

S O U T H B E N D
P O L I C E
D E P A R T M E N T

DISCIPLINE MATRIX



South Bend Police Department Discipline Matrix

Category	Description	Examples	Presumptive Discipline		
A	Single minor policy violation Minimal negative impact on Department image or operations	<ul style="list-style-type: none"> • Seatbelt violation • Non-criminal traffic infractions • Low-speed traffic collision without injury • Rude comments or gestures • Tardiness • Clothing or uniform violations • Loss or damage of property of City or public • Loss of Badge • Failure to advise of address or telephone change • Failure to respond to radio 	<i>Consider prior 3 years for Category A</i>		
			1st violation: Oral Reprimand, training, coaching	2nd violation: written reprimand	3rd violation: 2-day suspension
B	Repeated minor policy infraction More than Minimal Negative Impact on Department image or operations, relationships with other officers, or the community	<ul style="list-style-type: none"> • Repeated violations from Category A • Property damage/loss of department property • Preventable collision with minor injury • Unauthorized leave • Failure to have secondary employment approved • Late submission of report • Using Dept. equipment during secondary employment without prior authorization • Failure to identify self to civilian • Failure to ensure functional recording equipment • Failure to upload recording • Failure to follow proper procedures in recovery or collection of evidence • Failure to properly maintain firearm • Failure to follow procedures for preliminary or follow-up investigations • Failure to perform assigned duties as a supervisor • Absent without leave or permission 	<i>Consider prior 4 years for Category B</i>		
			1st violation: Written reprimand	2nd violation: 3-day suspension	3rd violation: 5-day suspension

		<ul style="list-style-type: none"> • Failure to appear in court or lack of preparedness for court • Unauthorized ride-a-long • Sleeping on duty • Failure to follow chain of command or obtain supervisor's approval 			
C	<p>Major policy infraction</p> <p>Pronounced Negative Impact on Department operations, relationships with other officers or the community</p>	<ul style="list-style-type: none"> • Repeated violations from Category B • Loss of evidence • Loss of gun • Insubordination • Prohibited secondary employment • Working on leave without authorization • Improper storage or release of evidence • Improper recovery of found or abandoned property • Improper storage or release of property • Accidental discharge of weapon • Failure to secure firearm on or off duty • Failure to take police action while on duty • Failure to submit a report • Failure to make required arrest • Improper search, seizure, or entry • Failure to take appropriate action as a supervisor • Failure to prove appropriate scene supervision • Unauthorized or improper use of criminal history databases • Unauthorized or improper access of BMV history or other law enforcement database • Unauthorized or improper dissemination of Department information • Leaving assignment without permission • Purchase or consumption of an intoxicant while on duty 	<i>Consider prior 5 years for Category C</i>		
			<p>1st violation: 3-day suspension</p>	<p>2nd violation: 6-day suspension</p>	<p>3rd violation: 10-day suspension</p>

D	<p>Major misconduct</p> <p>Significant negative impact on Department operations, relationships with other officers, or the community</p> <p>Actions contrary to core City values or involve substantial risk of public or officer safety</p>	<ul style="list-style-type: none"> • Repeated violations from Category C • Preventable collision with significant injury • Improper use of force with no injury • Failure to obey non-exigent order • Carrying an unauthorized firearm or ammunition • Failure to report firearm discharge • Failure to assist another officer while on duty • Arrest without probable cause • Unauthorized or improper dissemination of investigation information or documents • 	<i>Consider prior 7 years for Category D</i>		
			1st violation:	2nd violation:	3rd violation:
			12-day suspension	30-day suspension	60-day suspension
E	<p>Misdemeanor criminal conduct or severe misconduct</p> <p>Major negative impact on Department operations, relationships with other officers or the community</p> <p>Includes conduct that could effectively disqualify an officer from continued employment as a law enforcement officer</p>	<ul style="list-style-type: none"> • Repeated violations from Category D • Improper use of force with injury • Misdemeanor criminal act not resulting in physical injury • Ethical misconduct • Sexual harassment • Racial or ethnic harassment/discrimination • Sexual orientation harassment/discrimination • Religious harassment/discrimination • Failure to obey order in exigent circumstances • Untruthfulness or misrepresentation in reporting • Working secondary employment while on City time • Deliberate weapon discharge that does not endanger self or others • Failure to report an accident • Cheating on tests or other assignments • Obstructing or hindering a criminal or internal affairs investigation • 	<i>Consider prior 10 years for Category E</i>		
			1st violation:	2nd violation:	3rd violation:
			30-day suspension	60-day suspension	Termination

F	Felony criminal or severe misconduct Demonstrates serious lack of integrity, ethics, or character and includes conduct that would disqualify an officer from continued employment as a law enforcement officer	<ul style="list-style-type: none">• Repeated violations from Category E• Deliberate weapon discharge that endangers self or others• Preventable collision with death• Abuse/misuse of authority• Felony criminal act• Loss of certifications•	1 st violation: Termination
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AT A GLANCE:

PRESUMPTIVE DISCIPLINE FOR EACH CATEGORY OF VIOLATION

Number of violations	CATEGORY A (Consider prior 3 years)	CATEGORY B (Consider prior 4 years)	CATEGORY C (Consider prior 5 years)	CATEGORY D (Consider prior 7 years)	CATEGORY E (Consider prior 10 years)	CATEGORY F
1st	Oral Reprimand	Written Reprimand	3-day suspension	12-day suspension	30-day suspension and reduction in rank	Termination
2nd	Written Reprimand	3-day suspension	6-day suspension	30-day suspension	60-day suspension and reduction in rank	
3rd	2-day suspension	5-day suspension	10-day suspension	60-day suspension	Termination	

- The presumptive discipline may be increased or decreased depending on aggravating or mitigating factors expressed in writing.
- Coaching, training, or other tools, may be included with any discipline in Categories A-E.