

**River Bend Police Department**  
**GUIDELINES FOR DISCIPLINARY ACTION**  
**General Order 10**  
**Effective Date: 09/16/2025**  
**Supersedes: 05/01/2012**

- 10.01**      **Purpose:** The purpose of these Guidelines for Disciplinary Action is to ensure that all employees are treated fairly whenever an issue of misconduct arises. Recognizing the fact that the circumstances of each infraction or occurrence may differ, each individual occurrence will be viewed and treated as a separate event, without creating a precedent for future cases, or mitigating any previous discipline. Examples given in any rule do not limit the generality of the rule. The Guidelines provide recommended penalties for specific offenses, however, it is recognized that violations of rules which affect the safety, health and welfare of citizens or co-workers may necessitate more serious disciplinary action than that recommended by the Guidelines.
- 10.02**      **Policy:** Members of the River Bend Police Department are charged with providing the citizens of the Town of River Bend with competent and professional service. In order to ensure that level of standards, General Orders 11 (Code of Conduct) and 12 (Rules and Regulations) has been established by this Department. Any employee who fails to meet these standards of performance adversely affects the mission and the image of the Department and the Town of River Bend.
- 10.03**      **Procedure:** The Guidelines are divided into four (4) levels which reflect the seriousness of the offense for paid employees. Reserve officers will be considered for termination for any disciplinary action that recommends suspension. *Reserve officers serve at the pleasure of the Chief of Police.* In each level and for each offense, consideration will be given by the **Chief of Police** in reviewing violations as to the following: severity of the violation, potential cost or actual damages, time interval between offenses, length and quality of the employee's service and other pertinent information. **Internal Affair** investigations will be reserved for serious violations of policy, any criminal violations or any violations deemed worthy by the Chief of Police.

**Any violation of this code of conduct that resulted in disciplinary action which occurred more than twenty-four (24) months prior to the current offense, will not be considered when imposing discipline. Twenty-four (24) months shall be calculated from the date discipline was imposed on prior charges to the date of the current offense.**

Understanding that successive violations of the same rule may occur over a period of time, the concept of progressive discipline will be applied as established in the Guidelines. When an employee commits several unrelated offenses over a period of time, the Department may combine the penalties in a cumulative manner as the offenses warrant. As a guide to understanding the combining of unrelated offenses, point values have been assigned to each offense level (see Table I). Employees receiving a total of sixty (60) points in any consecutive twenty-four (24) month period are subject to dismissal.

**NOTE: Reserve officers will be considered for termination when the disciplinary action recommended is suspension.**

The Department will maintain a current tabulation of all points assessed for a period of twenty-four (24) months, beginning with the date of the first action where a penalty was imposed.

**10.04**      **Appeal Process:** See Town Policy on appeals and process.

**10.05**      **Explanation of Disciplinary Actions:**

- A.      Demotions: A permanent reduction in rank of one or more grades and may be imposed in conjunction with any suspension.
- B.      Suspension: A period of time when an employee is relieved, without compensation, from all official duties. Days imposed as a result of disciplinary action shall be calculated in hours based upon the assignment at the time of the infraction. Suspension will be carried out to best benefit the Department first. While on suspension, employees shall not interfere with other employees who are on duty. All suspended employees will surrender issued equipment including but not limited to, the following where applicable:
  - 1.      Department ID
  - 2.      Badge(s)
  - 3.      Department issued keys and
  - 4.      Firearms
- C.      Accumulation totals: Employees that accumulate a total of 60 disciplinary points and have not been dismissed will be notified that subsequent disciplinary action will result in termination.
- D.      Performance evaluations: Employees receiving suspensions totaling three (3) days or more during their annual evaluation period will receive an overall rating of less than satisfactory, and their performance appraisal will reflect such disciplinary action.

**10.06**      **Progression of Disciplinary Actions:**

- A.      Contact Sheet: Used to advise an employee of an informal counseling of performance issues both good and bad.
- B.      Written Warning: Used to advise an employee of negative performance that requires prompt correction.
- C.      Letter of Reprimand: Used to advise an employee when performance is negative, and that unless there is immediate corrective action harsher discipline will be taken.
- D.      Suspension: Relieved from duty without compensation for a specified period of time.
- E.      Demotion: Reduction in rank and/or pay grade
- F.      Dismissal: Termination of employment

**10.07**      **Authorities for Disciplinary Actions:**

- A.      Written Warning: Immediate supervisor or any higher-level supervisor
- B.      Letter of Reprimand: Chief of Police
- C.      Suspension: Chief of Police recommendation to Town Manager.
- D.      Demotion: Chief of Police recommendation to Town Manager.
- E.      Dismissal: Chief of Police recommendation to Town Manager.

**10.08****Guidelines for Administering Disciplinary Action:**

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Level 1	Contact Sheet	Written Warning	Letter of Reprimand	1 - 3 days Suspension	3 - 7 days Suspension
	0 points	2 points	5 points	10 points	20 points
Level 2	Written Warning	Letter of Reprimand	1-3 days Suspension	3-7 days Suspension	7-15 days Suspension or Dismissal
	2 points	5 points	10 points	20 points	25 points
Level 3	Letter of Reprimand or 1-3 days Suspension	1-3 days Suspension	3-7 days Suspension	7-15 Days Suspension or Dismissal	Dismissal
	5-10 points	15 points	20 points	25 points	
Level 4	7-15 days Suspension or Dismissal	30 day Suspension or Dismissal	Dismissal		
	60 points	60 points			

**End**