
Standards of Conduct

319.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Talbot County Sheriff's Office and are expected of all office members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this office or a member's supervisors.

319.2 POLICY

The continued employment or appointment of every member of this office shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

319.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any office supervisor or person in a position of authority, absent a reasonable and bona fide justification.

319.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or office policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, office policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

Standards of Conduct

319.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation or exhibiting indifference to such a violation.
- (d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.
- (e) Injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language.

319.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Maryland constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

319.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient office service:

319.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in office or County manuals.
- (b) Disobedience of any legal directive or order issued by any office member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

- (d) Ignorance of the rules, procedures, and orders of the Sheriff's Office is not justification for any violation.

319.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Talbot County Sheriff's Office in any way that could reasonably be perceived as an attempt to gain influence or authority for non-office business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this office and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

319.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

319.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this office.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

knows, or reasonably should know, of such criminal activities, except as specifically directed and authorized by this office.

319.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

319.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this office.
- (b) Revealing the identity of a police member assigned to plain clothes or covert investigative work. a member shall not recognize such members unless such member recognizes them first.
- (c) Disclosing to any unauthorized person any active investigation information.
- (d) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this office for personal or financial gain or without the express authorization of the Sheriff or the authorized designee.
- (e) Loaning, selling, allowing unauthorized use, giving away or appropriating any office property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (f) Using office resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

319.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Office within 24 hours of any change in residence address or contact numbers.

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

- (f) Failure to notify the Administrative Services of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

319.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts or making any false or misleading statement on any application, examination form or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any office record, public record, book, paper or document.
- (c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any office-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this office or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this office or subverts the good order, efficiency and discipline of this office or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on office premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any office equipment or system.
 - 3. Gambling activity undertaken as part of a deputy's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on office property or while in any way representing him/herself as a member of this office, except as expressly authorized by County policy, the collective bargaining agreement or memorandum of understanding, or the Sheriff (Md. Code PS § 3-103(a)(2)).
- (h) Engaging in political activities during assigned working hours except as expressly authorized by County policy, the collective bargaining agreement or memorandum of understanding, or the Sheriff (Md. Code PS § 3-103(a)(2)).
- (i) Any act on- or off-duty that tends to bring discredit to this office.

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

- (j) Members shall not criticize or ridicule the Talbot County Sheriff's Office, any other police agency, or the Maryland Judiciary, their policies or officers by speech, in writing, or by expression in any other matter, when such speech, writing or other expression is inflammatory, obscene, unlawful, exhibits a reckless disregard for truthfulness, or tends to undermine the operation of the Sheriff's Office, other police agencies, or the Judiciary.
- (k) Members shall not sign a petition, without the authority of the Sheriff when the signature identifies him/her as an employee of the office; nor shall any employee sign any petition which has an unlawful purpose. Any member may sign a lawful petition as a private citizen.

319.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this office or the County.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this office.
- (i) Unauthorized possession of, loss of, or damage to office property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of office property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of office property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any employment agreement, including fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Sheriff of such action.

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

- (m) Any other on- or off-duty conduct that any member knows or reasonably should know is unbecoming a member of this office, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this office or its members.
- (n) Members may not participate in any incident involving moral turpitude which compromises or has the potential to compromise their ability as a law enforcement officer or as a member of the office, or cause the office to be brought into disrepute.
- (o) Members shall make every effort to pay all just debts and legal liabilities. disciplinary action may be taken when:
 - 1. Judgments of creditors have been finally adjudicated and the member, though able to pay, has refused to comply with such judgment, or
 - 2. the effects of such indebtedness have adversely affected the ability of the member to perform their job or have negatively reflected on the reputation or effectiveness of the office.
- (p) a member shall not engage in any strike or job action, to include, but not limited to:
 - 1. A failure to report for duty
 - 2. Willful absence from duty
 - 3. Unauthorized holidays,
 - 4. Sickness unsubstantiated by a physicians statement
 - 5. Stoppage of work, or the abstinence in whole or in part from the full

319.5.10 SAFETY

- (a) Failure to observe or violating office safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic accident.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

Talbot County Sheriff's Office

Policy Manual

Standards of Conduct

319.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

319.6 LINKED PROCEDURES

[Talbot County Sheriff's Office Procedures Manual: 1002.3 Violations](#)

[See attachment: TCSO Disciplinary Matrix](#)

Attachments

TCSO Disciplinary Matrix.pdf

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY				
Abuse of Position							
1		Using official position to avoid consequences of criminal laws and/or <u>incarcerable traffic violations</u> .				E	
2		Using official position to avoid consequences of <u>non-incarcerable traffic laws</u> .		B			
3		Unauthorized use of position with the TCSO in advertisement / commercial enterprise / testimonial for personal reasons without permission.		B			
4		Bringing / attempting to bring influence on <u>the</u> Sheriff.		B			
Alcohol & CDS							
1		Unauthorized drinking of intoxicating beverages while in uniform and / or on duty.				E	
2		Reporting to work with measurable amount of alcohol.				D	
3		Consuming alcohol while on inactive on-call duty status.	A				
4		Continuing to consume alcohol after being recalled to duty.			C		
5		Unauthorized bringing of alcoholic beverages into buildings owned / controlled / occupied by TCSO.	A				
6		Use of CDS, narcotic, hallucinogen in violation of established policy.				E	
7		Driving TCSO vehicle with a measurable amount of alcohol <u>or CDS</u> present in the employee's				D	
Behavior / Conduct & Insubordination							
1		Failure to accept a complaint against an TCSO employee in conformance to policy.		B			
2		Discourteous towards public / other employees to include using profanity and / or obscene gestures.	A				
3		Use of insulting / demeaning language concerning race, <u>ethnicity, national origin, gender, gender identity, sexual orientation, disability and religion</u> .				D	

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE	DESCRIPTION	CATEGORY				
4	Failure to comply with military courtesy.	A				
5	Unbecoming conduct on or off duty.		B			
6	Commanders / supervisors discrediting a subordinate through unreasonable / unjust / arbitrary conduct / abusive language.		B			
7	Fail to obey chain of command.	A				
8	Fail to obey lawful order relayed from employee of equal or lesser rank.			C		
9	Fail to obey lawful order.			C		
10	Inappropriate criticism or ridicule of TCSO / other State agency / <u>Maryland</u> Judiciary / <u>any other police department and/or member</u> .	A				
11	Conduct which brings the Department into disrepute.			C		
12	Failure to notify commanding officer that employee has been charged with a crime/traffic citation.			C		
13	Seeking / receiving gifts, gratuities, fees, rewards, subscriptions, etc. in violation of policy.					E
14	Fail to submit to interrogation / interview / polygraph for administrative investigation.					E
15	Fail to submit to medical / chemical test, photographs or lineups.					E
16	Failing to furnish name, ID number and assignment to properly entitled person.		B			
17	Prohibited sexual behavior on duty.					E
18	Sexual behavior in a Department-owned or leased facility or official vehicle while off duty.					E
19	Soliciting from or offering personal information to citizens for personal gain / reasons.			C		
20	Soliciting from or offering personal information to violators <u>other than for</u> law enforcement purposes.			C		

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY				
Brutality, Excessive Force & Prisoner-Related							
1		Mistreatment of a prisoner.				D	
2		Improper release / escape of a prisoner.			C		
3		Unnecessary force / excessive force / brutality.				D	
4		Failing to search prisoner incident to arrest.			C		
5		Failure to provide medical treatment to a prisoner.		B			
6		Failure to provide medical treatment to a prisoner which results in serious injury or death.				E	
7		Improper/unreasonable search.				D	
Care & Use of Equipment & Departmental Accidents							
1		Use of TCSO telephones and fax machines in violation of policy.	A				
2		Use of TCSO computer equipment in violation of policy.			C		
3		Use of TCSO computer equipment in violation of policy not to read / view / download pornography.				D	
4		Failure to carry badge or identification card.	A				
5		Failure to display badge and / or ID card while taking enforcement action in plainclothes.		B			
6		Failure to maintain appearance/uniform in conformance to policy.	A				
7		Damaging TCSO equipment (unintentional).	A				
8		Damaging TCSO equipment (intentional).			C		
9		Losing TCSO equipment.		B			
10		Converting / misappropriating TCSO equipment or property.				D	
11		Departmental collisions (damage \$1,000 or less).	A				
12		Departmental collisions (damage greater than \$1,000).		B			

Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY				
13		Departmental collision through reckless operation.			C		
14		Departmental collision through negligent operation resulting in fatality.				D	
15		Departmental collision through reckless operation resulting in fatality.					E
16		Failure to comply with regulations on operation/maintenance of TCSO vehicle.	A				
17		Failure to comply with regulations on operation / maintenance of TCSO vehicle resulting in damage to vehicle's engine or other vehicle parts / systems.		B			
18		Failure to report damage / loss of Departmental equipment in conformance to policy.		B			
19		Unauthorized repair / adjustment or modification of Departmental equipment.		B			
20		Unauthorized use of law enforcement computer systems or databases.			C		
21		Intentionally violating the in-car camera system and MVR equipment operating procedures.			C		
Discrimination, Harassment & Bias-based Policing							
1		Engaging in acts of discrimination.					E
2		Engaging in <u>acts of</u> harassment.					E
3		<u>Engaging in acts of</u> retaliation.					E
4		Profiling of motorists.					E
5		Detaining individuals based on discrimination.					E
6		Taking enforcement action based upon discrimination.					E
Firearm & Weapons							
1		Carrying unapproved firearm on-duty.			C		
2		Carrying unapproved firearm off-duty.			C		
3		Firearms in court violations.		B			
4		Failure to properly secure weapon in vehicle resulting in injury.				D	

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY			
5		Failure to properly secure weapon in vehicle.			C	
6		Failure to properly secure weapon at a TCSO installation resulting in injury.				D
7		Failure to properly secure weapon at a TCSO installation.			C	
8		Failure to properly secure weapon at home / residence resulting in wounding.				D
9		Failure to properly to secure weapon at home / residence.			C	
10		Use of unapproved ammunition.			C	
11		Wearing unapproved holster on duty or off duty.		B		
12		Carrying unapproved shotgun.			C	
13		Discharging firearm in violation of policy resulting in injury or death.				E
14		Discharging firearm in violation of Departmental policy (no injury).			C	
15		Unauthorized / careless use / handling / display of weapon.		B		
Civil, Criminal & Traffic-Related						
1		Threatening / striking / assaulting <u>another</u> TCSO employee.				E
2		Association with persons known to be racketeers, illegal gamblers, felons or persons under criminal indictment without authorization.	A			
3		Unauthorized visiting of house prostitution, illegal gambling house or establishment <u>where</u> laws of the State / U.S. Government / local subdivision are violated.				E
4		Affiliating self with group or organization which advocates violence or overthrow of the U.S., State or local government by any unconstitutional means.				E
5		Violation of criminal laws and / or <u>incarcerable</u> traffic violations.				E
6		Violation of <u>non-incarcerable</u> traffic laws / civil violations.		B		
7		Failure to make every effort to pay just debts.		B		
8		Unauthorized interference with case / investigation assigned to another employee.			C	

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY				
9		Interfering with a lawful arrest and / or prosecution.			C		
10		Making arrangements / agreements / compromises between criminal and victim to escape punishment.			C		
11		Failing to report arrangements / agreement / compromises between criminal and victim to escape and/or reduce punishment.			C		
12		Tampering / manufacturing and withholding evidence and false criminal charges.					E
13		Acting in an official capacity in a civil case.		B			
14		Failure to obey traffic laws while operating an official vehicle.	A				
Integrity							
1		Wearing uniform / representing self in an official capacity while police powers are deprived / suspended.					E
2		Using official position for personal / financial benefit.					E
3		Identifying a person providing confidential information in violation of policy.			C		
4		Divulging content of promotional / transfer lists in violation of policy.		B			
5		Knowingly cheating or providing questions / answers to a promotional examination candidate.					E
6		Feigning illness or injury.		B			
7		Unauthorized undertaking of investigation or police action.			C		
8		Unauthorized revealing of the identity of covert / plainclothes investigator.			C		
9		Converting / misappropriating evidence/property in violation of <u>policy</u> .					D
10		Discussing / disclosing administrative complaint information in violation of policy.		B			
Neglect of Duty							
1		Absent without Leave (AWOL).			C		
2		Lateness for duty.	A				

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY			
3		Physically / mentally unfit for duty.	A			
4		Fail to be properly equipped to immediately assume duties.	A			
5		Fail to log or be logged on the appropriate form to note start / end of shift per commander.	A			
6		Fail to notify Department of inability to report due to sickness / other causes.	A			
7		Fail to leave contact information while ordered to inactive on-call duty status.	A			
8		Fail to process evidence / property in accordance with established procedures.			C	
9		Failure to take / respond to request for assistance / advice from the public.		B		
10		Failure of supervisor to take supervisory action.			C	
11		Neglect of duty.			C	
12		Unauthorized absence from assigned place of work during tour of duty.	A			
13		Failure to remain awake and alert while on duty.		B		
14		Unauthorized meal period / failing to provide telephone number or location when taking meal.	A			
15		<u>Failure to strive for coordination of effort in all official relationships with other agencies.</u>			C	
16		Failure to comply with traffic stop reporting procedures.	A			
Political Activity & Job Actions						
1		Unauthorized signing of petition as a member of the Department.		B		
2		Signing a petition for unlawful purpose.		B		
3		Engaging in strike and / or job action.				E
Reports & Statements						
1		Failing to submit required report.		B		
2		Late report.		B		

Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY				
3		Failure to submit written/oral report on order of competent authority regarding an investigation related to performance of duty.					E
4		Failure to report information concerning organized crime, racketeering, vice conditions, etc.					E
5		False reports and/or statements (written and / or oral).					E
6		Inaccurate/incomplete reports.			C		
7		Improper dissemination of official TCSO business.			C		
8		Removing official TCSO records / reports in violation of policy.	A				
9		Failure to submit an accurate, complete, and / or appropriate TCSO form.		B			
Off-Duty Secondary Employment & Extra-Duty Overtime							
1		Violating limitations on off-duty secondary employment / extra-duty overtime hours.		B			
2		Off-duty secondary employment in violation of policy.		B			
3		Unapproved secondary employment.		B			
4		Performing secondary employment while on-duty with the TCSO.					E
5		Working off-duty secondary employment while on sick leave.		B			
6		Unauthorized use / wearing TCSO-issued equipment <u>while</u> working secondary employment.		B			
Miscellaneous							
1		Unauthorized lending / reproducing of badge and/or ID card.					E
2		Unauthorized contact with the media.	A				
3		Failure to transact official TCSO business through proper channels.	A				
4		Unauthorized recommending / suggesting product / professional and / or commercial service.	A				
5		Incompetence.					E
6		Failure to comply with requirements regarding distributing the Citizens Information Brochure.	A				
7		Unauthorized ride along in TCSO vehicle.	A				
8		Allowing an unauthorized person to operate a TCSO owned / leased vehicle.			C		

PER 19.11
Disciplinary Matrix

REFERENCE DIRECTIVE		DESCRIPTION	CATEGORY			
9		Operating a TCSO owned / leased vehicle out of state while off-duty without authorization.			C	
10		Operating a TCSO owned / leased vehicle while on sick leave.	A			
11		Unapproved passenger in TCSO owned / leased vehicle while off duty.	A			