



# FORT PITT LODGE NO. 1

## FRATERNAL ORDER OF POLICE



1428 Banksville Road • Pittsburgh, PA 15216 • Phone 412-344-0984 • 412-344-0987  
www.pittsburghpolicefop.com

**March 7, 2023**

**VIA HAND DELIVERY**

The Honorable Ed Gainey  
414 Grant Street  
512 City-County Building Pittsburgh, PA 15219

Re: Fraternal Order of Police Ft. Pitt Lodge #1 and City of Pittsburgh Ratification of Working Agreement between the City of Pittsburgh and Fraternal Order of Police Ft. Pitt Lodge #1 for contract years January 1, 2023 – December 31, 2025.

The signature below is to acknowledge that Mayor Ed Gainey received a letter hand delivered by FOP President Robert Swartzwelder on Tuesday March 7, 2023 to Mayor Gainey's office notifying Mayor Gainey of Ft. Pitt Lodge #1's ratification of the Tentative Agreement dated February 27, 2023.

Included with the Tentative Agreement are the following attachments.

Tentative Agreement signed February 27, 2023  
Disciplinary Matrix Appendix  
Disciplinary Terminable Offenses Appendix  
Tentative Agreements June 13, 2022

  
\_\_\_\_\_  
Mayor Ed Gainey or designee

3/7/23  
\_\_\_\_\_  
Date



# FORT PITT LODGE NO. 1

## FRATERNAL ORDER OF POLICE



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**March 7, 2023**

**VIA EMAIL AND HAND DELIVERY**

The Honorable Ed Gainey  
414 Grant Street  
512 City-County Building  
Pittsburgh, Pa. 15219

Re: Fraternal Order of Police, Fort Pitt Lodge No. 1 And City of Pittsburgh  
**CONTRACT RATIFICATION NOTICE** (Act 111 Interest Arbitration; Contract  
Term January 1, 2023 – December 31, 2025.)

Dear Honorable Mayor Gainey,

Pursuant to Act 111 of 1968 please be advised that the Fraternal Order of Police, Fort Pitt Lodge No. 1, representing the bargaining unit of City of Pittsburgh Police Officers, hereby notifies you of its ratification of the Tentative Agreement attached hereto.

On Monday March 6, 2023 between the hours of 0700 – 1900 hours FOP Ft. Pitt Lodge #1 conducted a ratification vote of the attached Tentative Agreement signed by myself, President Robert Swartzwelder and yourself Mayor Ed Gainey on February 27, 2023.

For your own information 585 members voted out of a possible 800 active members. The vote total was 572 to ratify and 13 votes to reject.

Within the next 14 days or sooner, FOP Ft. Pitt Lodge #1 Attorney Christopher Cimballa will be sending to Solicitor Krysia Kubiak a draft of the fully integrated agreement to include the signed and now ratified agreement changes.

We look forward to working with you and your administration in the future.

Respectfully,

Robert Swartzwelder  
President Fraternal Order of Police Ft. Pitt Lodge #1



Attachments:

Tentative Agreement Signed February 27, 2023

Disciplinary Matrix Appendix

Disciplinary Terminable Offenses Appendix

Tentative Agreements June 13, 2022

IN THE MATTER OF ARBITRATION BETWEEN

FRATERNAL ORDER OF POLICE  
FORT PITT, LODGE NO. 1

AND

CITY OF PITTSBURGH  
BUREAU OF POLICE

Act 111 Interest Arbitration - 2023

AAA Case No. 01-22-0003-8901

**TENTATIVE AGREEMENT**

The City of Pittsburgh and The Fraternal Order of Police, Fort Pitt Lodge No.1 have reached this Tentative Agreement to settle and resolve the above referenced interest arbitration. This Tentative Agreement is contingent on ratification by the FOP membership.

**SECTION 6 – SALARIES**

Paragraph F

1. Wage increases for each position in the bargaining unit effective January 1, 2023 shall be paid retroactively as follows:

Lieutenant	\$111,440.70
Sergeant	\$97,755.00
Detective	\$85,750.00
Master Police Officer	\$85,750.00
Officer 4 <sup>th</sup> Year	\$80,000.00
Officer 3 <sup>rd</sup> Year	\$75,000.00
Officer 2 <sup>nd</sup> Year	\$70,000.00
Officer 1 <sup>st</sup> Year	\$65,000.00

2. Wage increases for January 1, 2024 shall be calculated upon the salary scale of December 31, 2023 by an increase of 3%.
3. Wage increases for January 1, 2025 shall be calculated upon the salary scale of December 31, 2024 by an increase of 3%.

4. The City and the FOP shall negotiate a wage rate for lateral hires taking into consideration the lateral hire's prior experience in other police departments. Lateral hires will start at one year for seniority and pension purposes.

## **SECTION 7 – LONGEVITY PAY**

### **Paragraph A**

The Longevity scale will remain the same except for the following:

Twenty-four years through twenty-six years	\$8,500
Twenty-seven years or more	\$10,000

The following will be added:

Members with 20-years or more of service who retire after July 1 but before December 31, and who provide 120 days' notice to the City of their intent to retire, will receive a second longevity payment equal to the first.<sup>1</sup> Both payments will be utilized for pension purposes. An employee may revoke their notice of intent to retire at any time until the retirement becomes effective. An intent to retire not acted upon by the member before the end of the calendar year will be considered expired and no further action is necessary on the part of the member to revoke his/her notice. The 120-day notice requirement for the second longevity payment does not apply in situations of work related and non-work related medical conditions that impair an employee's continued ability to work.

## **SECTION 8 – HOURS OF WORK**

All time is converted to hours.

### **Paragraph A**

This section defines the normal hours of work but shall not be construed either as a guarantee of hours work and pay, or as a basis for calculating overtime hours of work and pay, except as provided for, otherwise, in this Agreement.

1. The following will be added to Paragraph A, subparagraph 1: In advance of the annual bidding process for each year of the contract, starting in 2023, the City will identify which units that will operate on a five (5) day – eight (8) hour schedule and which units will operate on a four (4) day – ten (10) hour schedule. If the City changes a unit from 4-

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<sup>1</sup> For illustrative purposes, an eligible employee could receive the second longevity payment if the employee announced his/her retirement on March 3<sup>rd</sup>, which is 120-days before July 1 and the employee retired on July 1. For a further example, an eligible employee that wanted to retire on October 1, could provide notice of that intention 120-days before October 1, which is June 3<sup>rd</sup>, then receive the second longevity payment upon retirement October 1.



10 to 5-8, or vice versa, Members may transfer units for purposes of bidding based upon the assigned work schedule (i.e. 5/8 or 4/10), before the schedule change takes place.

#### Paragraph H

The following will be added to Paragraph H: Shift differential pay is based upon the shift start time.

### **SECTION 9 – OVERTIME**

#### Paragraph B

The 40-hour work rule is eliminated and replaced as follows:

1. During any workweek wherein an officer works more than forty hours, the hours in excess of forty hours will be paid at a premium rate of one-and-one half times the officer's regular rate.
2. All paid leave shall be counted as hours worked for purposes of B. 1 above for determining overtime.
3. Overtime hours accrued as a result of this provision can, at the discretion of the officer, be paid as overtime or be banked as a compensatory time subject to the rules and procedures set forth in Section 26.
4. The following procedure applies for overtime mandates:
  - a. Selection of the officer mandated will be based on reverse seniority.
  - b. An officer cannot be mandated for more than two consecutive days absent an emergency (as defined in Section 8.A.3).

### **SECTION 10 – HOLIDAYS**

#### Paragraph A

1. A holiday that occurs during the vacation period of an employee shall be taken as a holiday. Employees may not use a vacation day on a holiday.

#### Paragraph B

1. An employee that works on a holiday shall have the choice of double-time and one-half pay for all hours worked on the holiday or pay at time and one-half for the holiday worked and a deferred holiday with eight (8) hours or ten (10) hours (depending on the employee's shift) straight time at a later date.

### **SECTION 11 – VACATIONS**

#### Paragraph F

Individual vacation days may be granted at the discretion of the Chief of Police. Employees may use vacation time in 4-hour or 5-hour increments (depending upon the employee's shift) per shift. Employees must take the four (4) – hour vacation time either the first 4-hours of their shift or the last 4-hours of their shift. Employees may not take the 4-hour vacation time in the middle of their shift. The use of vacation time in 4-hour increments may not result in the employee's shift being split.

### **SECTION 13 – LEAVES OF ABSENCE**

#### **Paragraph C**

Each qualified officer will 100 hours of personal time each calendar year.

### **SECTION 14 – INSURANCE**

Subparagraph 12 (b) is amended to provide an annual contribution from the City to the Retired Medical Trust (RMT) of \$1,800,000.00. RMT shall apply to all members hired after December 31, 2004.

### **SECTION 16 – PENSIONS AND COMPENSATION**

Highest 12-months of salary and longevity will be utilized for pension calculation.

### **SECTION 19 – POLICE DISCIPLINE PROCEDURES**

A Disciplinary Matrix and Sanction Spreadsheet (Matrix) is attached hereto and incorporated herewith as Appendix A. Category "E" will be added to the Sanction Spreadsheet to incorporate the "Terminable Offenses" identified in the paragraph below. Additionally, sanctions will be amended to include other discipline options currently utilized such as: reassignment/transfer, demotion, suspension of details, as well as adjustments to the applicable reckoning period. The Matrix shall be effective for conduct arising on or after FOP membership ratification.

Certain specified offenses may result in termination of employment. Disciplinary standards regarding termination of employment (Terminable Offenses) is attached hereto and incorporated herewith as Appendix B. The Terminable Offenses shall be effective for conduct arising on or after FOP membership ratification.

It is expressly understood that members should be subject to disciplinary action only for just cause. Members retain the right to challenge discipline imposed via arbitration.

### **SECTION 21 – INTERNAL INVESTIGATION PROCEDURES**

The following will be added to Paragraph B, subparagraph 1:

The City and the FOP may make a public statement relating to the procedural status of the internal investigation.

For purposes of this section, "procedural status" is defined as a public statement regarding the current status of an investigation and the decision of the City, as well as any contractual rights the officer may have. For the avoidance of doubt, "procedural status" does not include any opinion or commentary regarding the matter.

ALL REMAINING TERMS AND CONDITIONS OF THE PARTIES' WORKING AGREEMENT NOT MODIFIED BY THIS TENTATIVE AGREEMENT SHALL REMAIN "AS IS."


UNLESS OTHERWISE NOTED, ALL CHANGES ARE EFFECTIVE JANUARY 1, 2023.

THE TENTATIVE AGREEMENTS EXECUTED JUNE 13, 2022 ARE ATTACHED HERETO AND INCORPORATED HERewith AS APPENDIX C

**FRATERNAL ORDER OF POLICE  
FORT PITT LODGE NO. 1**

  
Robert Swartzwelder, President

**THE CITY OF PITTSBURGH**

  
Mayor Edward C. Gainey



# **PITTSBURGH BUREAU OF POLICE DISCIPLINARY MATRIX**

Version 1, 2/26/23

An effective discipline system is one that is fair, rational, efficient, and consistent. It communicates and enforces standards of behavior and performance in a transparent manner. It shall reflect the values of the Pittsburgh Bureau of Police, protects the rights of officers and citizens, promote respect and trust within the Bureau and with the community, and result in a culture of public accountability, individual responsibility and maintain the highest standards of professionalism. The Bureau has an obligation to ensure that its members consistently meet these standards through effective discipline.

## **Purpose:**

The purpose of this Disciplinary Matrix and Sanction Spreadsheet is to provide sworn members of the Pittsburgh Bureau of Police (PBP) with notice of the principles and guidelines which shall be employed by the Bureau in making disciplinary decisions. The goal of the Pittsburgh Bureau of Police disciplinary matrix is to achieve consistency in discipline and to eliminate the appearance of disparity. The Pittsburgh Bureau of Police is committed to disciplining members who commit misconduct through an equitable disciplinary process without bias in any form.

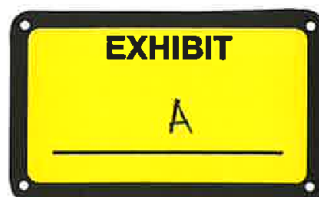
## **Definitions:**

**Presumptive Penalty** - The penalty that shall be imposed for the sustained violation of a given offense if no aggravating or mitigating circumstances are specifically articulated in the DAR hearing record. Any deviation from the presumptive penalty for the given offense must be justified by articulating, in the DAR hearing record, the aggravating or mitigating circumstances present and the reasons for arriving at the appropriate penalty in light of those circumstances

**Penalty Range** - The range of discipline for a given offense. Every offense level has a minimum penalty, a presumptive penalty, and a maximum penalty. The presumptive penalty shall be recommended unless aggravating or mitigating circumstances exist and are specifically articulated in the DAR hearing record.

**Aggravating Circumstances** - Conditions or events that increase the seriousness of misconduct and may increase the degree of penalty. Aggravating circumstances may be considered at a DAR hearing to deviate from the recommended or presumptive punishment. For example, if an offense carries a penalty range of one to three days' suspension, a hearing officer may choose to impose a three-day suspension in light of aggravating circumstances.

**Mitigating Circumstances** - Conditions or events that do not excuse or justify misconduct but are considered in deciding the degree of penalty. Mitigating circumstances may be considered at a penalty hearing to deviate from the recommended or presumptive punishment. For example, if an offense carries a penalty range of one to three days' suspension, a hearing officer may choose to impose a one-day suspension in light of mitigating circumstances.



**Procedure:**

The disciplinary matrix lists PBP Manual of Procedural Orders violations. It provides sanction categories A through D. The least punitive sanctions are category A, with sanctions becoming more severe as the categories progress to category D.

- Absent mitigating or aggravating circumstances, PBP members will face the presumptive discipline.
- If it is determined there are mitigating circumstances, consideration may be given by the Chief of Police for the penalty to be lowered by one category from the presumptive penalty.
- If it is determined there are aggravating circumstances, consideration may be given by the Chief of Police to be increased by one category from the presumptive penalty.
- The disciplinary matrix is not an all-encompassing document but provides guidance for the majority of investigations involving discipline. There is the expectation that all policies and procedures will be followed, whether or not it is listed on the disciplinary matrix.
- The PBP understands that as times change, policies and expectations will evolve, and there will be violations that are not covered on the matrix. These violations shall be added to the matrix as deemed appropriate.
- For code of conduct violations not specified on the matrix, the sanction(s) will be determined by the Chief of Police, or their designee.

**Disciplinary Matrix**

- The matrix does not apply to employees with a last chance agreement.
- Members shall refer to the PBP Manual of Procedural Orders for detailed descriptions of policies/procedures. The matrix is not inclusive of all PBP Policies and Procedures.
- The matrix categories may not be followed in sequence where there are a number of violations charged at one time or in cases where there are particularly egregious circumstances.

### **Aggravating and Mitigating Factors**

Certain conditions or circumstances may increase or decrease the seriousness of misconduct and therefore may increase or decrease the degree of penalty. The following non-inclusive factors, if applicable, should be considered when considering discipline as mitigating or aggravating circumstances:

- The employee's level and scope of responsibility within the Bureau and the nature of the employee's position
- The nature and seriousness of the violation and its relationship to the employee's duties, position, and responsibilities
- The employee's past disciplinary and work record
- The employee's longevity with the Bureau and what they have contributed to the Department throughout employment
- The effect of the violation upon management's confidence in the employee's future job performance
- The notoriety of the offense or its impact upon the reputation of the Bureau of Police
- The clarity with which the employee was on notice of any regulations that were violated in the commission of the offense, including whether the employee was warned about the conduct in question
- The likely potential for the employee's rehabilitation, including the employee's history with past attempts to rehabilitate
- Whether the violation was intentional, inadvertent, or committed maliciously or for personal gain
- Whether the violation was repeated, and how often
- Whether the accused employee has committed other violations and how often
- Whether the violation affects the rights or liberties of another person
- Whether the violation caused injury and/or had a harmful impact on a citizen or the community
- Whether the violation is technical and an administrative or a criminal violation
- Other circumstances such as job tensions, personality problems, mental impairment, harassment, bad faith, malice, or provocation by others involved in the incident
- Whether the employee has accepted responsibility for their actions, from the outset of being informed of the allegation(s)
- Whether the violation resulted in a criminal conviction or arrest
- Whether the accused employee intervened in an alleged act of misconduct or received a peer intervention



Below is the categorical explanation of disciplinary categories.

<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>
Conduct violation in a single incident that has a minimal negative impact on the operations or reputation of the PBP. Counseling and mediation shall be for educational, training, and performance improvement purposes. Counseling and mediation shall not be considered disciplinary.	Violations that have more than minimal impact on the operations or reputation of the PBP or that negatively impacts relationships with other officers, agencies, or the public. Mediation shall not be considered disciplinary.	Violations that have a pronounced negative impact on the operations or reputation of the PBP or on relationships with employees, other agencies, or the public.	Violations that are contrary to the core values of the PBP. This includes acts of serious misconduct or acts of criminal conduct. This also involves any conduct that will effectively disqualify an employee from continued employment as a law enforcement officer
First occurrence of minor rules violation - not a disciplinary action.	First occurrence of Category "B" violation.	First occurrence of Category "C" violation.	First occurrence of Category "D" violation.
Repeated, same, or similar misconduct within the reckoning period enhances the third violation to Category "B."	Repeated, same, or similar violations from Category "A."	Repeated, same, or similar violations from Category "B."	
Combination of any three Category "A" violations within the reckoning period enhances the third violation to Category "B."	Same or similar sustained misconduct within the reckoning period enhances the third violation to Category "C." ^Combination of any three Category "B" violations within the reckoning period enhances the third violation to Category "C."	Same or similar misconduct within the reckoning period enhances the third violation to Category "D." ^Combination of any three Category "C" violations within the reckoning period enhances the third violation to Category "D."	

<b>Discipline Options*</b>			
1. Formal Counseling <i>and/or</i>	1. Mediation <i>and/or</i>	1. Written Reprimand <i>and/or</i>	1. Suspension without pay for one to five days <i>and/or</i>
2. Mediation <i>and/or</i>	2. Oral Written Reprimand <i>and/or</i>	2. Suspension without pay for one to five days	2. Reduction in Rank <i>and/or</i>
3. Oral Written Reprimand	3. Written Reprimand		3. Separation from Service
<p>* Training and/or Work Rules can also be ordered with any sanctions listed above in any category.</p> <p>* Performance Improvement Plan can be offered at any level.</p>			
<b>Reckoning Period</b>			
Disciplinary action in the form of an oral written reprimand may be considered in determining the penalty for any subsequent offense by an officer for a period of two (2) years.			
Disciplinary action in the form of a written reprimand may be considered in determining the penalty for any subsequent offense by an officer for a period of three (3) years			
Disciplinary action in the form of a suspension may be considered in determining the penalty for any subsequent offense by an officer for a period of five (5) years.			

Corresponding Manual of Procedural Orders Listing	Category			
	A	B	C	D

<b>10-01: Law Enforcement Code of Ethics</b>
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<b>1.0 Policy or Purpose</b>				
1.2	All sworn personnel shall abide not only by the rules, regulations, policies and procedures of the Pittsburgh Bureau of Police, but shall be expected to abide by and adhere to the "Law Enforcement Code of Ethics" contained in this policy and to the principles of Procedural Justice. Failure to do so on the part of any member of the Bureau of Police may subject that member to disciplinary action			

<b>2.0 Law Enforcement Code of Ethics</b>				
2.2	As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.			
2.3	I will keep my private life unsullied as an example to all, and will behave in a manner which does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.			
2.4	I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.			
2.5	I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.			

<b>11-03: Unbiased Policing</b>
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<b>4.0 Procedures</b>				
4.1.1	Bias-based policing is prohibited both in enforcement of the law and the delivery of police services.			x
4.1.2	Officers may not use race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age, cultural group, or an individual's ability/inability to speak English, as the criteria for determining when or how to take enforcement action or provide police services.			x
4.1.4	Officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.			x
4.1.6	Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, or relative such that the officer's objectivity may be, or may appear to be, compromised.			x

<b>12-06: Use of Force</b>
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<b>5.0 Use of Force</b>				
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5.2	Officers shall only use that level of force which the officer might reasonably believe is necessary to affect an arrest, gain compliance, or to protect the officer or others from physical harm. To gain control in a physical confrontation, an officer may be required to use a force option which exceeds the level of force employed by the subject, and an officer may do so, so long as the force option utilized is reasonable under the circumstances				x
5.5	Any use of force as defined in Section 2.0 of this order by a member of the Bureau of Police shall be reported on PBP Form #10.10, "Subject Resistance Report (SRR)".	x			
5.6	Members of the Pittsburgh Bureau of Police are prohibited from using chokeholds in the discharge of their duties, including carotid restraints and neck restraints.				x

<b>8.0 Use of Non-Deadly Force</b>					
8.1	Following the use of any non-deadly force employed under the color of law by an officer, the officer will determine the physical condition of the party and render first aid when appropriate. Medical assistance shall be immediately requested.				x
8.2	Officers shall then make an immediate verbal report to their supervisor following the use of any use of non-deadly force except those exceptions identified in this policy.		x		

<b>11.0 Reporting Use of Force</b>					
11.1	Each officer who uses force in an incident shall submit a separate written PBP Form #10.10, "SRR".	x			
11.2	The SRR shall be completed in its entirety as soon as time and circumstances permit, but in no event later than the end of his or her current tour of duty. If a member is incapacitated, the officer's immediate supervisor will submit the SRR for the officer and will note in the "Shift Supervisor Remarks" section that this was done.	x			
11.2.1	For officers working secondary employment details, they have the option of remaining in a paid status to complete any non-arrest related SRR reports that may have arisen while working the secondary employment detail or they may wait until their next regularly scheduled shift to complete the SRR report. All SRR reports related to an arrest MUST be complete prior to the detail officer ending their tour.	x			

<b>12-07: Discharge of Firearms and Less Lethal Weapons</b>					
<b>5.0 Safe Handling of Firearms</b>					
5.2	Carelessness, horseplay, or disregard for the safety of others in the use or handling of firearms is strictly prohibited and subject to disciplinary action.			x	

<b>15-02: Command</b>					
<b>2.0 Purpose</b>					
2.2	All members and employees, regardless of rank or title, shall observe the chain of command as established within the Bureau at all times.	x			
2.3	Commanding officers and other supervisory personnel shall ensure that members and employees observe the chain of command at all times.	x			

<b>3.0 Chain of Command</b>					
3.4.1	Members or employees wishing to communicate with a member higher in rank than their own immediate supervisor, up to, and including, the duty location commander, on matter of a personal nature, complaints, or grievances, shall first inform their immediate supervisor and gain permission. This procedure shall be followed up through each rank to the commanding officer to whom they wish to communicate. This request may be requested and granted in person or in writing via email or PBP Form #54.0, "Special Report".	x			

3.4.2	Members or employees wishing to communicate with a member higher in rank than their own immediate supervisor, beyond the rank of duty location commander, on matter of a personal nature, complaints, or grievances, shall make this request in writing via email or PBP Form #54.0, "Special Report". This request shall be followed up through each rank to the commanding officer to whom they wish to communicate.	x			
3.4.4	Members or employees submitting correspondence to a higher level of command shall first submit it to their immediate supervisor via PBP Form #54.0, "Special Report," who shall endorse it by signature and forward it through the chain of command until it reaches the person for whom it is intended. (Refer to General Order #64- 01, "Written Correspondence").	x			

## 16-01: Standards of Conduct

3.1	<b>Obedience to Orders and/or Laws</b>				
3.1.1	All members and employees of the Bureau of Police must obey and enforce all Federal, State and Local laws and ordinances; rules and regulations and orders of the Bureau of Police; and all lawful written or verbal orders of a superior officer.			x	
3.2	<b>Accountability and Responsibility</b>				
3.2.1	All members are directly accountable for their actions through the chain of command to the Chief of the Pittsburgh Bureau of Police. Every member of the PBP, through and including the Chief of Police, will hold themselves and their fellow officers to the highest ethical standards, and can expect to be held accountable for violating those standards.			x	
3.2.2	All members shall accept responsibility for their actions without attempting to conceal, divert or mitigate their true culpability. Members shall not engage in efforts to thwart, influence or interfere with an internal or criminal investigation.				x
3.3	<b>Liability for a Violation by Pleading Ignorance</b>				
3.3.1	Members and employees shall not escape liability for a violation of any rule, any regulation, order or procedure, or any policy statement by pleading ignorance or by claiming that they thought it did not apply to them.		x		
3.4	<b>Members and Employees to Read and Understand All Written Directives</b>				
3.4.1	It will be the duty and responsibility of every member and employee to read and understand all rules, regulations, orders, and other written directives.	x			
3.4.2	If a member is in doubt as to the meaning, content or application of any rule, regulation, order, procedure, policy statement or any other written directive they will consult their immediate supervisor or senior supervisor for an explanation or clarification.	x			
3.5	<b>Superior Officers And Supervisors To Instruct And Disseminate Oral And Written Directives</b>				
3.5.1	It will be the duty and responsibility of all supervisors to disseminate any and all information which they may receive in the form of rules, regulations, orders, procedures, policies, or other written or oral directives, to subordinates under their command. The supervisors shall instruct their subordinates, or ensure instruction is given by the Field Training Officers, in their meaning and application. Because it is one of the primary duties of the first- line supervisors to instruct and enhance the abilities of their subordinates, those supervisors who fail to perform the above actions shall be held in neglect of duty and may be subject to disciplinary action.		x		
3.6	<b>Conduct Unbecoming A Member Or Employee</b>				
3.6.1	A member will conduct her/himself at all times, whether on or off duty, in a manner that is not detrimental to the reputation or good name of the Bureau of Police.		x		

3.6.3	Conduct unbecoming a member or employee of the Bureau of Police is any conduct which adversely affects the morale, effectiveness or efficiency of the Bureau, or which has a tendency to destroy public respect for its members and employees and to diminish confidence in the operations of the Bureau of Police.					x		
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<b>3.7</b>	<b>Conduct Toward The Public</b>							
3.7.1	The PBP recognizes that a solid working relationship between our members and the community is vital to the cooperation that will ensure that we can accomplish our mission, and that the community can maintain the highest level of trust in the PBP.						x	
3.7.2	In the performance of his/her duties, a PBP member or employee shall be professional, polite, and civil. Members will maintain decorum and command of temper and refrain from the inappropriate use of harsh, coarse, profane, or uncivil language.				x			
3.7.3	In the performance of his/her duties, a PBP member or employee will not use negative ethnic designations, insults or other derogatory terms at any time when addressing any person, or in any communication.						x	
3.7.4	When on duty or identifiable as a member of the PBP, employees are not permitted to make any statements or speeches, whether in the public sphere, the traditional media, or on social media, that may be deemed to be unlawful, obscene, defamatory, or would tend to destroy the respect or diminish confidence in the operations of the Bureau of Police.						x	
3.7.5	When requested by any person, a member will give his/her name and badge number in a courteous manner.				x			

<b>3.8</b>	<b>Conduct Toward Superior Officers and Other Employees</b>							
3.8.1	A member or employee will address all supervisors and senior supervisor by title or rank at all times while on duty and in the presence of others. Proper respect to superior officers will be rendered at all times. The use of indecent, profane, ethnic, or insolent or uncivil language is prohibited.					x		
3.8.2	Members or employees at every level of the chain of command shall conduct themselves in a manner that fosters cooperation among all members and employees of this Bureau, and will at all times be expected to show respect, courtesy and professionalism in their dealings with one another.					x		
3.8.3	No member or employee shall maliciously threaten, strike, fight, assault or use physical violence against any other member or employee of the Bureau of Police. Members or employees, who aid, abet, incite, or agitate any altercation between members and/or employees shall be held responsible along with those involved.							x

<b>3.9</b>	<b>Insubordination</b>							
3.9.1	No member or employee will be insubordinate to any superior officer, his/her civilian supervisor or to one in a position of duly constituted authority as defined in this policy.							x
3.9.2	A member or employee shall be considered insubordinate when he/she is unwilling to submit to authority, will not follow lawful orders, is willfully disobedient, or uses disrespectful, mutinous, insolent, or abusive language or actions toward a supervisor.							x

<b>3.10</b>	<b>Superior Officers Conduct Toward Subordinates</b>							
3.10.1	Superior officers will be consistent in their supervision of subordinates and will avoid as far as possible censuring them in the presence of others. Supervisors at all levels of the chain of command, up to and including the Chief of Police, are forbidden to injure or discredit those under their command or authority by tyrannical or capricious conduct or by abusive language or actions.						x	

<b>3.11</b>	<b>Disciplinary Action to be Taken By Superior Officers</b>							
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<b>3.19</b>	<b>Truthfulness</b>				
	No member shall knowingly or willfully be dishonest or untruthful in giving a statement or testimony, whether under oath or otherwise, in creating a report, in any official oral or written communication, or in giving any statement about actions taken that relate to the member's own or another member's employment or position. This includes, but is not limited to: making false statements, falsifying work-related records or official documents, omitting material facts or material information, or answering questions or providing information in a manner that is incomplete, evasive, deceptive, or misleading.				x
3.19.1					
	Members shall not knowingly, or with reckless disregard for the truth, make false or otherwise untrue statements to a supervisor, senior supervisor, or investigator during an official or administrative inquiry.				x
3.19.2					

<b>3.20</b>	<b>Sleeping While On Duty</b>				
	A member or employee will not sleep while on duty except in instances where the Chief or his/her designee may issue instructions granting permission to sleep while on duty.		x		
3.20.1					

<b>3.21</b>	<b>Participating In Games Of Chance</b>				
	Members or employees will not gamble nor participate in any illegal games of chance while on duty unless authorized to do so by his/her supervisor. Members are not permitted to frequent legal gaming establishments while on duty, except in the performance of their official duties.	x			
3.21.1					

<b>3.22</b>	<b>Improperly Seeking Admission to Public Places Of Amusement</b>				
	Members or employees will not attempt to use the power and authority afforded to them by their position to seek to obtain admission for her/himself or others to any theater or other public place of amusement.	x			
3.22.1					

<b>3.23</b>	<b>Frequenting Bureau of Police Facilities</b>				
	Members or employees, either on- or off-duty, shall not frequent Bureau of Police facilities except as duty requires, upon orders or with the express permission of the supervisor of the said duty location.	x			
3.23.1					
	Any member or employee who has been suspended from duty, placed on extended leave, or who has been terminated from service with the Bureau of Police is not permitted access to any Bureau of Police facility except on those occasions when it has been approved by a senior supervisor or when summoned by a supervisor to appear.			x	
3.23.2					
	A member who has been terminated does not have the right or authority to enter any Bureau of Police facility other than the rights or privileges enjoyed by any other private citizen.			x	
3.23.3					
	Members or employees who have been suspended from duty, placed on extended leave, or who have been terminated from service with the Bureau of Police are strictly prohibited from using any Bureau of Police equipment.			x	
3.23.4					

<b>3.24</b>	<b>Use Of Private Automobile For Police Business</b>				
	A member or employee shall not use a private automobile for official police business or duties except with permission of his/her supervisor.		x		
3.24.1					
	Members of specialized units are occasionally required to respond to emergency scenes in their own personal vehicles. Once the member is a permanent member of the specialized unit, this emergency response is considered to be pre-authorized, provided that all requirements of Title 75 – PA Vehicles Code are observed.	x			
3.24.2					
	Except for authorized Travel/Training requests, the use of a personal vehicle shall not be considered a reimbursable expense, unless specifically authorized by a Senior Supervisor.	x			
3.24.3					

<b>3.25</b>	<b>Reporting Hazardous Conditions</b>				
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3.25.1	Members shall report all hazardous conditions that they may see or discover whether on patrol or at their assigned place of duty and shall respond to protect the public safety and interest until such condition is corrected.	x			
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<b>3.26</b>	<b>Telephone - Use and Answering Of</b>				
3.26.1	Members or employees shall not receive personal calls at zone headquarters, division offices, or at any other facility of the Bureau except in emergencies.	x			
3.26.2	Members and employees shall be prompt and courteous at all times when answering the telephone, being sure to provide their name, rank or title, and the station, division, section or unit to which the officer is assigned.	x			

<b>3.27</b>	<b>Fingerprints and Photograph To Be On File</b>				
3.27.1	All members and employees of the Bureau of Police shall have their fingerprints and photograph recorded, filed, and renewed as required by the Bureau of Police.	x			

<b>3.28</b>	<b>Operators (Drivers) License</b>				
3.28.1	All members are required to obtain and maintain a current and valid Pennsylvania driver's license throughout employment with the Pittsburgh Bureau of Police. If for any reason the member's operator's license should become invalid by suspension, revocation, or expiration, regardless of the length of such suspension, revocation or expiration, the member shall immediately report the situation to their supervisor and submit PBP Form #54.0, "Special Report", to the Chief of Police through the chain of command.			x	
3.28.1.1	Members shall not operate a PBP Vehicle at any time if their operator's license has become invalid by suspension, revocation, or expiration, regardless of the length of such suspension, revocation, or expiration. Any PBP member who operates a PBP Vehicle while not properly licensed violates State Law and is subject to citation or arrest.			x	
3.28.1.2	Members who have an expired, revoked, or suspended driver's license, regardless of the length of such suspension, revocation, or expiration shall be immediately suspended from duty until their license has been restored and will be subject to disciplinary action.			x	
3.28.2	All members and employees of the Bureau of Police are required to carry their current and valid Pennsylvania operator's license with them while on duty.		x		
3.28.3	Supervisors will conduct checks for current and valid Pennsylvania operator's licenses of members under their command concurrent with semi-annual Performance Evaluations. This will be accomplished by physically viewing the member's operator license, and by entering the Operator License Number in the "Remarks" section of the Performance Evaluation.		x		

<b>3.29</b>	<b>Telephone Or Telephone Number To Be Maintained</b>				
3.29.1	All members and employees shall maintain an operable telephone number where they can be contacted in the event of an emergency, or for any other notifications required by the PBP.		x		
3.29.1.1	The provided contact number shall have an operable voicemail/answering system that can accept messages.		x		
3.29.1.2	Messages not received due to the lack of an operable voicemail/answering system (e.g.: mailbox full or voicemail not set up) shall not be considered an acceptable excuse for non-receipt of information.		x		
3.29.1.3	Members shall contact their supervisor if so requested or for clarification on any received messages.		x		

<b>3.30</b>	<b>Duty to Report Change Of Address Or Telephone Number</b>				
3.30.1	Members and employees are required to notify their supervisor of any changes to residential address or telephone number, in writing no later than the end of their next regularly scheduled shift or duty period.	x			

<b>3.31</b>	<b>Working Hours And Duties</b>				
3.31.1	A member or employee of the Bureau shall work such hours and perform such duties as may be prescribed by his/her Commander.		X		

<b>3.32</b>	<b>Punctuality</b>				
3.32.1	Members and employees shall be punctual in reporting for duty at the time and place designated by the Commander. A member or employee anticipating the inability to report for duty on time shall notify either the desk officer or their immediate supervisor at least 10 minutes before the start of the tour of duty that he/she anticipates being late.		X		

<b>3.33</b>	<b>Private Arrangements with Other Members Or Employees</b>				
3.33.1	Members and employees shall be punctual in reporting for duty at the time and place designated by the Commander. A member or employee anticipating the inability to report for duty on time shall notify either the desk officer or their immediate supervisor at least 10 minutes before the start of the tour of duty that he/she anticipates being late.		X		

<b>3.34</b>	<b>Members Not To Be Used For General Police Duties for Private Concerns While On Duty</b>				
3.34.1	On-Duty members and employees of the Bureau of Police shall not be used for general police or traffic duty on grounds maintained by private interests as a commercial enterprise unless with the express permission of a senior supervisor, and according to the Working Agreement between the City and the FOP. This shall not be construed as to prohibit performance of duty at public functions attracting large public assemblages, or to affect the policing of public highways leading to and from such private enterprises.		X		

<b>3.35</b>	<b>Discharge for Conviction Of Felony</b>				
3.35.1	In accordance with Pennsylvania state law, and in an effort to maintain the highest standards of ethics and integrity, the Pittsburgh Bureau of Police shall immediately dismiss and discharge from duty any member or employee who is convicted of a crime that would require the suspension of his/her MPOETC Certification (i.e. – any Felony charge and certain Misdemeanor charges).				X

<b>3.36</b>	<b>Strike-Sickouts-Work Slow Downs</b>				
3.36.1	Under applicable State and Federal laws, members or employees of the Bureau of Police shall not participate in a strike. Members and employees are further advised that they are not permitted to take part in any sick out, to deviate from policies, procedures, or orders, or to stage a work slowdown for the purpose of inducing or coercing a change in the terms and conditions of employment, or in their compensation or over any labor dispute.			X	

<b>3.37</b>	<b>Confidential or Privileged Information</b>				
3.37.1	Members and employees are not permitted to provide any copies of official instructions, orders, reports, or other written correspondence to unauthorized persons, except as authorized by a senior supervisor or as required by law.				X
3.37.2	Members and employees shall not divulge any personal data of another member or employee such as address, phone number, social security number, fingerprints, photographs, etc., without first obtaining proper authorization from a senior supervisor.				X
3.37.3	Members or employees of the Bureau of Police are prohibited from using confidential or privileged information gained through their position as law enforcement officers to advance financial or other private interests, whether their own or those of other people.				X
3.37.4	Members and employees are only permitted to keep permanent files of their own work. All other official PBP reports and files must be maintained within the control of the PBP.		X		

<b>3.38</b>	<b>Jeopardizing Undercover Operations</b>				
3.38.1	No member shall engage in any course of action that may disclose or jeopardize an ongoing undercover investigation. This can include, but is not limited to, divulging any knowledge or facts of an ongoing undercover investigation to unauthorized persons, or publicly acknowledging the identity, position or responsibilities of an undercover detective if encountered in public.				x
<b>3.39</b>	<b>Statements – Speeches</b>				
3.39.1	According to the rules set forth in this policy and other applicable rules and regulations, members and employees of the PBP are reminded that anything that they say in the public reflects directly back upon themselves, the PBP, and the City of Pittsburgh. Remembering that we must always present the highest level of professionalism, members and employees are not permitted to make any statements or speeches, whether in the public sphere, the traditional media or on social media, that is deemed to be unlawful, obscene, or defamatory or that would impede with the operations of the PBP.		x		
<b>3.40</b>	<b>Participation in Radio - Television - Public Programs</b>				
3.40.1	Members or employees shall not, while on duty, participate in scheduled radio, television, or other public programs as a representative of or using the official uniform of the Pittsburgh Bureau of Police without the permission of the Chief of Police. This shall not apply to interviews or statements given to the media regarding crime scenes, etc.		x		
<b>3.41</b>	<b>Endorsements</b>				
3.41.1	Members or employees may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services without the written permission of the Chief of Police or his/her designee. This includes, but is not limited to, the use of tow services, repair firms, attorneys, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.			x	
<b>3.42</b>	<b>Withholding Information</b>				
3.42.1	Members and employees shall not, under any circumstances, withhold any information under their control that is essential to the investigation and/or prosecution of any criminal activity, or that may further the mission of the PBP.			x	
<b>3.43</b>	<b>Conducting Self-Assigned Investigations</b>				
3.43.1	Members shall not undertake any self-assigned investigations at any time. Investigations shall only be conducted at the request, direction, or instruction of a supervisor.			x	
<b>3.44</b>	<b>Visiting Suspected Establishments</b>				
3.44.1	A member shall not visit or frequent any location or establishment wherein he/she suspects that a violation of the law is being committed except in the performance of duty, and shall take such action as is prescribed by the Bureau of Police concerning the violations.	x			
<b>3.45</b>	<b>Bribes</b>				
3.45.1	No member or employee shall accept any bribe or gratuity for permitting illegal acts. A member or employee shall report in writing to the Chief of Police any and all offers of bribes or gratuities to permit illegal acts.				x



<b>3.46</b>	<b>Gratuities - Awards - Rewards - Ticket Sale -Soliciting Contributions – Disposition of Property</b>				
3.46.1	No member of the Bureau of Police shall collect or attempt to collect gratuities in any form whatsoever for the performance or non-performance of his/her sworn duty. Salary, awards, and rewards as permitted by law are an exception to this section.				X
3.46.2	No member or employee shall accept any award (excluding plaques, certificates, medals or ribbons), compensation, reward or gift resulting from or connected in any way with the performance of duty except with the permission of the Chief of Police or his/her designee.				X
3.46.3	No member or employee shall solicit or accept contributions for the Bureau of Police, or for any other agency, organization, event or cause while representing oneself as a member of the Bureau of Police, without the express consent of the Chief of Police or his/her designee.				X
3.46.4	No member or employee shall purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.			X	

<b>3.47</b>	<b>Bail - Bonds - Security – Forfeits</b>				
3.47.1	No member or employee shall make bail or bond for any prisoner or assist in the same without the permission of his/her Commander and informing the arresting officer(s). Nor shall they intervene in any way toward a bond reduction without permission from the Commander and informing the arresting officer(s).		X		
3.47.2	No member shall make bail or bond for any prisoner that he/she has arrested, without the permission of his/her Commander. Members or employees shall not recommend or suggest or solicit for any bondsman, attorney or other businesspersons or firms.		X		
3.47.3	Zone, stations, or divisions shall not accept security from any arrested person or from any other person for an arrested person.		X		

<b>3.48</b>	<b>Entering Into Contracts or Agreements</b>				
3.48.1	No member or employee shall represent himself to be a party to or enter into any agreement, negotiation or contract to purchase or otherwise procure any article or material of any description to be used by the Bureau of Police without the authority of the Chief of Police or a senior supervisor.		X		

<b>3.49</b>	<b>Political Matters</b>				
3.49.1	No member shall run for or hold political office.			X	
3.49.2	Members of the Bureau of Police shall not jeopardize the impartial position of the Bureau in political matters by championing the cause of or campaigning for any political party or candidate by representing themselves as members of the Bureau of Police, whether on or off duty or while in uniform.			X	
3.49.3	According to both Pennsylvania and Federal law, no police officer in commission, whether in uniform or civilian clothing, shall be within one hundred (100) feet of a polling place during the conduct of any primary or election, except in the exercise of his privilege of voting or for the purpose of serving warrants, or unless called upon to preserve the peace. A member who is in violation of this act shall be guilty of a misdemeanor and upon conviction thereof, shall be sentenced to pay a fine not exceeding \$500.00 or to undergo imprisonment of not more than one (1) year or both in the discretion of the Court (1937, June, P.L.I. 1333, Article xviii).		X		

<b>3.50</b>	<b>Compounding Offenses - Withdraw of Complaints by Members</b>				
3.50.1	No member of the Bureau of Police shall compound any offense committed against his person or property or withdraw any complaint except upon a written request to the District Attorney or his designee, and with the approval of the District Attorney's Office.	X			

<b>3.51</b>	<b>Entering, Visiting, Loitering in Establishments/Locations Which Adversely Affect the Bureau Of Police</b>				
3.51.1	No member shall enter, visit, or loiter in any establishment or location wherein the activities are not in accordance with law or where the reputation of such establishment may destroy public confidence. Frequenting such establishments diminishes the reputation of the PBP and may adversely affect the morale and efficiency of the Bureau of Police or cause such controversy as to affect the neutrality of law enforcement.	X			

<b>3.52</b>	<b>Prohibited Associations</b>				
3.52.1	No member shall knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community except as necessary to the performance of official duties, or where unavoidable because of familial relationships.	X			
3.52.2	No member shall commence social relations with the spouse, immediate family member or romantic companion of persons in the custody of the Bureau of Police		X		
3.52.3	No member shall knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.				X

<b>3.53</b>	<b>Meals</b>				
3.53.1	Meal breaks will be restricted to 30 minutes or as set forth in the contract	X			
3.53.2	Meal breaks should not be taken at the beginning or end of the shift.	X			
3.53.3	All meal breaks will be considered in service. Personnel will notify radio of the location of the meal break and must stay in radio contact with dispatch during the meal break (can be called back to service, if necessary, to respond to emergency calls).	X			
3.53.4	The location of meal/break period will be restricted to: Restaurants or areas within the members work zone or area; Employees home if it is located within work zone or area; Restaurant outside of work zone but with permission of a supervisor; no more than two marked vehicles will be permitted at a location at the same time (unless permitted by a supervisor).	X			
3.53.5	No alcohol consumption.		X		
3.53.6	Supervisors should monitor the number of officers who are out of service at any one time, to ensure adequate personnel are available for service.	X			

<b>3.54</b>	<b>Duty to Intervene</b>				
3.54.1	PBP members have the duty to intervene when a member reasonably believes that force, action, or inaction occurring is inconsistent with PBP policies, procedures, or training; that criminal conduct is occurring; or when unconstitutional behavior is occurring.		X		
3.54.2	Any PBP member who observes another member apply any prohibited, inappropriate, or unreasonable force (including applying force when it is no longer required) to any person, shall attempt to safely intervene by verbal and/or physical means to stop or attempt to stop the act. Any observation of prohibited, inappropriate, or reasonable force shall be reported immediately to a supervisor or senior supervisor.		X		

<b>3.55</b>	<b>No Retaliation</b>				
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3.55.1	No member may retaliate against, coerce, intimidate, or harass any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint; or for participating in any investigation related to a complaint. Examples of retaliatory acts include but are not limited to: threats; unsupported negative evaluations; withholding work-related information; giving punitive work assignments; denial of job benefits; giving demeaning or unnecessary job assignments; blocking advancement (e.g., promotion).				X
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## 16-02: Orders

2.0	<b>Lawful Orders</b>				
2.1	Members shall promptly obey and execute any and all lawful orders of a supervisor. This shall include orders relayed from a supervisor by a member of the same or lesser rank.			X	

5.0	<b>Insubordination</b>				
	Any officer who deliberately refuses to obey any lawful order given by a supervisor, shall be guilty of insubordination, and is in violation of this order.				X

## 17-10: Drug and Alcohol Policy

3.0	<b>General Rules</b>				
3.1	The use of illegal drugs, synthetic drugs or non-prescribed controlled substances, and/or the abuse of legally prescribed drugs and/or controlled substances by a member of the Pittsburgh Bureau of Police is strictly prohibited. The use of medically prescribed marijuana by an officer or the possession of a medical marijuana certification card, other than the "Caregiver Card", is prohibited as it shall be basis for denial of a municipal police officer's MPOETC Act 120 Certification under 37 Pa Code § 203.11(a)(10) and revocation pursuant to 37 PA Code § 203.14 (3).				X
3.2	Generally, no member or employee shall consume or purchase alcoholic beverages while on duty.			X	

## 20-01: No Discrimination/ No Harassment/ No Retaliation Policy and Reporting Procedure

5.0	<b>Harassment and/or Creating a Hostile Work Environment Is Prohibited</b>				
5.2	A member may not engage in harassment prohibited by this policy, including any behavior or course of action that constitutes harassment, sexual harassment, creates a hostile work environment, and/or retaliation.				X

## 29-01: Secondary Employment

4.0	<b>Accountability</b>				
4.1	Members will be subject to all departmental rules, regulations, policies and procedures set forth by the Pittsburgh Bureau of Police while engaged in a secondary employment capacity.			X	

6.0	<b>Primary Duty</b>				
6.1	An officer's primary duty, obligation and responsibility is to the PBP and the City of Pittsburgh, while so employed. No secondary employer's interests will supersede the interests of the PBP or the City of Pittsburgh.			X	

12.0	<b>Secondary Employment Limitations</b>				
12.2	A member may not work a secondary employment opportunity where the secondary employment might be in conflict with their ability to discharge their duties to the PBP. Officers shall not schedule or work jobs that conflict with their normal tour of duty.				X

<b>13.0</b>	<b>Outside Employment</b>				
13.2	Outside employment related work will not be performed during assigned hours of duty.			x	

<b>14.0</b>	<b>General Rules, Regulations, &amp; Guidelines</b>				
14.2	All members will adhere to the PBP Manual of Procedural Orders at all times while working secondary employment			x	
14.10	All personnel will legally park their personal vehicles. No officer shall park his/her personal vehicle on private property, unless given permission from the private property owner.	x			

### 30-01: Operation of Bureau of Police Vehicles: General Regulations

<b>2.0</b>	<b>Inspection of Vehicles</b>				
2.1	At the beginning of each tour of duty, members assigned to vehicles shall carefully inspect the vehicle for the following reasons: For any damage or missing equipment; to assure that the vehicle is in serviceable condition; to assure that the audible and visual equipment are working (a vehicle will be immediately taken out of service if it is determined either during the vehicle inspection or during the tour that the audible or visual signals are not functioning); to assure that no weapons or contraband are present within the vehicle (any weapons or contraband found in the vehicle during the pre-shift inspection shall be packaged, logged, and an incident report will be completed).	x			
<b>3.0</b>	<b>Care and Servicing of Vehicles</b>				
3.1	If any mechanical defect occurs while a vehicle is being operated, the driver shall, as soon as possible, contact his/her shift supervisor for instructions. However, if the defect is such that further operation is unsafe or might cause greater damage, the vehicle shall not be moved and the driver shall promptly contact his/her shift supervisor.	x			

<b>4.0</b>	<b>Operation of Bureau Vehicles</b>				
4.1	A supervisor shall not knowingly allow any member under his/her command to operate a Bureau vehicle unless the member possesses a valid and current State of Pennsylvania Operator's License.			x	
4.2	All members of the Bureau of Police while on duty and operating Bureau of Police vehicles shall be held accountable for the safe operation of Bureau vehicles at all times. While operating a Bureau of Police vehicle, each member has a duty to drive with due regard for the safety of all persons.		x		
4.3	No member of the Bureau of Police shall operate a Bureau of Police vehicle after having consumed drugs or alcohol.				x
4.6	Members of the Bureau of Police, whether operating or riding as passengers in Bureau of Police vehicles, shall wear a properly adjusted and fastened seat belt while the vehicle is in operation as required by State law.		x		
4.7	Drivers shall observe all traffic regulations, in particular those pertaining to parking, especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall park their vehicle in such a manner as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate the prohibited area immediately. If a vehicle must be double-parked, flashing lights shall be used during such time.		x		
4.8	Except under exceptional circumstances, or in emergency situations, operators of Bureau of Police vehicles shall drive within the posted speed limits.	x			

<b>5.0</b>	<b>Classification of Responses for Police Service</b>				
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5.1.4	Code 3- Emergency – A real “life threatening situation” and “genuine emergency situation”, i.e. cardiac arrest, Officer needs assistance calls, severe bleeding, etc. All units will utilize emergency lights and siren continually through the entire response unless the officer asks for “Back-up Code 3 (silent)” (for example in the case of a bank robbery so as not to alert the actors).	x			
5.2	While responding to any “urgent” or “emergency” call for service, Bureau members will act in accordance with Section 3105 of the Motor Vehicle Code “Driving During Emergency Situations”.			x	

### 30-02: Collisions Involving Police Vehicles

3.0	<b>Duties of On Scene Members</b>				
3.1	Any member of the Bureau of Police involved in a collision while operating a Bureau of Police vehicle shall: Immediately notify communications and request a supervisor; render aid to the injured; request another police vehicle be dispatched to the scene for reporting purposes (if appropriate); request EMS personnel be dispatched (if necessary); if able the officer involved should activate the vehicle lights ASAP after the incident; secure the scene from further damage, and preserve evidence; if able, a police officer involved in a collision shall perform any and all police actions necessary at the crash scene until additional units arrive; if the collision involving the police vehicle is not reportable, the involved officer and immediate supervisor dispatched to the scene of the collision shall be responsible for taking all appropriate actions on scene.	x			

### 31-01: General Uniform Regulations

4.0	<b>Wearing of the Police Bureau Uniform</b>				
4.2	All members shall wear the prescribed uniform for their rank or grade during their tour of duty as outlined in Bureau of Police procedures unless otherwise ordered or instructed.	x			
4.3	All leather gear must be of a consistent material and design. When members of the rank of Lieutenant and above wear the trouser belt for duty, the belt and all equipment will be smooth leather. When members of the rank of Lieutenant and above choose to wear the utility belt, the belt and all equipment will be basketweave leather.	x			
4.5	Members shall not wear the official police uniform while off-duty for the purpose of appearing at meetings without the express permission of his/her senior supervisor.	x			
4.6	Members shall not wear the official police uniform while off duty for interviews or television appearances without the express permission of the Chief of Police or his/her designee.	x			
4.7	Members shall not wear any part of the official police uniform while off-duty or before or after his/her assigned tours of duty except: To commute to and from his/her assigned post or detail; while performing an approved secondary employment detail before or after his/her assigned duty; for the purpose of testifying in court before or after his/her assigned tour of duty; when so ordered by the Chief of Police or his/her designee.	x			
4.9	No item, badge, pin, buckle, emblem or decoration, not of official specification or design shall be worn on or with the uniform without the approval of the Chief of Police.	x			
4.10	Uniforms must conform to fit, material, and workmanship and be made in accordance with the specifications prescribed by the Chief of Police or his/her designee.	x			
4.11	Uniforms shall be cleaned and pressed, shoes, boots, leather, and all equipment including firearms shall be clean and serviceable.	x			
4.12	Uniforms shall be worn in a military manner: The Dress Blouse shall be worn buttoned at all times; jackets worn shall be buttoned or zippered at all times; buttons on shirtfronts and pockets shall be buttoned and secured at all times; sleeves on long or short sleeve shirts shall not be turned or rolled up; tee shirts worn with short sleeve shirts shall be a black crew T-shirt; name plates shall be worn centered on the right breast pocket flap ¼' below the seam of the outermost garment, or similarly located on outer coats, jackets, or outer carriers. Shall not be worn on raincoats or Commander's overcoats.	x			



31-05: Lost/Stolen/Damaged Uniform/Equipment Claim				
<b>2.0</b>	<b>General Rules Governing Replacement of Lost/Stolen/Damaged Items</b>			
2.1	All members are responsible for the proper use and care of Bureau issued uniforms and equipment.	x		
2.4	All items that are lost, stolen or damaged through neglect, unauthorized alteration, destruction, disposal, or other misuse, or failing to secure the item so as to prevent the theft or loss of the item shall be replaced at the members' own expense if the member failed to take reasonable steps to secure the item.	x		
2.5	All items that may be lost, stolen or damaged in circumstances other than official police action shall be replaced at the members' own expense if the member failed to take reasonable steps to secure the item.	x		

34-01: General Firearm and Less Lethal Regulations				
<b>4.0</b>	<b>General Rules</b>			
4.2	Officers shall secure their firearms at all times in such a manner as to restrict irresponsible use.	x		
4.3	All authorized firearms shall be carried in a safe and secure manner.	x		
4.4	While on-duty, members shall wear the authorized Primary Service firearm on his/her person in an authorized holster. The Primary Service firearm shall not be carried in a purse, attaché case, etc.	x		
4.5	Removal of firearms from their holsters for other than authorized purposes such as tactical use, training and qualification, inspection or cleaning and maintenance is unauthorized. Any careless, flippant or casual use or display of a firearm will constitute grounds for disciplinary action.	x		
4.6	An on or off-duty officer should refrain from carrying or storing a firearm in any circumstances where an unnecessary risk of loss, theft or misuse could exist.	x		
4.7	Officers must be armed when in uniform and/or operating a marked patrol vehicle, whether on or off duty.	x		

<b>6.0</b>	<b>Registration/Inspection/Maintenance of Firearms</b>			
6.8	Authorized personnel shall maintain firearms in a clean and safe-operating condition. Firearms will be subject to inspection by authorized personnel. Officers must safely unload their firearms prior to inspection.	x		

<b>8.0</b>	<b>Carrying Firearms while Off-Duty</b>			
8.1	While members are permitted to carry authorized firearms during off-duty hours, they are encouraged to refrain from doing so when there is likelihood that they will be consuming alcoholic beverages or medications. When armed off-duty, members shall have in their possession their badge and identification card issued by the Bureau of Police.	x		

36-01: Evidence Procedures				
<b>3.0</b>	<b>General</b>			
3.2	Any officer who collects evidence shall ensure that the evidence is not altered, contaminated, destroyed, or modified in any way from the condition it was found in at the scene.		x	
3.5	Under no circumstances are officers to share photographs of crime scenes, evidence, victims, etc. with unauthorized individuals or place any photographs in a public location or forum, or on any types of social media sites.		x	
3.7	All evidence shall be packaged by the reporting officer by the end of their tour of duty unless it is the duty of another officer or investigative unit to package (i.e. CSU takes over the processing of a crime scene).	x		

3.11	All evidence collected by the PBP shall be stored at the Property Room with the exception of hazardous materials such as incendiary devices, biohazard material, explosives, etc. and large/bulky items such as vehicles, furniture, gambling machines, etc. Under no circumstances is Evidence to be stored in officer's lockers, desks, on their person, in their vehicles (personal or department), or at their residences.	x				
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<b>5.0</b>	<b>Packaging Evidence</b>					
5.2	Evidence will be packaged and marked so as not to damage or contaminate the evidence. Caution will be used so evidence is not contaminated, altered or destroyed. This will be accomplished by proper packaging and common sense.	x				

<b>37-01: Lost-Stolen-Abandoned Property</b>						
<b>3.0</b>	<b>General</b>					
3.1	Any property coming into the possession of any member of the PBP shall be processed by the end of that officer's tour of duty. The officer coming into possession of the property shall process that property at their assigned zone. Officers not assigned to a zone (i.e. assigned to Headquarters or the Academy) shall turn any found property over to the zone in which the property was recovered. The shift supervisor will decide if the desk officer or the recovering officer will complete any necessary reports.	x				
3.4	Property shall only be stored at the zones in a designated Property Holding Area. Property shall NOT be kept in officer's lockers, desks, on their person, in their vehicles (personal or department), or at their residences.	x				

<b>10.0</b>	<b>Destructing/Discarding of Held Property</b>					
10.1	Any property that is marked for destruction SHALL NOT be taken by members of the PBP for their personal use or the personal use of a friend or family member.	x				

<b>40-02: Reporting Off-Duty - Unfinished Business at End of Tour</b>						
<b>2.0</b>	<b>Reporting Off Duty at End of Shift</b>					
2.1	Upon completion of their tours of duty, members assigned to foot patrol, motorized patrol, investigative or other field assignments or special details shall return to their respective stations, sections, etc., to report off duty unless otherwise instructed by a superior officer, and they shall remain there until properly relieved.	x				
2.2	A member should work the designated shift and number of scheduled hours and should not leave before the end of their shift, unless relieved by a supervisor.	x				

<b>3.0</b>	<b>Relaying Unfinished Business at End of Tour of Duty</b>					
3.1	Members or employees shall relay all unfinished business or items of importance to members or employees coming on duty so that there may be no possibility of a misunderstanding of such business or items of importance.	x				
3.2	The responsibility for the completion of any unfinished business or details shall be that of the relief member or employee to whom such information was given.	x				

<b>40-04: Motor Vehicle Stops</b>						
<b>3.0</b>	<b>Stopping Traffic Violators</b>					
3.9	Officers are required to call out on all traffic stops and complete the traffic stop form as required in the policy.	x				

<b>6.0</b>	<b>Stopping Vehicles by Non-Uniformed Personnel</b>					
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6.1	A non-uniformed officer may make a traffic stop if the unmarked vehicle is properly equipped with lights and siren. In addition to complying with all of the provisions of this General Order, a non-uniformed officer must: Activate both emergency lights and siren before initiating the traffic stop; and Contact Communications and provide all of the information concerning the stop. The non-uniformed officer must have ID readily available and observable, and Request that a uniformed back-up unit respond to the location of the traffic stop.	x			
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<b>8.0</b>	<b>Written Recording of Traffic Stops</b>				
8.1	Each traffic stop shall be recorded on the Traffic Stop Report. All blocks must be completed.	x			

<b>40-05: Motor Vehicle Pursuit</b>
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<b>5.0</b>	<b>Authorization for Pursuit</b>				
5.1	Vehicle pursuits for summary, misdemeanor or non-forcible felony offenses are prohibited unless the immediate danger to another person created by the pursuit is less than the immediate or potential danger of death or serious bodily injury to another person should the suspect remain at large and/or continue to flee.		x		

<b>6.0</b>	<b>Responsibility of the Pursuing Officer</b>				
6.2	When an officer has determined that he/she is in an emergency situation or motor vehicle pursuit, he/she shall use emergency lighting and siren to alert the public of the situation. If either the emergency lighting or siren is, or becomes inoperable, the officer may not engage in a motor vehicle pursuit. This equipment will be used simultaneously and continually from the start of the pursuit until the termination thereof.		x		
6.3	Due regard shall be used through the duration of a pursuit, and especially when proceeding through intersections. An officer shall clear the intersections, and proceed through an intersection only after determining that doing so will not endanger life or property.		x		
6.5	The pursuing officer shall immediately report to the radio dispatcher that there is a "pursuit in progress" and give the following information: Reason for pursuit; Location and direction of travel; Description of fleeing vehicle; Occupant information and description; Speeds involved.		x		

<b>40-19: Reports</b>
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<b>3.0</b>	<b>General</b>				
3.2	Generally, reports shall be completed prior to the end of the reporting officer's tour of duty. If a continued investigation is required, the initial report will be completed and a supplemental report will follow.	x			
3.4	In all cases, reports shall be professionally written without the use of slang, colloquialisms, profanity, texting shorthand, net lingo, or acronyms unless the reporting officer is directly quoting dialog from the incident they are reporting. Attention shall be given to obtaining and recording complete and accurate information concerning required names, addresses, descriptions, the elements of the crime or incident, and the information that may help identify and or locate the offender. This includes all information that is pertinent for a complete and accurate depiction or explanation of the incident or crime.	x			

<b>4.0</b>	<b>Mandatory Reports by Law</b>				
4.1	Officers shall take a report for all incidents where Federal, State, or Local law requires a report to be taken. The list of incidents in which a report is mandatory shall include, but not be limited to, the following: -Domestic Violence -Vehicle crashes	x			

<b>5.0 Mandatory Reports by Bureau Policy</b>
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5.1	Officers shall take a report when: There is an actual victim making the complaint. The victim, or witness(es) are credible. The complaint is for a violation of a Federal/State Law or City Ordinance. There is some evidence that the crime occurred or the facts given by the victim/witnesses bear out the possibility that a crime occurred (i.e. victim was robbed but not injured). The victim requests a report be taken.	x			
5.2	Officers shall take a report when: There is damage to City property. There is an incident involving a PBP member. There is a Chief's or Commander's Memo directing Officers to take reports in specific circumstances (such as for lost cell phones). Directed to do so by a supervisor.	x			

<b>7.0</b>	<b>Forms</b>				
7.1	All Reports shall be completed as needed with as much information as the reporting officer can reasonably obtain.	x			

#### 43-17: Eyewitness Identification Procedures

<b>6.0</b>	<b>Witness Instructions</b>				
6.1	Whenever practicable, the officer conducting an identification procedure shall read the witness a set of instructions from a PBP form (show-up card (PBP form 400.80), or photo array form (PBP form #400.50) or line-up instruction form (PBP form # 400.60). Those instructions include the following: The person who committed the crime may or may not be (the person, or in the set of photographs) you are about to view. It is just as important to clear innocent persons from suspicion as to identify the guilty. The individuals you view may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change. (Not for use during show-ups or voice identifications.) Regardless of whether or not you select someone, the PBP will continue to investigate the incident. The procedure requires that I, Officer (Name), ask you to state, in your own words and without using a numerical scale, how certain you are of any identification. If you do select someone, please do not ask me questions about the person you have selected, as no information can be shared with you at this stage of the investigation. Regardless of whether you select a person, please do not discuss the procedure with any other witnesses in the case or the media.	x			

<b>8.0</b>	<b>Preparing a Photo Array</b>				
8.1	When assembling a photo array, officers should endeavor to use a current and accurate photograph of the suspect. They should select filler photographs based on their similarity to the witness's description of the offender. Nothing about the suspect or his/her photo should make him/her stand out.	x			
8.2	Except in extraordinary circumstances, an array should contain seven fillers and only one suspect photograph. All photographs should be of the same general size and basic composition. Officers must not repeat fillers with the same witness from one array to next and should mark the back of each photo with numbers one through eight. None of the photos may bear markings indicating previous arrests.	x			
8.3	If the suspect has a unique or unusual feature, such as facial scars or tattoos, severe injuries, etc., the officer preparing the array should ensure a consistent appearance between the suspect and fillers by selecting fillers who display similar features (tattoos, scars, injuries, etc.) or by covering the affected area on every photograph. In extraordinary circumstances where it is impossible to find a suitable number of fillers who display similar features, contact a Deputy District Attorney from the DA's Specialty Unit assigned to the crime being investigated for specific guidance.	x			
8.4	Once the array has been assembled, the officer should examine it to ensure that nothing about the suspect's photo makes him/her unduly stand out.	x			

<b>9.0</b>	<b>Showing a Photo Array</b>				
9.1	The showing of a photo array must be conducted in a manner that promotes reliability, fairness and objectivity.	x			

44-01 - Arrests - Physical, Summons, or Warrant				
<b>4.0</b>	<b>Physical Arrests</b>			
4.1	Officers shall conduct arrests only when based upon either probable cause or an arrest warrant		x	

44-04: Arrests - Special Situation				
<b>5.0</b>	<b>City Employee/Official</b>			
5.4	In all cases involving a City employee or a City Official, a supervisor shall be notified of the police contact and given a complete description of that contact. The supervisor will ensure that the Zone Commander and the Duty Commander are both notified.		x	

45-02: Warrantless Searches and Seizures				
<b>3.0</b>	<b>Consent to Search</b>			
3.7	Any time an officer obtains consent to search, the officer must complete Sections A and B of the "Field Contact/Search/Seizure Report". If the consent search results in the seizure of property, the officer must also complete Section C of the "Field Contact/Search/Seizure Report".	x		

<b>5.0</b>	<b>Procedure for Conducting Pat-Down Searches (Terry Stop)</b>			
5.1	Pat-down searches of suspects may be conducted for weapons only, and only under the following circumstances: 1. Where there is reasonable suspicion that the suspect is or may be engaged in criminal activity, and 2. Where there is reasonable suspicion that the suspect may be armed and presently dangerous.		x	

<b>6.0</b>	<b>Investigative Stops and Warrantless Searches of Motor Vehicles</b>			
6.8	After conducting any warrantless search of a motor vehicle, the officer must record the facts of the search by completing Sections A and B of the "Field Contact/Search/Seizure Report". If the warrantless search of the motor vehicle results in the seizure of any property, Section C of the "Field Contact/Search/Seizure Report" must be completed.		x	

<b>7.0</b>	<b>Inventory of Vehicles</b>			
7.2	Officers shall not conduct an inventory if the sole purpose in conducting the inventory is to find evidence of a crime. An inventory cannot be done in order to circumvent the need for a search warrant. If, during an inventory, evidence of a crime is discovered, the officer shall stop the inventory search and secure a search warrant prior to continuing the search.	x		
7.4	If the inventory results in the seizure of property, the officer must also complete Section C of the "Field Contact/Search/Seizure Report". A copy of this form must be placed in the vehicle	x		

50-01: Handling of Prisoners - General Regulations				
<b>4.0</b>	<b>Prisoner Searches</b>			
4.1	When an individual is arrested, the arresting officer shall thoroughly search that prisoner/suspect, to include his/her personal possessions, for any weapons, offensive articles or contraband prior to entering any Pittsburgh Bureau of Police vehicle or facility.		x	
4.2	If an officer other than the arresting officer must transport the prisoner or suspect, the transporting officer shall complete an independent thorough search of the prisoner/suspect, to include his/her personal possessions, prior to entering a Pittsburgh Bureau of Police vehicle or facility.		x	

<b>6.0</b>	<b>Vehicle Inspections</b>			
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6.1	At the beginning and end of each tour of duty, all vehicles shall be searched thoroughly for weapons, contraband and implement of escape.	x			
6.2	The officer will inspect his/her vehicle at the beginning and end of his/her tour to ensure the following safety devices are present and functioning properly: The safety screen shall be securely in place and undamaged. All windows shall be intact and outer door handles/latches in proper working order. Rear-seat interior door handles and window controls shall be deactivated. The interior shall be inspected to ensure that there are no remaining body fluids or other contaminants in the vehicle. If contaminants are present, the vehicle will be cleaned pursuant to policy. (Refer to City of Pittsburgh Infections Disease Control Program-Exposure Control Manual, July 2010 Revision.) Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the interior for weapons, contraband or implements of escape. The vehicle shall be searched again immediately after the prisoner has been delivered to the Allegheny County Jail or next receiving agency. If weapons, contraband or implements of escape are located, it shall be immediately seized. The officer(s) shall immediately report the situation verbally to their supervisor. This information must be included in the PBP Form #3.0, "Investigative Report" or a PBP Form #8.11, "Supplemental Report", whichever is appropriate. If a non-PBP vehicles, e.g., ambulances, other law enforcement agency vehicles, etc., is being used to transport a prisoner in police custody, the vehicle shall be searched for weapons, contraband or evidence prior to, and immediately after the transport. The search shall be limited to those areas immediately accessible to the prisoner. The officer shall obtain permission from the individual in charge of the vehicle, when feasible.	x			

#### 51-01: Justice Network (JNET) Policy

6.0	<b>JNET Users</b>				
6.4	Officers assigned and authorized as JNET Criminal Justice Users and JNET Criminal History Users shall abide by all JNET policies relating to JNET security agreements, workstation security, password security and applicable departmental policies on information technology and computer security.	x			
6.4.2	Officers shall not divulge their passwords to anyone.	x			
6.4.3	Officers shall use JNET for OFFICIAL CRIMINAL JUSTICE PURPOSES only.			x	
6.4.4	Dissemination of CH information will be in strict compliance with JNET/CLEAN/PSP, Penn DOT Policy and CHRIA.			x	
6.4.6	JNET Criminal History Users will maintain an individual dissemination log on PBP Form #542.10 – JNET Record Information Log.	x			

#### 53-01: Court Appearances - General Regulations

2.0	<b>General Procedures</b>				
2.1	All members, whether they are the constable or witness on any case, shall obey all summons, subpoenas, or notifications, and shall appear as directed on the specified date and shall be punctual in their appearance.	x			
2.2	Any member required to appear in any court or at any hearing, arising out of the performance of Police duties, during his/her tour of duty shall notify his/her immediate superior immediately upon his/her notification of the date of the appearance. Members shall leave their post in sufficient time to assure their appearance in court at the appointed time. When the court appearance is completed, the member, if still on duty, shall report back to his/her post or assignment. The EOC/dispatcher shall be notified both when leaving and returning to his/her post.	x			
2.3	Any case which may be discharged or dismissed for failure of a member to appear or for failure of a member to be punctual either as the constable or as the witness, arising out of the performance of Police duties, may subject that member to disciplinary action. This shall also include Traffic and Non-Traffic Summary Citations.			x	

2.4	All members appearing in any court or at any hearing, arising out of the performance of Police duties, shall have their identification card in their possession and shall present it to the Court Liaison Sergeant or his/her designee if requested to do so. The identification card will be used to check in and out of court, at the kiosk. Failure to have identification card may result in discipline.	x			
2.5	Once signed in for court, all members must notify the appropriate Court Liaison Sergeant if they have to leave court for any reason.	x			

<b>3.0 Attire for Court Appearances Arising Out of the Performance of Police Duties</b>					
3.1	All members of the Pittsburgh Bureau of Police when appearing for any hearing or in any court shall be neat, clean and well-groomed and attired in such styles of dress that they will reflect the high standards of appearance of the Pittsburgh Bureau of Police.	x			

<b>10.0 Court Pay and Attendance</b>					
10.2.3	Any member who submits a false, improper or unjustified court payment card shall be subjected to internal Bureau discipline. Any member who checks in or out another member on the court kiosk shall be subjected to internal Bureau discipline.				x

<b>13.0 Members Appearing as a Witness for, or in Support of a Defendant in a Federal, State, or Municipal, Criminal, or Civil Court Proceeding</b>					
13.2	Members, or employees, who have been contacted, requested, summoned, or subpoenaed to appear as a witness for a defendant in a criminal court proceeding, or any party to a civil proceeding, shall, as soon as notification is received from the defendant's attorney or requesting party, notify the Chief of Police in writing, through the chain of command, of such fact, as well as the Assistant District Attorney assigned to the case, if applicable.	x			

<b>66-01: Radio Communications - General Regulations</b>					
<b>4.0 Responding to Calls for Service from Dispatch</b>					
4.1	At a minimum, officers in patrol are required to contact the EOC dispatcher in the following circumstances: To acknowledge a call from radio; Advise arrival at a call; Advise when a call is completed; Advise when making an investigative stop or a traffic stop	x			
4.2	Any officer who is given a detail by radio, whether in uniform or plainclothes, shall answer or acknowledge such calls or details given to them promptly.	x			
4.3	Upon acknowledging a call from radio, officers shall give their departing location and shall notify radio immediately upon arrival at their destination.				

<b>9.0 Professional Demeanor and Terminology During Radio Transmissions</b>					
9.2	At all times, officers will exhibit a professional demeanor in their radio transmissions and proper terminology will be used.		x		
9.3	No officer shall tamper with any police radio equipment or interfere with any police broadcast or transmission or make unwarranted transmissions, use profane language or make any insulting or derogatory remarks while transmitting on the police radio channels.		x		
9.4	Officers shall not argue, debate or become involved in discussions with radio dispatchers or any other person over details, assignments or instructions transmitted over the radio.		x		

<b>68-01: Electronic Communications/Computer Network Policy</b>					
<b>4.0 Use of City Electronic Communications Systems for Work-Related Purposes Only</b>					
4.1	PBP e-mail and/or Internet/Intranet service is not to be used for personal or political purposes, and is to be used for performing lawful City business purposes only.		x		



<b>6.0 E-Mail General Responsibilities</b>				
6.1	All PBP members must read their e-mail on every working day.	X		

<b>7.0 Harmful or Offensive E-Mail Communications and Internet/Intranet Transmissions are Forbidden</b>				
7.1	Members of the Pittsburgh Bureau of Police will use the same professional courtesy in e-mail/Internet/Intranet communications as is used in other verbal or written communications. The tone and content of all e-mail correspondences shall remain businesslike and will not include inflammatory remarks or inappropriate language.		X	
7.2	E-mail and/or the Internet/Intranet shall not be used in any way that may be seen as illegal, offensive, harmful, inappropriate or insulting to any person. Examples of inappropriate uses of e-mail/Internet/Intranet communications include, but are not limited to: 1. Any communication that contains ethnic or racial slurs. 2. Any communication that contains vulgar or profane language. 3. Any communication that contains sexually explicit photography, messages or jokes/cartoons, unwelcome propositions or love letters. 4. Any communication that causes congestion of the e-mail system such as chain letters, the broadcasting of inappropriate messages to global lists of recipients or other mass electronic mailings. 5. Any use that does not meet the primary goals or interests of the Bureau of Police. 6. Any other transmission that may be interpreted to be harassment or disparagement of others based on their race, color, religion, ancestry, age, national origin, place of birth, gender, sexual orientation, familial status, or disability status.		X	
7.4	No member shall send or forward e-mail mass electronic messages Bureau-wide or City-wide without the approval of his/her commanding officer.	X		

<b>8.0 Resources is Prohibited</b>				
8.1	No member of the Pittsburgh Bureau of Police will tamper with the security of computer/network equipment, files or email records of any other employee, nor will they access those files or pieces of equipment without authorization.			X
8.2	Attempts to bypass City computer/network security controls (i.e., using unauthorized passwords, etc.) are forbidden.			X
8.3	Electronic "snooping" to satisfy curiosity about other individuals is forbidden. Unauthorized software installation on any City computer/network is forbidden and the unauthorized software will be removed without notification.			X

### 68-03: Personal Social Media Accounts

<b>3.0 General Provisions</b>				
3.4	Members are prohibited from using a City of Pittsburgh email address when establishing a personal social media account, or using social media in personal capacities.	X		
3.5	Members shall not post, transmit, share, and / or disseminate Bureau identifiers as part of privately held social media monikers (@pbp_jdoe123, @zone1_3181, etc.), nor otherwise express nor imply that they are speaking or acting on behalf of the bureau.	X		
3.6	Members shall not post, transmit, share, and / or disseminate Bureau affiliation of other individuals, including, but not limited to, the individual posting, tagging, and / or sharing pictures of other Bureau members, without the express consent of that individual.	X		
3.7	Members shall not post transmit, share, and / or disseminate photographs of yourself / themselves or others in uniform, and / or display official identification, patches or badges, marked or unmarked vehicles, Bureau facilities, buildings, and equipment, without authorization of the Bureau (these restrictions will not apply to photographs taken at official Bureau ceremonies).	X		
3.8	Members shall not post, transmit, share, and / or disseminate nonpublic items, to include, but not limited to arrest / booking photographs, criminal records, witness statements, crime scene photographs, videos, that were gained as a result of employment within the Bureau.		X	

3.9	Members shall not post, transmit, share, and / or disseminate any content involving discourteous or disrespectful remarks, in any form, pertaining to issues of ethnicity, race, religion, gender, gender identity / expression, sexual orientation, and / or disability			X	
3.10	Members shall not post, transmit, share, and / or disseminate any content advocating harassment and violence.				X
3.11	Members shall not post, transmit, share, and / or disseminate any content that is defamatory, pornographic, proprietary, harassing, or libelous.				X
3.12	Members shall not engage in any type of social media contact (friending, following, etc.) with an actor, suspect, witness, crime victim, or attorney, involved in the same case, if that Officer was either involved in the incident, or the Officer became acquainted with person during or because of the incident , and the matter is ongoing.			X	
3.13	Members shall not engage in any type of social media contact (friending, following, etc.) with minors they interact with in the course of their employment with the Bureau.			X	
3.14	Members will not use their personal social media accounts for investigative activities.			X	

#### 69-01: Mobile Video/Audio Recording Equipment (MVR)

5.0	<b>Mobile Video/Audio Recording Operations</b>				
5.1	Members operating MVR-equipped vehicles will ensure the following types of incidents are recorded: Traffic and criminal enforcement stops. In-progress Vehicle and Crimes Code violations. Police vehicle pursuits. Patrol vehicle travel and movements when emergency lights or siren are activated. Fatal crash or major crime scenes, as necessary, to document the scene. Prisoner transport (mandatory for patrol wagons, optional for patrol sedans). Any other incident the member deems appropriate while acting in the performance of his/her official duty.			X	
5.1.9	Members assigned to a MVR equipped vehicle who are trained to use the MVR, shall log into the MVR system at the beginning of their tour of duty using their individually assigned key FOB and shall carry the audio transmitter throughout their tour of duty.	X			
5.3.1	When more than one member is assigned to a MVR equipped vehicle, the operator of the vehicle shall carry the audio transmitter and log into the MVR system.	X			
5.3.2	When the recording function has been activated to record an incident, it shall not be deactivated until the incident has been completed. Members are encouraged to narrate the video recording during a recorded incident, which will assist in establishing probable cause for enforcement action and assist in report writing.			X	
5.3.4	Upon completion of an assigned shift, member shall ensure the audio transmitter is placed in the docking station	X			

#### 69-03: Body Worn Camera Recording and Digital Evidence Systems

5.0	<b>Required Use</b>				
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	During citizen contact an officer is required to record the following as soon as the officer is presented with the following situations and unless it is unsafe or unreasonable to do so. Officers and supervisors should activate their BWC prior to their arrival on scene keeping the safety of all concerned in mind, when any of the following occur: Responding to in-progress crimes. Pursuits whether vehicle or pedestrian. Traffic and Subject Stops. All searches or pat downs of persons and all searches of vehicles and property. Officers should also capture verbal or written consent for the search absent a warrant or probable cause to conduct said search. Miranda - Upon issuance of Miranda warnings, the response by the person receiving the warnings and any subsequent conversation. Use of Force Incidents. Critical Incidents. Warrant Services (Arrest or Search). Detention, Arrests (Summons or On-View), including issuance of Traffic and Non-Traffic Citations. (Investigations relating to same). Interviews of witnesses and victims, unless they object, although there is no legal requirement for an officer/supervisor to turn off the BWC at the request of a citizen. Members should use reasonable discretion when deciding to film a victim/witness statement. (I.e. A sexual assault victim who may feel the recording to be unnecessarily intrusive, process a confidential source of information. However, nothing in this policy would prevent an officer/supervisor from activating or re-activating their BWC should they feel it necessary. Interviews with suspects or persons who may be reasonably developed as suspects through the course of an interview. Conversations with members of the public where the member has reason to believe that citizen may become confrontational, antagonistic, or hostile. When performing a suspect identification (i.e. "Show-up"). A reasonable effort should be made to capture the suspect prior to and following identification to establish the suspects clothing and other physical identifiers at the time of the identification. Vehicle Inventories. Crowd management procedures. Ordered by a supervisor. If an officer believes it appropriate or necessary to create a video				
5.2	record they may do so.		x		
5.3	Officers are required to wear and adhere to this policy when working an approved, uniformed secondary employment detail. Any police supervisor may dictate that any BWC trained officer, working in any capacity, wear a BWC and be subject to the recording guidelines in this policy.		x		

<b>7.0</b>	<b>Duplication/Retention</b>				
7.2	Members will not duplicate, copy, or otherwise possess any such data or recordings for any personal reason.			x	
7.3	Members shall not allow non-sworn personnel to view the BWC recordings without permission from his/her immediate supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the digital evidence, or who are previously authorized to interact with PBP evidence (example – OMI, Administration, Law Dept., District Attorney) are exempted from this restriction.			x	
7.4	Members will ensure that all care is taken to prevent unauthorized persons from viewing the digital recordings. Any unauthorized use of the recordings will subject the member to disciplinary action. This includes, but is not limited to, the uploading or converting of the digital evidence for posting to any type of social media without the express permission of the member's supervisor.			x	

69-04 ShotSpotter					
<b>4.0</b>	<b>Procedure - Activation</b>				
4.6	Officers SHALL NOT make any recording of the information that is available through the ShotSpotter Dashboard including, but not limited to, audio files, digital screenshots, map features, or any reproductions of any of the information that is available on the SST Dashboard. Officers SHALL NOT save, transmit or disseminate SST information without written permission of the Chief of Police. An exception to this prohibition is that Officers may request a copy of the SST information for use in the investigation, analysis, or prosecution of a gunshot incident.			x	

69-05 Pictures, Videos, and Audio Recording of Police Officers Performing Official Functions in Public Spaces					
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<b>4.0 Patrol Procedures</b>					
4.1	Members shall not deliberately interfere with or obstruct any member or members of the general public from photographing, videotaping, or audibly recording police personnel while conducting official business.		x		
4.1.2	Police personnel shall not threaten, intimidate, or otherwise discourage an individual from photographing, videotaping, or audibly recording personnel while conducting official business in any public space			x	
4.3	Under no circumstances shall any recording device being used to record police personnel be intentionally damaged or destroyed or may any media, such as memory cards or sticks, within such recording devices be damaged, destroyed, or deleted. If accidental damages occur to such property by police personnel during the course of official duties, the procedures shall be documented in a 3.0- Investigative report.				x
4.6	If police personnel reasonably believe that a member of the general public has recorded any evidence of a crime in progress or other evidence of a crime: The person who has recorded the evidence shall be requested to transfer the recording device or media to police custody or permit a copy of the media/evidence be made by the Police Department. Any recording devices or media taken into custody shall be returned as soon as practical. Police Department personnel shall not copy and/or disseminate any information or images from such devices or media that is not evidence of a crime or otherwise required for an official departmental purpose. An investigative report shall be completed documenting the facts and circumstances, including the consent to transfer the recording device or media from the owner to police. Every effort should be made to have the owner sign a Search and Seizure form (Form 5). The Computer Crime Unit shall be notified and advised that evidence may exist on a recording device and/or media and that the evidence was voluntarily provided to police.		x		

#### 79-05 Right to Know

<b>4.0 Pittsburgh Bureau of Police Restricted Information</b>					
4.0	No member of the Pittsburgh Bureau of Police will divulge any restricted or confidential information and/or release any department records outside of the Pittsburgh Bureau of Police, except in the official performance of their duties and/or when required by law.			x	



### **PBP Terminable Offenses**

Members of the Pittsburgh Bureau of Police must be morally and ethically above reproach at all times regardless of duty status. All members shall respect the sanctity of the law and shall be committed to holding themselves to the highest standard of accountability. No member shall depart from standards of professional conduct or disobey the law.

Members should be subject to disciplinary action only for "just cause." The following standards shall govern the elements of "just cause" for the misconduct described below and these standards shall constitute a "clean slate" relating to the sixteen (16) terminable offenses described below in that they shall supersede and replace all prior standards, agreements, past practices, and arbitration awards on the same subjects.

Certain conduct immediately and absolutely threatens the integrity of the PBP's public duty and responsibility. In the following circumstances, the proper level of discipline is termination of employment, notwithstanding any mitigating circumstances. For the avoidance of doubt, there will be no mitigating circumstances relative to the following fifteen (15) offenses. Such conduct includes, but is not limited to, the following:

1. Engaging in any action that constitutes the commission of a felony or a misdemeanor which carries a potential sentence of more than one (1) year, or in any action that constitutes the commission of an equivalent offense in another jurisdiction, state, or territory. Neither a criminal conviction nor the pendency of criminal charges is necessary for disciplinary action in such circumstances. In addition, a declination of prosecution shall not preclude disciplinary action.
2. Engaging in domestic violence or being the subject of a permanent and final Protection From Abuse Order.
3. Any use of a firearm to threaten another except as appropriate in the scope of employment (whether or not a specific, officially assigned, duty) or in the defense of self or others. This includes the use of a loaded or unloaded firearm to threaten another, regardless whether as a joke or in horseplay.
4. Engaging in sexual misconduct, as defined by Policy; or engaging in sexual harassment as defined by Policy which is of a serious nature, including use of position to obtain or attempt to obtain sexual favors; or engaging in conduct which constitutes sexual harassment, as defined by Policy, subsequent to disciplinary action for prior serious sexual harassment.
5. The commission of a serious act of deception during a criminal, civil or administrative investigation or proceeding, when under a specific, official obligation to be truthful, involving intentional (1) lying; (2) fabrication; (3) misleading acts or words; (4) civil or criminal fraud; or (5) perjury. Notwithstanding anything to the contrary in this Agreement, no member may be subject to disciplinary charges for violating this subsection in regard to a statement or statements the member made in a Departmental

**EXHIBIT**

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disciplinary investigation involving another member before the allegations involving the underlying investigation of that other member have been either dismissed by the Department or sustained or dismissed by an arbitrator as provided herein.

6. Any activity that constitutes an intentional violation of Chapter 39 of the Crimes Code (relating to Theft and Related Offenses).
7. Any use of any illegal substances, prohibited under 35 P.S. § 780-101 et seq., (Controlled Substance, Drug, Device and Cosmetic Act), or any substance use that constitutes the commission of an offense under Federal Law or in any other jurisdiction, state, or territory, either on or off duty; or any use of controlled substances obtained by illegal means, either on or off duty.
8. "Driving under the influence" (DUI) pleas, convictions or Accelerated Rehabilitative Disposition (ARD) under one of the following circumstances:
  - a. Second or subsequent DUI offense while employed by the City (regardless of whether on or off duty); or
  - b. Involving a hit and run of a vehicle or property; or
  - c. While operating a City-owned vehicle.
9. Any restriction mandated by statute or court order for 180 days or more under one of the following circumstances:
  - a. Loss of Pennsylvania operating privileges, except for recall or suspension of operating privileges of any person whose incompetency has been established under Title 75 Pa. C.S. § 1519 (Motor Vehicle Code).
  - b. Loss of firearm privileges.
  - c. Loss of CLEAN privileges.
10. Fighting or the use of other physical violence on the job, other than as reasonably necessary in the strict performance of a member's duties as a law enforcement officer.
11. Any period of incarceration for a misdemeanor conviction that results in the member being disqualified from accessing information from the CLEAN system in accordance with the FBI Criminal Justice Information Security (CHS) Policy.
12. Providing any copies of official instructions, orders, reports, or other written correspondence to unauthorized persons, except as authorized by a senior supervisor or as required by law. Members and employees shall not divulge any personal data of another member or employee such as address, phone number, social security number,

fingerprints, photographs, etc., without first obtaining proper authorization from a senior supervisor.

13. Engaging in any course of action that may disclose or jeopardize an ongoing undercover investigation. This can include, but is not limited to, divulging any knowledge or facts of an ongoing undercover investigation to unauthorized persons, or publicly acknowledging the identity, position or responsibilities of an undercover detective if encountered in public.
14. Knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies. Members shall not post, transmit, share, and/or disseminate any content advocating harassment and violence.
15. Tampering with the security of computer/network equipment, files or email records of any other employee, or accessing those files or pieces of equipment without authorization. Attempts to bypass City computer/network security controls (i.e., using unauthorized passwords, etc.) are forbidden. No Member shall intentionally damage or destroy and recording device, any media, memory cards or memory sticks used to record police personnel.

This list is not all-inclusive, and termination of employment may be the proper level of discipline in other situations as well.

A criminal standard of proof shall not be applied to the review of any termination decision.

The above provisions are effective for discipline arising out of any conduct occurring, in full or in part, upon ratification. These provisions supersede any prior disciplinary penalties imposed for the fifteen (15) offenses specifically set forth herein, by either the PBP, City, or any arbitrator, and no such prior penalties may be used as precedent in cases involving the above fifteen (15) offenses.

June 13, 2022 Tentative Agreements

Between the City of Pittsburgh

and

The Fraternal Order of Police Fort Pitt Lodge No. 1

Term

Amend the Agreement to be for a three-year contract term beginning January 1, 2023 through December 31, 2025.

Section 1 – Recognition

Amend Paragraph F(3) to read: "The provisions of this Agreement shall be applied to all employees without regard to race, color, religious creed, national origin, sex, **sexual orientation, gender or gender expression.**"

Section 3 – Seniority

Amend Paragraph D 1. (f.) to remove the COP position.

Add Paragraph D(1)(h.1): "New assignments shall begin on the first Monday of the first pay period."

Section 10 – Holiday

Incorporate Juneteenth as a paid holiday.

Section 18 – Other Benefits

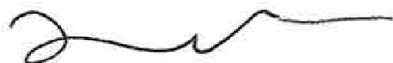
Amend Paragraph B to read: "Within a reasonable time following the execution of the Act 11 Interest Arbitration Award by the Board of Arbitrators **or the parties reaching a full Agreement through collective bargaining**, the City shall both incorporate the terms of the Award **or the terms of the collectively bargained Agreement** into the parties existing Working Agreement and **shall have such revised Working Agreement made available online and 100 copies will be printed.**"

Eliminate Paragraph R.

Section 19 – Police Discipline Procedures

Amend Paragraph I (7) to read: "Within five (5) calendar days, **the FOP shall notify the next arbitrator on the rotation to be assigned to hear and decide the case.**"

LISA BLANK COAO



Mayor

ROBERT SWARTZWEIDER



Union Representative

Date

June 13, 2022

Date

6-13-2022

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