

Philadelphia Sheriff's Office Duty Manual & Disciplinary Codes



Rochelle Bilal, Sheriff

(Revised 2/24/2021)

**Office of the Sheriff
City and County of Philadelphia**

Land Title Building
100 S. Broad Street, 5th Floor
Philadelphia, PA 19110

January 4, 2021

Personnel of the Sheriff's Office:

This Duty Manual has been specifically designed to enable you to more clearly understand office policies and procedures, your relationship to the Sheriff's Office, as well as how the entire system, working cohesively, can better serve our public.

I would like to extend my personal appreciation to the Training Unit and their support personnel for undertaking this arduous task and delivering a concise and relevant document.

It is my hope that this Manual proves beneficial to you in making your stay with the Sheriff's Office a pleasant and rewarding experience.

Sincerely,

 1-4-21
Rochelle Bilal
Sheriff

RB/pw

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INTRODUCTION

The intent of the **Duty Manual** and the **Disciplinary Codes** are to instill and support the core values of the Philadelphia Sheriff's Office. It is the purpose to provide guidance for you in your daily activities. It will set forth the rules of conduct to which you must adhere to in maintaining the standards of your profession. The Disciplinary Code, specifically, shall establish fair and consistent penalties for violations therein of Office policies, directives and principles. The Duties and Articles herein, are intended to direct the Sheriff's Office Board of Inquiry and all Commanders in administering such fair and uniform penalties. This Duty Manual and Disciplinary Code shall apply to all sworn personnel in the Philadelphia Sheriff's Office. The core values of the Philadelphia Sheriff Office are as follows:

Integrity- Integrity is the bedrock of enforcement and the foundation for building a successful relationship with our partners. Integrity means reflecting our values through our actions. It is not enough to espouse *integrity, honor and service*, but for each of us must live these values in our professional lives. We do this by being honest in our dealings and abiding by the law and respecting the civil rights of all. Serving with integrity builds trust between the community and Sheriffs.

Honor- It is a privilege to serve as a member of a law enforcement community and especially as a member of the Philadelphia Sheriff's Office. Each day when you pin on your badge, remember those who went before you and the sacrifices made in the name of this badge. Treat your badge with honor, respect, and pride. Do nothing that will tarnish your badge, for one day you will pass it to another Philadelphia Sheriff's Deputy to honor and respect.

Service- The concept of service with honor essentially means to provide Sheriff's service respectfully and by recognizing the dignity of each and every person. We can demand that others respect and honor our work only when we respect them and their rights. We are in the business of providing Sheriff's service with the highest degree of professionalism. Our job is to help serve, protect and provide a safe environment both in and out of court facilities. We are the enforcement of both civil and criminal laws, obeying and defending the Constitution of the United States, the Constitution of the Commonwealth of Pennsylvania and the City Home Rule Charter.

The unspecified code includes specific behaviors that have been identified as violating this standard. However, to the extent that an employee's actions are not specifically described in this code, but have the effect of impairing the employee's ability to perform his or her duties, then the employee may be charged under the "Unspecified" charges.

You have a solemn obligation to serve. Your opportunities to do this in an impartial, efficient and courteous manner are limited only by your own initiative and self-reliance.

OATH OF OFFICE

I _____ do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania and the Philadelphia Home Rule Charter and that I will discharge the duties of my office with fidelity.

Signature: _____ Date of Appointment: _____

OFFICE OF THE SHERIFF

- 1.) Is the elected-official of the Sheriff's Office.
- 2.) Directs, controls and is responsible for the overall performance of the Sheriff's Office.
- 3.) Makes appointments, as are needed to achieve maximum efficiency and control.
- 4.) Organizes the Office, as may be necessary to properly accomplish the Office mission.

CHIEF DEPUTY

- 1.) Is the second in command and serves as an Administrative Deputy to the Sheriff.
- 2.) Assists in establishing office policies.
- 3.) Directs the administrative functions of the office as carried out by all units under his/her command.
- 4.) Conducts staff conferences, inspections and surveys to determine office needs and evaluate overall activities and operations.

UNDERSHERIFF

- 1.) Is primary legal counsel to the Sheriff's Office, within the scope of duties performed
- 2.) Interprets and advises the Sheriff and Sheriff's personnel on matters of law and court procedures.
- 3.) Makes legal decisions and determinations on matters directed to his/her office, interpleaders, schedule of payments, etc.
- 4.) Assists in establishing office policies.
- 5.) Performs other related duties as required.

GENERAL ORDERS FOR ALL SUPERVISORS

- 1.) Instructs subordinates in the proper performance of their duties.
- 2.) Supervises subordinates in improving their efficiency and quality of performance.
- 3.) Ensures that subordinates obey and carry out current policies and procedures.
- 4.) Inspects and evaluates subordinates by observing on-the-job performance and reviewing reports.
- 5.) Is directly responsible for the proper conduct and discipline of his/her subordinates.
- 6.) Informs and advises his/her immediate superior of any significant or unusual conditions existing in his/her assigned command.

DEPUTY CHIEF

1. Reports to Chief Deputy and the Sheriff
2. A Deputy Chief shall ensure that Chief Inspectors, Inspectors, Commanders are enforcing Sheriff's Office directives, policies and procedures are being enforced in area of responsibility.
3. Ensure subordinates of lower levels of command staff; direct and coordinate work plans, assigned projects are complete, ensure programmatic areas in their bureau of responsibility are identified, reviewed and evaluate work methods and procedures, to meet the objectives and goals set by the Sheriff's Office.
4. Receives from subordinate Commanders, reports of deficiencies, incidents, arrest and corrective measures taken through discipline or remedial training in their area of responsibility.
5. Ensures Sheriff personnel maintain a professional positive working relationship with other agencies, departments, court personnel and the public.

CHIEF INSPECTOR

- 1.) Reports to the Chief Deputy directly.
- 2.) Ensures that all Inspectors of all units under his/her direction are properly enforcing current policies and procedures and they are efficiently utilizing their personnel and equipment, etc.
- 3.) Assists in establishing Office policies.
- 4.) Performs other related duties as required.

INSPECTOR

- 1.) Directs and controls the overall activities of Deputy Sheriffs, Deputy Sheriff Officers and Civilian Personnel.
- 2.) Ensures that the commanding officers of all units under his/her direction are properly enforcing current policies and procedures and that they are efficiently utilizing their personnel and equipment, etc.
- 3.) Coordinates and directs the activities and services of an administrative unit with the needs and operations of uniformed and non-uniformed Deputy Sheriffs/Deputy Sheriff Officers.
- 4.) Assists in establishing office policies.
- 5.) Performs other related duties as required.

STAFF INSPECTOR

- 1.) Reports directly to the Sheriff/Chief Deputy.
- 2.) Commands and controls a unit responsible in the area of internal investigations, career development and counseling.
- 3.) Confidentially investigates complaints involving Sheriff's Office personnel.
- 4.) Controls and directs scheduling of required training, schools, etc.
- 5.) Recommends ways to improve efficiency, economy and service.
- 6.) Informs and advises the Sheriff of any significant irregularities or unusual conditions existing anywhere in the office.
- 7.) Performs other related duties as required.

CAPTAIN: NON-UNIFORMED

- 1.) Directs and controls the overall activities of field divisions, special units, civilian support personnel and Real Estate Unit.
- 2.) Ensures that all commanding officers under his/her command are properly enforcing current policies and procedures, and that they are efficiently utilizing their personnel and equipment.
- 3.) Coordinates and directs the activities and services of Deputy Sheriff's and other Non-Uniformed Personnel when participating in joint cooperative action involving uniformed deputies, and outside agencies and departments.
- 4.) Informs and advises his/her immediate superior of all significant conditions and activities existing in his/her command.
- 5.) Assists in establishing office policies.
- 6.) Performs other related duties as required.

CAPTAIN: UNIFORMED

- 1.) Directs and controls the overall activities of the uniform units, detention units, court security and motor vehicle division.
- 2.) Ensures that the commanding officers of all units under his/her command are properly enforcing current policies and procedures, and that they are efficiently utilizing their personnel and equipment.
- 3.) Coordinates and directs Deputy Sheriff Officer's activities and services involving joint cooperative actions with other agencies.
- 4.) Informs and advises his/her immediate superior of all significant conditions and activities existing in his/her command.
- 5.) Assists in establishing office policies.
- 6.) Performs other related duties as required.

LIEUTENANT

- 1.) Commands and controls a uniformed unit, field division or special unit, and is responsible for its overall activities and operations.
- 2.) Plans and directs activities within his/her command and is responsible for the quality of service rendered by his/her command.
- 3.) Directs and controls the conduct and activities of personnel within the scope of his/her unit.
- 4.) Ensures that all personnel under his/her command are properly following current policies and procedures.
- 5.) Directs the initiation of disciplinary actions and required reports. Reviews all matter involving or resulting in disciplinary action within his/her command.
- 6.) Assist superiors in planning and administering his/her unit activities and operations.
- 7.) Train and directs subordinates in the proper performance of their duties.
- 8.) Informs and advises his/her immediate superior of all significant conditions and activities existing in his/her command.
- 9.) Performs other related duties as required.

SERGEANT

- 1.) Is the immediate supervisor of a section or unit.
- 2.) Is responsible for the efficient performance and quality of service of all personnel under his/her supervision.
- 3.) Inspects uniforms, equipment and personal appearance of personnel under his/her supervision.
- 4.) Ensures, that required duties are properly performed by his/her subordinates. Provides assistance and advice when required.
- 5.) Assigns personnel to their duties with the approval of his/her immediate supervisor.
- 6.) Initiates disciplinary actions and submits required reports to his/her immediate supervisor.
- 7.) Performs other special duties as directed by his/her immediate supervisor.
- 8.) Informs and advises his/her immediate supervisor of all significant conditions and activities existing in his/her area of responsibility.
- 9.) Performs other related duties as required.

GENERAL ORDERS FOR DEPUTIES AND CIVILIAN STAFF

- 1.) Upholds the provisions of the Constitution and Laws of the United States, the Constitution and Laws of the Commonwealth of Pennsylvania, the Home Rule Charter and Ordinances of the City of Philadelphia, and the lawful orders of the Sheriff.
- 2.) Obeys and carries out all current policies, orders and procedures issued by the Sheriff and all superior officers, either written or oral.
- 3.) Fosters good public relations by treating the public with courtesy and respect, keeping in mind the importance of public respect for the office. Will give his/her full name and badge number upon proper request.
- 4.) Keeps assigned equipment and property clean and in good condition. Immediately report in writing to his/her commanding officer, the loss damage of any assigned equipment.
- 5.) When in uniform, salutes the national colors, official, and superior officers, unless such courtesy interferes with Sheriff's duties or responsibilities.

INTRODUCTION TO CIVIL ENFORCEMENT

- 1.) It is necessary to inform newly promoted deputies and to remind veteran deputies, who perform duties in the enforcement division of the Sheriff's Office, that the majority of persons contacted during the performance of their duties are not criminals. All parties in an action, plaintiff, defendant and attorney as well as members of the general public, must be treated in a professional manner. The rights of each must be acknowledged and protected.
- 2.) The Duty Manual and the Directives are not intended to address all rules and procedures of the law. They are intended only to provide basic guidelines. All Deputy Sheriffs are expected to read and study the "Pennsylvania Rules of Civil Procedure," and become knowledgeable in the areas which affects his/her duties and the Sheriff's Office. Being a Deputy Sheriff requires an "*On-going*," learning process. Your efficiency is only restricted by your own unwillingness to study and learn. Furthermore, it is understood that average deputy does not have a formal education in Civil Law. However, questions will arise from time to time. If Directives do not address your questions, confer with your supervisor or request a discussion with the Undersheriff.

DEPUTY SHERIFF

- 1.) Is assigned and services a designated area of the county and has knowledge of all Sheriff's activities in that area.
- 2.) Is the primary Public Relations Representative of the Sheriff's Office.
- 3.) Furnishes information and assistance to anyone properly requesting it, if not inconsistent with his/her duties. Does not provide legal advice or interprets the law.
- 4.) Is responsible for all phases of Deputy Sheriff's duties, and is required to continue updating his/her knowledge in each phase.
- 5.) Is courteous at all times, and approaches all phases of his/her duties in a professional manner.
- 6.) Has knowledge of all current directives and procedures.
- 7.) Promptly reports any emergency, extraordinary or unusual incidents to his/her immediate supervisor or superior as rapidly as the situation permits.
- 8.) Informs and advises his/her immediate supervisor or superior of any significant or unusual condition existing within his/her unit.
- 9.) Performs other related duties as directed.

DEPUTY SHERIFF OFFICER

- 1.) Primary responsibilities is to provide court security, prisoner transfer, detention unit security, Judicial security in and out of all court facilities and transportation of prisoner and/or assignments as instructed by the Sheriff or his designee.
- 2.) Have knowledge in all areas of his/her assignments, current directives, procedures and policies.
- 3.) Is courteous at all times, and approaches all phases of his/her duties in a professional manner.
- 4.) Develops and fosters proper working relationships with all court related personnel and Sheriff's Office Staff.
- 5.) Promptly reports any emergency, extraordinary or unusual incident to his/her immediate supervisor or superior as rapidly as the situation permits.
- 6.) Informs and advises his/her immediate supervisor or superior of any significant or unusual conditions existing within his/her unit.
- 7.) Performs other related duties as directed.

**REAL ESTATE
DEPUTY-IN-CHARGE**

- 1.) Sworn Law Enforcement Personnel directs and controls the overall activities of the Sheriff's Office, Real Estate Unit.
- 2.) Is responsible and controls all Real Estate Sales conducted by the Sheriff's Office and related services.
- 3.) Ensures all required duties are properly performed by subordinates.
- 4.) Is guided by advice and recommendations from the Undersheriff, regarding legal matters.
- 5.) Plans and directs activities within his/her unit and is responsible for the quality of services rendered.
- 6.) Directs and trains subordinates in the proper performance of their duties.
- 7.) Informs and advises his/her supervisor or superior any significant or unusual conditions existing within his/her unit.
- 8.) Performs other related duties as required.

ADMINISTRATIVE SUPERVISOR

- 1.) Controls and directs a staff consisting of accountants, clerks and cashiers.
- 2.) Is responsible for activities and conduct of personnel in the accounting, payroll and personnel sections.
- 3.) Controls and accounts for all records, receipts and monies within the scope of his/her responsibility.
- 4.) Ensures that all personnel in his/her unit are properly following current policies, procedures and methods.
- 5.) Informs and advises the Chief Deputy of any irregularities or unusual conditions existing within his/her unit.
- 6.) Performs other related duties as required.

ADMINISTRATIVE OFFICER

- 1.) Controls, directs and ensures that the administrative apparatus operates efficiently.
- 2.) Is responsible for the efficient performance and quality of service rendered by subordinates.
- 3.) Ensures all required duties are properly performed by subordinates. Provides advice and assistance when necessary.
- 4.) Ensures that all personnel in his/her unit are properly following current policies, procedures and methods.
- 5.) Initiates disciplinary actions and submits reports as required to his/her immediate supervisor or superior.
- 6.) Informs and advises his/her supervisor or superior of any significant or unusual conditions existing within his/her unit.
- 7.) Directs and trains subordinates in the proper performance of their duties.
- 8.) Performs other related duties as required.

SUPPPORT STAFF

- 1.) Is responsible for all duties assigned to them by the Sheriff or his/her designee.
- 2.) Studies, reads and becomes knowledgeable with Sheriff's Office procedures, policies and directives.
- 3.) Is courteous at all times, and approaches all phases of his/her assigned duties in a professional manner.
- 4.) Informs, advises and reports to the Sheriff any significant or unusual conditions existing within his/her area of responsibility.

SHERIFF'S DOCKET SUPERVISOR

- 1.) Controls and directs a unit of civilian clerks, cashiers and other personnel assigned.
- 2.) Is responsible for the efficient performance and quality of service rendered by subordinates.
- 3.) Ensures all required duties are properly performed by subordinates. Provides advice and assistance when necessary.
- 4.) Ensures that all personnel in his/her unit are properly following current policies and procedures.
- 5.) Initiates disciplinary actions and submits reports as required to his/her immediate supervisor.
- 6.) Informs and advises his/her supervisor or superior of any significant or unusual conditions existing within his/her unit.
- 7.) Directs and trains subordinates in the proper performance of their duties.
- 8.) Performs other related duties as required.

CIVILIAN CLERK

- 1.) Is assigned to an administrative unit and is responsible for duties within that unit.
- 2.) Is knowledgeable in all areas of his/her assignments, current directives and procedures.
- 3.) Is courteous at all times, and approaches all phases of his/her duties in a professional manner.
- 4.) Informs and advises his/her immediate supervisor of any significant or unusual condition existing within his/her unit.
- 5.) Performs other related duties as directed.

DISCIPLINARY CODES

The following list of penalties shall be a guide for the Sheriff's Board of Inquiry in the interests of uniformity and fairness. All penalties recommended by the Sheriff's Board of Inquiry for offenses listed shall be within the prescribed limits. Offenses not included in the following list, shall result in penalties similar to those specified for listed offenses of comparable seriousness. The "*Reckoning Period*," as used in this section is that period of time during which an employee is expected to have a record free of the same type of offense he/she was found guilty of previously. All "*Reckoning Periods*," shall be computed from the date the first offense was committed. Second, third and subsequent violations of the same type during the "*Reckoning Period*" shall be treated as second, third and subsequent offenses. The same type of offense committed after the "*Reckoning Period*" expires shall count as a first offense.

**Note: Reckoning Period shall refer to reprimands only.*

Repeated violations of office policies and directives or any actions which indicated an employee has little or no regard for the Sheriff's Office, shall be cause for dismissal. This shall apply regardless of the severity of the offense, regardless of any "*Reckoning Period*," and regardless of whether these violations are of the same type.

ARTICLE – I

CONDUCT UNBECOMING A DEPUTY SHERIFF

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.	Unspecified	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	Duration of Employment
2.	Accepting bribes or gratuities for permitting illegal acts.	Dismissal	-	-	-
3.	Providing or offering to provide alcohol, drugs or other illegal material to a prisoner.	Dismissal	-	-	-
4.	Repeated violations of office policies and directives, indicating that an employee has little or no regard for his/her responsibility as a member of the Sheriff's Office.	Dismissal	-	-	-
5.	Making a false entry in any sheriff record or report.	5 days to Dismissal	15 days to Dismissal	Dismissal	Duration of Employment
6.	Knowingly and intentionally associating, fraternizing or socializing with persons of ill repute; such as but not limited to: convicted criminals, persons actively engaged in criminal conduct or fugitives from justice, which compromises, discredits, prejudices or otherwise makes suspect an employee's authority, integrity, or credibility.	20 days to Dismissal	Dismissal	-	Duration of Employment

ARTICLE – I – (Continued)

CONDUCT UNBECOMING A DEPUTY SHERIFF

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
7.	Idle conversations with known criminals or prisoners in custody.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
8.	Using rude or insulting language or conduct offensive to the public.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
9.	Fighting or quarreling with members of the Sheriff's Office while one or both are on duty	Reprimand to 10 days	10 to 20 days	20 days to Dismissal	5 Years
10.	Soliciting for attorneys or other business persons or firms.	30 days to Dismissal	Dismissal	-	2 Years
11.	Duplicating or performing work, usually performed by the Sheriff's Office, for attorneys or other business persons or firms.	30 days to Dismissal	Dismissal	-	2 Years
12.	Breaching the security of the Sheriff's Office by permitting persons other than Sheriff's Office personnel, to enter any area of office property to read, copy or record any form, record or paper, during/after business hours.	30 days to Dismissal	Dismissal	-	2 Years
13.	Failure to immediately report, in writing to their Commanding Officer, offers of bribes or gratuities to permit illegal acts.	10 days to Dismissal	Dismissal	-	2 Years

ARTICLE – I – (Continued)

CONDUCT UNBECOMING A DEPUTY SHERIFF

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
14.	Failure to officially report corruption, or other illegal acts.	10 days to Dismissal	Dismissal	-	Duration
15.	Failure to stop, or attempt to stop, an officer using force when that force is no longer required.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
16.	Knowingly lying under oath on any material facts in any proceeding.	Dismissal	-	-	-
17.	Failure to cooperate in any Sheriff's Office investigation.	10 days to Dismissal	30 days to Dismissal	Dismissal	Duration of Employment
18.	Lying or attempting to deceive regarding a material fact during the course of any Sheriff's Office investigation.	10 days to Dismissal	Dismissal	-	Duration of Employment
19.	Abuse of authority	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
20.	Unauthorized and/or excessive use of force in your official capacity.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
21.	Engaging in threatening, or harassing, intimidating, or like conduct towards another member of the Sheriff's Office.	Reprimand to 10 days	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
22.	Inappropriate language conduct or gestures to the public while on duty.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
23.	Sexual behavior while on duty.	30 days or Dismissal	Dismissal	-	Duration of employment
24.	Sexual behavior in a City, state, or federally owned or leased vehicle or facility while off duty.	30 days or Dismissal	Dismissal	-	Duration of employment

ARTICLE – I – (Continued)

CONDUCT UNBECOMING A DEPUTY SHERIFF

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
25.	Any incident, conduct, or course of conduct which indicates that an employee has little or no regard for his/her responsibility as a member of the Sheriff's Office	30 days or Dismissal	Dismissal	-	5 Years
26.	Any act, conduct or course of conduct which objectively constitutes discriminating or harassing behavior based on race, color, gender, religion, national origin, age, ancestry, sexual orientation, disability, or gender identity.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
27.	Inappropriate communication(s) based on race, color, gender, religion, national origin, age, ancestry, sexual orientation, disability, or gender identity conveyed in any manner.	Reprimand to 15 days	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
28.	Any act, conduct or course of conduct which objectively constitutes sexual harassment.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	5 Years
29.	On duty or job-related inappropriate sexually based communication(s) conveyed in any manner.	Reprimand to 15 days	Reprimand to Dismissal	Reprimand to Dismissal	5 Years

ARTICLE – I – (Continued)

CONDUCT UNBECOMING A DEPUTY SHERIFF

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
30.	Engaging in any action that constitutes the commission of a felony or a misdemeanor which carries a potential sentence of more than (1) year. Engaging in any action that constitutes an intentional violation of Chapter 39 of the Crimes Code (relating to Theft and Related Offenses). Also includes any action that constitutes the commission of an equivalent offense in another jurisdiction, state or territory. Neither a criminal conviction nor the pendency or criminal charges in necessary for disciplinary action in such matters.	30 Days or Dismissal	Dismissal	-	Duration of Employment
31.	Failure to know, understand directives, policies and procedures shall be no excuse.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	2 Years

ARTICLE – II

ABUSE OF ALCOHOL/CONTROLLED SUBSTANCES/PRESCRIPTION DRUGS

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.	Unspecified	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	Duration of Employment
2.	Drinking alcoholic beverage while on duty	30 days to Dismissal	Dismissal	-	Duration of Employment
3.	Odor of alcohol on breath while on duty	20 to 30 days	30 days to Dismissal	Dismissal	5 Years
4.	Impaired on duty	30 days to Dismissal	Dismissal	-	Duration of Employment
5.	Intoxicated off-duty in full or partial uniform	5 to 10 days	10 to 20 days	25 to 20 days	5 Years
6.	"Driving under the influence" off-duty	30 days or Dismissal	-	-	Duration of Employment
7.	Operating, driving or physically controlling a City, State, or Federally owned/leased vehicle after imbibing in any amount of alcohol and/or illegal substance	30 days to Dismissal	Dismissal	-	Duration of Employment
8.	Socializing or drinking in an alcoholic beverage establishment in full or partial uniform while on duty	Reprimand to 5 days	5 to 10 days	10 to 15 days	5 Years
9.	Any use or ingestion of any illegal substances, prohibited under 35 P.S. §780-101 et seq. (Controlled Substance, Drug, Device and Cosmetic Act), or any substance that constitutes the commission of an offense under Federal law or in any other jurisdiction, State or Territory, either on or off- duty.	Dismissal	-	-	-

<p align="center">ARTICLE – II – (Continued)</p> <p align="center">ABUSE OF ALCOHOL/CONTROLLED SUBSTANCES/PRESCRIPTION DRUGS</p>					
Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
10.	Inappropriate use of a prescription drug	10 days to Dismissal	Dismissal	-	Duration of Employment
11.	Constructive or actual possession of a controlled substance not legally prescribed or related to the legal confiscation of same.	Dismissal	-	-	-
12.	“Driving under the influence” pleas, convictions or ARD under one of the following circumstances: (a) second or subsequent DUI offense while employed by the City of Philadelphia within the reckoning period (regardless of whether or not off duty); (b) involving a hit and run of a person, vehicle or property; or (c) operating, driving, or physically controlling a City, State, or Federally owned/leased vehicle.	30 Days or Dismissal	Dismissal	-	5 Years

NOTE: In addition to all penalties, an approved treatment program will be entered by the employee. Proof of treatment must be presented to the Sheriff or her designee.

ARTICLE - III

ESSENTIAL REQUIREMENTS FOR DUTY

Section	Charge	1 st Offense	2 nd Offense	3 rd Offense	Reckoning Period
1.	Unspecified	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	Duration of Employment
2.	Inability to perform the essential duties of a sworn deputy including, but not limited to: the exercise of a Deputies powers; the carrying and use of a firearm; legally operate a motor vehicle; provide credible testimony in legal proceedings; maintaining updates of certification as mandated by P.C.C.D.	Dismissal	-	-	-
3.	Prohibited accessing and/or inputting or otherwise acquiring information from any law enforcement system, database, or program	Dismissal	-	-	-
4.	Failure to maintain a bonafide residence in the City of Philadelphia or the Commonwealth of Pennsylvania consistent with the current collective bargaining agreement/civil service regulations	Dismissal	-	-	-

ARTICLE – IV
INSUBORDINATION

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.	Unspecified	Reprimand to 30 days	Reprimand to 30 days	Reprimand to 30 days	2 Years
2.	Refusal to promptly obey proper orders from a superior officer.	15 to 30 days	30 days to Dismissal	Dismissal	5 Years
3.	Using profane, insulting or improper language, conduct, or gestures toward, in the direction of, or in relation to, a superior officer.	15 to 30 days	30 days or Dismissal	Dismissal	5 Years
4.	Threatening or using physical force against a superior officer.	0 days or Dismissal	Dismissal	-	Duration of Employment
5.	Omitting title when addressing any superior officer.	Reprimand to 5 days	5 to 10 days	15 to 20 days	5 Years
6.	Reporting off sick in response to receiving an assignment.	Reprimand to 10 days	10 days to Dismissal	Dismissal	5 Years
7.	Failure to report a hazardous condition	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
8.	Failure to properly be alert on assignment; unauthorized absence from assignment, idle conversation or loafing.	2 to 5 days	5 to 10 days	15 to 20 days	1 Year
9.	Failure to thoroughly search prisoner(s) in your custody.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year

ARTICLE – V

NEGLIGENCE OF DUTY

Section	Charge	1 st Offense	2 nd Offense	3 rd Offense	Reckoning Period
1.	Unspecified	Reprimand to 15 days	15 to 30 days	30 days to Dismissal	2 Years
2.	Failure to take deputy action while on duty.	5 to 10 days	10 to 30 days	30 days or Dismissal	2 Years
3.	Failure to properly patrol area of responsibility.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
4.	Failure to respond to an assignment by any means transmitted. (Use of personal cell phones shall not be required by officers).	Reprimand to 10 days	10 to 20 days	20 to 30 days	2 Years
5.	Asleep on duty	Reprimand to 5 days	5 to 10 days	20 to 30 days	2 Years
6.	Unauthorized absence from assignment	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
7.	Absence without leave for less than one working day	2 to 5 days	5 to 10 days	15 to Dismissal	2 Years
8.	Absence without leave for a minimum of one working day, but less than five consecutive working days.	2 to 10 days	10 days to Dismissal	Dismissal	5 Years
9.	Failure to comply with any Sheriff's orders, directives, policies, memorandums; or any oral or written orders of superiors.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
10.	Failure to comply with the Deputies Off-Duty policy.	Reprimand to 10 days	5 to 15 days	15 to 20 days	2 Years
11.	Failure to comply with a court notice or subpoena.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
12.	Failure to maintain custody of prisoner(s). Allowing prisoners to escape due to carelessness or neglect.	Reprimand to 10 days	15 to 20 days	25 to 30 days	2 Years

ARTICLE – V – (Continued)

NEGLIGENCE OF DUTY

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
13.	Failure to take reasonable efforts to provide for the safety of prisoners while in Sheriff's custody	5 to 10 days	15 to 20 days	25 to 30 days	2 Years
14.	Failure to remove keys from Sheriff's Office vehicle when unattended;	Reprimand to 10 days	10 to 20 days	20 to 30 days	2 Years
	a) If stolen due to the above	5 to 10 days	15 to 30 days	Dismissal	1 Year
15.	Loss or damage to Sheriff's Office property resulting from negligence or from failure to properly care for same. (Excludes City owned weapons)	Reprimand to 5 days and restitution	5 to 10 days	15 to 20 days	2 Years
16.	Lost or stolen City owned weapon resulting from negligence or failure to properly care for same.	Reprimand to 15 days and restitution	20 days to Dismissal and restitution	30 days to Dismissal and restitution	5 Years
17.	Failure to properly care for and maintain a Sheriff's Office vehicle	Reprimand to 5 days	5 to 10 days	10 to 20 days	2 Years
18.	Failure to properly care for assigned equipment.	Reprimand	5 to 10 days	15 to 20 days	1 Year
19.	Failure to follow Office procedures for the handling of property taken into custody.	Reprimand	5 to 10 days	Dismissal	2 Years
20.	Flagrant misuse, handling or display of firearms.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years

ARTICLE – V – (Continued)

NEGLIGENCE OF DUTY

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
21.	Failure to submit a required report or return, within a reasonable or prescribed period of time, as per directive.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
22.	Failure to carry badge, Sheriff's Office ID, State Credential Card, issued weapon and other required equipment when on duty	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
23.	Unexcused tardiness	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
24.	Changing residence without giving prompt and proper notification	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
25.	Failure to give prompt notice of change or cancellation of insurance, updated policy or having below standard policy. *Required Deputies Only	Reprimand to 5 days	5 to 10 days	10 to 20 days	2 Years
26.	Flagrant misuse, handling or display of firearms.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
27.	Reports submitted must maintain a logical sequence and/or chronological order of events. (Reference Directive 6 Section 3)	Reprimand to 5 days	5 to 10 days	30 days to dismissal	2 Years
28.	Failure to conduct a proper, thorough, and complete investigation.	Reprimand to 5 days	5 to 10 days	10 to 20 days	1 Year

ARTICLE – V- (Continued)

NEGLIGENCE OF DUTY

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
29.	Eating, other than at prescribed times.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
30.	Unauthorized persons in any other vehicle, leased rented or owned by the Sheriff's Office while performing Sheriff's duties.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
31.	Not in full prescribed uniform.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
32.	Communicating or imparting confidential information either in writing or verbally, to unauthorized persons.	5 to 10 days	15 to 20 days	Dismissal	1 Year
33.	Reading newspapers, books or periodicals while on duty.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
34.	Being found in any alcohol beverage licensed establishment in uniform, while not in performance of Sheriff's duties.	5 to 10 days	15 to 20 days	25 to 30 days	1 Year
35.	Constructive possession of alcoholic beverages on the person, vehicle or any Sheriff's property.	5 to 10 days	15 to 20 days	25 to 30 days	1 Year
36.	Failure to obtain medical treatment or certificate while on sick leave for more than two (2) days.	10 days	30 days	Dismissal	2 Years
37.	No one shall, without prior written approval of the Sheriff, or his designee, appear or give testimony as a character witness for a defendant in a criminal trial or inquiry.	5 to 10 days	15 to 20 days	25 to 30 days	1 Year

ARTICLE – V- (Continued)

NEGLIGENCE OF DUTY

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
38.	Engaging in any unauthorized remunerative occupation other than approved classifications.	5 to 10 days	15 to 20 days	25 to 30 days	1 Year
39.	Interference with Sheriff's or Police Radio Broadcasting.	Dismissal	-	-	-
40.	Failure to possess and maintain a current and valid Pennsylvania Motor Vehicle Operator's License.	Dismissal	-	-	-
41.	Failing to submit, Change of Personnel Data, as prescribed	Reprimand to 5 days	5 to 10 days	10 to 20 days	1 Year
42.	Failure to immediately notify the Sheriff's Office about any involvement in criminal litigation as a defendant	Reprimand to 10 days	10 to 20 days	20 days to Dismissal	2 Years
43.	Failure to notify the Law Department of involvement in any civil action(whether a plaintiff, defendant or witness) arising from deputies duty within 5 calendar days	Reprimand to 10 days	10 to 20 days	20 days to Dismissal	2 Years
44.	When in uniform, failure to properly salute the Sheriff or a uniformed superior officer.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years

ARTICLE – V- (Continued)

NEGLIGENCE OF DUTY

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
45.	Failure to provide a member of the public with the procedure, information or form concerning a complaint against a deputy.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
46.	Instituting a private criminal complaint as the result of dissatisfaction with the outcome of an official action prior to notifying the Sheriff about action being taken.	Reprimand to 5 days	5 to 10 days	15 days to Dismissal	2 Years
47.	No one shall, without being subpoenaed and previously notifying the Office of Professional Responsibility, appear or give testimony as a character witness for any defendant in a criminal trial or inquiry.	5 to 15 days	15 to 30 days	Dismissal	2 Years
48.	Willfully damaging Sheriff's Office owned or leased property and/or equipment	Dismissal	-	-	-
49.	Performing any activity on duty which does not relate to the duty assignment and which could interfere with the duty assignment.	Reprimand to 5 days	5 to 10 days	10 to 20 days	1 Year

ARTICLE – VI

DISOBEDIENCE

Section	Charge	1 st Offense	2 nd Offense	3 rd Offense	Reckoning Period
1.	Unspecified	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	2 Years
2.	Absence from official duties without proper authorization during a declared emergency in the City of Philadelphia by the Mayor, the Governor of Pennsylvania, the President of the United States or their designees.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	Duration of Employment
3.	Soliciting without proper authorization.	5 to 10 days	10 to 15 days	20 to 30 days	1 Year
4.	Failure to follow Sheriff Office procedures for the handling of evidence, personal effects, and all other property taken into custody except narcotics, money, explosives, firearms, hazardous materials or forensic evidence.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
5.	Failure to follow Sheriff's Office procedures for the handling of narcotics, money, explosives, firearms, hazardous materials, or forensic evidence.	Reprimand to 5 days	5 to 10 days	30 days or Dismissal	2 Years
6.	Communicating or imparting local, state, or federal law enforcement information without authority or to unauthorized persons.	Reprimand to Dismissal	15 days to Dismissal	Dismissal	1 Year

ARTICLE – VI- (Continued)

DISOBEDIENCE

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
7.	Having or operating private vehicle on assignment or driving to/from a detail without authorization.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
8.	Failure to report on or off assignment as prescribed.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
9.	Unauthorized persons in Sheriff's Office Vehicle	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
10.	Carrying or possessing unauthorized equipment while on duty.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
11.	Wearing awards or citations on the uniform that have not been awarded.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
12.	Failure to give prescribed identification when answering the telephone.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
13.	Refusal to give name and badge number when requested.	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
14.	Intentionally providing inaccurate, misleading, or deceptive information to Police Radio regardless of how communicated, on or off duty.	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand to Dismissal	Reprimand To Dismissal

Article – VII

FAILURE TO SUPERVISE

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.	Unspecified	Reprimand to 5 days	5 to 10 days	15 to 20 days	5 years
2.	Failure to review, approve, input, submit or distribute all required reports, forms, documents or notifications in any medium	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years
3.	Failure to properly supervise subordinates	2 to 10 days	10 to 20 days	20 days to Dismissal	5 Years
4.	Failure to take supervisory action	5 days to Dismissal	10 days to Dismissal	20 days to Dismissal	5 Years
5.	Supervisors shall not personally solicit subordinates in any manner for any item unless authorized by the Sheriff or Official Designee.	10 to 20 days	20 days to Dismissal	Dismissal	5 Years

Article - VIII

MOTOR VEHICLE VIOLATIONS

Section	Charge	1st Offense	2nd Offense	3rd Offense	Reckoning Period
1.	Unspecified	Reprimand to 5 days	5 to 10 days	15 to 20 days	1 Year
2.	Involved in a preventable motor vehicle accident.	Reprimand to 3 days	3 to 5 days	5 to 10 days	1 Year
3.	Failure to follow Sheriff's Office procedures involving safe operation of a vehicle.	Reprimand to 5 days	5 to 10 days	10 to 15 days	1 Year
4.	Failure to notify Commanding Officer in writing whenever PA Operator's License has lapsed, or expired.	Reprimand to 5 days	5 to 10 days	15 to 20 days	2 Years

DISCHARGE OF FIREARMS BY SHERIFF PERSONNEL

I. PURPOSE

- A. The Philadelphia Sheriff's Office recognizes the value of all human life and is committed to respecting the dignity of every individual. The primary duty of all Deputy Sheriffs is to preserve human life.
- B. The most serious act in which a sheriff officer can engage is the use of deadly force. The power to carry and use firearms in the course of public service is an immense responsibility. Only the minimal amount of force necessary to protect human life should be used by all deputies.
- C. Above all, the safety of the public and the deputy must be the overriding concern whenever the use of firearms is considered.

II. POLICY

- A. Members of this Office will exhaust all reasonable means of apprehension and control before resorting to the use of deadly force. Deadly force will be used only as a last resort to protect life consistent with Sheriff's Office policy and the law. It is the policy of this Office that members will not unnecessarily or unreasonably endanger themselves in applying these guidelines to actual situations.
 - I. Firearm safety is of the utmost importance. Deputies will care to ensure the safe handling of firearms at all times. Personnel should never assume a firearm is unloaded. When it becomes necessary to handle a firearm recovered in the field, ensure it is rendered safe by qualified personnel. Remember these basic safety rules:
 - Always keep firearms pointed in a safe direction
 - Pick up and carry firearms by the grips or stock ONLY.
 - Keep fingers away from the trigger.
 - Always handle firearms in a safe manner.
- B. Deputy Sheriffs shall not use deadly force against another person, unless they reasonably believe they must protect themselves or another person present from imminent death or serious bodily injury.

NOTE: Serious bodily injury is defined as bodily injury which creates a substantial risk of death, or causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- C. Deputy Sheriffs should not discharge their weapons when doing so might unnecessarily endanger innocent people.

- D. After employing lethal force, the Deputy Sheriff shall render appropriate medical aid and request further medical assistance, when necessary, for the suspect and any other injured individuals as soon as it is safe to do so. Any aid provided shall be documented in the appropriate investigative reports.
- E. Deputy Sheriffs should not discharge their firearms in defense of property.
- F. Deputy Sheriffs should ensure their actions do not precipitate the use of deadly force by placing themselves or others in jeopardy by taking unnecessary, overly aggressive, or improper actions.

NOTE: Retreating or repositioning is not a sign of weakness or cowardice by a deputy. It is often a tactically superior deputy procedure rather than the immediate use of force.

- G. Deputy Sheriffs shall not discharge their firearms to subdue a fleeing individual who presents no threat of imminent death or serious physical injury to themselves or another person present.
- H. Deputy Sheriffs shall not discharge their firearms at or from a moving vehicle unless the deputies are being fired upon by the occupants of the vehicle or the vehicle is being used to actively and intentionally assault the deputies.

- 1. Deputy Sheriffs should never unnecessarily place themselves or another person in jeopardy in an attempt to stop a vehicle.

- 2. A fleeing vehicle, even if used to assault a deputy but no longer actively and intentionally doing so, shall not be fired upon.

Note: It is highly recommended that a deputy never reach into an occupied vehicle in an attempt to shut off the engine to recover evidence, since this has been known to result in serious injury to deputies. Only in exigent circumstances should this tactic be utilized (e.g., the driver is unconscious and the motor is still running).

- I. Deputy Sheriffs will not fire warning shots under any circumstances.
 - J. Deputy Sheriffs shall not under any circumstances cock a firearm. Firearms must be fired double-action at all times.
 - K. Deputy Sheriffs shall not discharge their firearms at a dog or other animal except to protect themselves or another person from physical injury and there is no other reasonable means to eliminate the threat.
 - 1. When on location with an injured animal which is not presenting an immediate threat to the deputy or another person, every attempt should be made to confine or contain the animal and notify Police Radio to contact Animal Care and Control Team (ACCT).
 - L. Deputy Sheriff will not use a firearm as a club.
 - M. Deputy Sheriffs should only draw their firearm when they believe a potential for serious bodily injury or imminent death to themselves or another person exist.
 - N. Internal Affairs will be notified of any incident involving the discharge of a firearm by deputy.
-

III. REPORTING DISCHARGES OF FIREARMS

A. The discharge of any firearm, whether accidental or intentional, by sworn personnel on duty (excel test or target fire at a bona fide pistol range or lawfully hunting game) will be reported as follows:

1. The deputy who fired the weapon will:
 - i. Immediately notify Police Radio of the occurrence and provide pertinent information regarding the need for supervisory personnel and emergency equipment if required.
 - ii. Inform the 1st Supervisor on the scene of the location(s) of the crime scene(s) and the general circumstances relative to the preservation and collection of physical evidence.
 - iii. Make no official statements to anyone except personnel from the Internal Affairs Unit. However, this provision shall not be construed to prohibit the deputy from speaking to any counselor or union representatives regarding the incident while at the Internal Affairs Unit or at any time afterwards.
2. Police Radio will:
 - a. Ensure that a District Supervisor is dispatched to the scene.
 - b. Immediately make the following notifications:
 1. Internal Affairs Unit
 2. Immediate Supervisor
 3. Sheriff
3. First Supervisor on the scene will be responsible for the following:
 - a. Ensure that Police Radio has been notified of the incident.
 - b. Determine which deputy(s) fired their weapon(s) by examining magazine/cylinder of the weapon of each deputy present during discharge.
 - c. Any deputy having left the scene prior to the Supervisor's arrival, will be recalled in order to have their weapon inspected.
 1. Glock (semi-automatic) weapon inspection:

Instruct the deputy(s) to remove the magazine for inspection and note the number of rounds and take possession of the magazine. Supervisors, who are not Glock-trained, are prohibited from physically handling the weapon (excluding the magazine) during the inspection.
 - d. Allow involved deputy(s) to retain custody of the firearm absent any exigent circumstances and reload their weapon with a new magazine. This will be done to ensure deputy(s) have a fully-loaded weapon while being transported to Internal Affairs Unit.

- e. Ensure that information concerning the location(s) of the crime scene (s) and the general circumstances relative to the preservation and collection of physical evidence is provided by the involved deputies and disseminated to the assigned investigator by remaining at the scene until the arrival of a supervisor.
- g. Will escort the involved deputies, if not incapacitated, directly to Internal Affairs Unit. When possible, discharging deputies should be transported separately, additional vehicles are needed, additional supervisors will be summoned to provide transportation.

B. Reporting Discharges of Firearms OUTSIDE Jurisdiction

- 1. The deputy who fired the weapon will:
 - a. Call the local Emergency 9-1-1 to notify the jurisdiction of occurrence.
 - b. Comply with the directions given by the local investigating law enforcement officials.
 - c. Call the Philadelphia Police Radio Room at (215- 686-1295), so the proper notifications can be made.
- 2. Internal Affairs Unit will:
 - a. Notify the local investigative agency, speak to the assigned investigator, and request if Internal Affairs Unit can respond to the scene or meet with the investigator.
 - b. Respond to any discharge within reasonable driving distance (2-3 hrs.)
 - c. If permissible, obtain any documents and/or interviews pertaining to the discharge.

IV. INVESTIGATION DEPUTY DISCHARGES

- A. The involved deputy will:
 - 1. Whether or not the discharge results in death or injury to any person, Shall be temporarily assigned to non-street duties inside their command Unit.
 - 2. Have their case reviewed within five business days by Internal Affairs Unit and returned to active unless circumstances exist that dictate otherwise.
- B. The Philadelphia Police Department Homicide Unit will:
 - 1. Investigate all cases involving the discharge of firearms by deputies resulting in or likely to result in death of a human being. They will be responsible for the preparation of the Investigation Report (75-49) which will be forwarded to Internal Affairs Unit within seven (7) calendar days.

C. The Philadelphia Police Department Crime Scene Unit will:

1. Process the scene after conferring with the assigned investigator.

D. The Deputies Supervisor will:

1. Ensure that the Sheriff and Internal Affairs is notified
2. Contact the Employee Assistance Unit (EAP), within five (5) business days,

In order to arrange confidential counseling whenever a deputy has discharged their firearm.

3. Also be responsible for having the deputy retrained at the Firearms Training Unit before returning to duty.

4. Should the Supervisor, Internal Affairs Unit, determine that circumstances exist to require the deputy to remain off-street duty, then he/she will submit a memo to the Sheriff within five (5) business days of the discharge seeking approval to extend the time period. If approval is granted, the Supervisor and

Internal Affairs will inform the involved deputy immediate supervisor absent other circumstances, the deputy will return to regular duty after five (5) business days.

E. Internal Affairs Unit will:

1. Assist in all investigations of discharges of firearms by Philadelphia Sheriff's Office.

2. Ensure that the deputies that fired the weapon have been interviewed separately.

3. Prepare a separate report detailing the results of the Internal Investigation.

NOTE: UPON COMPLETION OF THE SUPPLEMENTAL REPORT, THE CHIEF INSPECTOR AND INTERNAL AFFAIRS, WILL FORWARD A COMPLETE REPORT TO THE SHERIFF

This Duty Manual and Disciplinary Codes replace all previous versions disseminated.

BY THE COMMAND OF THE SHERIFF

