

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Acting Chief of Police

**SUBJECT: DUTY MANUAL REVISION- C 1710
LOSS OF DEPARTMENT
PROPERTY AS A SEPARATE
ALLEGATION CLASSIFICATION**

DATE: April 4, 2024

APPROVED

Memo# 2024-007

BACKGROUND

A review of the classifications of internal investigations allegations has revealed the need to add a classification. Previously, the loss of Department or City equipment or property was investigated as Procedure (P). It will now have its own classification, Loss of Property (LP). This allegation applies to any equipment or property of the City or Department that is either issued to a Department member or in temporary possession or custody of a Department member.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

C 1710 DETERMINING THE CLASSIFICATION OF ALLEGATIONS: *Revised 04-04-24*

The following definitions of allegations are used. The purpose of these definitions is to characterize objectively the conduct alleged and avoid using value-laden words that will prejudice an allegation prior to investigation.

- Procedure (P) An allegation that an action taken by a department member did not follow appropriate Department and/or City policies, procedures or guidelines.
- Search Or Seizure (SS) An allegation that a search or seizure was conducted by a department member in violation of the 4th Amendment.
- Arrest Or Detention (AD) An allegation that an arrest lacked probable cause or a detention lacked reasonable suspicion.
- Bias-Based Policing (BBP) An allegation that a department member engaged in conduct based on a person's race, religion (religious creed), age, marital status,

national origin, ancestry, sex, sexual orientation, actual or perceived gender identity, medical condition or disability.

- Courtesy (C) An allegation that a department member was not courteous or professional as specified within Duty Manual section C 1308 - COURTESY.
- Conduct Unbecoming an Officer (CUBO) An allegation that a Department member's conduct was unbecoming as specified in Duty Manual section C1404 - CONDUCT UNBECOMING AN OFFICER.
- Force (F) An allegation that the amount of force used by a department member was not objectively reasonable as defined by the Duty Manual section L 2602 - OBJECTIVELY REASONABLE FORCE.
- Loss Of Property (LP) An allegation that a Department member lost Department or City equipment or property.
- Neglect of Duty (ND) An allegation that a department member neglected their duties and failed to take action as required by Department and/or City policies or procedures and/or state or federal law.
- Workplace Discrimination (WD) See City Policy Manual section 1.1.1 and Duty Manual section C 1311 - BEHAVIOR INVOLVING DISCRIMINATION OR HARASSMENT through Duty Manual section C 1316 - RESPONSIBILITY OF THE DEPARTMENT'S EQUALITY ASSURANCE OFFICER.
- Workplace Harassment (WH) See City Policy Manual section 1.1.1 and Duty Manual section C 1311 - BEHAVIOR INVOLVING DISCRIMINATION OR HARASSMENT through Duty Manual section C 1316 - RESPONSIBILITY OF THE DEPARTMENT'S EQUALITY ASSURANCE OFFICER.

The definitions of Discrimination and Harassment only apply to workplace interactions between city employees and to Department Initiated Investigations that arise from allegations of workplace discrimination and harassment. The procedures for reporting and investigating allegations of workplace Discrimination and Harassment are found in Duty Manual section C 1313 - REPORTING POTENTIAL DISCRIMINATION/HARASSMENT, INCLUDING SEXUAL HARASSMENT through Duty Manual section C1316 - RESPONSIBILITY OF THE DEPARTMENT'S EQUALITY ASSURANCE OFFICER.

Discrimination or harassment by department members toward members of the public shall be characterized as an allegation of Biased Based Policing (BBP) that is reported and investigated by the Internal Affairs Unit.

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April 4, 2024

Page 3

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual section.

A handwritten signature in black ink that reads "Paul Joseph". The signature is written in a cursive, flowing style.

Paul Joseph
Acting Chief of Police

PJ:PH