



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

The Discipline Penalty Matrix and Rules of Conduct by Class of Offense

In order to be perceived as corrective and developmental, discipline must be fair and consistent to all employees. To accomplish this objective a system has been created by which the appropriate range of disciplinary penalties for sustained violations are established in advance. Command officers/administrators must still approve the selection of the selected penalty to ensure that it is within the guidelines of the matrix and give appropriate and consistent consideration to any mitigating circumstances.

Two Special Items to Note:

- Probationary Employees

Consistent with LPD collective bargaining agreements, probationary employees are not subject to just cause and progressive penalty requirements. **They may be disciplined and dismissed without using the LPD Discipline Penalty Matrix.**

- Specific LPD and City of Lansing Policies

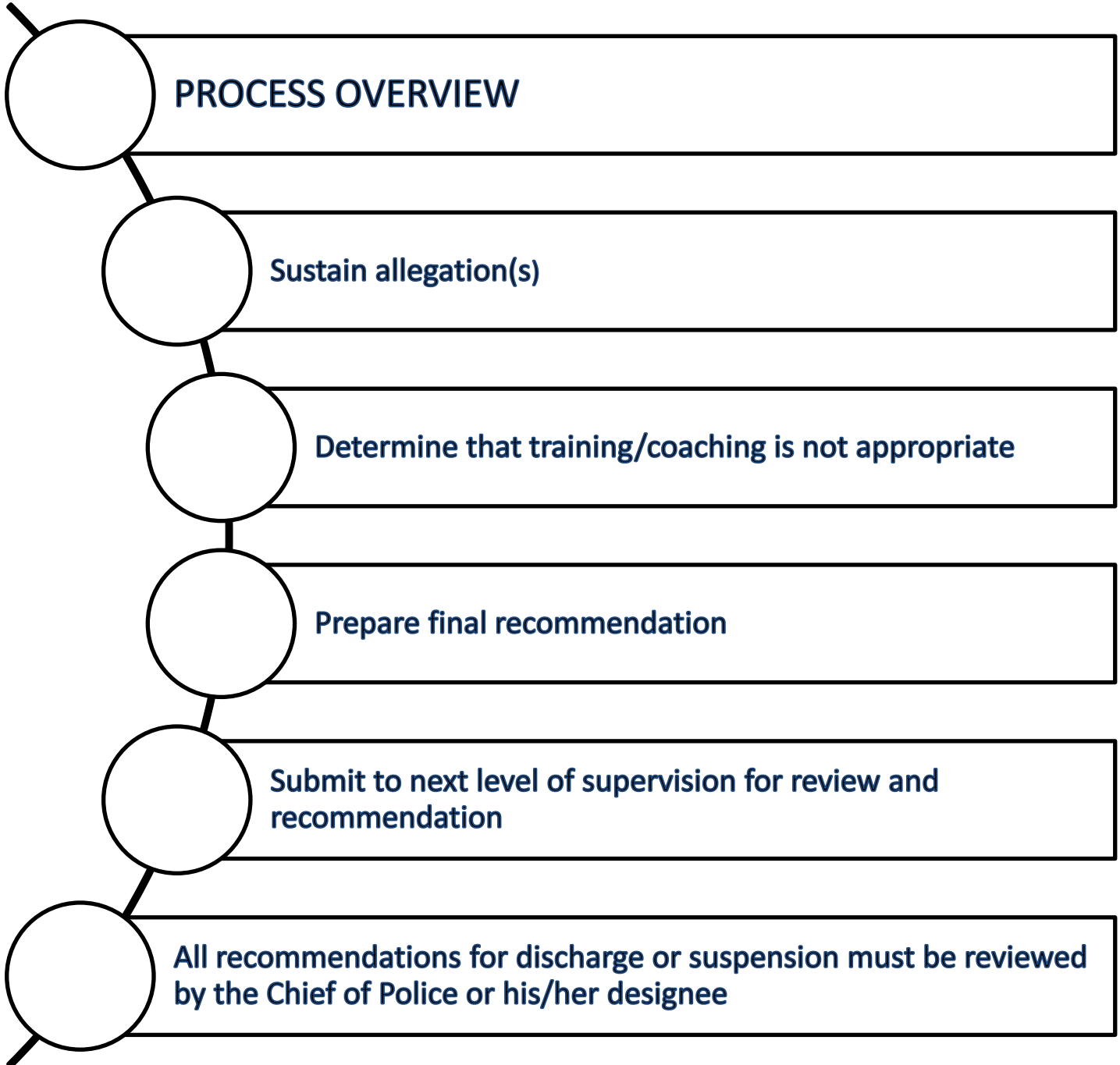
There are a number of specific LPD policies (e.g. Response to Resistance) and City of Lansing policies and ordinances (e.g. Ethics Ordinance, Sexual Harassment, Workplace Violence Prevention Policy, Computer Usage, etc.) that have specific disciplinary consequences for violations. The violation of such policies and how such violations have been handled in the past with other employees will be considered among other mitigating and aggravating factors as penalties are assessed.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL





Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

Discipline Matrix - Investigating Supervisor's Responsibility

After completing a citizen complaint or supervisor-initiated investigation that has sustained violations, supervisors will refer to the matrix to determine proper recommendations for discipline.

- The highest class violation among the violations will be designated the primary violation.
- Other sustained violations will be considered aggravating circumstances.
- If a single investigation sustains three or more violations of the same class, the discipline recommendation will be elevated to the next step within the matrix.
- The investigating supervisor will research the employee's discipline history within the previous two years, calculated from the date the employee actually received the discipline.
- Compounding is the process to elevate a rule violation classification from a lower class to the next higher class or a higher step within the same class.
- When a third similar class rule violation is sustained (separate investigations), the classification will be elevated to the next classification.
- The investigating supervisor will include with the investigation packet a memorandum detailing mitigating and aggravating factors for consideration by the reviewing command officer/supervisor.

Mitigating and aggravating factors are not limited to, but should include:

- **Commendations**
- **Training** - Specific to the behavior in question.
- **Seniority** - Weighed against the behavior in question based upon the factors surrounding the incident, such as experience, training, and circumstances of the event.
- **Circumstances of the incident** - e.g. was the employee - involved in legitimate City business (i.e. responding to a call, making an arrest, etc.), acting in the best interest of the department/community, acting with due regard for safety?
- **Culpability** - i.e. did the employee - act intentionally or with knowledge that the behavior amounted to a violation of policy, recklessly disregard factors that a reasonable person would have considered, act negligently?
- **Demonstrated** - Employee Attitude Toward the Behavior, i.e. does the employee accept responsibility for his/her action and strive to conduct his/herself within the Department rules.
- **Prior Discipline** - Within the time limits of collective bargaining agreements are there other specific notations regarding the specific behavior in question or warnings specific to this behavior?
- **Other Sustained Violations** - Additional counts or other violations shall be considered aggravating circumstances.
- **Three or More Violations of the Same Class** - If a single investigation sustains three or more violations of the same class, the discipline will be elevated to the next step within the matrix.
- **Third Similar Class Rule Violation Sustained** (separate investigations) - The classification will be elevated to the next class.



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

Mike Yankowski, Chief

Discipline Matrix Chart

1) Determine Highest Class Violation

2) Review Employee Two Year History (calculated from date employee actually received discipline)

Class	Step 1		Step 2		Step 3
A	Level 1 Supervisor Counseling with Counseling Notation or Verbal Warning (Teamsters)	← Mitigating Aggravating →	Level 1 or 2 Supervisor Counseling with Counseling Notation or Verbal Warning (Teamsters) Or Written Reprimand/Written Notice (Teamsters)	← Mitigating Aggravating →	Level 2 Written Reprimand Or Written Notice (Teamsters)
B	Level 2 Written Reprimand Or Written Notice (Teamsters)	← Mitigating Aggravating →	Level 3 One – Two Day Suspension Or Disciplinary Layoff (Teamsters)	← Mitigating Aggravating →	Level 4 Three – Ten Day Suspension Or Disciplinary Layoff (Teamsters)
C	Level 4 Three – Ten Day Suspension Or Disciplinary Layoff (Teamsters)	← Mitigating Aggravating →	Level 5 Thirty Day Suspension Or Disciplinary Layoff (Teamsters)	← Mitigating Aggravating →	Level 6 Dismissal or *Demotion Or Discharge (Teamsters)
D	Level 6 Dismissal or *Demotion/Discharge Teamsters				



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

Mike Yankowski, Chief

3) Determine if Mitigating /Aggravating Factors Exist (including but not limited to the following)

Commendations
Training - Specific to the behavior in question
Seniority - Weighed against the behavior in question based upon experience, training, and circumstance of the event.
Circumstances of the Incident - e.g. was the employee involved in legitimate City business (i.e. responding to a call, making an arrest, etc.), acting in the best interest of the department/community, acting with due regard for safety?
Cupability - Did the employee act intentionally or with knowledge that the behavior amounted to a violation of policy, recklessly disregard factors that a reasonable person would have considered, or act negligently?
Demonstrated - Employee attitude toward the behavior, e.g., does the employee accept responsibility for his/her action and strived to conduct himself/herself within Department rules?
Prior Discipline - Within the time frame of CBA are there other specific notations regarding the specific behavior in question or warnings for the specific behavior?
Other Sustained Violations - Additional counts or other violations shall be considered aggravating circumstances.
Three or More Violations of the Same Class - If a single investigation sustains three or more violations of the same class, the discipline will be elevated to the next step within the matrix.
Third Similar Class Rule Violation Sustained (separate investigations) - The classification will be elevated to the next class.

4) Documentation- If the investigating supervisor recommends discipline according to the matrix which does not result in a suspension, no additional documentation is necessary. If discipline recommendations include any amount of unpaid suspension or deviates from the matrix due to mitigating/aggravating factors, written documentation explaining which factors were taken into consideration and why must be included at ALL levels of review.



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

Mike Yankowski, Chief

Rules of Conduct by Matrix Class

Class A	Class B	Class C	Class D
<ul style="list-style-type: none"> 1.08 Sleeping on Duty 1.11 Employment Outside the Department 1.16 Use of Tobacco 1.21 Endorsements and Referrals 1.22 Identification 1.24 Courtesy 1.29 Personal Appearance 1.30 Political Activity 1.32 Telephone/Address Changes 1.39 Operating Vehicles 1.51 Expectations of Privacy 	<ul style="list-style-type: none"> 1.00 Responsibilities 1.01 Violation of Rules 1.05 Reporting for Duty 1.06 Neglect of Duty 1.09 Leaving Duty Post 1.10 Unsatisfactory Performance (A) 1.12 Alcoholic Use and Possession in Police Installations 1.14 Use of Alcohol or Drugs on Duty or While in Uniform 1.34 Intervention 1.38 Use of Department Property and Facilities (A) 1.50 Conduct Toward Co-Workers 	<ul style="list-style-type: none"> 1.02 Unbecoming Conduct 1.26 Associations 1.28 Public Statements and Appearances 1.33 Dissemination of Information 1.35 Departmental Reports (B) 1.36 Processing Property and Evidence (B) 1.45 Carrying and Use of Weapons 1.46 Arrest, Search, and Seizure 1.52 Conduct of Supervisors 	<ul style="list-style-type: none"> 1.04 Conformance to Laws (C Step 1/D) 1.13 Possession and Use of Drugs 1.17 Insubordination (B) 1.19 Gifts, Gratuities, Bribes, or Rewards 1.20 Abuse of Position (C) 1.37 Abuse of Process 1.41 Truthfulness 1.43 Treatment of Persons in Custody (C) 1.44 Use of Force (C) 1.49 Accountability, Responsibility, and Discipline 1.53 Probationary Employees

*Demotion applies only to Supervisory Unit personnel holding the rank of Sergeant demoted for disciplinary reasons into the Non-Supervisory Unit ranks. Demoted employees will retain sworn City seniority time for purposes of longevity bonus; leave time accrual rate and retirement. The date of the demotion will become the Non-Supervisory Bargaining Unit seniority date, which will be used for purposes of layoff, recall, promotion, vacation selection, and shift selection. The demoted employee will be placed on the salary schedule for PO1 at the step they were placed at the time of former promotion to the Supervisory Unit. To the extent that these provisions(s) may conflict with provisions of the Collective Bargaining Agreement based upon application of departmental and /or bargaining unit seniority, the conflict is intentional and applies only to the limited circumstance of the demotion of a Supervisory Bargaining Unit member demoted into the Non-Supervisory Unit pursuant to disciplinary action.



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

RULES OF CONDUCT

By Class of Offense

A

Class A offenses are generally minor violations or disregard of policy.

1.08 Sleeping on Duty A

- Employees will remain awake while on duty. If unable to do so, they will report to a supervisor, who will determine the proper course of action.

1.11 Employment Outside the Department A

- Employees may engage in off-duty employment subject to the following limitations:
- Such employment will not interfere with the employee's employment with the Department.
- Employees will submit a written request for off-duty employment to the Chief of Police; whose approval is required prior to engaging in such employment.

1.16 Use of Tobacco A

- Employees will not use tobacco in any form when they are actively engaged in dealing with the public or on any premises or in any vehicle owned, leased or rented by the Department; or where otherwise prohibited by law. Tobacco in any form includes, but is not limited to cigars, cigarettes, pipes, chewing tobacco, or e-cigarettes.

1.21 Endorsements and Referrals A

- Employees will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (e.g., an attorney, ambulance service, towing service, bondsmen, morticians, etc.).

1.22 Identification A

- Employees will carry identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They will furnish their name and badge number to any person requesting that information, when they are on duty or holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

1.24 Courtesy A

- Employees, when dealing with the public and each other will be patient, courteous, and respectful.
- Employees will be tactful in the performance of their duties, control their tempers, and exercise the utmost patience and discretion. They will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees will not use coarse, violent, profane, vulgar, sarcastic, or insolent language or gestures.

1.29 Personal Appearance A

- Employees on duty will wear uniforms or other clothing in accordance with established Department and Division procedures.
- Except when acting under proper and specific orders from a supervisor, employees on duty will maintain a neat, well-groomed appearance and will style their hair according to established Departmental guidelines.

1.30 Political Activity A

- An employee will not use the influence of his/her position with the Department for political purposes.
- An employee will not hold a political position that is incompatible or has a conflicting interest with his/her duties as a police Department employee.
- Employees on duty or in uniform are prohibited from the following partisan or nonpartisan activities:
 - assuming active roles in the management, organization, or financial activities of political clubs, campaigns, or parties;
 - soliciting votes in support of, or in opposition to, any candidates;
 - serving as delegates to a political party convention;
 - endorsing or opposing a candidate for public office in a political advertisement, broadcast, or campaign literature;
 - initiating or circulating a petition to non-employees;
 - organizing, selling tickets to, or actively participating in a fund-raising function for a political party or candidate;
 - addressing political gatherings in support of, or in opposition to, a candidate;
 - otherwise engaging in prohibited political activities on the Federal, state, county, or municipal level.

1.32 Telephone/Address Changes A

- Employees will immediately report any changes in telephone numbers, addresses, marital status, dependents, or beneficiaries to the City of Lansing Human Resources Department. Employees will immediately report address, telephone and name changes to the LPD Staff Services Division. Employee address and telephone information will be treated as confidential information and will not be disclosed except as required by law or court order.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

1.39 Operating Vehicles A

- Employees will operate official vehicles in a careful and prudent manner, and will obey all laws and all Departmental orders pertaining to such operation. Loss or suspension of any driving license will be reported to the Department.

1.51 Expectations of Privacy A

- Employees will not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, Department vehicles, file cabinets, computers, or similar areas that are under the control and management of the Lansing Police Department.
- No employee of this Department will maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her residence or in other locations outside the confines of this Department without express authorization of the Chief of Police.

B

Class B offenses are more serious violations or disregard of rules or policies.

1.00 Responsibilities B

- It is the duty of all employees to know the rules, regulations, procedures, directives, or orders of the Department and the employee's assigned Division. In the event of a violation, it will be assumed that employees are familiar with the violated rules, regulations, procedures, directives or orders.
- Employees will report through the proper channels any violation of law, rules, regulations, procedures, directives or orders that are brought to their attention or any violation they have personal knowledge of having been committed by any employee of the Department.

1.01 Violation of Rules B

- Employees will not commit or omit any acts which they know or should know would constitute a violation of any rules, regulations, procedures, directives, or orders of the Department.

1.05 Reporting for Duty B

- Employees will report for duty at the time and place required by assignment or orders and will be physically and mentally fit to perform their duties. They will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas, notices to appear on civil infractions, and administrative notices will constitute an order to report for duty under this section. Unauthorized absence without accumulated leave will be considered prima facie evidence of failing to report for duty.

1.06 Neglect of Duty B

- Employees are expected to be productive and efficient with organizational time.
- Employees will not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

- The point of contact for citizens will be the point of service. When any person requests assistance, information, advice, reports, or makes a complaint against any employee, either by telephone, email or in person, all pertinent information will be provided or obtained in an official courteous manner and will be properly and judiciously acted upon consistent with established Departmental procedures.
- Failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.

1.09 Leaving Duty Post B

- Employees will not leave their assigned duty post during a tour of duty except when authorized by proper authority or when necessary to perform immediate police functions.

1.10 Unsatisfactory Performance A/B

- Employees will maintain sufficient competency to properly perform their duties and responsibilities. Employees will perform their duties in a manner which will maintain high standards of efficiency. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; a lack of knowledge regarding Departmental policy, procedures or application thereof; the unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, procedures, directives, or orders of the Department.

1.12 Alcoholic Use and Possession in Police Installations B

- Employees will not possess, consume, store or bring into any police facility, onto any police property whether owned, rented, or leased, or in any police vehicle, without the permission of the Chief of Police, any alcoholic beverages except when they are held as evidence or as seized property.

1.14 Use of Alcohol or Drugs on Duty or While In Uniform B

- Employees will not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a supervisor. Employees will not appear on duty or be on duty under the influence of any amount of intoxicants.
- When controlled substances, narcotics, hallucinogens or other impairing medications are prescribed by a licensed medical provider, officers will notify their supervisor if side effects of such use might impair their performance on-duty.
- Illegal controlled substances, narcotics or marijuana; medical or otherwise will not be consumed on or off duty.

1.34 Intervention B

- Employees will not knowingly interfere with Departmental functions being handled by other employees of the Department or any other governmental agency unless:
 - ordered to intervene by a supervisor,



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

- the intervening employee reasonably believes that a manifest injustice would result from a failure to take action.
- Employees will not undertake any investigation or other official action that is not part of their regular duties without obtaining permission from a supervisor unless the exigencies of the situation require immediate action.

1.38 Use of Department Property and Facilities A/B

- Employees will utilize Department Property, including but not limited to equipment, materials, supplies, vehicles, only for its intended purpose and in accordance with established Departmental procedures and training. Use of all Department property not specifically assigned to an individual employee or vehicle requires supervisory authorization.
- Employees will report to their supervisor any loss, defect or hazardous condition of Departmental property.
- Employees will not mark, deface, or affix anything to the walls of a police building without permission from the Chief of Police.
- Bulletins boards are located throughout police buildings to keep employees aware of official notices, orders, and changes. Employees will not remove, alter, deface, or mark upon any official notice posted on any bulletin board.
- Employees will maintain their desks and lockers in a clean and orderly manner, and will not mark, deface, or affix anything to a desk or locker without permission of the Chief of Police. All desks and lockers are subject to inspection by a Command Officer upon notification.

1.50 Conduct Toward Co-workers B

- Employees will conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with each other. Employees will not engage in acts of "horseplay" which involve the potential for risk of injury to the employee, other employees, other persons, or damage to property.
- Employees will not use language or engage in actions that demean, harass, or intimidate coworkers.
- Harassment in any form is strictly prohibited, including but not limited to sexual, ethnic, racial or religious harassment.
- An employee, while on duty or off duty, or their agent, will not record (audio and/or video) any conversation with another employee or supervisor without that employee's or supervisor's knowledge. Exceptions to the recording of an employee conversation are recordings which are routinely made and/or monitored as part of daily operations of the Department. i.e. Body Worn Cameras, In-Car Cameras, CCTV, employees will not make or transmit copies of recorded communications for purposes other than those involving official Department business.



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

C

Class C offenses are serious violations and disregard of policies.

1.02 Unbecoming Conduct C

- Employees will conduct themselves at all times in a manner that reflects favorably on the Department. Unbecoming conduct may include any action that discredits the Department or impairs the efficiency or operations of the Department. Employees must diligently avoid any conduct that compromises the integrity of the Department. The LPD does not prescribe employee conduct off duty per se. However, any conduct or activity on or off duty that affects the employee's credibility, effectiveness, performance, or ability to fully carry out the responsibilities of an LPD officer, and any conduct or activity that is prejudicial to the interests, reputation, or operations of the LPD and the City of Lansing are subject to disciplinary action.
- Employees conduct or enforcement of law will not be motivated by any prejudice, hostility or bias concerning race, religion, politics, national origin, gender, sexual orientation, social background, or similar personal characteristics.

1.26 Associations C

- Employees will avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employee.
- Employees will not knowingly join or participate in any organization that advocates, incites or supports criminal acts, criminal conspiracies, or hate crime activities.

1.28 Public Statements and Appearances C

- Employees will not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, impairs the operation or efficiency of the Department, is made with reckless disregard for truth or falsity or could be reasonably interpreted as having an adverse effect upon Department morale, discipline, operation of the Department or perception of the public.
- Employees will not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department, while portraying themselves as a representative of the Department in such matters without the express written permission of the Chief of Police/designee.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

1.33 Dissemination of Information C

- Employees will treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with law and established Departmental procedures. Employees will not divulge the identity of persons giving confidential information except as authorized by proper authority.

1.35 Departmental Reports B/C

- Employees will submit all necessary reports on time and in accordance with established Departmental procedures. Reports submitted by employees will be accurate and complete, and no employees will knowingly enter, or cause to be entered, any inaccurate, false, or improper information.
- An employee will immediately report any personal injury received in the line of duty.

1.36 Processing Property and Evidence B/C

- Property or evidence which has been discovered, gathered, or received in connection with Departmental responsibilities will be processed in accordance with established Departmental procedures.
- Employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Departmental procedures. The mishandling of evidence related to guns, money, drugs or felonious crimes will be grounds for elevation of the disciplinary matrix.

1.45 Carrying and Use of Weapons C

- Officers will carry firearms in accordance with law and Departmental procedures.
- Officers will not use or handle weapons in a careless or imprudent manner. Officers will use weapons in accordance with law and Departmental procedures.

1.46 Arrest, Search, and Seizure C

- Employees will not make any arrest, search, or seizure which they know or should know is not in accordance with law and Departmental procedures. Employees will not knowingly violate anyone's constitutional rights.

1.52 Conduct of Supervisors C

- Supervisors must set a high standard for leading those for whom they have responsibility. Therefore, supervisors should not engage in the following:
 - Failure to effectively supervise a precinct, section, unit, squad, etc., as appropriate.
 - Knowingly or intentionally violating union contracts or Equal Employment Opportunity rules or engaging in inappropriate actions, comments, gestures, etc., that violate the standards of an equal employment opportunity, harassment-free, inclusive organization.
 - Abusive or derogatory language when addressing a subordinate.
 - Failure to accept and record all complaints.



LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

D

Class D offenses are major, non-correctable offenses, including crimes and violations of public trust, for which dismissal is the usual penalty, regardless of the employee's prior discipline and work record.

1.04 Conformance to Laws C Step 1/D

- Employees will obey all laws of the United States and of any state and local jurisdiction in which the employees are present. A conviction of the violation of any law will be prima facie evidence of a violation of this section. Lack of a criminal complaint or an acquittal of a violation of law will not preclude internal administrative disciplinary action.
- The severity of the offense committed may aggravate the disciplinary sanction.

1.13 Possession and Use of Drugs D

- Employees will not possess or consume any illegal controlled substances. Employees will not possess or consume any legal controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of employees by a physician or dentist. Marijuana; medical or otherwise will not be consumed on or off duty.

1.17 Insubordination B/D

- Employees will not be insubordinate. Insubordination is disrespect toward a supervisor, open defiance, or the refusal to obey any lawful order or directive of a supervisor in a timely and satisfactory manner. This will include orders and directives relayed from a supervisor by an officer of the same or lesser rank.
- Disrespect toward a supervisor includes, but is not limited to disrespectful conduct or language which impairs a supervisor's ability to carry out their Departmental duties.
- Open defiance includes, but is not limited to deliberate or willful refusal to carry out or disregard an order/directive, direct refusal, and/or outright or blatant verbal indication or actions that clearly defy an order, rule, regulation, or directive.

1.19 Gifts, Gratuities, Bribes, or Rewards D

- Employees will not solicit and/or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employees or the Department if it may reasonably be inferred that the person, business, or organization:
 - Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
 - Has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

- Employees may solicit and/or accept from any person, business, or organization, any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employees or the Department with the express prior authorization of the Chief of Police.
- An employee receiving any reward for police service rendered will forward the reward and a written report to the Chief of Police. Rewards, if approved, will be accepted and disbursed at the discretion of the Board of Police Commissioners.

1.20 Abuse of Position C/D

- Employees will not use their official position, official identification cards, or badges for the following:
 - personal or financial gain,
 - obtaining privileges not otherwise available to them except in the performance of duty,
 - avoiding consequences of illegal acts.
- Employees will not have any claim to any found property or property turned into them during the course of their employment, including any property held as evidence.
- Employees are prohibited from using information gained through their position as law enforcement employees to improve their financial position or to advance the private interests of themselves or others.
- Employees will not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
- Employees will not authorize the use of their names, photographs, or official titles which identify them as employees in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

1.37 Abuse of Process D

- Employees will not make false accusations of a criminal or traffic charge. Employees will not knowingly make false accusations of employee misconduct.

1.41 Truthfulness D

- Upon the order of the Chief of Police/designee or a supervisor, employees will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.

1.43 Treatment of Persons in Custody C/D

- Employees will not mistreat persons who are in their custody. Employees will handle such persons in accordance with law and Departmental procedures.

1.44 Use of Force C/D

- Employees will not use more force in any situation than is reasonably necessary under the circumstances. Employees will use force in accordance with law and Departmental procedures.



Mike Yankowski, Chief

LANSING POLICE DEPARTMENT

PROCEDURES MANUAL

1.49 Accountability, Responsibility and Discipline D

- Employees are directly accountable for their actions through the chain of command, to the Chief of Police.
- Employees will cooperate fully in any internal administrative investigation conducted by this or other authorized agency and will provide complete and accurate information in regard to any issue under investigation.
- Employees will submit to photographs, ballistic tests, line ups and weapons examinations upon request.
- Employees will accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor will they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
- Employees who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction will report this fact to a Command Officer as soon as possible.

1.53 Probationary Employees D

- Probationary employees may be dismissed without justification.
- Resignation: Employees resigning from the Lansing Police Department will forward a written notice to the Chief of Police at least two weeks prior to the effective date.

Appendix

Obsolete Rules of Conduct

- 1.03 Immoral Conduct
- 1.07 Fictitious Illness or Injury Reports
- 1.15 Use of Alcohol Off Duty
- 1.18 Conflicting or Illegal Orders
- 1.23 Citizen Complaints
- 1.25 Requests for Assistance
- 1.27 Visiting Prohibited Establishments
- 1.31 Payments of Debts
- 1.40 Carrying of Firearms
- 1.42 Photographs, Lineups, Ballistic Tests, Firearms
- 1.47 Gambling
- 1.48 Prohibited Weapons