

Police Misconduct Allegation Data:

Glossary of Recommended Common Language Standards



This project was funded by the Maryland Governor's Office of Crime Prevention and Policy under subaward number PACT-2026-0016. All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency.

CONTENTS

1 Background 3
2 Methodology 4
3 Standardized Allegation Types 5
3.1 Administrative Rule Violations 5
3.2 Audio and Video Recordings 7
3.3 Conduct Unbecoming 7
3.4 Confidentiality 8
3.5 Conformance to Law or Policy 8
3.6 Discrimination and Differential Treatment 8
3.7 Ethics and Integrity 9
3.8 Evidence and Property Control and Maintenance 10
3.9 Failure to Notify Supervisor 11
3.10 Improper Search and/or Seizure 11
3.11 Insubordination 11
3.12 Interfering with an Investigation 12
3.13 Interfering with Free Speech 12
3.14 Performance of Duty 12
3.15 Person in Custody Violation 13
3.16 Police Procedures 13
3.17 Relationships and Associations 14
3.18 Reporting Procedures 15
3.19 Response to Resistance and Use of Force 15
3.20 Sexual Misconduct 15
3.21 Supervisor Role and Responsibilities 16
3.22 Unexcused Absence 16
3.23 Use of Intoxicants 17
3.24 Vehicle-Related Incidents 17
3.25 Weapon Safety and Authorized Use 17

1 BACKGROUND

In 2024, PERF launched a study to quantify the Maryland Police Accountability Act (PAA) of 2021's impact on police accountability in Maryland. The study examined four years' worth of misconduct complaints—two from before the PAA took effect and two from after—and compared data on the findings, charges, and discipline outcomes of investigations into those complaints. It also compared outcomes between the originating agency, its corresponding Administrative Charging Committee (ACC), and the trial board (if one was convened).

Each law enforcement agency has its own unique systems, policies, and practices for documenting misconduct complaints and investigations. And while each Police Accountability Board (PAB) tracks and reports data on complaints and outcomes, data collection and analysis is not uniform. These differences complicate efforts to assess the PAA's effects on police accountability and make interagency comparisons difficult, particularly because of the absence of a *statewide* PAB, which leaves information on state and multicounty agencies notably deficient.

PERF contacted all law enforcement agencies in Maryland—approximately 141 at the time—and approximately one-third participated in the study by providing de-identified data on officer misconduct cases between 2020–2024. Among the agencies that did provide data, most were unable to provide every requested data point for every case.[1] Most missing data were details that agencies do not typically track as searchable statistics (e.g., recommended findings provided by the agency to the ACC, date an officer requested a trial board) or that would require an impractical amount of intensive manual review to produce. Agencies also have different thresholds for the point at which a complaint is "officially" received and assigned a case number; some agencies may screen out some complaints as "inquiries" without formal documentation or without case numbers. The data set from participating agencies varied in how allegations were coded in four further key ways:

1. **Syntax differences, where the same or similar words are used but their arrangement varies between agencies.** For example, an allegation might be called "unbecoming conduct" in one agency, "conduct unbecoming" in another, and "conduct that reflects unfavorably upon the agency" in a third.
2. **Differences in punctuation, spelling (including abbreviations), spacing, and punctuation.** Any differences in the use of punctuation, spelling of words, and number of spaces between words required reformatting to ensure like terms were recognized as such. For example, Microsoft Excel initially treated the following pairs of terms as different: `discourtesy` and `discurtesy`; `violation of criminal statute` and `VCS`; `neglect of duty` and `neglect  of duty`; and `failure to appear` and `failure, to appear`.
3. **Different terms used to describe the same type of behavior.** For example, what is categorized as rudeness or discourtesy in one agency might be categorized as unprofessional conduct in another.

[1] A list of the data points requested is available in PERF, *Measuring the Impact of the Maryland Police Accountability Act* (Washington, DC: Police Executive Research Forum, 2025), appendix A, https://www.policeforum.org/assets/MPAA.pdf.

4. **Different interpretations of the same term.** For example, one agency might consider "conformance to law" to include violations of civil laws or executive orders, whereas another might only use "conformance to law" to refer to criminal misconduct.

As a result, the study's findings were limited. The inconsistency in how law enforcement agencies track misconduct and internal affairs investigation information made the data collection process arduous for both PERF and the participating agencies and was a major limitation of this study. Each agency in the state is unique, and not all agencies have the same data analysis needs or tracking capabilities. However, some consistency is necessary to collect data and make reliable inferences. For example, if each agency tracked key case management dates (e.g., date of incident, date of report, date assigned to an investigator, date the completed investigation was sent to the ACC for review), they or external reviewers could establish accurate average timelines for each stage of the process.

Use of terminology and definitions is another major inconsistency between agencies. The data PERF collected were beset with differences in terminology, syntax, spelling, formatting, and definition. This variability made data analysis difficult and labor-intensive. For example, some agencies reported that they don't use the phrases "sustained" or "not sustained" and instead use "administratively charged" and "not administratively charged." As a part of the data cleaning, PERF recoded the "administratively charged/not administratively charged" data to consistently use the "sustained/not sustained" phrasing and group like data.

To address these issues, PERF puts forth the following recommended data categories and definitions as a uniform standard for data tracking and consistency across agencies. Adoption of these standard categories and definitions does not require change in departmental policy language or major system overhaul; it is simply a suggested standardization for data tracking and reporting to improve public availability and utility of data statewide.

2 METHODOLOGY

To develop this set of standardized allegation types, PERF conducted a multistep process to collect information on policy language used by Maryland law enforcement agencies, group similar policy language into themes, and combine language from across agencies to create unified definitions.

The starting point for this process was the list of allegation types developed through case analysis in the 2024–2025 study described in section 1. Background on page 3. PERF developed the list of parent- and child-level allegations using the coding process described in *Measuring the Impact of the Police Accountability Act*.[2]

PERF then sourced policy language from the rules and regulations of several law enforcement agencies. PERF reviewed policies from 22 law enforcement agencies throughout the state, including state, county, and municipal-level agencies in urban, suburban, and rural settings from Western Maryland to the lower Eastern Shore.

[2] PERF, *Measuring the Impact* (see note 1).

PERF took policy language from each of the reviewed agencies' websites and coded it, tagging each policy statement with the appropriate respective allegation type. For example, each of the following samples was from a different agency, and each was coded as "improper vehicle operation."

> **Example 1.** "Agency personnel must have all appropriate licensing and authorizations prior to operating any agency vehicle."
>
> **Example 2.** "While operating an agency vehicle, an employee will obey all laws of the State and all local ordinances and conform to all agency procedures and regulations pertaining to operation and maintenance of any agency vehicle assigned to him permanently or temporarily."
>
> **Example 3.** "The Department's goal is to respond quickly and safely to all calls for service. Employees shall drive with due care, exhibit exemplary driving behavior, and wear their seatbelts while operating Departmental vehicles. Employees shall respond to calls consistent with the provisions of this directive."

PERF then systematically combined the grouped policy statements from multiple agencies into comprehensive but concise definitions,[3] then reviewed and refined the definitions to ensure accuracy and consistency. During the editing process, PERF staff eliminated redundancies in categories. For example, if two terms had similar definitions, staff either combined the definitions into a single term or revised them to clarify the distinctions between them.

3 STANDARDIZED ALLEGATION TYPES

The final edited definitions are provided in the following sections.

3.1 ADMINISTRATIVE RULE VIOLATIONS

This is a broad category encompassing failures to comply with the procedural and administrative standards that govern day-to-day professional conduct. These violations typically concern the operational rules employees are expected to follow as a condition of employment.

3.1.1 Communications

Violations of agency standards governing all written, verbal, and electronic communications in the course of employment. Typically these standards include the expectation that employees will

- use professional and appropriate language in all communications;
- regularly check agency email;
- promptly return messages from community members;
- use of agency communication devices primarily for official business and in compliance with Federal Communications Commission (FCC) regulations;
- keeping personal contact information current with the agency.

[3] This step was conducted with the use of multiple tools, including an artificial intelligence (AI) agent.

3.1.2 Secondary Employment

Violations of agency requirements regarding any employment, business activity, or occupation held by an employee outside of their agency role. Secondary employment typically requires prior written approval from the sheriff or chief of police. Common prohibitions include

- conducting secondary employment activities during duty hours or sick leave or on agency property;
- conflict or interference with the employee's primary law enforcement responsibilities.

3.1.3 Smoking/Tobacco Use

Violations of agency rules regarding the use of tobacco products, vaping devices, and electronic nicotine delivery systems while on duty or in agency spaces. Such use is typically prohibited in all agency facilities, vehicles, and government-owned properties and is not permitted during direct contact with the public.

3.1.4 Unauthorized Passenger

Violations of agency rules regarding the transportation of a person in an agency vehicle who is not authorized to be there. Typically, employees on duty may not transport family members or other nonagency personnel in agency vehicles without the approval of a supervisor, except in emergencies or as specifically permitted by policy.

3.1.5 Uniform and Grooming Standards

Violations of agency regulations governing the appearance and dress standards applicable to all agency employees while on duty or in the workplace. Typically, these regulations

- require that employees maintain a neat, professional appearance and wear uniforms in conformance with agency policy;
- prohibit wearing uniforms while off duty, when authorized for secondary employment, or while traveling to or from an assignment, unless otherwise approved;
- prohibit use of unauthorized uniform items and equipment.

3.1.6 Violation of Social Media Policy

Violations of agency rules regarding employee social media activity. Generally, employees may not post

- content related to agency operations, investigations, or personnel without authorization;
- images of uniforms, vehicles, or facilities in a manner that reflects negatively on the agency.

Personal social media content is subject to the same professional standards as on-duty conduct, as such content may be publicly visible.

3.1.7 Other Administrative Rule Violations

Violations of other agency rules and regulations not specified in a listed subtype.

3.2 Audio and Video Recordings

This category governs the activation, use, and handling of mobile and fixed video systems and body-worn cameras (BWC) during law enforcement activities. It typically includes

- the obligation to activate recording equipment for legitimate law enforcement purposes at the appropriate time;
- the proper maintenance and submission of all recordings as agency property;
- compliance with all related documentation requirements.

3.2.1 Body-Worn Camera Violations

Violations of agency policy regarding activation, operation, or maintenance of a BWC system.

3.2.2 Audio/Video Recordings

Violations of agency policy regarding the use of other (non-BWC) mobile and fixed video systems and other recording equipment during law enforcement activities. This category includes in-car dashboard cameras, interview room cameras, surveillance equipment, and any other audio/video recording equipment used by the agency.

3.3 Conduct Unbecoming

A broad category covering any on- or off-duty behavior that brings discredit to the agency, undermines public trust, or falls below the moral and professional standards expected of law enforcement personnel. Generally, agencies require that members conduct themselves according to these standards regardless of whether they are on duty at the time. Conduct unbecoming should not be used if there is another, more specific allegation type that is applicable.

3.3.1 Conduct Unbecoming

Violations of agency policy regarding disgraceful conduct; participation in incidents involving moral turpitude; disparaging conduct toward the agency or its members; and any behavior a reasonable person would recognize as incompatible with law enforcement employment.

3.3.2 Decorum and Unprofessional Conduct

Violations of agency policy regarding the standard of professional comportment expected of all employees in interactions with the public and fellow personnel. This standard includes expectations around

- courtesy, tact, patience, and self-control—even under provocation;

- refraining from profane, insolent, or demeaning language and gestures;
- avoiding horseplay;
- treating all persons with dignity, respect, and professionalism.

3.4 Confidentiality

Violations of agency policy regarding the obligation to safeguard official agency business, records, communications, and investigative information from unauthorized disclosure. Employees may only share such information with persons for whom it is intended and through established channels. This category does not have subtypes.

3.5 Conformance to Law or Policy

The dual obligation of all employees to obey applicable federal, state, and local laws at all times—both on and off duty—and to comply with all agency directives, rules, policies, and standard operating procedures.

3.5.1 Conformance to Law

Violations of employee obligations to obey applicable federal, state, and local laws at all times, both on and off duty.

3.5.2 Criminal Misconduct

While violations of criminal law can rightly be considered violations of conformance to law, criminal misconduct by law enforcement officers generates heightened public interest and sensitivity. As such, allegations of criminal misconduct should be delineated from other conformance to law violation allegations.

3.5.3 Conformance to Policy

Violations of employee obligations to comply with all agency directives, rules, policies, and standard operating procedures, whether written or established by training and practice.

3.6 Discrimination and Differential Treatment

Any conduct that treats a person or group unequally or with hostility based on a protected characteristic, whether in a law enforcement contact or an internal employment context.

3.6.1 Bias and Profiling

Violations of agency policy that prohibits making law enforcement decisions based on a person's race, color, national origin, religion, sex, age, gender identity, sexual orientation, disability, or

other protected characteristic rather than on individualized reasonable suspicion or probable cause.

3.6.2 Workplace Discrimination and Harassment

Violations of agency policy regarding conduct that subjects another employee to differential treatment, hostility, or abuse based on a protected characteristic such as race, color, national origin, religion, sex, age, gender identity, sexual orientation, disability, or other protected characteristic. Discrimination involves treating individuals unequally on the basis of such characteristics. Harassment includes creating a hostile work environment through pervasive verbal, physical, or nonverbal conduct.

3.7 Ethics and Integrity

A broad category covering the moral and professional standards expected of all law enforcement employees.

3.7.1 Abuse of Power or Authority

Violations of agency policy prohibiting improper use of one's official position, badge, title, identification, or uniform for personal or financial gain, to obtain privileges not otherwise available, or to avoid the consequences of illegal acts. Improper use includes using agency-obtained information for unauthorized personal benefit, attempting to influence superiors for personal advantage, facilitating arrangements that allow criminal suspects to escape lawful punishment, and representing oneself in an official capacity when not authorized to do so.

3.7.2 Department Technology Misuse

Violations of agency policy prohibiting the unauthorized or improper use of agency computers, databases, phones, and other technology resources. Improper use includes accessing criminal justice information systems for personal purposes and accessing or transmitting inappropriate, sexually explicit, or racially derogatory material through agency equipment.

3.7.3 Ethics

Violations of agency policy regarding the standard of moral and professional integrity expected of all law enforcement employees, grounded in applicable state ethics laws and the Law Enforcement Code of Ethics. Ethics violations may include conflicts of interest, misuse of public resources, tampering with evidence, and false accusations.

3.7.4 Gifts, Bribes, and Gratuities

Violations of agency policy regarding solicitation or acceptance of any gift, gratuity, fee, reward, or compensation by an employee from any individual or business where it could be construed as an

attempt to influence official conduct. Broad commercial discounts available to law enforcement generally are typically permissible under agency policies and not considered a violation.

3.7.5 Integrity and Truthfulness

Violations of agency requirements that all employees be honest and accurate in all official communications, reports, testimony, and conduct. This includes prohibitions on making false or misleading statements verbally or in writing, falsifying records or reports, manufacturing or tampering with evidence, or withholding material information.

3.7.6 Intimidation

Violations related to threatening or assaulting a fellow employee, or coercing, threatening, or commanding another employee to contribute money, resources, or support to any cause or political organization.

3.7.7 Retaliation

Violations of agency prohibitions on taking adverse action against an employee or individual because they reported a violation of law or policy, filed a complaint, provided testimony, or participated in an official investigation or proceeding.

3.8 Evidence and Property Control and Maintenance

The category governing the proper handling and care of agency property, accountability for issued equipment, and stewardship of evidence or property that comes into agency custody.

3.8.1 Destruction of Property

Conduct that results in the marring, marking, defacing, or otherwise damaging agency property, including buildings, vehicles, and facilities. Violations may include affixing materials to agency property without authorization and damage caused through negligence, carelessness, or intentional misconduct.

3.8.2 Evidence and Property Control Procedures

Violations of agency rules governing the handling, storage, documentation, and disposition of evidence and property that comes into agency custody. Typically this category includes requirements that employees process all evidence and property in accordance with established procedures and not convert it to personal use, tamper with it, destroy it, or misappropriate it.

3.8.3 Maintenance of Property

Violations of agency policy regarding the proper care, use, and upkeep of all agency-issued equipment, uniforms, vehicles, and property.

3.9 Failure to Notify Supervisor

Failure to promptly inform a supervisor of any event or circumstance that policy requires be reported.

3.9.1 Failure to Notify Supervisor

Violations of agency policy regarding the requirement to promptly inform a supervisor of reportable events, including an inability to report for duty, on-the-job accidents or injuries, civil actions related to employment, or changes in personal contact information. Notification timelines are generally within 24 hours unless otherwise specified.

3.9.2 Failure to Report Misconduct

Violations of agency policy regarding the requirement to promptly disclose activities—by oneself or another member—that resulted or may result in arrest, contact with a law enforcement agency, or criminal prosecution or disciplinary action. Employees are generally required to report observed misconduct, including excessive force, corruption, discrimination, and dishonesty.

3.10 Improper Search and/or Seizure

Any search or seizure conducted without lawful authority or in violation of applicable law or agency procedure.

3.10.1 Improper Search/Seizure

Any search or seizure conducted in violation of applicable law or agency policy, including a warrantless search without freely given consent.

3.10.2 Search Warrant Application

Violations of the process by which officers seek judicial authorization to search a location or seize evidence. This category includes submission of applications that are intentionally inaccurate, untruthful, or incomplete.

3.11 Insubordination

Refusal or failure to comply with a lawful order from a superior or conduct that expresses disrespect toward authority in the agency.

3.11.1 Criticism

Public disparagement of the agency, other governmental agencies, the judiciary, or their personnel through speech, writing, electronic communication, or other expression when such criticism is defamatory, obscene, unlawful, or made with reckless disregard for the truth or when

it disrupts agency efficiency or discipline. This definition does not include legitimate concerns raised through proper internal channels.

3.11.2 Insubordination

Willful refusal to comply with a lawful order from a superior officer or conduct that expresses disrespect toward a superior by word, deed, or gesture. This category includes ridiculing a supervisor or their orders and attempting to improperly influence a superior for personal gain or to avoid discipline.

3.12 Interfering with an Investigation

Any unauthorized involvement in a case assigned to another employee or agency or any action that obstructs a lawful arrest, prosecution, or internal inquiry. This behavior may include involving themselves in another officer's investigation without consent or supervisory direction, interfering with the operation of any unit or division, or taking an action that impedes a lawful prosecution. This category does not have subtypes.

3.13 Interfering with Free Speech

Any action by an employee that unlawfully suppresses or impedes a person's exercise of constitutionally protected rights, including the right to free speech, peaceful assembly, public observation, or the recording of law enforcement activities. This category does not have subtypes.

3.14 Performance of Duty

The overall standards of competence, diligence, alertness, and responsiveness expected of employees in the performance of their assigned responsibilities. Neglect of any of these duties, whether through inaction, carelessness, or deliberate avoidance, falls within this category.

3.14.1 Duty to Intervene

Violations of the obligation of every officer to take action when they become aware that a fellow member or public safety associate is engaging in unreasonable use of force, unconstitutional conduct, or any behavior likely to cause unnecessary harm or violate a person's rights.

3.14.2 Failure to Render Aid

Failure to provide or summon appropriate medical assistance. The expectation to render aid may include providing aid following a law enforcement action that results in injury, apparent medical distress, or unconsciousness or when a person in custody requires medical attention.

3.14.3 Loitering/Loafing/Sleeping

Failure to remain awake, alert, and attentive to duty while on shift. Violations may include unnecessarily lingering in restaurants or other establishments, engaging in personal entertainment or non-duty business, or sleeping during on-duty time.

3.14.4 Neglect of Duty

Failure to take appropriate action when encountering a crime, disorder, or other circumstance requiring law enforcement attention whether on or off duty. Neglect may be demonstrated by carelessness, indifference, or inaction when action is required.

3.14.5 Performance of Duty

Violations of agency standards for competence, diligence, and fitness expected of employees in the execution of their assigned responsibilities. Employees must maintain sufficient skill and knowledge for their position, report for duty properly equipped and physically and mentally fit, and perform with the highest standards of efficiency.

3.15 Person in Custody Violation

Any mistreatment of or procedural failure involving a person in an employee's lawful custody. Violations include

- allowing a prisoner to escape through negligence;
- soliciting personal services from inmates;
- allowing persons in custody to access agency security items such as keys;
- failing to process detainees in accordance with established procedures, with due regard for their safety, dignity, and medical needs.

This category does not have subtypes.

3.16 Police Procedures

This category governs compliance with established operational protocols for specific law enforcement activities, including traffic stops, vehicle pursuits, towing and impounding, and officer identification. Officers must conduct themselves in a manner that prioritizes safety and transparency.

3.16.1 Failure to Identify

Violations of agency policy that requires sworn employees to carry or present their badge and official credentials as required or to furnish their name, badge number, rank, and assignment upon request from a member of the public while acting in an official capacity, including plainclothes officers making traffic stops or enforcement contacts. Exceptions typically apply to authorized undercover assignments and should not be reported as misconduct.

3.16.2 Towing & Impounding Procedures

Violations of agency policy regarding the removal and impoundment of vehicles by law enforcement in accordance with applicable law.

3.16.3 Traffic Stop Procedures

Violations of agency procedures for conducting traffic enforcement activities, such as initiating, conducting, and clearing traffic stops for moving violations.

3.16.4 Vehicle Pursuit Procedures

Violations of agency policy governing when and how an officer may conduct a vehicular pursuit. Many agencies require that pursuits balance the need to apprehend a suspect against the risk to officers and the public, with the preservation of life as the primary consideration.

3.17 Relationships and Associations

The standards governing the personal and professional relationships employees may maintain, both within and outside the agency.

3.17.1 Associations

Violations of agency policy regarding the personal and professional relationships employees maintain outside of official duties, such as with recruits, persons of questionable character, or private business interests, that could interfere with their professional obligations, compromise agency integrity, or create an appearance of impropriety.

3.17.2 Criminal Associations

Violations of agency policy regarding the maintenance of relationships or dealings with persons known or reasonably believed to be engaged in criminal activity, including racketeers, gamblers, felons, or persons under criminal investigation, except as required in the performance of official duties (such as development of confidential informants).

3.17.3 Personal Relationships

Violations of agency policy regarding romantic or sexual relationships that arise from or conflict with an employee's official role. Such conflicts may arise from involvement with complainants, suspects, witnesses, victims, informants, persons in custody, inmates, parolees, or subordinate staff.

3.18 Reporting Procedures

The standards governing how employees document and submit required reports, including receipt of complaints from community members.

3.18.1 Failure to Accept a Complaint

Violations of agency policy regarding receiving and processing a complaint against an agency member, including failure to accept a complaint or discouraging a community member from filing one.

3.18.2 Reporting Procedures

Violations of agency policy governing the submission of all required verbal and written reports, including violations of required time frames, channels, and procedures and violations of requirements for accuracy and truthfulness.

3.18.3 Use of Force Reporting

Violations of agency policy requiring that all uses of force be fully and accurately documented by each officer who uses or observes force.

3.19 Response to Resistance and Use of Force

This category governs how and when employees may use physical force and what obligations they have before resorting to it.

3.19.1 Use of Force

Violations of agency policy regarding the application of physical force by an officer to effect an arrest, protect themselves or others, or bring a situation under control.

3.19.2 Failure to De-Escalate

Violations of agency policy regarding failure to attempt de-escalation techniques such as verbal commands; tactical repositioning; and the use of additional resources before resorting to physical force when time, circumstances, and safety permit.

3.20 Sexual Misconduct

Any sexual behavior, contact, or harassment by an employee that violates professional boundaries or agency policy. This category includes consensual sexual activity if conducted while on duty or in agency facilities or vehicles; sexual contact with victims, witnesses, or suspects in an active investigation; sexual harassment in any form, whether quid pro quo or resulting in a hostile work environment; and sexual relationships with persons in custody or arising from official investigative contacts. Using one's

official capacity to solicit a personal or sexual relationship is also prohibited. This category does not have subtypes.

3.21 Supervisor Role and Responsibilities

The duties, standards, and accountability obligations specific to supervisory and command personnel, such as actively overseeing the performance of those under their command, conducting inspections, providing timely guidance and corrective action, modeling professional behavior, and ensuring compliance with all applicable laws and agency policies. This category does not have subtypes.

3.22 Unexcused Absence

A broad category covering any unauthorized or unjustified absence from duty.

3.22.1 Absent Without Leave

Violations of agency policy regarding absence from duty, leaving the workplace early, or failing to report for a scheduled shift without prior authorization from a supervisor.

3.22.2 Abuse of Sick Leave

The misuse of sick leave by feigning illness or injury, falsely reporting oneself as ill or injured, or engaging in activities inconsistent with a claimed medical condition.

3.22.3 Failure to Appear

Failure to appear at a required court hearing, administrative hearing, grand jury proceeding, or other legal proceeding when properly summonsed or subpoenaed.

3.22.4 Leaving Duty Post

Departing from an assigned post, patrol area, or work location before the end of a scheduled shift or exchanging duty assignments without prior supervisory authorization.

3.22.5 Overtime Violation

Working beyond the regular workday without prior supervisory authorization or claiming overtime compensation for unauthorized work.

3.22.6 Punctuality/Lateness

Violations of agency requirements that employees report for duty at the assigned time and location, properly attired and equipped.

3.23 Use of Intoxicants

The consumption or possession of alcohol, controlled substances, narcotics, or other intoxicants in a manner that conflicts with agency policy or impairs fitness for duty. This category does not have subtypes.

3.24 Vehicle-Related Incidents

3.24.1 Agency Vehicle Crashes

A traffic collision involving an employee operating an agency vehicle. Data on these violations may be further subdivided based on the degree of fault, severity of damage, whether the collision was preventable, and whether the incident is subject to review by the ACC.

3.24.2 Improper Vehicle Operation

The unsafe, unlawful, or unauthorized operation of an agency vehicle, including failure to use seat belts, negligent or careless driving, allowing unauthorized persons to operate agency vehicles, and operation of agency vehicles while on sick leave or with suspended driving privileges.

3.25 Weapon Safety and Authorized Use

The standards governing the carrying, handling, storage, deployment, and reporting of agency-authorized weapons.

3.25.1 Accidental Discharge

The unintentional or unknown-cause discharge of a firearm or a conducted energy weapon or other less-lethal device.

3.25.2 Authorized Use of Firearms

Violations of agency regulations that govern the lawful carry and deployment of agency-approved firearms and ammunition. This category may include carrying or using weapons for which the employee has not qualified, drawing a firearm when there is no reasonable fear for safety, or pointing a firearm at a person when there is no reasonable belief that deadly force may be immediately necessary.

3.25.3 Weapon Safety

Violations of agency policy regarding the standard of care required for handling, storage, and use of all agency-authorized weapons. This category includes violations related to careless handling; improper display or storage; or use contrary to policy, statute, or training.



POLICE EXECUTIVE RESEARCH FORUM