

\*\*\* DRAFT \*\*\* LAFD STAKEHOLDERS \*\*\* DRAFT \*\*\*  
**CORRECTIVE ACTION GUIDELINES – COMPARISON TO CIVIL SERVICE POLICY 33.2**  
 NOVEMBER 20, 2006



Act Of Misconduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	CS Policy 33.2 1 <sup>st</sup> Offense W = written reprimand V = verbal
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**ALCOHOL / NARCOTICS & DRUG USE**

1. Consumed alcoholic beverages while on duty	F			75.1 10 – Discharge
2. On duty, under the influence of alcohol	F			75.2 10 – Discharge
3. Violation of Last Chance Contract for alcohol, drugs, narcotics	F			
4. Ingestion, possession or commerce of any illegal drug, on or off duty	F			75.4 10 – Discharge
5. Purchased alcoholic beverage on duty	E	F		69.5 W – Discharge
6. Knowingly transported a person to buy/obtain illegal narcotics/drugs	E	F		69.5 W – Discharge
7. Knowingly present where illegal narcotics/drugs being used	B-E	E	F	69.5 W – Discharge
8. Illegal or improper use, possession or commerce of any controlled substance, including prescribed drugs	B-D	E	F	69.5 W – Discharge
9. Allow minor to consume alcoholic beverage	A-B	C	D-E	69.5 W – Discharge
10. Off duty, public drunkenness	A-B	C	D-E	69.5 W – Discharge
11. On duty, possessed alcoholic beverage	A-B	C-D	E	70.1 V – 5
12. Unfit for duty due to prior consumption of alcoholic beverage	A-B	C-D	E	75.2 10 – Discharge

**DRIVING / PARKING INFRACTIONS**

13. DUI while driving a City vehicle	F			75.3 20 – Discharge
14. DUI	E	F		69.5 W – Discharge
15. DUI with aggravated circumstances	E	F		69.5 W – Discharge
16. DUI with traffic collision	E	F		69.5 W – Discharge
17. DUI with traffic collision and injury	E	F		69.5 W – Discharge
18. At fault for accident involving Department vehicles/apparatus with aggravated circumstances (ie: alcohol/drugs)	E	F		75.3 20 – Discharge
19. At fault for accident involving department vehicles/apparatus with aggravated circumstances (ie: injury, speeding)	D-E	D-E	E	77.2 1 – Discharge

**KEY:**

A Reprimand to 5 Day Suspension  
 B 6–10 Day Suspension

C 11–15 Day Suspension  
 D 16–30 Day Suspension

E Board Of Rights, 31 Day Suspension -Termination  
 F Board of Rights, Recommended Termination

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20. At fault for accident involving Department vehicles/apparatus	A	B-C	C-E	77.2 1 – Discharge
21. Failed to properly dispose of traffic citations issued against private vehicle	A-B	C-D	D-E	69.5 W – Discharge
22. Operating a city vehicle without proper endorsements	A-B	C-D	D-E	77.1 W – 5
23. Failing to maintain a valid driver's license with proper endorsements	A-B	C-D	D-E	70.1 V – 5
24. Failure to make notification of driver's license status change	A-B	B-D	D-E	74.7 W – 10
25. Failure to wear seat belt	A-B	C-D	D-E	77.3 W – 20
26. Illegal parking of City vehicle (not business related)	A-B	C-D	D-E	69.5 W – Discharge
27. On or off duty, improper use of a City vehicle	A-B	B-D	D-E	69.5 W – Discharge
28. Reckless driving (no DUI)	D-E	E	F	69.5 W – Discharge
29. Reckless driving with aggravated circumstances (no DUI)	D-E	E	F	69.5 W – Discharge
30. Reckless driving with traffic collision & injury (no DUI)	E	F		69.5 W – Discharge
31. Used unauthorized Code 3	D-E	E	F	77.3 W – 20

**DISHONESTY / THEFT**

32. Accepted a bribe (An exchange of compensation in any form for preferred treatment in the performance of duties)	F			79.1 Discharge
33. Destroying City records/property without authorization	D-E	E	F	79.3 10 – Discharge
34. Forged documents	E	F		79.5 Discharge
35. Received benefits through fraudulent means	E	F		79.6/7 Discharge
36. Fraudulent use of sick time	E	F		79.6 Discharge
37. Knowingly submitted false timekeeping/overtime report	E	F		79.5 Discharge
38. Knowingly submitted a false claim to receive Workers' Compensation insurance benefits	E	F		80.7 Discharge
39. Inappropriately accepted a gratuity/favor for services required on the job	E	F		69.3 W – Discharge
40. Intentionally falsified a report	E	F		79.5 Discharge
41. Made false and/or misleading statements during an official inquiry	E	F		79.5 Discharge
42. Made false and/or misleading statements to supervisor	E	F		79.5 Discharge

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43. Made false statement while under oath	E	F		79.5 Discharge
44. Theft of City property/converted City property to personal use	E	F		79.2 Discharge
45. Took property of another without permission	D-E	E	F	69.5 W – Discharge
46. Used City resources for personal use	E	F		80.10 W – Discharge
47. Worked off duty while on IOD status without authorization	E	F		80.7 Discharge

**EEO VIOLATIONS - DISCRIMINATION / HARRASSMENT / SEXUAL HARRASSMENT**

NOTES: Persons in supervisory positions will be subject to more severe levels of discipline within the following penalty ranges. Refer to Book 90 for definitions.

48. Failure to take appropriate action to correct and eliminate sexual harassment from the workplace	E	F		87.7 20 - Discharge
49. Physical conduct or act of a sexual nature involving the use of force	F			84.2.a Discharge
50. Quid Pro Quo – implied or explicit coercive pressure for sexual favor	F			84.1 20 – Discharge
51. Retaliation against employee for filing a complaint of misconduct or participating in a sexual harassment or discrimination complaint	F			86.6 10 – Discharge
52. Unwelcome physical contact in sexual area of body	E	F		84.2.b 20 – Discharge
53. Used derogatory term to department member in violation of EEO policies	D-E	E	F	85.3 V – 20
54. Used derogatory term to member of public in violation of EEO policies	D-E	E	F	85.3 V – 20
55. Unwelcome touching, rubbing, or any type of physical contact and/or conduct toward other employees, which is sexually suggestive	E	F		84.2.c 1 – Discharge
56. Showed/hung cartoons, photos, etc. of discriminatory nature in the workplace	D-E	E	F	85.4 V – Discharge
57. Displayed inappropriate photos/cartoons, books, magazines, etc., in the workplace	D-E	E	F	85.4 V – Discharge
58. Created a hostile work environment	E	F		86.5 10 – Discharge
59. Made improper sexual remark	D-E	E	F	85.3 V - 20

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**FAILED TO APPEAR IN COURT**

60. Excused from jury duty, failure to return to duty/work	A-C	D-E	E	72.1 W – 5
61. Failure to appear in court	A-B	C-D	E	69.5 W – Discharge
62. Failure to appear to jury duty	A-B	C-D	E	69.5 W – Discharge

**HAZING**

63. Participated in an act of hazing or horseplay	D-E	E	F	77.4 W – 10
64. Participated in an act of hazing or horseplay with injury	E	F		77.4 W - 10

**IMPROPER REMARK OR GESTURE (NON-EEO)**

65. Improper remark/abusive language/gesture directed to fellow department member	A-C	B-D	C-E	73.2 V – 5
66. Improper remark/abusive language/gesture directed to member of the public	B-D	C-E	D-E	73.2 V – 5
67. Improper remarks/abusive language/gesture directed at a supervisor	A-C	B-D	C-E	73.2 V - 5
68. Malicious gossip	A-C	B-D	C-E	73.2 V – 5
69. Involved in verbal altercation with Department member	C-D	E	E	73.2 V – 5
70. Involved in verbal altercation with member of the public	D-E	E	F	73.2 V - 5

**INSUBORDINATION**

71. Failed to follow instruction of supervisor	A-E	B-E	D-E	70.5 V - Discharge
72. Refused to follow instructions of supervisor	B-E	C-E	D-E	73.1 6 – Discharge
73. Refused to obey a proper and lawful order	E	F		73.1 6 - Discharge

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**LOST EQUIPMENT**

74. Negligent loss of Department cellular phone or pager	A	A-B	B-C	70.1 V – 5
75. Negligent loss of Department radio	A-B	B-C	C-E	70.1 V – 5
76. Negligent loss of other Department equipment	A-B	B-C	C-E	70.1 V - 5

**NEGLECT OF DUTY**

77. Failed to report on or off duty misconduct as required	D	E	F	74.7 W – 10
78. Possession of weapon/ammunition in violation of Department policy	B-E	C-E	E	73.5 5 - Discharge
79. Changed work assignment without approval	A-B	B-C	C-E	72.3 W – Discharge
80. Conducted personal business while on duty resulting in neglect of duty	C-D	E	F	70.5 V – Discharge
81. Failed to care for another's property	A-B	B-C	C-E	70.1 V – 5
82. Failed to care for Department equipment resulting in damage.	A-B	B-C	C-E	70.1 V – 5
83. Failed to clear an incident in a prompt manner	A-B	B-C	C-E	70.5 W – Discharge
84. Negligent failure to follow proper medical protocol	A-E	B-E	C-E	70.5 W – Discharge
85. Failed to notify supervisor of accident/sickness/injury that occurred on duty	A-B	C-D	E	74.7 W – 10
86. Failed to notify supervisor of any limitation, condition or restriction that might compromise ability to perform required duties	B-E	D-E	F	74.7 W – 10
87. Failed to notify supervisor and Operations when named as suspect or principle in crime report	B-E	D-E	F	74.7 W – 10
88. Improperly used vehicle P.A. system	A	B	C	69.5 W – Discharge
89. Negligent or intentional damage to city property	B-E	D-E	E	74.6 W – Discharge
90. Negligent failure to complete a required EMS or fire report	A-E	B-E	C-E	70.5 V – Discharge
91. Left approved district without authorization	B	C	D-E	72.3 W – Discharge
92. Left approved district without authorization with aggravated circumstances	B-E	C-D	E	72.3 W – Discharge
93. Left assigned district to conduct personal business	D-E	E	F	72.3 W - Discharge
94. Left work assignment without securing proper relief	B-E	C-E	D-E	72.3 W – Discharge

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95. Took a City vehicle without authorization	B	B-C	C-E	80.9 1 – Discharge
96. Off duty, failed to comply with home garaging procedures	A	B	C	70.1 V – 5
97. Negligent failure to monitor and/or care for a patient	C	D	F	70.5 V – Discharge
98. Refused an assign hire	A	A	A-B	70.1 V – 5
99. Represented personal opinion as that of the Department	A-C	C-D	D-E	69.5 W – Discharge
100. Took resource out of service without approval	A-C	C-E	D-E	70.5 V – Discharge
101. Transported an unauthorized person in City vehicle	A-B	B-C	C-D	70.1 V – 5
102. Transported an unauthorized person in City vehicle on emergency response	B-C	C-D	D-E	77.3 W – 20
103. Negligent release of confidential reports/records/information	A-E	B-E	C-E	69.4 1 – Discharge
104. Intentional release of confidential reports/records/information	C-E	D-E	E	69.4 1 - Discharge

**OFF-DUTY EMPLOYMENT**

105. Conflict of interest involving off duty work activities	B-E	C-E	E	69.2 W – 30
106. Worked off duty without authorization	A	B	C	70.1 V - 5

**PUNCTUALITY / ABSENTEEISM**

107. Absent without leave (AWOL)	B-E	C-E	E	72.1 W – 5
108. Tardiness	A-B	B-C	C-D	72.4 V - W

**SAFETY**

109. Violation of safe working practices during non-emergency activities	A-E	B-E	D-E	77.3 W – 20
110. Failure to follow department training protocols	A-E	B-E	D-E	77.3 W – 20
111. Failure to utilize appropriate safety equipment	A-E	B-E	D-E	77.3 W – 20

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**SEXUAL MISCONDUCT (NON-EEO)**

112. Inappropriately touched another person in sexual manner	C-E	E	F	69.5 W – Discharge
113. Involved in lewd conduct	E	F		69.5 W – Discharge
114. Solicited illegal sex act (off duty)	E	F		69.5 W – Discharge
115. Solicited illegal sex act (on duty)	F			69.5 W – Discharge

**SPECIALIZED SECTION - ARSON**

Note: 1<sup>st</sup> offense violations of the following can be considered as the basis for removal from ACTS

116. Negligent discharge of firearm (with or without injury)	E	F		77.3 W - 20
117. Fired weapon in violation of Department policy	E	F		81.1 30 - Discharge
118. Unnecessarily displayed/pointed a weapon at another person	E	F		77.3 W - 20
119. Improperly left weapon unattended	E	F		77.3 W - 20
120. Used unauthorized tactics or excessive force	E	F		81.1 30 - Discharge

**SUPERVISORY MISCONDUCT – NON EEO**

121. Failed to report misconduct as required	D-E	E	F	70.6 1 – Discharge
122. Failed to process a personnel complaint in a timely manner	D-E	E	F	70.6 1 – Discharge
123. Failure to carry out supervisory responsibilities	A-C	B-E	C-E	70.6 1 - Discharge

**UNAUTHORIZED FORCE – DUTY CONNECTED**

124. Unnecessarily applied excessive force	A-C	C-E	E	69.5 W – Discharge
125. Used unapproved type of physical restraints to patient	A-C	C-E	E	69.5 W – Discharge

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**UNBECOMING (MISCELLANEOUS)**

126. Abuse of authority	C-E	D-E	F	81.4	15 – Discharge
127. Brought discredit to the department	A-E	B-E	C-E	69.5	W – Discharge
128. Violation of Department or City work rule or policy	A-E	B-E	C-E	70.1	V – 5
129. Improper use of the MDT/Radio frequency	A-C	B-D	E	70.1	V – 5
130. Improperly converted or attempted to convert an official on duty contact into a social relationship	B-E	C-E	E	69.1	W – Discharge
131. Used Department computer system for personal reasons in violation of City policy	A-B	B-C	C-E	70.1	V – 5
132. Violated internet use policy to view pornography	C-D	D-E	F	70.1	V – 5
133. Intentionally compromised an official Fire Department investigation	C-E	D-E	E	74.7	W – 10
134. Misuse of Department prestige for personal gain	A-C	B-D	C-E	69.1	W – Discharge
135. Smoked tobacco product in violation of statute or Department policy	C-D	D-E	E	69.5	W – Discharge
136. Violation of non-tobacco use affidavit	C	D	E	69.5	W – Discharge

**UNBECOMING CONDUCT (CRIMINAL, NOT INCLUDED IN OTHER CATEGORIES)**

137. Committed a felony	F			69.5	W – Discharge
138. Committed a misdemeanor in conflict with job duties	A-E	B-E	C-E	69.5	W – Discharge
139. Vandalism	B-E	D-E	E	69.5	W – Discharge

**VIOLENCE - WORKPLACE OR DOMESTIC**

140. Involved in physical altercation with department member	D-E	E	F	73.4	6 – Discharge
141. Involved in physical altercation with member of the public	E	F		73.4	6 – Discharge
142. Threatened a member of the department	D-E	E	F	73.4	6 – Discharge
143. Threatened a member of the public	E	F		73.4	6 – Discharge
144. Committed an act of domestic violence	E	F		69.5	W – Discharge
145. Failed to comply with a court order	C-E	E	F	69.5	W – Discharge

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