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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# A-230

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SUBJECT:     **DISCIPLINARY CODE**

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INDEX AS:   DISCIPLINARY CODE

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EFFECTIVE DATE: 04/28/2008  
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I.     **PURPOSE:**

Any violation by any employee of the Laurens County Law Enforcement Center , of these policies and procedures, shall be the basis for preferring charges against them. The following rules in particular are to be considered specific cause for fine, suspension, dismissal, or other disciplinary measures. The Sheriff has the authority to give more or less disciplinary action than indicated, depending on the degree of the incident.

II.    **SCOPE:**

This disciplinary code shall apply to all Department personnel, acting in an official or an unofficial capacity and shall be in accordance with Policies of Laurens County.

III.   **POLICY:**

It is the policy of the Laurens County Law Enforcement Center to administer disciplinary action in a fairness to the employee and the Department.

A.     Other Duties Assigned:

All personnel shall, in addition to the duties herein prescribed, perform such other duties as may be required of them by their Division Supervisor and the Sheriff. They shall be subject to continuous duty in emergencies.

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- B. Duty to Abide by all Laws, Orders, and Rules of Conduct.

Members of the Laurens County Law Enforcement Center shall abide by the Laws of the United States, the State of Georgia, the Ordinances of all cities and counties of the State and All General Orders and General Rules of conduct of this Department.

Any offense based on severity:

Written Reprimand that may include Suspension Or Dismissal- **At the Discretion of the Sheriff.**

- C. Duty to Report to Take Action on Violations:

Any Staff Officer, Sergeant and above, who fails to take cognizance of and take appropriate actions in regard thereto of violations of General Orders, Rules, and Regulations of this Department shall be deemed guilty of that violation as though he/she had committed it . Appropriate disciplinary action against him/her will be instituted by the Sheriff.

- E. Probationary Period:

All personnel will be on probation for a period of six months, however for disciplinary purposes, the probationary period may be extended up to six additional months at the discretion of the Sheriff. Employees shall faithfully observe the requirements of these Rules and Regulations and shall be subject to discharge by the Sheriff for failure to abide by them. Any employee shall be subject to discharge if, in the Sheriff's opinion, they do not have the qualifications or attitude necessary for becoming an efficient and productive member of the Department.

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G. Suggestions for Improvement:

Suggestions for the improvements of the Department or the well-being of the personnel shall, when presented through the regular channels, be gladly received and carefully considered.

**IV. INSUBORDINATION OFFENSES**

A. Disrespect Toward Superiors:

Laurens County Law Enforcement personnel shall display respect and shall address supervisors and superior officers by proper rank and title:

First Offense- Verbal Reprimand.

Second Offense -Written reprimand to 10 days suspension without pay;

Third Offense- Dismissal.

B. Abusive Language

Department personnel shall not use abusive language or gestures toward a supervisor, superior officer, or any other employee.

First Offense- Verbal Reprimand.

Second Offense-Written reprimand to 10 days suspension without pay;

Third Offense- Dismissal.

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C. Public Criticism of Orders or Policies:

Department personnel shall support the policies, orders and procedures of the Laurens County Law Enforcement Center and shall not publicly criticize or ridicule the Department or it's policies, orders and procedures in any manner where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the Department.

First Offense- Verbal Reprimand

Second Offense-Written reprimand to 10 days Suspension without pay;

Third Offense- Dismissal.

D. Prompt Compliance with Lawful Order of a Supervisor:

Department personnel shall promptly execute the lawful orders of a supervisor and shall not delay or fail to carry out such orders or instructions.

First Offense- Written reprimand to 3 days Suspension without pay;

Second Offense- 3 to 10 Days Suspension without pay;

Third Offense- Dismissal.

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E. Compliance of Order of Deputy Detailed as an Officer:

When a Deputy is detailed as an officer, he/she shall be allowed all the privileges pertaining to the higher office, and their orders shall be obeyed with the same promptness and efficiency given to the orders of a regularly appointed officer.

First Offense- Written Reprimand to 3 days suspension without pay;

Second Offense- 3 to 10 Days Suspension without pay;

Third Offense- Dismissal.

F. Compliance with Direct Order of A Superior Officer.

Department personnel shall obey the lawful orders of Superior Officers when answering questions related to an internal investigation or misconduct .

First Offense- Dismissal.

G. Concerted Curtailment of Work:

Department personnel shall not engage in concerted curtailment by instigating, leading or participating in any walkout, strike, sit-down, slow-down or refusal to return to duty as the scheduled time.

First Offense- Dismissal.

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V. **NEGLECT OF DUTY:**

A. Abuse of Rest periods:

Department personnel shall take only the specified amount of time for meal or rest periods as established in the Standard Operating Procedures:

First Offense- Verbal Reprimand

Second Offense-Written Reprimand and up to 3 Days Suspension without pay;

Third Offense- Dismissal.

B. Sleeping on Duty:

Laurens County Law Enforcement personnel will not sleep on duty at any time without prior approval of Supervisor.

First Offense- Written Reprimand and up to 3 Days Suspension without pay.

Second Offense- Up to 30 Days Suspension without pay to Dismissal.

C. Tardiness:

Department personnel shall report for duty properly prepared at the time and place required by assignments, orders or subpoenas. During a nine hour or 12 hour tour of duty, employees will have a sixty minute non-paid meal time.

First Offense- Written Reprimand to 3 days Suspension without pay.

Second Offense- 1 to 3 Days Suspension without pay;

Third Offense- Dismissal.

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D. Failure to Report for Duty:

Tardiness of thirty minutes or more, without prior notification, will constitute failure to report. Employees failing to report will not be permitted to go on duty until ordered to do so by the Sheriff, Chief Deputy or their Superior Officer.

First Offense- Written Reprimand to Dismissal.

E. Failure to Work Overtime, Special Hours:

All personnel shall promptly report for duty when assigned to work overtime; special hours, or special shifts unless approved by their Supervisor.

First Offense- Written Reprimand to 3 Days Suspension without pay;

Second Offense- 3 to 10 Days Suspension without pay;

Third Offense- Dismissal.

F. Failure to Report as Witness When Duly Notified or Subpoenaed:

Each employee shall promptly report as a witness when duly and properly notified by subpoena. In cases of conflict or illness it is the employee's responsibility to notify the proper authority (Judge, District Attorney, Supervisor).

First Offense- Written Reprimand;

Second Offense- 1 to 3 Day Suspension without pay;

Third Offense- Dismissal.

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G. Notification of Correct Address and Telephone Number:

All personnel shall keep the Department informed of their correct address and are required to maintain telephone service to their residence. The correct telephone number shall be reported to the Department Office Manager. Employees are prohibited from using the Department address as their personal address.

All personnel will have dependable transportation for commuting to and from work.

First Offense- Written Reprimand;

Second Offense- 1 to 3 Days Suspension without pay;

Third Offense- Dismissal.

H. Notification of Sick Leave:

All personnel shall notify a Supervisor, on duty, of absence caused by illness or injury no less than one hour prior to the scheduled time for duty. Personnel will leave a telephone number and address where he/she can be reached.

First Offense- Written reprimand;

Second Offense- 1 to 3 Day Suspension without pay;

Third Offense- Dismissal .

I. Abuse of Sick Leave:

Any employee that is injured or becomes sick and unable to perform their duties, must report , personally if possible , said injury or sickness to their immediate Supervisor. The supervisor is responsible for notifying the Chief Deputy of the injury or sickness. Prior to returning to work, if after 5 consecutive work day absences or more, the employee will submit a physicians statement of the length of time the employee was unable to perform his/her duties and that the employee is physically able to return to work.

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First Offense- Up to 10 Days Suspension without pay;  
Second Offense- Dismissal.

J. False Report of Injury or Sickness:

Department personnel shall not feign illness or injury or falsely report themselves ill or injured for the purpose of making a fraudulent claim for insurance, worker's compensation or disability .

First Offense- Dismissal.

K. Response to Radio Call:

All employees with radio equipment or walkie talkies must respond to all radio calls addressed to them or other calls for emergency assistance.

First Offense- Written Reprimand to 3 Days Suspension without pay;

Second Offense- 3 Day Suspension without pay;

Third Offense- Dismissal.

L. Constant Contact with 911 Radio dispatcher:

All Patrol Deputies must maintain continuous contact with the 911 Radio Dispatcher, either in or out of the patrol unit. Deputies must have portable radios turned on when out of the patrol unit.

First Offense- Verbal Reprimand

Second Offense-Written reprimand to 3 days suspension without pay.

Third Offense- Dismissal.

M. Neglect of Duty:

Any employee of the Laurens County Law Enforcement Center who fails to perform any of his/her assigned duties or fails to perform them in a consistent manner, according to the Standard Operating Procedures will be considered negligent in their duties.

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First Offense- Written Reprimand;  
Second Offense- 1 to 3 Days Suspension without pay;  
Third Offense- Dismissal.

- N. Willful Violation of Departmental Procedure and/or Directives:

Employees will not willfully or continually ignore or violate official policy, directives, procedures, orders, or supervisory instructions.

First Offense- Verbal Reprimand to Dismissal.

- O. Endangering Others Through Neglect of Duty:

All Sworn Deputies shall take appropriate action in response to emergency situations where there is a clear danger to others, and in response to serious crimes which come to their attention while on duty.

First Offense- 5 Days Suspension without pay to Dismissal.

- P. Search of Arrested Persons:

Deputies shall exercise due care by searching all arrested persons. When a person cannot be thoroughly searched the Deputy shall notify the receiving officer.

First Offense- Written Reprimand;  
Second Offense- 1 to 3 Day Suspension without pay;  
Third Offense- Dismissal.

- Q. Leaving Assigned Work Area During Work Hours:

No employee will be allowed to absent themselves from their assigned area unless authorized by a Supervisor or other Superior Officer.

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First Offense- Verbal Reprimand to 3 Days Suspension without pay;  
Second Offense- Written Reprimand to 5 Day Suspension without pay;  
Third Offense- Dismissal .

- R. Failure to Report a Job-Related or Non-Job Related Injury:

All personnel shall promptly report any job-related or non-job related injury to their immediate supervisor.

First Offense- Written reprimand to 3 Days Suspension without pay;  
Second Offense- 3 to 5 Days Suspension without pay;  
Third Offense- Dismissal.

A physician's statement of injury and advisability of employee's ability to perform job duties is required before returning to work or continuing to work after an injury.

- S. Failure to Report a Motor Vehicle Accident:

All employees are required to immediately report motor vehicle accidents in which they are involved with Police Vehicles to their immediate Supervisor.

First Offense- Written Reprimand to Dismissal.

- T. Personal Dress and Grooming While in Court:

1. The proper dress for officers attending Court will be:

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- a. Full uniform;
- b. Or Civilian clothes- ties with appropriate shirt and dress pants. Dress, pantsuits, dress slacks with blouse or Sheriff's Department Uniform.
- c. Weapons may be worn in Court.

First Offense- Verbal Reprimand

Second Offense- Written reprimand to 3 Days Suspension with out pay.

Third Offense- Dismissal.

U. Wearing of Uniform Off Duty:

Employees will not wear any portion of the Sheriff's Department Uniform when off Duty, unless approved by the Captain of their Division. They are to maintain proper dress, hair cuts, and well kept mustaches will be permitted, but all other facial hair must be removed.

Hats are to be worn at all times when the uniforms are worn such as at ball games, mall's and all other public or police functions. The hat will be worn inside and outside of buildings except when taking a break or eating in a public restaurant.

First Offense- Written reprimand to 5 Days Suspension without pay;

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

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V. Wearing Uniform while Suspended:

Any member suspended from their duties shall cease to wear any part of the Sheriff's Department uniform during the period of such suspension unless approved by Chief Deputy or above.

First Offense- Dismissal.

W. Failure to Carry Assigned Equipment on Duty:

Personnel shall wear the prescribed uniform and equipment all times when on duty, unless otherwise ordered by a Superior Officer. Uniforms shall be kept clean and pressed at all times, footwear shall be kept in a neat and tidy condition. Shirts shall be kept buttoned; all pocket flaps shall be kept snapped; pencils shall be kept in the pocket provided for that purpose; notebooks, letters and other papers shall be kept concealed. Any worn or damaged item of the uniform shall be replaced immediately.

First Offense- Verbal Reprimand

Second Offense-Written reprimand to 3 Days Suspension without pay;

Third Offense- Dismissal.

X. Loaning of Equipment:

No member of the Department shall loan his badge or any part of the regulation uniform to persons outside the Department.

First Offense- Dismissal.

Y. County Property:

No article or property belonging to Laurens County and in the car of the Laurens County Law Enforcement Center shall be loaned, sold, given away, or disposed of except by authority of the Sheriff.

First Offense- 1 to 30 Days Suspension to Dismissal.

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AA. Failure to Report Loss of Equipment:

All personnel shall immediately report the loss of badge, I.D. card, or any equipment to his/her immediate supervisor.

First Offense- Written reprimand to 3 Days Suspension without pay;

Second Offense- 3 to 5 Days Suspension without pay;

Third Offense- Dismissal.

BB. Car and Maintenance of Service Weapons and Other Equipment:

Deputies that are required to carry a firearm or other equipment shall maintain such firearm and equipment in a clean and serviceable condition. Any other employee that is required to carry or use any type of equipment shall maintain this equipment in a clean and serviceable condition.

First Offense- Verbal Reprimand

Second Offense- Written reprimand to 3 Days Suspension without pay;

Third Offense- Dismissal.

CC. Intentional Abuse of Equipment:

All personnel shall utilize equipment for its intended purpose in accordance with established procedures, and shall not intentionally abuse, misuse, or damage police equipment. Each individual will be liable for the cost of equipment.

First Offense- 5 to 10 Days Suspension without pay;

Second Offense- 10 to 30 Days Suspension without pay;

Third Offense- Dismissal.

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- DD. Careless Handling or Unintentional Abuse of Equipment Resulting in Loss or Damage:

All personnel shall utilize Department Equipment for its intended purpose in accordance with established procedures, and shall not subject such equipment to loss or damage through careless handling. The Major or the Sheriff will determine responsibility for the cost to replace or repair equipment.

First Offense- Verbal Reprimand  
Second Offense-Written Reprimand to 10 Days Suspension without pay;  
Third Offense- Dismissal.

- EE. Unauthorized Persons in Patrol Vehicle:

Deputies shall not allow any person in the vehicle unless the person is under arrest, a prisoner, a stranded motorist, missing person, or other person being transported in the line of duty, or unless authorized by the Sheriff or Chief Deputy.

First Offense- Verbal Reprimand  
Second Offense- Written Reprimand to 10 Days Suspension without pay;  
Third Offense- Dismissal.

- FF. Telephone- Misuse:

Department personnel shall not use the telephones promiscuously or make any long distance calls except as required in the performance of their duties.

First Offense- Verbal Reprimand to 1 Day Suspension without pay;  
Second Offense- 3 to 5 Days Suspension without pay;  
Third Offense- Dismissal.

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GG. Termination of Employment:

When any member of the Department wishes to resign, he/she shall notify the Sheriff 10 working days prior to the time they desire the resignation to become effective. In emergency cases, the resignation may be accepted without the notice.

HH. Equipment Turn-in:

All personnel, upon termination of employment, shall promptly return all Department badges, copies of the rules, and other property belonging to Department which they may have. This property shall be turned in to their Supervisor or the Chief Deputy.

**EMPLOYEE'S LAST PAY CHECK WILL BE HELD UNTIL ALL PROPERTY HAS BEEN TURNED IN OR ACCOUNTED FOR.**

VI. **IMPROPER CONDUCT**

A. Chain of Command:

All Department personnel shall adhere to the organizational Chain of Command in the conduct of regular duties except when necessary for maintaining the morale and/or integrity of the Laurens County Law Enforcement Center, or in cases of justifiable personal need.

First Offense- Verbal reprimand

Second Offense- Written reprimand to 5 Days Suspension without pay;

Third Offense- 5 to 10 Days Suspension without pay;

Fourth Offense- Dismissal.

B. Relations Between Members; Obedience to Orders, etc:

Members of the Department must be civil and respectful to their Officers and to each other, on all occasions and obey all orders from their Superior Officers or fellow members when such fellow members are authorized and empowered to direct the other members of the force.

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First Offense- Written reprimand to 3 Days Suspension without pay;

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

C. Conduct of Members Generally:

Each member of the Department must be quiet, orderly and civil in their conduct and deportment. They must , at all times, refrain from violent or profane language while on or off duty and must always maintain full command of their temper.

Whenever a question is put to him/her by any person, they shall not answer it in a short or abrupt manner, but with greatest possible attention and at the same time they are to avoid, as much as possible, engaging in unnecessary conversation with anyone. They shall, in a respectful manner, give their names and employee numbers to any person who may inquire of them the same . Employees shall not use their weapons except in self defense or in case of forcible or violent resistance of them in the discharge of their duties.

First Offense- 3 to 5 Days Suspension without pay;

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

D. Use of Violence; Excessive Force Resulting in Injury:

No employee shall willfully mistreat or use unnecessary violence to a prisoner or citizen. He/she must never use any weapon except in the most urgent cases of self-defense. Department personnel shall use only that degree of force which is necessary to perform official duties and shall not strike or use physical force on any person to the extent that injuries are inflicted except when necessary in self-defense, or in the defense of another, or to overcome actual physical resistance to arrest, or to prevent escape. Any use of force resulting in personal injury shall be reported in accordance with established procedures. No Deputy shall use his/her office with malice to oppress, persecute, or annoy any person.

First Offense- Suspension to Dismissal.

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E. Excessive or Unnecessary Force Not Resulting in Injury:

All employees of this Department shall use only that degree of force necessary to perform official duties, and shall not strike or use physical force on any person except when necessary in self- defense, or in defense of another, or to overcome actual physical resistance to arrest, or to prevent escape.

First Offense- 1 to 10 Days Suspension without pay;  
Second Offense- Dismissal.

F. Drawing of Firearm:

No Deputy will draw his/her firearm from its holster except under the following circumstances:

1. In anticipation of self-defense or in defense of another;
2. During weapons inspections before going on duty;
3. On the pistol range during scheduled practice.

Careless, frivolous or any other unnecessary display of the firearm will not be tolerated at any time, whether the weapons is loaded or not.

First Offense- 1 to 30 Days Suspension without pay to  
Dismissal.

G. Use of Deadly Force:

Department personnel shall use deadly force only in accordance with established procedures of the Laurens County Law Enforcement Center governing the use of Deadly Force, and shall not violate such procedures even when use of deadly force is authorized by Georgia Law.

First Offense- Dismissal.

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H. Confidentiality of Address and Telephone Number:

The address and phone number of all employees is confidential. Such information may only be released when authorized by a Supervisor or by the consent of the personnel concerned.

First Offense- Written Reprimand to 3 Days Suspension without pay;

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

I. Use of Radio Procedures:

All personnel will follow the proper radio procedures, according to the established policy.

First Offense- Verbal Reprimand

Second Offense-Written Reprimand;

Third Offense- 1 to 10 Days Suspension without pay;

Fourth Offense- Dismissal.

J. Gossip:

Department personnel shall not engage in or convey gossip, detrimental to other personnel or acting in a manner calculated to create disturbance or dissension within the department.

First Offense- Verbal Reprimand

Second Offense- 1 to 3 Days Suspension without pay;

Third Offense- 4 to 10 Days Suspension without pay;

Fourth Offense- Dismissal.

K. Incurring Debts:

No member of the Department shall obtain credit by virtue of their being employed by Laurens County. He/She shall pay, within a reasonable time, all contract debts they incur.

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First Offense- Verbal

Second Offense- Written reprimand to 3 Days Suspension without pay;

Third Offense- 3 to 5 Days Suspension without pay;

Fourth Offense- Dismissal.

L. Correspondence:

Department personnel shall not use the Department Letterhead or stationary without proper authorization from their Supervisor.

First Offense- Written reprimand to 3 Days Suspension without pay;

Second Offense- 3 to 5 Days Suspension without pay;

Third Offense- Dismissal.

M. Public Appearances - Speeches:

Department personnel shall secure the consent of the Sheriff or the Chief Deputy prior to making any public appearance, speech or publishing of any article with information which is not within their official duties.

First Offense- Written reprimand to 5 Days Suspension without pay;

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

N. Out-side Employment:

All employees of the Laurens County Law Enforcement Center, whether they be sworn officers or civilian personnel, are on notice that the business of this Department is their primary business and takes priority over any out-side employment. All employees should, at all times, be prepared to act on immediate notice that their services are required. All certified officers and civilian employees shall be considered continuously on duty. Prior approval from the Sheriff or Major shall be required for any outside employment. Refusal to terminate such employment, at the discretion of the Sheriff, shall be grounds for Dismissal.

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Any certified officer wishing to work part time as a private detective must have the approval of the Sheriff and at no time will anyone work as a private detective without complying with the rules and regulations of this office and with the State Law which requires a private detective license by the Board of State Examiner.

O. Dismissal of Law or Ordinance Violations:

Members of this Department shall not dismiss any felony charge or request a nol-pros of the charges against an arrested person unless there is sufficient good reason . Consultation with the Prosecuting Attorney in such cases if often necessary and required in order to request a nol-pros of charges before the court.

First Offense- 1 to 3 Days Suspension without pay;  
Second Offense- 4 to 10 Days Suspension without pay;  
Third Offense- Dismissal.

P. Dishonesty, Violation of Laws:

Employees of this Department will be honest at all times. Employees will not violate any criminal law or be involved in any immoral or disorderly conduct.

First Offense- Verbal Reprimand, Written Reprimand or up to 30 Days Suspension without pay to Dismissal.

Q. Recommending Attorneys or Bail Bondsman:

Department personnel shall not recommend or suggest to any person arrested or to any prisoner, or to any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman. Representatives of bonding companies will not be permitted to loaf or loiter within or about the Laurens County Law Enforcement Center .

First Offense- Verbal Reprimand  
Second Offense- Written Reprimand to 10 days Suspension with out pay.  
Third Offense- Dismissal

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R. Bonding Agencies:

Department personnel shall not become surety or guarantor, or go on the bond of, or furnish bail for any person arrested and charged with a crime except members of their immediate family, and then only upon authorization of the Sheriff.

First Offense- Verbal Reprimand

Second Offense- Written reprimand to 5 Days Suspension without pay;

Third Offense-Dismissal.

S. Rewards:

No employee shall receive any present, fee or reward for Police Service from any Company or Individual that may expect a service or favor in return.

First Offense- Written Reprimand to Dismissal.

T. Use of Prescribed Drugs While On Duty:

All employees shall ascertain the likely effect of prescribed drugs, from the prescribing physician, before reporting for duty.

Each employee shall obtain the approval of their Superior Officer before reporting for duty while taking lawfully prescribed medications likely to impair normal physical and mental faculties.

First Offense- Written reprimand to 5 Days Suspension without pay.

Second Offense- 5 to 10 Days Suspension without pay;

Third Offense- Dismissal.

U. Use of Alcoholic Beverages:

All members of the Department are strictly prohibited from drinking alcoholic beverages while on actual duty. Under no circumstances will any employee be allowed to be on the premises of the Laurens County Law Enforcement Center if they are under the influence of any alcoholic beverages, whether they are on duty or off duty. If they are a uniformed officer, and off duty, they will not drink alcoholic beverages with their uniform on.

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First Offense- Dismissal

- V. Alcoholic Beverages in Laurens County Law Enforcement Center.

No alcoholic beverages shall, upon any pretext, be introduced into the department except for medical or evidentiary purposes and then only when ordered by the Sheriff or physician in charge.

First Offense- 1 to 30 Days Suspension without pay to Dismissal.

- W. Unfitness for Duty Due to Alcohol or Drugs:

Each employee shall keep themselves fit for duty and shall not become unfit for regularly assigned duty because of excessive use of intoxicating or alcoholic beverages or drugs to the extent normal faculties are impaired as defined as law. Lawfully prescribed medicines taken in conjunction with legitimate sick leave shall be expected.

First Offense- Written reprimand to dismissal.

- X. Abuse of Official Identification:

Department employees shall maintain the security of official identification and shall not lend the identification card or badge to another person, or permit them to be photographed or reproduced, without the approval of the Sheriff.

First Offense- Dismissal.

- Y. Improper use of Official Position:

Department employees shall not use their official position to gain free admission to any public event or place of amusement, except in the course of official duties or as authorized by the Sheriff.

First Offense- Verbal

Second Offense- Written Reprimand to 3 Days Suspension without pay;

Third Offense- Dismissal.

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AA. Misdirected Action- Interfering with Official Investigation:

Employees shall not intentionally interfere with cases being handled by other officers of the Department or other governmental agencies, not undertake any investigations or other official action not part of their regular duties unless ordered to do so by a Supervisor, unless the intervening officer believes that failure to act would result in an injustice, or circumstances of the situation require immediate action.

First Offense- Verbal

Second Offense- Written reprimand to 10 Days Suspension without pay;

Third Offense- Dismissal.

BB. Misdirected Action of Personnel Under Investigation:

Department employees against whom a complaint has been made shall not attempt directly or indirectly, by threat, appeal, persuasion, or the payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges or allegations.

First Offense - Dismissal.

CC. Recognitions and Exposure of Under-Cover Officers or Operations:

All employees shall protect the identity of officers engaged in covert operations, and shall not intentionally expose their identity or any related information about said operation.

First Offense- Dismissal.

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DD. Bulletin Board:

There shall be posted in a designated place of the Department, a bulletin board which will be used to convey needed information to all members of the Department. Each person will be held responsible for knowing what is on the bulletin board and making daily checks there of, except when they are off duty.

First Offense- Verbal Reprimand to Dismissal

EE. Defacing or Marring Facilities or Bulletin Board:

Department employees shall not mark, mar, alter or deface any printed or written notices placed upon the bulletin board or any part of the building or facilities.

First Offense- Verbal Reprimand to Dismissal

FF. Dissemination of Information:

Department employees shall treat the official business of the Laurens County Law Enforcement Center as confidential. Information regarding official business shall be disseminated only to those for whom it is intended by the Sheriff's Office, by authorized persons, and in accordance with established procedures. Personnel may remove or copy official records or reports only in accordance with the established procedures.

First Offense- Written reprimand to Dismissal.

GG. Communicating Criminal Information:

Department employees shall maintain the security of confidential information, and shall not intentionally communicate or give law enforcement information to another which may aid a person to escape arrest, or delay the apprehension of a criminal suspect or secure the removal of stolen or embezzled goods, or other property. Employees shall not intentionally divulge the identity of criminal information except as required by law and authorized by competent authority.

First Offense- Dismissal.

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HH. Handling Monies and Property:

Money and other property coming into the possession of Department employees which does not belong to such employee shall be delivered to the proper custodian, and a report be made of the transaction.

First Offense- Dismissal.

II. Processing Property and Evidence:

Property and evidence which has been received in connection with official Department duties, will be processed in accordance with established procedures. Employees shall not convert to their own use, manufacture, conceal, destroy, remove, or tamper with evidence or seized property except in accordance with established procedures.

First Offense- Dismissal.

JJ. Association with Dissident Groups:

Employees shall not knowingly associate with any person or organization which advocates or is instrumental in fostering hatred or persecution of any person or group of persons, nor shall they knowingly associate with any person or group which advocates overthrow of the United States Government.

First Offense- Dismissal.

KK. Association with Criminals:

Department personnel shall avoid regular or continuous associations or dealings with persons who they know or should know are persons under criminal investigations or indictments, or persons who have criminal or immoral reputation in the community, except as necessary in the performance of official duties.

First Offense- Verbal Reprimand to Dismissal.

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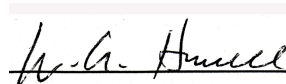
- LL. Employees with relatives or friends incarcerated in the Laurens County Law Enforcement Center:

Employees of the Laurens County Law Enforcement Center will abide by the same rules as the General Public concerning the visiting of relatives or friends that are incarcerated in this facility. The employee must be listed on the inmates visitation list and will only be allowed to visit during the scheduled visitation time.

Employees may make requests for special visits to the Jail Administrator . But this must be approved by the Sheriff or the Major.

Investigators that are working a case that involves an inmate that is a relative or close friend must discuss this with their supervisor for possible re-assignment.

First Offense- Written Reprimand to Dismissal

  
**W. A. HARRELL**  
**SHERIFF**

**LAURENS COUNTY, GEORGIA**

**04/28/2008**  
**EFFECTIVE DATE**