

## Misconduct and Arrest of City Employees

### 345.1 POLICY

It is the policy of this Department to immediately report and thoroughly document misconduct of City employees.

- (a) When a city employee is arrested, the arresting officer shall prepare an arrest report and ensure that the Watch Commander is notified by email and forwarded to the Division Commander and Chief of Police.
- (b) The procedures in paragraph one also apply to any report of a city employee's misconduct, even if an arrest is not made.
- (c) The Chief of Police shall notify the appropriate Department head, the Director of Personnel and the City Manager as early as practical. Should the report involve a Department head, the City Manager shall be notified.