
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Notification of Legal Infractions
	Section:	Administration
	Guideline Number:	215
	Effective Date:	April 1, 2007
	Reviewed Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To outline the responsibilities of the employee when an infraction of a law has been committed.

SCOPE

All department employees.

DEFINITION

Legal infractions are defined as any employee encounters with law enforcement. This is to include the following but are not limited to:

- Traffic violation
- Domestic violations
- Felony or misdemeanor arrest
- Any other encounter with law enforcement

CONTENT

Employees will notify their supervisor or the Director of any legal infraction (whether job related or not), as soon as possible, and no later than 24 hours after the date of the incident.

If notified, the supervisor will insure timely notification to the Director through the employee's chain of command.