



Departmental Memorandum

Volume 25-4

To: All Police
From: Captain Brian Kinney, Office of Special Services

Katherine Lester, Chief of Police
8-4-2025

Personnel Investigation Definition Modification

This Departmental Memorandum (DM) serves as notification that the below changes to General Order 220.01 – Personnel Complaints, (revised 8-1-2019) and Reference Manual 220.01 - Internal Investigations, (revised 1-17-2023) are effective immediately upon publication. This DM shall expire upon future publication of both GO 220.01 and RM 220.01. Please direct your questions regarding this DM to Internal Affairs.

Internal Affairs Manual (RM 220.01)

Section D under the heading "Personnel Complaints" is amended to modify the definitions of Force and Improper Tactics as follows:

D. Personnel Complaint Classifications

1. Conduct Unbecoming an Employee - Behavior that is malicious, criminal, brings discredit upon the department, or fails to follow ordinary and reasonable rules of good conduct while on or off duty.
2. Discourtesy - Rude or abusive actions directed towards another person.
3. Discrimination - Actions or misconduct due to the race, ethnicity, nationality, gender, age, religion, gender identity or expression, sexual orientation, or mental or physical disability of any person.
4. Dishonesty - Knowingly giving false or misleading information.
5. **Force - Excessive or unreasonable use of force.**
6. False Arrest - Removal of personal liberty without proper authority or legal justification.
7. Firearm Discharge - Anytime a firearm is discharged in violation of Department policy.
8. Harassment - Any unsolicited or unwarranted employee action or conduct that reasonably appears meant to annoy, threaten, intimidate, or alarm any person.
9. Improper Search and Seizure - A detention, arrest, search, or seizure of an individual's person or property that is unlawful or in violation of Department policy.
10. **Improper Tactics - Employee actions, including reasonable, non-excessive physical contact with any person, that deviates from approved practices and procedures.**
11. In-Custody Death – Administrative review of an in-custody death incident.
12. Insubordination - Failure or refusal to follow a lawful written or verbal order issued by a superior.
13. Intoxication – On-duty personnel under the influence of any intoxicant.
14. Missing Property - Property that has been in the custody of an employee and becomes unaccounted for or missing. This also includes the misappropriation or theft of funds or property.
15. Neglect of Duty - The failure to perform a required duty.
16. Officer Involved Shooting – Administrative review of an officer involved shooting incident.
17. Profiling - The consideration or reliance on actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability when deciding to subject a person to law enforcement activities. However, an officer may consider or rely on characteristics listed in a specific suspect description.
18. Service - The failure to adequately provide timely and required police action.
19. Traffic - Improper or illegal driving by an employee.
20. Wage Garnishment - Failure to pay just debts.



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General Order 220.01 – Personnel Complaints

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NOTE: The updated definitions in both GO 220.01 and RM 220.01 shall only apply to personnel investigations in which a finding has not been rendered as of the date referenced above; it does not apply retroactively to completed investigations.