



BURLINGTON POLICE DEPARTMENT
DEPARTMENT DIRECTIVE
DD43 Reporting of Corruption and other Misconduct
Reviewed and published May 11, 2023

PURPOSE: To ensure that allegations of corruption and other misconduct involving employees of the Department are reported in a timely manner and to ensure that all employees understand their duties to report such allegations.

POLICY: Employees will not engage in corrupt activities or other misconduct. Upon receiving information or allegations of misconduct or corruption, members shall report that information; failure to do so will constitute misconduct in and of itself.

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I. DEFINITION

- A. **CORRUPTION:** Any activity or other conduct committed by a member of the Burlington Police Department, whether on or off duty that, if substantiated, would constitute a crime.
- B. **OTHER MISCONDUCT:** Any activity, improper behavior, or other conduct committed by a member of the Burlington Police Department, whether on or off duty that, if substantiated, would impugn the integrity of the department in a way that would erode the trust and ability to assist witnesses, victims, or other members of the public.

II. PROCEDURE

- A. When, based on the totality of statements, observations, physical evidence, or other information provided by third parties, an employee has reasonable suspicion that corruption or misconduct has occurred or is occurring, employees shall report this information. To satisfy this duty to report, the employee must provide accurate and complete information. Subsequent or updated reporting is encouraged to ensure that information is accurate and complete. The employee must report this information within one of the four methods and timeframes outlined below. Any of the methods is an acceptable means of reporting. The employee must decide which method is most appropriate and timely based on the timing of the allegations, the parties involved, the availability of the method to report, the employee's preference and comfort level with which to report, and the severity of the alleged corruption or misconduct. No matter the means of reporting, all reports of corruption and other misconduct are considered

confidential personnel matters and are prohibited from being openly shared, discussed, or used against either party in a retaliatory way.

1. Reporting to the Officer in Charge (OIC): within 24 hours
 - a. Contact the Officer in Charge and explain desire to report misconduct/corruption
 - b. Report preliminary facts.
 - c. In some cases the employee may be requested to provide a detailed written report.
2. Reporting to Burlington Department of Human Resources: within earliest business hours
 - a. Call the City of Burlington Department of Human Resources and explain desire to report employee misconduct/corruption, or request an in-person meeting if preferred.
 - b. Report preliminary facts.
 - c. Identify oneself or, if choosing to remain anonymous, obtain Confidential Identification Number.
 - d. Provide details of corruption or misconduct.
 - e. In some cases the employee may be requested to provide a detailed written report which will be transmitted to HR.
3. Reporting to Deputy Chief of Administration: within 24 hours
 - a. Contact the Deputy Chief of Administration and explain desire to report employee misconduct/corruption
 - b. Report preliminary facts. In some cases the employee may be requested to provide a detailed written report directly.
 - b. The employee may choose to remain anonymous when reporting via this method but should maintain a copy of the report as evidence of having satisfied their duty to report.
4. An employee who receives an allegation of corruption against oneself (for example, but not limited to, an accusation of stealing an arrestee's cash): without delay
 - a. Request a supervisor to respond to the scene to speak with the complainant.
 - b. Supervisor will follow the above procedures, as well as established complaint and discipline protocols.

B. Any supervisor who becomes aware of misconduct or corruption will report it directly to a Deputy Chief or the Chief of Police without delay.

III. FAILURE TO REPORT

Failure to meet the duty to report corruption/misconduct is, in itself, misconduct and will be charged as such when uncovered during an investigation. If doubt exists, report the conduct in question.

IV. ATTEMPTS TO COVER-UP OR DISCOURAGE REPORTING

Any and all employee actions taken to cover-up, discourage, or intimidate the proper reporting of corruption or misconduct will be considered acts of corruption or misconduct in their own right.

V. EXCEPTION FOR UNION REPRESENTATIVE DURING HEARING

The reporting requirement for misconduct, rather than corruption, will not apply to employees who are acting as a union representative and learn details of misconduct during the course of such duties. Employees are advised that courts have found a union representative exemption does not cover knowledge of fellow employee criminal actions. Thus, employees who have concerns of engagement in a criminal offense may consult with an attorney who can offer client confidentiality.

Reviewed and adopted by the Burlington Police Commission on March 28, 2023.



Jon Murad, Acting Chief of Police

May 11, 2023
Effective Date

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