

**405.00 SPECIAL PROCEDURES**

405.01 Procedures:

The Chief of Police or his designee may circumvent all formal disciplinary procedures to render an immediate decision when he deems it necessary to preserve the integrity of the Department. This will be done in emergency situations and in no way affects the employee's right to appeal.

Polygraph examination usage during administrative investigations will be in compliance with City Personnel Rules.

- The Chief of Police must request and receive approval from the City Manager in writing before the polygraph can be used in an employment matter. Once the decision to use the polygraph has been made, the following conditions will apply:
  - The employee must be advised that the information obtained during the examination will not be used as the basis for any criminal charge against the employee.
  - Employees will be required to submit to a polygraph examination. Employees who refuse to submit to such an examination, or who refuse to answer questions during the examination, may be discharged. Employees may also be discharged based on an investigation of incriminating information or admissions obtained from the examination.
  - Polygraph questions asked of employees will relate specifically to the performance of official duties or an accounting of the employee's public trust.

During the course of an administrative investigation, at the direction of the Chief of Police, the accused employee may be required to submit to:

- Medical or laboratory examination.
- Photographing.
- Participation in a line-up.
- Fingerprinting.
- Providing statements of financial disclosure.

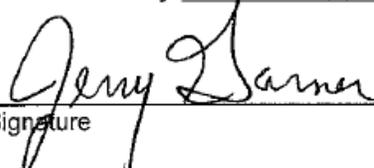
GREELEY POLICE DEPARTMENT

- These procedures will only be utilized if an item of evidence exists for comparison, or if the completion of these procedures will assist in establishing the guilt or innocence of the accused.
- Should the accused employee refuse to submit to the above-described procedures after being ordered by the Chief of Police, the accused may be subject to disciplinary action up to and including dismissal for refusal to obey an order (insubordination).

On-duty supervision may invoke alcohol or drug testing procedures concerning an employee in compliance with the City of Greeley "Employee Drug/Alcohol Policy".

An officer may voluntarily request an intoxilyzer, blood, urine, psychological, polygraph or medical examination, in his own defense.

Property belonging to the City of Greeley is subject to inspection when the employer has a reasonable suspicion that evidence of work-related misconduct will be found therein. Property includes, but is not limited to, vehicles, desks, computers, telephones, files, and storage lockers.

General Order 405	Reviewed: 05/11
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Authorized by Jerry Garner, Police Chief	
Effective: May <u>9</u> , 2011	
 Signature	Date: <u>5-9-2011</u>