



TOWN OF SPRINGERVILLE  
EMPLOYEE ACTION FORM

Effective Date: 6/16/2025

Employee Name: Tannen Moreno

Employee #: 324

Dept: Round Valley Police Department

Title: Partol Officer

<b>Classification Status:</b>		<b>Employment Status:</b>		
<input type="checkbox"/> Salary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Probation	<input type="checkbox"/> Title V	
<input type="checkbox"/> Hourly	<input type="checkbox"/> Full Time	<input type="checkbox"/> Temp	<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Reserve Unpaid				
<b>Proposed Action:</b>				
<input type="checkbox"/> New Hire	<input checked="" type="checkbox"/> Termination	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Rehire	
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Promotion	<input type="checkbox"/> Retirement	<input type="checkbox"/> Resign	
<input type="checkbox"/> Extended Probation				
<b>Classification of Position:</b>	<b>Range:</b>	<b>Step:</b>	<b>Salary:</b>	
Present				
Proposed				
Proposed Title				

**Comments:**

Tannen Moreno failed to meet probation.

Employee Signature

Date

*Daron Merrill*

6/16/2025

Department Head Signature

Date

*[Signature]*

6/17/2025

Town Manager Signature

Date

Approved

Denied

Original goes to human resource - 1 copy to employee - 1 copy to payroll



## Round Valley Police Department

*"Respect for Our Past, Confidence in Our Future."*



**Dayson Merrill**  
Chief of Police

Memorandum:

Thursday June 12, 2025

Re: Probationary Period

To: Eagar Town Manager, Brannon Eagar and Springerville Town Manager, Tim Rasmussen

I am writing this memorandum/report as required by the Intergovernmental Agreement between the Towns of Eagar and Springerville, Section 6. Operations. Paragraph 2.

Upon review of Lieutenant Bevington's report, in reference to a call for service that occurred on December 25, 2024, at 2124 hours, in the jurisdiction of the Round Valley Police Department. Officer Tannen Moreno failed to uphold her duty and responsibility as a member of the Round Valley Police Department by not responding to an emergency call for service and failed to notify her supervisor, putting both her fellow officers and the public in potential danger. Furthermore, Officer Moreno took it upon herself to dispatch a separate law enforcement agency without supervisor approval. It is my recommendation as the Chief of Police and per RVPD Policy 1000.08 A, that Tannen Moreno has failed to meet the terms of her probationary period and should be terminated immediately.

Respectfully

Dayson Merrill  
Chief of Police



## Round Valley Police Department

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**Dayson Merrill**  
Chief of Police

June 11, 2025

Chief Merrill,

On May 30, 2025, Officer S. Aragon #145 and I were speaking with each other via telephone regarding another matter. During that conversation, Officer Aragon asked me if Officer T. Scruggs #135 had spoken to me regarding an incident that occurred on December 25, 2024, in which he requested Officer T. Moreno #155 to respond to an incident (2412250025) to back him up, to which Officer Moreno failed to respond. I advised Officer Aragon that Officer Scruggs had not spoken with me regarding that incident.

Officer Aragon stated that Officer Scruggs expressed concern to him and stated that on December 25, 2024, he and Officer S. Rivera #195 were dispatched to a domestic violence situation in Eagar. Officer Aragon stated Officer Scruggs told him that when he and Officer Rivera were dispatched to the call for service, they were leaving the Apache County Jail in St. Johns and had an extended response time. Officer Aragon stated Officer Scruggs told him that he requested dispatch to call out Officer Moreno to respond to the call for service, however, Officer Moreno never responded.

After speaking with Officer Aragon, I contacted Officer Scruggs via telephone to inquire about this incident. Officer Scruggs stated that on December 25, 2024, he and Officer Rivera were dispatched to a domestic violence situation in Eagar. Officer Scruggs stated at the time, he and Officer Rivera were leaving the Apache County Jail in St. Johns and had an extended response time. Officer Scruggs stated he subsequently requested to have Officer Moreno called out to respond via dispatch. Officer Scruggs stated Officer Moreno never responded to the call for service.

Officer Scruggs stated afterwards, he reviewed the incident via RIMS and noticed that a call note was entered stating that Officer Moreno stated she was not responding to the call for service and instead had her husband (Arizona Department of Public Safety Trooper) respond.

After speaking with Officer Scruggs, I was able to locate the above-mentioned call for service in RIMS. That call stated that the reporting party (third party) reported that a male and female subject were involved in a verbal argument while inside a vehicle. At some point, the male subject exited the vehicle with a handgun, stated he was going to commit suicide, and entered a residence where a twelve-year-old juvenile was thought to be inside.



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**Dayson Merrill**  
Chief of Police

Upon reviewing the incident, I observed that on December 25, 2025, at approximately 2124 hours, the call for service was created by dispatch personnel. The call notes indicated that at approximately 2129 hours, Officer Moreno, was dispatched to the call for service. At approximately 2140 hours, dispatch personnel entered the following call note: "RV155 10-8 NOT COMING DUE TO POSSIBLE HOSTAGE IN WHICH HE 101M HAS EQUIPMENT FOR THAT."

Officer Scruggs, Officer Rivera, several Apache County Sheriff's Office deputies, and Arizona Department of Public Safety troopers subsequently responded to the call for service. However, Officer Moreno failed to respond.

It should be noted; Officer Moreno was on-call at this time and required to respond to callouts as indicated on the schedule.

On May 30, 2025, I sent an email to Apache County Sheriff's Office Records Clerk Franchesca Romero, requesting all telephone and radio recordings for the above-mentioned incident. On June 5, 2025, I received a USB drive from Ms. Romero, which contained all telephone and radio traffic regarding that incident.

Upon listening to the recording of our radio frequency, I noted that on December 25, 2024, at approximately 2126 hours, Officer Scruggs and Officer Rivera were dispatched to this call for service via radio. Officer Scruggs immediately requested for Officer Moreno to be dispatch as well.

Upon listening to the telephone recordings, I noted that on December 25, 2024, at approximately 2127 hours, dispatch personnel contacted Officer Moreno via telephone to advise her of this traffic. Officer Moreno ended the telephone call by advising dispatch personnel that she would be getting dressed.

On December 25, 2024, at approximately 2138 hours, Officer Moreno contacted dispatch personnel via telephone. Officer Moreno advised dispatch personnel that she would not be responding to this call for service. Officer Moreno advised the dispatcher that her husband and "his squad" were responding instead, in the event that the incident turned out to be a barricaded subject. Officer Moreno advised the dispatcher that the Arizona Department of Public Safety has the necessary equipment to handle such calls for service and that the Round Valley Police Department did not. Officer Moreno did not contact a supervisor to request outside agency assistance.



# Round Valley Police Department

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Dayson Merrill  
Chief of Police

Upon review of this incident, I have determined that Officer Moreno violated the following Round Valley Police Department policies:

### **310.2 - Response to Calls**

Officers responding to an emergency call shall proceed immediately.

### **329.4 - Requesting Outside Agency Assistance**

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor.

### **322.5.5 – Attendance**

(b) Unexcused or unauthorized absence or tardiness

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform the duties without reasonable excuse.

### **322.5.7 – Efficiency**

(a) Neglect of duty

I have included the following items in reference to this matter:

- Incident 2412250025 printout
- Officer Moreno's activity log for December 25, 2024
- Officer Moreno's submitted timesheet for the week of December 25, 2024
- Round Valley Police Department Policy 310 – Officer Response to Calls
- Round Valley Police Department Policy 322 – Standards of Conduct
- Round Valley Police Department Policy 329 – Outside Agency Assistance
- USB drive containing telephone and radio recordings

Please let me know if you have any questions or need any additional information.

Respectfully,

Shane E. Bevington, Lieutenant  
Round Valley Police Department

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## Outside Agency Assistance

### 329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

### 329.2 POLICY

It is the policy of the Round Valley Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

### 329.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Sergeant's office for approval. In some instances, a mutual aid agreement or other established protocol may exist that eliminates the need for approval of individual requests (ARS § 13-3872).

When another law enforcement agency requests assistance from this department, the Sergeant may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

#### 329.3.1 AGREEMENTS

The Department may establish a mutual aid agreement with another law enforcement agency by action of the Town to (ARS § 13-3872):

- (a) Assist other peace officers in the line of their duty and within the course of their employment.
- (b) Exchange department peace officers with peace officers of another agency on a temporary basis.

#### 329.3.2 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Round Valley Police Department

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shall notify his/her supervisor or the Sergeant and Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

### **329.4 REQUESTING OUTSIDE ASSISTANCE**

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

### **329.5 REPORTING REQUIREMENTS**

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Sergeant.

### **329.6 MANDATORY SHARING**

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Sergeant or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
  - 1. The use of the equipment and supplies.
  - 2. The members trained in the use of the equipment and supplies.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Sergeant to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Officer should maintain documentation that the appropriate members have received the required training.

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## Officer Response to Calls

### 310.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to all emergency and non-emergency situations.

### 310.2 RESPONSE TO CALLS

Officers responding to an emergency call shall proceed immediately. Officers responding to an emergency call shall continuously operate emergency lighting equipment and shall sound the siren as reasonably necessary (ARS § 28-624(B)).

Responding with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others (ARS § 28-624(B)). The use of any other warning equipment without emergency lights and siren does not provide any exemption from the Arizona motor vehicle laws.

Officers should only respond as an emergency call response when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not responding as an emergency call response shall observe all traffic laws and proceed without the use of emergency lights and siren.

### 310.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized and emergency response is not required, the requesting officer shall promptly notify Dispatch.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

#### 310.3.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The Sergeant or the field supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

### 310.4 INITIATING EMERGENCY CALL RESPONSE

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If an officer believes an emergency call response to any call is appropriate, the officer shall immediately notify Dispatch. Emergency responses of more than one unit should include, if

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### *Officer Response to Calls*

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circumstances reasonably permit, coordination of the response of the second responding unit by Dispatch to avoid unanticipated intersecting of response routes.

An emergency call response of more than one unit should initiate notification by Dispatch to the Sergeant or field supervisor. The Sergeant or field supervisor will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

#### **310.5 RESPONSIBILITIES OF RESPONDING OFFICER**

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call officers may (ARS § 28-624(B)):

- (a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.
- (b) Exceed the prima facie speed limits if the driver does not endanger life or property.
- (c) Disregard laws or rules governing the direction of movement or turning in specified directions.
- (d) Disregard regulations governing parking or standing when using a warning lamp.

Continuing an emergency call response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

Upon determining that an emergency call response is appropriate, an officer shall immediately give the location from which he/she is responding.

#### **310.6 COMMUNICATIONS RESPONSIBILITIES**

A dispatcher shall ensure acknowledgment and response of assisting units when an officer requests emergency assistance or when the available information reasonably indicates that the public is threatened with serious injury or death and an immediate law enforcement response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Sergeant or a field supervisor prior to assigning an emergency response. The dispatcher shall:

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- (a) Attempt to assign the closest available unit to the location requiring assistance.
- (b) Immediately notify the Sergeant.
- (c) Confirm the location from which the unit is responding.
- (d) Notify and coordinate outside emergency services (e.g., fire and ambulance).
- (e) Continue to obtain and broadcast information as necessary concerning the response, and monitor the situation until it is stabilized or terminated.

## *Officer Response to Calls*

- (f) Control all radio communications during the emergency and coordinate assistance under the direction of the Sergeant or field supervisor.

### **310.7 SUPERVISORY RESPONSIBILITIES**

Upon being notified that an emergency response has been initiated, the Sergeant or the field supervisor shall verify the following:

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall, whenever practicable, monitor the response until it has been stabilized or terminated, and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency call response, the Sergeant or the field supervisor should consider the following:

- The type of call or crime involved
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

### **310.8 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency call response and respond accordingly (ARS § 28-624(C)).

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The officer shall notify the Sergeant, field supervisor or Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

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## Standards of Conduct

### 322.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Round Valley Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

### 322.2 POLICY

The continued employment or appointment of every member of the Round Valley Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

### 322.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

#### 322.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

#### **322.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

#### **322.4 GENERAL STANDARDS**

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Arizona constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

#### **322.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

##### **322.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or Town manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.

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## *Standards of Conduct*

(c) Violation of federal, state, local or administrative laws, rules or regulations.

### 322.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Round Valley Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

### 322.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

### 322.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

# Round Valley Police Department

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### *Standards of Conduct*

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

#### **322.5.5 ATTENDANCE**

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

#### **322.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE**

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

#### **322.5.7 EFFICIENCY**

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

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### *Standards of Conduct*

- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

#### 322.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises.
  - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
  - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
  - 1. Unauthorized attendance while on-duty at official legislative or political sessions.

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## *Standards of Conduct*

2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by Town policy, the collective bargaining agreement or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by Town policy, the collective bargaining agreement or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

### 322.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Town.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.

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## *Standards of Conduct*

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members

### 322.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

### 322.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

**TOWN OF SPRINGVILLE POLICE TIME SHEET**

Employee Name: Tannen Moreno Empl# 324 PPE: 12/28/2024

<u>Week 1</u>	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Payroll Office Use
Date:	12/15/24	12/16/24	12/17/24	12/18/24	12/19/24	12/20/24	12/21/24	
Regular	0			13	11.5	10	5.5	40
Overtime	6						11	17
Call Standby				11	12.5	14	7.5	45
Vacation								
Sick								
Holiday		3.85						3.85
Bereavement								
Comp Time Pay								
GOHS Traffic Detail								
GOHS DUI								
<b>Week 2</b>	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Payroll Office Use
Date:	12/22/24	12/23/24	12/24/24	12/25/24	12/26/24	12/27/24	12/28/24	
Regular				10	12.5	11	6.5	40
Overtime							4.5	4.5
Call Standby				14	11.5	13	13	51.5
Vacation								
Sick								
Holiday								
Bereavement								
Comp Time Pay								
GOHS Traffic Detail								
GOHS DUI								
								96

Pay Overtime  Put Overtime to Accrued Comp Time

Tannen Moreno 12/28/24 Darpan Morello 12/30/24  
 Employee Signature Date Supervisor Signature Date

**FOR PAYROLL OFFICE USE ONLY**

Regular	Overtime	Vacation	Sick
80	21.5		
101	201	301	401
Call Time	Holiday	Comp Time Earned	Comp Time Pay
56	3.85		
503	700	801	802
Bereavement	GOHS Traffic	GOHS DUI	
902	202	203	161.35