


PINE BLUFF POLICE DEPARTMENT POLICY/PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 1215
	NEGLECT OF DUTY	ISSUE DATE 02/19/2008
	CHAPTER: PROFESSIONAL STANDARDS	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John Howell	TOTAL PAGES 4

I. PURPOSE

This policy is to set forth guidelines for the offense of Neglect of Duty

II. DEFINITIONS

Neglect of duty includes but is not limited to the following:

- A.** Being absent from work without reasonable notice or permission.
- B.** Arriving for work unfit for duty or failing to remain fit for duty during work hours.
- C.** Being less than alert or inattentative to job functions and responsibilities.
- D.** Being drowsy or sleeping on the job.
- E.** Leaving a duty station or assigned responsibility without permission.
- F.** Failing to follow prescribed department policy relevant to job duties and responsibilities
- G.** Willful neglect or misuse of and department funds, time, property, equipment, material or supplies.
- H.** A habitual lack of care

- I. Failure to cooperate includes, but is not limited to:
 1. Failing to make oneself available for an investigatory interview as set forth in Pine Bluff Police Department Policy 1200 (Office of Professional Standards Procedures).
 2. Failing to immediately and properly document/report incidents in accordance with state statutes, regulations, and/or agency policy.
 3. Misrepresentation or withholding of information relevant to an investigation or incident.
 4. Any other activity deemed by the Department to endanger the health, safety, or well being of citizens or department employees.

III. **POLICY**

A. **SUPERVISOR RESPONSIBILITIES**

Each supervisor shall:

1. Become familiar with and adhere to department policies and procedures regarding his/her job function and employee conduct.
2. Assign and relieve employees from duty in a manner to guarantee adequate coverage and to safeguard the lives and property of the citizens of Pine Bluff, the Pine Bluff Police Department, and the employee.
3. Report all unsafe and unhealthy work conditions to the appropriate supervisor or their designee upon discovery.
4. Take all appropriate steps to remedy unhealthy or unsafe work conditions within your scope of authority.
5. **NOTE:** If an employee is observed to be sleeping on duty, or in the judgment of the supervisor is not sufficiently alert or fit to remain on duty, the supervisor shall utilize the chain of command and confer with the respective Division Commander prior to relieving the employee from duty.

B. EMPLOYEE RESPONSIBILITIES

Each Pine Bluff Police Department Employee shall:

1. Become familiar with and adhere to department policies and procedures regarding his/her job function and employee conduct.
2. Report for and remain at work as scheduled.
3. Follow department policies regarding the reporting of absences.
4. Remain alert and attentive to job duties and responsibilities at all times.
5. Apply good judgment in fulfilling job duties and responsibilities.
6. Remain at the duty station or assigned responsibility unless relieved of duty by a supervisor or until the authorized relief is present. (As per Pine Bluff Police Department Policy 100 (Reporting for Duty))
7. Report promptly to the supervisor any work condition that, in the opinion of the employee, is unusual, dangerous or unsafe as well as any circumstances affecting the safety and well-being of citizens and employees.

C. TAKING MEDICATION WHICH MAY CAUSE DROWSINESS

1. Any employee who is taking medication, which may make the employee drowsy or less alert, shall report this fact to the appropriate supervisor prior to the shift starting of working hours.
2. If after the employee has reported for duty he/she feels the onset of drowsiness, the employee shall report this fact to the appropriate supervisor.
3. See Pine Bluff Police Department Policy 190 (Drug Testing Employees).

D. DROWSINESS OF A CO-WORKER

1. When two or more employees are on duty at the same time within the perimeter of the same duty station and one employee is observed to be drowsy, the co-worker(s) shall take reasonable steps to help that employee maintain a high level of alertness and attentiveness to duty.
2. If the co-worker feels that such steps are not having the desired results the co-worker shall immediately notify the appropriate supervisor.

E. LEAVING A DUTY STATION

If an employee finds it necessary to leave his/her duty station or assigned responsibility, the employee shall:

1. Seek and receive permission from the appropriate supervisor to be relieved from duty.
2. Leave the duty station only upon being relieved by a properly assigned co-worker or supervisor.

F. DETERMINING DEPARTMENT CORRECTIVE ACTION

If an employee is found to have neglected his/her duties, the Department shall immediately review the following criteria to determine if any disciplinary action should be taken:

1. The effect of the incident in relation to current department policies and procedures.
2. The employee's work history, including any previous measures taken to correct the employee if this is not the first incident.
3. The seriousness of the offense.
4. The employee's duties, responsibilities, and level in the organization.
5. The possible impact on the safety and well being of citizens and employees.
6. The circumstances surrounding the incident.
7. Any mitigating circumstances

G. PENALTY FOR NEGLIGENCE OF DUTY

1. The penalty for neglect of duty may include disciplinary action up to and including suspension and termination.
2. **NOTE:** An employee shall not be penalized for inability to perform duties due to legitimate medical reasons unless the employee fails to use medications or measures prescribed to alleviate or correct the condition.