



# East Hartford Police Department

## General Order 50.00.00



### Title: Misconduct Investigations and Disciplinary Procedures

Effective Date: December 5, 2018

Rescinds: General Order 50.00.00 (Revision Dated: 05/11/2017)

Issuing Authority: Chief Scott M. Sansom

Distribution: All personnel

Security Class/Risk Assessment: FOI/H

Time Sensitive: Per Complaint/Annual Summary/Training

### PURPOSE

To establish a set of policies and procedures for the East Hartford Police Department (EHPD) regarding the acceptance, processing, investigation of, taking appropriate action upon, and resolving complaints made by a member(s) of the public and/or fellow employees, relating to alleged misconduct/malfeasance committed by EHPD and/or one of its employees.

### POLICY

- I. **All persons** are encouraged to bring forward legitimate complaints regarding misconduct/malfeasance alleged to have been committed by EHPD and/or any of its employees. EHPD will conduct a fair and impartial investigation of **all** alleged complaints of EHPD misconduct/malfeasance to determine their validity. These complaints can be made in person (verbally or written), by telephone (includes TTY or TDD), mail, facsimile, electronically (email), anonymously, and/or by third party. (CALEA 26.2.1)
- II. All EHPD employees are **strictly prohibited** from the following actions:
  - A. Discouraging, obstructing, or delaying any person from making a complaint of misconduct/malfeasance against EHPD and/or any of its employees.
  - B. Refusing to assist a person wanting to formally file a misconduct/malfeasance complaint against EHPD and/or any of its employees.
  - C. Taking any type of malicious retaliatory action against a person who makes a complaint of alleged misconduct/malfeasance against EHPD and/or any of its employees.
  - D. Questioning any complainant about their immigration status during the complaint intake process.
- III. EHPD employees will be subject to disciplinary action for: withholding information, failing to cooperate with departmental investigations, and/or failing to report alleged misconduct/malfeasance committed by fellow EHPD employees to a supervisor.
- IV. Violations of the EHPD General Orders, Rules and Regulations, and any other written directive currently in effect; applicable sections of the Town's Charter, Code of Ordinances, Policies, and Personnel Rules and Merit System, as well as the laws of the State of Connecticut and/or the United States will subject the offender to disciplinary action. This action may take the form of training, counseling, a reprimand (verbal and/or written), demotion in rank and/or suspension, or dismissal from employment. All disciplinary and/or non-disciplinary corrective actions resulting from a misconduct/malfeasance investigation must be warranted and imposed in a timely manner.
- V. The Chief of Police or designee will ensure the public and EHPD employees have access to English and Spanish versions of EHPD's Civilian Complaint Form (Form #039), Instructions for Filing a Civilian Complaint (Form #039A), and "Citizens' Guide To Making Complaints, Inquiries, And Commendations." Additionally, The Chief of Police or designee will ensure the public and EHPD employees have access to this Order. All the documents noted in this section will be available at the East Hartford Public Safety Complex, the East Hartford Town Hall, and online at <https://www.easthartfordct.gov/police-department/pages/making-a-compliment-or-complaint>. (CALEA 26.2.4)



# East Hartford Police Department

## General Order 50.00.00



### DEFINITIONS

- I. Assigned Investigator: Any sworn supervisor, regardless of rank, title, or assignment, who is assigned to conduct an Internal Affairs (I.A.) Investigation. The investigator is designated as the official representative of the Chief of Police, requiring all employees to fully cooperate with the investigation, and respond to all questions, regardless of rank, title, or position.
- II. Complaint: An allegation, from any source, of circumstances amounting to a specific act or omission which, if proven true, would amount to employee misconduct, or an expression of dissatisfaction from an external source with a policy, procedure, practice, or level of service of the agency.
- III. Complaint Control Number: A unique numerical or alphanumerical code used to identify and track citizen complaint investigations (EHPD's Professional Standards Bureau utilizes a Reference Number (RN#) and/or an Internal Affairs Number (I.A.#) as "Complaint Control Numbers").
- IV. Complainant: Any person who files a complaint regarding misconduct/malfeasance on the part of EHPD and/or one of its employees.
- V. Discipline: Action imposed by the Chief of Police against any EHPD employee as the result of a sustained internal affairs investigation including, but not limited to: training; counseling; reprimand (verbal and/or written); demotion in rank and/or suspension; or dismissal from employment.
- VI. Employee: A person employed (full-time or part-time) by the EHPD, whether sworn or non-sworn.
- VII. Explanatory Report: A report prepared by an EHPD employee who is the subject of an investigation.
- VIII. Informational Report: A report prepared by an EHPD employee who is a witness or may possess information related to a complaint of misconduct/malfeasance.
- IX. Internal Affairs (I.A.) Complaints: Complaints involving actual or alleged violation(s) of the EHPD Rules and Regulations, General Orders, Directives and policies currently in effect, the Town of East Hartford Charter, Code of Ordinances, and Personnel Rules and Merit System, and/or laws of the State of Connecticut or the United States, or that violate a CBA; and may subject the offender to discipline.
- X. Internal Affairs (I.A.) Unit: The designated unit with primary responsibility to conduct investigations of administrative or citizen complaints of misconduct/malfeasance.
- XI. Just Cause: A reason for the disciplinary action to be taken, which is supported by investigation prior to discipline being administered.
- XII. Malfeasance: Illegal or dishonest activity especially by a public official.
- XIII. Misconduct: Misconduct is defined as any act or omission by an employee that violates a criminal law or regulation of the United States or that violates Connecticut State Law, the Town of East Hartford Charter, Code of Ordinances, and Personnel Rules and Merit System, or that violates EHPD Rules and Regulations, General Orders, Directives and policies currently in effect, or that violates a collective bargaining agreement (CBA).
- XIV. Subject Employee: The employee identified in any complaint, if known.
- XV. Sworn Supervisor: A supervisor holding the rank of Sergeant or above.

### PROCEDURES

- I. Internal Affairs (I.A.) Unit
  - A. The Professional Standards Bureau (PSB) Deputy Chief is ultimately responsible for EHPD's I.A. activities. Additionally, the PSB Deputy Chief reports to the Chief of Police to ensure that all pertinent I.A. information is provided directly. The PSB Deputy Chief will have an I.A. Unit that is responsible for handling EHPD's daily I.A. activities, which include, but are not limited to:
    - 1. Reviewing and determining the severity, nature, facts and circumstances of every complaint and ensuring all documentation has been thoroughly and accurately completed.
    - 2. Recommending the type of complaint(s) to be investigated by the I.A. Unit, as well as by other sworn supervisors.
    - 3. Providing proper notification to the subject employee(s) and complainant(s).



# East Hartford Police Department

## General Order 50.00.00



4. Ensuring a thorough, fair and impartial investigation of **every** complaint received, regardless of the method of receipt.
5. Recommending or assigning an investigation, including 30-day preliminary investigations, to a division, unit, supervisor, or investigator through the appropriate chain of command.
6. Reporting to the PSB Deputy Chief, including the Chief of Police, the status or results of an investigation, any recommendations and the resolution of that investigation.
7. Identifying and recommending for investigation and prosecution any criminal misconduct discovered on the part of any employee of EHPD during the course of an I.A. investigation.
8. Preparing suggested revisions of Town or EHPD written directives where existing deficiencies have been a contributing factor to misconduct.

### II. Initial Receipt and Handling of Complaints

- A. All EHPD employees **will assist** persons wanting to file an alleged complaint of misconduct/malfeasance against EHPD and/or one of its employees. This assistance includes, but is not limited to:
  1. Referring the complainant to an on-duty Patrol supervisor when any employee is contacted by a complainant in person or by telephone at EHPD headquarters. This includes when any EHPD employee receives a complaint about their own conduct. **Sworn supervisors from other Bureaus can be called upon to handle the initial receipt of these complaints when an on-duty Patrol supervisor is unavailable.**
  2. Explaining EHPD's complaint procedure and/or providing EHPD's brochure on "Citizens' Guide To Making Complaints, Inquiries, And Commendations," providing a Civilian Complaint Form & Instructions, as well as providing assistance in completing the EHPD Civilian Complaint Form. **NOTE:** Complainants will receive assistance with filling out the Form #039 when there is a language/literacy barrier. When necessary, this assistance can be provided during follow-up activities. The identifying information of person(s) providing such assistance **must be** recorded on the Form #039.
  3. Requesting a sworn supervisor to the field to meet with a complainant wanting to report an allegation of misconduct/malfeasance. Complainants will be directed to EHPD headquarters to file their complaint when a sworn supervisor is unable to respond and/or the complainant is unable to wait. In this case, the employee will obtain the complainant's contact information and a brief description of their complaint. As soon as possible, the employee will notify a sworn supervisor about the allegation. Additionally, the employee will explain the complaint process and/or provide resources for making such complaint (Refer to POLICY-V of this Order). Furthermore, the employee will tell the complainant that a sworn supervisor will contact them about their complaint before the end of the next business day.
- B. All complaints received by mail, FAX, or email will be forwarded as soon as possible to the Chief of Police or designee through Chain-of-Command. (CALEA 26.3.2)
- C. EHPD recognizes its employees may encounter misconduct that involves a fellow employee. Employees witnessing a fellow employee's misconduct will report the misconduct either in writing or verbally to an immediate sworn supervisor, an on-duty Patrol supervisor, or any other available sworn supervisor.
- D. All complainants, except anonymous, will receive a letter from the Chief of Police or designee within five (5) business days, verifying the complaint was received, that a Complaint Number was assigned, that they will be notified in writing as to the outcome of the complaint, and that they may contact the assigned investigator at any time for information about the investigation.

### III. Validity and Timeliness of Complaints

- A. **Complaints Made by Persons under the Influence of Alcohol or Drugs:** When a person who is noticeably intoxicated or impaired wishes to make a complaint, they will be encouraged to wait until the earliest opportunity after regaining sobriety. When a sworn supervisor determines the circumstances require immediate action, preliminary details of a complaint should be taken, when available, regardless of the person's sobriety. The I.A. designated sworn supervisor or assigned investigator should re-interview the person after they regain sobriety.



# East Hartford Police Department

## General Order 50.00.00



- B. **Delayed or Untimely Complaints:** Complaints of misconduct/malfeasance will be accepted regardless of when the alleged misconduct/malfeasance occurred. Although allegations of criminal behavior may be made past the expiration of the applicable statute of limitations and criminal prosecution may no longer be possible, a criminal violator may still be held accountable administratively.
- C. **Complainants Fearing Retaliation Associated With Filing a Complaint:** When a complainant expresses fear of retaliation as a result of filing a complaint, they should be asked to provide the basis for their fears, be assured those fears will be taken seriously, and if possible, the information provided should be noted in the complaint. This allows the I.A. designated sworn supervisor or assigned investigator to be aware of these fears and develop reasonable strategies to assist the complainant in dispelling those fears.

#### IV. Role and Authority of Sworn Supervisors (CALEA 26.1.5)

- A. Sworn supervisors **will document all complaints** to include the date, time, location, nature of the complaint, and complainant's information (name, address, date of birth, telephone number, or any other contact information if provided), date and time the complaint was received, and the name of the employee receiving the complaint, and if known the subject employee of the complaint. This information will be documented utilizing the Complaint/Notification, Form #038 and the Civilian Complaint Log Sheet, Form #093.

**NOTE:** EHPD requires a record even when a complaint might be defined as frivolous. The completed Complaint/Notification, Form #038 will then be forwarded up through the chain of command. Once received, the Chief of Police or designee will then review the complaint.

- B. EHPD sworn supervisors are granted the authority to decide whether a misconduct/malfeasance complaint is best handled at their level of intervention or through the official departmental complaint process. Sworn supervisors may attempt to resolve a complaint by an explanation of CT Statutes and/or EHPD policies and procedures, when applicable. This applies to incidents in which the complaint does not amount to misconduct; for example, an officer issuing a traffic citation, alleged rudeness on the part of an employee, tardiness, or insubordination. If supervisory intervention is utilized, or the complaint is handled at the Patrol supervisory level, the sworn supervisor will interview the complainant and the employee.

**NOTE:** The incident will be summarized on the Complaint/Notification Form #038 and forwarded to the Chief of Police through the chain of command.

- C. Sworn supervisors receiving a completed civilian complaint (Forms #039, #039A) will ensure that the complaint forms are properly completed and signed by the complainant, and notarized. Complaints **will still be accepted and investigated**, even when a complainant refuses to sign complaint Forms #039 and #039A. The refusal and/or lack thereof of a complainant's signature will be noted on the forms. Sworn supervisors will provide a copy of the completed Form #039 to the complainant.
- D. In the best interest of EHPD, the Town, and/or public safety; a sworn supervisor can relieve an EHPD employee from their duty when based upon reasonable suspicion or the supervisor believes the employee is unfit to continue in their duties. As soon as practical, the sworn supervisor will notify EHPD's Command Staff through the chain of command (Refer to General Order 250.01.00).

#### V. Immediate Notifications: (CALEA 26.3.2)

- A. Under the following circumstances the employee's Bureau Deputy Chief, PSB Deputy Chief and the Chief of Police will be immediately notified (Refer to General Order 250.01.00) of **any complaint** against EHPD and/or one of its employees alleging:
  - 1. Any discharge of a firearm;
  - 2. Any use of force resulting in the death or serious injury to a person.
  - 3. Any motor vehicle collision resulting in the death or serious injury to a person;
  - 4. Any felony and/or serious allegations of misconduct, (e.g., criminal misconduct).
- B. If an EHPD employee is arrested, criminally summoned, advised that there is a valid arrest warrant issued by another law enforcement agency, or is the subject of a civil restraining order, such employee will immediately notify the on-duty Watch Commander, who is responsible to initiate the Command Notification process (Refer to General Order 250.01.00).





# East Hartford Police Department

## General Order 50.00.00



### VI. Classifying EHPD Misconduct/Malfeasance Complaints

- A. Once received by the Chief of Police or designee, the completed EHPD Complaint/Notification Form #038 will be reviewed along with any supporting documentation to determine how the complaint will be classified. After reviewing the Form #038, the Chief of Police or designee will classify and sign the EHPD Form #038. The following classifications are used on the Form #038:
1. Reference Number Only – Information;
  2. Reference Number Only – Supervisor Action Taken;
  3. Refer Back to the Supervisor with Instructions;
  4. Thirty (30) Day Preliminary Investigation;
  5. Internal Investigation; or
  6. Other.
- NOTE: After classifying and signing the EHPD Form #038, the Chief of Police or designee will forward EHPD Form #038 and all supporting documentation to the PSB Bureau Deputy Chief.
- B. Nothing in this Order precludes the Chief of Police or designee from:
1. Completing a misconduct/malfeasance complaint investigation when the complainant wants to withdraw their complaint;
  2. Referring an I.A. investigation to an outside agency when such action is in the best interest of EHPD, the Town, justice, or a combination thereof;
  3. Initiating a separate criminal investigation when warranted.

### VII. Internal Affairs Investigative Process

- A. The Chief of Police has primary oversight and authority over the investigation of misconduct/malfeasance complaints made against EHPD and/or its employees. Therefore, the Chief of Police or designee will ensure that all received complaints are processed, classified and investigated thoroughly as set forth in this Order.
- B. The types of complaints to be handled by the I.A. Unit include, but are not limited to allegations of: excessive use of force; civil rights violations; corruption; and criminal misconduct.
- C. EHPD I.A. investigations will be completed in accordance with time limits set forth in the subject employee's CBA. Otherwise, said time limits will adhere to the Town's Personnel Rules and Merit System and this Order. For "good cause", the Chief of Police has the authority to grant investigative time extensions, which will be in accordance with the applicable CBA or the Town's Personnel Rules and Merit System. (CALEA 26.3.3)
1. After signing the EHPD Form #038, the Chief of Police or designee will assign an investigator to review the complaint and conduct the investigation. The Chief of Police or designee may assign the investigation to someone other than an I.A. Investigator. (CALEA 26.2.1)
  2. The Chief of Police can place any EHPD employee on administrative leave, with pay, while an I.A. investigation is being conducted. This form of leave is a temporary administrative action pertaining to an employee's physical and/or psychological fitness for duty or an allegation pending disposition of an I.A. investigation. The Chief of Police can set requirements for this leave, which may include, but are not limited to: prohibition from entering EHPD facilities for the duration of the investigation; and/or surrendering EHPD equipment (e.g., I.D., keys, badge, firearm). This leave is for investigatory purposes and is **non-punitive** in nature. This leave is grievable under the affected employee's CBA.
  3. In accordance with the subject employee's current CBA, the assigned investigator will provide the subject employee with written notice that they are the subject of an I.A. investigation. This notice includes a statement of the allegations, and the subject employee's rights and responsibilities relative to the internal investigation. A copy of the completed EHPD Form #038 will be attached to the notice. (CALEA 26.3.5)



# East Hartford Police Department

## General Order 50.00.00



NOTE: If a complaint alleges the subject employee(s) has committed a crime or where prior notification to the subject employee is reasonably likely to impede the progress of an investigation, result in the loss or destruction of evidence, or jeopardize the safety of any individual, the Chief of Police or designee may direct in writing that such notification be delayed, stating the reasons therefore and the anticipated extent of the delay. (CALEA 26.3.5)

4. The assigned investigator may direct the subject employee to: submit an explanatory report; be interviewed; or both. Such request will include the Garrity Warnings (EHPD Form #037).
  - a. During any I.A. interview, the subject employee is entitled (State MERA/Weingarten Rights) to have a union representative or attorney with them in the room. The role of the union representative or attorney is to provide the employee assistance/counsel while being interviewed. Such assistance/counsel must not interfere with the legitimate investigatory process.
  - b. At any time during an I.A. interview, should the subject employee become a suspect in a criminal act, the interview will cease immediately. The investigation will be promptly referred to the Chief of Police for further direction.
5. The assigned investigator may direct other EHPD employee(s) who may be a witness or have information relating to the complaint to: submit informational reports; be interviewed; or both.
6. Once the I.A. investigation is completed, the assigned investigator will submit the completed I.A. file to the PSB Deputy Chief or designee for review. This review ensures the investigative report is thorough, accurate, and objective. Additionally, the review ensures the file itself is complete. After this review, the I.A. File is forwarded to the Chief of Police or designee for a final review and approval. (CALEA 26.2.2)
  - a. A completed I.A. file contains an investigative report, which has a "Findings" section (conclusion of fact) that summarizes the investigation based upon fact.
  - b. The file also contains supporting documentation and any disciplinary history, if any.

### VIII. Final Disposition, Notifications, and Pre-Disciplinary Hearing

- A. Upon completing the I.A. investigation review and approval process, the Chief of Police or designee will classify each charge or allegation of misconduct/malfeasance. The following classifications are used for rendering a final disposition:
  1. **Unfounded:** The investigation determined by a preponderance of the evidence that the alleged complaint of misconduct/malfeasance did not occur.
  2. **Exonerated:** The investigation determined by a preponderance of the evidence that the alleged complaint of misconduct/malfeasance did not occur and/or the employee's actions were justified, lawful, and proper.
  3. **Not Sustained:** The investigation was unable to determine by a preponderance of the evidence whether or not the alleged complaint of misconduct/malfeasance occurred, or whether or not it was committed by the subject of the investigation.
  4. **Sustained – With No Discipline:** The investigation determined by a preponderance of the evidence that the alleged complaint of misconduct/malfeasance occurred and that it was committed by the subject of the investigation, but the facts and circumstances are of such a nature that formal discipline is not warranted.
  5. **Sustained – With Discipline:** The investigation determined by a preponderance of the evidence that the alleged complaint of misconduct/malfeasance occurred and that it was committed by the subject of the investigation.
- B. When a concluded I.A. investigation has determined that no violation(s) occurred and is classified with a final disposition of: unfounded; exonerated; or not sustained, the Chief of Police will notify the subject employee of the complaint's final disposition in accordance with the subject employee's current CBA.



# East Hartford Police Department

## General Order 50.00.00



- C. When the I.A. investigation concludes that a violation has occurred, **the Chief of Police or designee will conduct a Pre-Disciplinary (Loudermill) Hearing with the subject employee prior to rendering a final classification.** This hearing is informal and affords the subject employee an opportunity to give an explanation or make any statement regarding the complaint. At this hearing, the subject employee has the right to union and/or legal counsel representation of their own choosing.
1. The Chief of Police or designee will notify the subject employee in writing that they are being scheduled for a Pre-Disciplinary (Loudermill) Hearing. The notification provides the date, time, and location of the hearing. A copy of the I.A. investigation/reports is included with the notification.
  2. In accordance with the subject employee's current CBA, the Chief of Police will render a final disposition on the complaint, as well as whether discipline will be administered once the Pre-Disciplinary Hearing has concluded. The Chief of Police will notify the subject employee in writing as to the final disposition of the complaint.
- D. Upon the conclusion of the investigation, the Chief of Police or designee will promptly notify the complainant in writing as to the status and/or disposition of their complaint.

### IX. Administering Discipline

- A. In accordance with State Statute, the Town Charter, the Town Employees Rules and Merit System, and applicable CBAs, **only the Chief of Police may impose discipline against any EHPD employee, up to and including dismissal from employment.** The Chief of Police or designee can administer discipline to EHPD employees through one or more of the following means: (CALEA 26.1.4a-c)
1. Discipline administered through training, counseling or a combination thereof;
  2. Discipline administered through:
    - a. Reprimand (verbal and/or written);
    - b. Suspension from duty with or without pay;
    - c. Demotion in rank;
    - d. Dismissal from employment.
- B. The Chief of Police or designee will notify the subject employee in writing in accordance with their respective CBA after deciding the type of discipline to be administered. EHPD employees dismissed from employment will receive additional information in their discipline notification: (CALEA 26.1.7a-c)
1. The reason for dismissal; and
  2. The effective date of dismissal.
- NOTE:** Dismissed employees will be referred to the Town's Human Resources Department for documentation on the final status of their fringe/retirement benefits post-dismissal.

### X. Disciplinary Appeal Procedures

EHPD employees must adhere to the grievance procedures of their respective CBA and/or the Town of East Hartford's Employees Rules and Merit System when appealing discipline administered upon them. (CALEA 26.1.6)

### XI. Storage, Retention and Disposal of Records

- A. To protect the confidentiality of all I.A. files and/or records, these files will be kept secured in the I.A. Unit office closet when not in direct use or review by authorized employees. (CALEA 26.2.2)
- B. All I.A. files and records created during the course of an I.A. investigation will be categorized upon the disposition of the case. I.A. investigation case files and all supporting documentation will be stored within a secure area located in the I.A. Unit office in accordance with the State of Connecticut Municipal Records Retention Schedule M-7, Section K, "Public Safety Employees Records," as follows (minimum standards). I.A. case files and records will be categorized as a Category M7-690, M7-700, or M7-710 Record as defined below. (CALEA 26.2.2)
1. **CATEGORY M7-690:** These records will be retained for duration of employment plus 30 years (Investigations where discipline or action greater than a written reprimand or supervisory counseling was imposed. This includes psychological/medical evaluation, additional training, referral to the Employee Assistance Program, Letter of Reprimand and/or suspension/dismissal.



# East Hartford Police Department

## General Order 50.00.00



2. CATEGORY M7-700: These records will be retained for five (5) years from the date the case was closed. (Investigations where no discipline greater than a written reprimand was imposed and no litigation has been initiated; this includes cases which are limited to supervisory counseling and verbal warnings reduced to writing).
  3. CATEGORY M7-710: These records will be retained for current year plus two (2) years (This includes all cases where the allegations were unsubstantiated, not sustained, or the employee was exonerated of the charges against them).
- C. EHPD I.A. investigation records will be disposed of only after receiving the official signed approval from the State Office of the Public Records Administrator (Records Disposition Authorization Connecticut Towns, Municipalities, and Boards of Education Form RC-075). (CALEA 26.2.2)
- D. The retention and disposal of all EHPD disciplinary records will be in accordance with State's Records Retention Schedule (M2-075 and M2-080). Disciplinary records will be disposed of only after receiving the official signed approval from the State Office of the Public Records Administrator (Records Disposition Authorization Connecticut Towns, Municipalities, and Boards of Education Form RC-075). (CALEA 26.1.8)

NOTE: Retention periods established in this policy are minimum retention requirements. Records may be retained for longer periods of time as deemed necessary by the Chief of Police.

### XII. Annual Activities

- A. Annually, the PSB Deputy Chief or designee will compile a statistical summary based upon departmental records of received complaints of EHPD employee misconduct/malfeasance. This summary is available online to the public and EHPD personnel at <http://www.easthartfordct.gov/police-department> (Year in Review Report).
- B. Annually, the PSB Deputy Chief or designee will review this Order to ensure it remains current with applicable statutory requirements, case law, CBAs, and standardized policing practices. Any necessary revisions to this Order will be implemented as soon as practical.

### XIII. Training

- A. All new EHPD employees will receive basic training on their role and responsibilities for handling employee misconduct/malfeasance complaints during their initial probationary period.
- B. Sworn supervisors will receive training regarding their role, responsibilities, and authority for handling employee misconduct/malfeasance complaints and investigations during their probationary period after being promoted.
- C. On a triennial basis, all EHPD employees will receive refresher training on their role and responsibilities associated with misconduct investigations and disciplinary procedures.

----- **END** -----