

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS #402
ATTACHMENT A - 04/03/18

DISCIPLINARY MATRIX

| BEHAVIOR | CATEGORY | | | | |
|---|----------|---|---|---|---|
| | A | B | C | D | E |
| Inappropriate Comments/Gestures/Discourtesies | X | X | | | |
| Rude or Discourteous Actions | X | X | | | |
| Use of Profane/Obscene Language/or Gestures | X | X | | | |
| MISREPRESENTING FACTS | | | | | |
| All Intentional Misrepresentation or Lying Allegations | | | | | X |
| Improper Accuracy of Reports (unintentional) | X | | | | |
| OFF DUTY VIOLATIONS | | | | | |
| Failure to Take Required Action Off Duty | | X | X | | |
| Failure to Report Involvement in a Questionable Incident Off Duty | | X | X | | |
| Knowingly Associating with Persons of Questionable Character/Knowingly Going to Places Suspected of Violating the Law | | X | X | | |
| Inappropriate Comments, Language, Profanity, etc. Off Duty | X | X | | | |
| SECONDARY EMPLOYMENT VIOLATIONS | | | | | |
| Working Secondary Employment While On Duty | | | | | X |
| No Request on File/Expired Request | | X | | | |
| Restriction Violations | | X | | | |
| Working while on Sick Leave or Light Duty Without Permission | | | X | X | |
| Unapproved Use of Departmental Equipment While Working Secondary Employment | | X | X | | |
| PRISONER RELATED VIOLATIONS | | | | | |
| Improper Searches/Failure to Search | | X | X | | |
| Improper Transportation of Prisoner | X | X | | | |
| Failure to Properly Handle Prisoner Property | | X | X | | |
| Improper Restraint Techniques | X | X | | | |
| Guarding Violations | | X | X | | |
| Failure to Maintain Custody Log | X | X | | | |
| Medical/Mental Health Violations | | X | X | | |
| EVIDENCE AND FOUND PROPERTY VIOLATIONS | | | | | |
| Failure to Recover or Improper Recovery of Evidence at a Scene | | X | X | | |
| Related to the Receipt of Evidence | | X | X | | |
| Processing/Testing of Evidence | | X | X | | |

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| Storage or Release of Evidence | | X | X | | |
| Recovery of Found Property | X | X | | | |
| Receipt of Found Property | X | X | | | |
| Storage or Release of Found Property | X | X | | | |
| HARASSMENT & DISCRIMINATION | | | | | |
| Sexual Harassment/Discrimination | | | X | X | X |
| Racial Harassment/Discrimination | | | X | X | X |
| Religious/Ethnic Harassment/Discrimination | | | X | X | X |
| Sexual Orientation Harassment/Discrimination | | | X | X | X |
| All Other Harassment/Discrimination | | | X | X | X |
| Reprisal or Adverse Action in Retaliation for Complaint of Harassment/Discrimination. | | | X | X | X |
| FIREARMS VIOLATIONS | | | | | |
| Intentional Weapon Discharge Violation - On/Off Duty | | | | | X |
| Carrying Unauthorized Weapon or Ammunition - On/Off Duty | | | | | X |
| Improper display/employment of firearm | | X | X | | |
| Failure to Secure Weapon - On/Off Duty | | | X | X | |
| Failure to Properly Maintain Weapon | X | | | | |
| Failure to Report Weapons Discharge | | | | | X |
| Unsafe Handling of Weapons | | X | X | | |
| Negligent Handling of Firearms Resulting in Discharge | | | | X | |
| Allowing an Unauthorized Person to Carry or Use a Departmental Issued Firearm | | | | X | X |
| DEPARTMENTAL ACCIDENTS (AT-FAULT) | | | | | |
| Damage Only to Police Vehicle - Negligence | | X | X | | |
| Damage Only to Police Vehicle and Other Property - Negligence | | X | X | | |
| Injury to Police Personnel or Civilian - Negligence | | | X | X | |
| Fatal Injury to Police Personnel or Civilian - Negligence | | | | | X |
| Failure to Report Accident | | | | | X |
| EXCESSIVE FORCE & BRUTALITY | | | | | |
| Unnecessary or Unreasonable Force, That is Outside What an Ordinary or Prudent Law Enforcement Officer Would Use | | | X | X | |
| Excessive Force - Force That is Excessive in Scope, Duration or Severity in Light of the Circumstances | | | | X | X |

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| Brutal Force - Force That is Without Justification or Mitigation in Light of the Circumstances, and is Severe or Cruel in Scope or Duration | | | | | X |
| VIOLATIONS RELATING TO INVESTIGATIONS (CRIMINAL, INCIDENTS, INTERNAL OR ANY OTHER REQUIRED) | | | | | |
| Violations of Procedures for Preliminary and Follow-up Investigations | | X | X | | |
| Failure to File Necessary Reports | | X | X | | |
| Improper Accuracy of Reports (unintentional) | X | | | | |
| Deliberate Falsification of Reports | | | | | X |
| Arrests - Not Within Legal Justification, Lacking in PC, Failure to Make Required Arrest | | | X | X | |
| Improper Accuracy of Charging Documents, Warrant Application, or Testimony, (not including perjury) | | | X | X | |
| Improper Interview or Interrogation | | | X | | |
| Improper Searches, Seizures or Entries | | | X | X | |
| OTHER VIOLATIONS | | | | | |
| Improper Criminal History Dissemination | | | X | X | |
| MVA History Dissemination | | X | X | | |
| Improper Dissemination of Investigation Information | | | X | X | |
| Leaving an Assignment W/O Permission | | X | X | | |
| Cheating on Tests, Homework, or Other Assignments | | | | | X |
| Failure to Assist/Back-up Other Officer | | | X | X | X |
| Failure to Obey an Order (performance) | | X | X | | |
| Insubordination | | | X | X | |
| Issuance of Illegal, Immoral, or Unethical Orders | | | X | X | |
| Censure of Subordinates | X | X | | | |
| Obstructing or Hindering a Criminal Investigation (including other jurisdictions) | | | | | X |
| Obstructing or Hindering an IA or Administrative Investigation (including other jurisdictions) | | | | | X |
| Abuse of Authority | | | X | X | X |
| Abuse of Process - Falsification, Tampering, Withholding Evidence or Information | | | X | X | X |
| AWOL Violations | | | X | | |
| Efficiency, Punctuality (tardiness), and Attention to Duty | X | X | | | |
| Failure to Report to Court or Training | | X | | | |

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| Out of Uniform/Improper attire | X | | | | |
| Unauthorized Ride-Along | | X | | | |
| Sleeping on Duty | | | X | | |
| Fail to Follow Chain of Command/Obtain Supervisor=s Approval | X | | | | |
| Intoxicated/Consumption of Alcohol While On Duty | | | | | X |
| Failure to Advise of Address/Telephone Change | | X | | | |
| Failure to Answer Radio | X | | | | |
| Gossiping/Spreading of Rumors | X | | | | |
| Duty to Respond | | X | X | | |
| Duty to Report | | | X | X | X |
| Duty to Intervene | | | X | X | X |
| Soliciting or Accepting Gratuities | | | X | X | X |
| Violations of Code of Conduct, Oath of Office, or Code of Ethics | | | | X | X |
| NEGLECT | | | | | |
| Unsatisfactory Performance | | X | X | | |
| Failure to Take Necessary Police Action | | X | X | | |
| Supervisor Failure to Take Action | | X | X | | |
| CARE OF AGENCY EQUIPMENT | | | | | |
| Losing Agency Equipment | X | X | | | |
| Damaging Agency Equipment | X | X | | | |
| Allowing Unauthorized Persons to Use Department Equipment | | X | X | | |
| Improper Use of Equipment | X | | | | |
| Improper Use of Departmental Information | X | X | X | | |
| CRIMINAL VIOLATIONS | | | | | |
| All Criminal Violations and Attempts, Including Serious Traffic (subject to prosecution by the State's Attorney=s Office) | | | | | X |
| All Other Minor Traffic Violations (including traffic enforcement cameras) | X | | | | |
| PURSUIITS | | | | | |
| Violation of pursuit policy | | X | X | | |
| Continuing pursuit after termination by supervisor | | X | X | | |
| PPV TAKE HOME VIOLATIONS | | | | | |
| Violation of PPV Program | X | X | | | |
| BODY WORN CAMERA VIOLATIONS | | | | | |
| Failure to adhere to policy | X | X | | | |
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