	Dismissal	****	2 Years

2.02	Consuming unauthorized intoxicants while on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 Days to Dismissal	Dismissal	****	2 Years

2.03	Use of narcotics or dangerous drugs without a prescription while on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 Days to Dismissal	Dismissal	****	2 Years

2.04	Under the influence of intoxicants off duty in uniform or any part of uniform.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	15 to 30 Days	30 Days to Dismissal	Dismissal	2 Years

2.05	Consuming intoxicants while in uniform or any part of uniform.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	30 Days to Dismissal	Dismissal	****	2 Years

2.06	Use of narcotics or illicit drugs without prescription while in uniform or any part of uniform.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	15 to 30 Days	30 Days to Dismissal	Dismissal	2 Years

2.07	Use of narcotics or illicit drugs without prescription when off duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	15 to 30 Days	30 Days to Dismissal	Dismissal	2 Years

2.08	Habitual use of alcoholic beverages, intoxicating liquors, narcotics, or derivatives thereof, or other dangerous drugs.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Counseling/Therapy	30 Days to Dismissal	Dismissal	2 Years

2.09	Unauthorized possession of alcoholic beverages on the person, police vehicle, or in/on any police property.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	5 to 10 days	15 to 20 days	25 to 30 Days	2 Years

2.10	Place themselves under financial obligation to any person who operates an establishment at which intoxicating beverages are sold, or to any person who holds a license concerning the granting or renewal of which the Lower Gwynedd Police Department may have to report or give evidence.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 to 10 Days	10 to 20 Days	30 Days to Dismissal	2 Years

2.11	Failure to notify the Chief of Police or their designee that the officer currently takes or plans to take any type of prescription drug which may affect work performance.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	3 Days	2 Years

CONDUCT UNBECOMING AN OFFICER - INSUBORDINATION

3.01	Refusal to obey promptly all orders from a superior officer who is in charge of a shift, investigation or detail.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 to 3 Days	3 To 10 Days	1 Year

3.02	Using profane, abusive or insulting language to a superior officer.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	1 to 3 Days	3 To 10 Days	1 Year

3.03	Using oppressive or tyrannical conduct toward any employee inferior in rank or position.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	1 to 3 Days	3 To 10 Days	1 Year

3.04	Arguing with a superior officer about an order or assignment.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	1 to 3 Days	3 To 10 Days	1 Year

CONDUCT UNBECOMING AN OFFICER - NEGLIGENCE OF DUTY

4.01	Failure to take police action when necessary, at any time, and/or failure to make a written report of same as required by departmental policy.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	3 to 10 Days	10 to 20 Days	2 Years

4.02	Unauthorized sleeping on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 2 Days	2 Days to 10 Days	10 to 20 Days	2 Years

4.03	Failure to report for assigned duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	3 to 10 Days	10 to 20 Days	2 Years

4.04	Absence without leave for more than three consecutive working days.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Dismissal	****	****	****

4.05	Failure to properly supervise subordinates, initiate disciplinary charges; take other appropriate action.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 3 Days	3 to 10 Days or	10 to 20 Days Or	2 Years

4.06	Knowingly fail to comply with any departmental order, directive, regulation, etc., whether oral or written.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 2 Days	3 to 10 Days	1 Year

4.07	Failure to conduct a proper, thorough and complete investigation.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 2 Days	3 to 10 Days	1 Year

4.08	Failure to report a hazardous condition.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 2 Days	3 to 10 Days	1 Year

4.09	Failure to report as a witness or prosecutor when duly notified or subpoenaed.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

4.10	Allowing prisoner to escape through carelessness or negligence.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 to 3 Days	3 to 5 days	5 to 15 Days	2 Years

4.11	Failure to submit, if capable, or cause to be submitted in writing within a reasonably prescribed period of time, a report regarding any injury incurred in the line of duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

4.12	Knowingly withhold any evidence of criminal activity of any nature.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	2 to 5 Days	5 to 10 Days	Dismissal	2 Years

4.13	Failure to thoroughly search for, collect, preserve and identify evidence.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

4.14	Failure to properly patrol zones; unauthorized absence from assignment; failure to respond to a radio call or other request for service.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

4.15	Failure to remove keys from police unit when running and unattended.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

4.16	Damage to department property resulting from negligent or intentional action or from failure to properly care for same or failure to report same in writing.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

4.17	Loss of service weapon, badge, and/or I.D. Card.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

4.18	Failure to willfully take proper action concerning any illegal activity, including 'vice conditions' and/or to make a written report of the same under Department policy guidelines.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

4.19	While absent from duty because of sickness or injury, engage in any activity that would otherwise allow them to perform their duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 to 5 Days	5 to 10 Days	15 to 30 Days	1 Year

4.20	Leave the jurisdiction of the department while on duty without authorization, unless travelling from one point in jurisdiction to another			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 1 Day	2 to 5 Days	1 Year

CONDUCT UNBECOMING AN OFFICER-DISOBEDIENCE OF ORDERS

5.01	Soliciting money or any valuable item for the department or ones self without authorization from the Chief of Police.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 to 5 Days	5 to 10 Days	15 to 30 Days	2 Years

5.02	Instituting civil action arising from police duty without notifying the Chief of Police.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.03	Giving a verbal or written report of any accident or incident containing sensitive information to an unauthorized person without the approval of the Chief of Police or his designee.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.04	Circulating a petition or statement for the candidacy of anyone for public office while on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.05	Knowingly fail to follow departmental procedures for the handling of evidence, personal effects and all other property taken into custody.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.06	Flagrant misuse, handling or display of firearms.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.07	Failure to submit properly written required reports, within a reasonable or prescribed period of time required by statute, Rules of Criminal Procedure, or departmental policy.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.08	Failure to carry or wear badge, authorized duty weapon, body armor (when required), or other required equipment when on duty.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.09	Excessive tardiness			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.10	Changing residence and/or phone numbers without prompt and proper notification to the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.11	Permitting any unauthorized persons in the police unit.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.12	Improperly using the character, position, or authority resulting from officership in the department for one's own personal advantage or for that of any acquaintance.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.13	Smoking in public view or in department vehicles.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.14	Untidy appearance and dress while in uniform under normal circumstances, or otherwise violating the appearance policies of the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.15	Not in full prescribed authorized uniform as required.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.16	Failure to give prescribed identification when answering the phone when requested.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.17	Refusal or improperly giving name when properly requested.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.18	Reading newspapers, books or periodicals not related to police work while on duty and not on break.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.19	Without prior written approval of the Chief of Police, appear or give testimony as a character witness for any defendant in a criminal or civil proceeding.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 Day	2 to 5 Days	5 to 10 days	2 Years

5.20	Engages in any unauthorized remunerative occupation other than the duties of said employment. Examples of Unauthorized Work would be other Municipal Law Enforcement not authorized by the Chief of Police or a Security Position within that could cause a conflict with police employment duties; or, any position where the sale or use of alcohol may result in a conflict, etc.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 Day	2 to 5 Days	5 to 10 days	2 Years

5.21	Willfully or negligently damaging department property and/or equipment.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 Day	2 to 5 Days	5 to 10 days	2 Years

5.22	Willful interference with police radio broadcasting and/or tampering with police radio or other equipment.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	1 Day	2 to 5 Days	1 Year

5.23	Failure to possess and maintain a current Pennsylvania Motor Vehicle Operator's License.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to Dismissal	Dismissal	****	2 Years

5.24	Without proper authority, communicate to the news media or to any unauthorized person(s) any information from a police investigation.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 Day	2 to 5 Days	5 to 10 days	2 Years

5.25	Without proper authority, communicate to any person other than an officer of the department, information obtained from CLEAN, NCIC, JNET, the department's Record Management System (RMS), or any other source made available through employment with the department.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.25a	Obtain from CLEAN, NCIC, JNET, the department's Record Management System (RMS), or any other source made available through employment with the department, any information for reasons other than law enforcement purposes (i.e. celebrities, self, etc...)			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 20 Days	1 Year

5.26	Use any department vehicle or other property for other than department business purposes without proper authorization.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	1 Day	2 to 5 Days	5 to 10 days	2 Years

5.27	Connive in or knowingly be an accessory to any offense against discipline under this Code of Conduct, for which they may be punished to the extent of the principal offender.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand to 5 Days	5 to 10 Days	10 to 15 Days	2 Years
5.28	Neglect of ones' physical condition so as to impair their ability to perform active police functions and failure to take corrective action when advised by competent medical authority.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 5 Days	5 to 10 Days	2 Years
5.29	Take any active part in a regular or primary election that affects the jurisdiction in which employed as a police officer, except to vote therein.			
	1st Offense	2nd Offense	3rd Offense	Reckoning Period
	Reprimand	Reprimand to 5 Days	5 to 10 Days	2 Years