



CHAPTER 1: LAW ENFORCEMENT ROLE AND AUTHORITY	POLICY # 1.2 CODE OF CONDUCT
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Date Implemented: 11/01/2019	Review Date:

POLICY

Members shall conduct themselves at all times in such a manner as to reflect most favorably on the department. Conduct unbecoming a member shall include that which tends to reflect discredit upon the member as a representative of the department, or that which tends to impair the operation or efficiency of the department or its members. Such offenses do not need to be specifically defined or set forth in this manual. Rules of conduct cannot be established to cover all incidents that may arise in the usual discharge of police officers' duties or in the personal activities of individual members. Therefore, it is the duty of each individual employee to regulate his or her own actions. Any act of omission contrary to good order, moral or discipline shall be subject to disciplinary action.

RULES AND REGULATIONS

Members shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, procedures, policies, directives, city personnel policies or orders of the department.

Civilian members of the department shall be held accountable to those tenants in this manual that are applicable to their duties and responsibilities.

Members shall obey all laws and ordinances.

Members shall exercise the responsibility and authority of the position to which they are assigned in accordance with job specifications and work rules of that agreement.

Members of the department shall promptly obey the legitimate orders of superior officers and other members acting in a supervisory capacity.

When two or more members of equal rank are simultaneously employed in the same operation, the senior member shall be in charge, except when otherwise ordered.

Members of the department shall conduct official business through channels as indicated in the current organizational structure. Rank shall not be disregarded in conducting official business except where authorized by the Chief of Police, or by law.

Members of the department, having a disagreement involving another member that cannot be resolved amicably, shall consult their immediate supervisor.

All command and supervisory personnel will be addressed by their correct title and last name when in public and/or when appropriate.

Members will keep their commanding officer informed of their current residence and telephone number.

Members of the department shall always be civil, orderly, and courteous in dealing with the public, subordinates, superiors and associates. They shall avoid the use of coarse, violent or profane language. They shall not express any prejudice concerning race, sex, religion, national origin, lifestyle, or similar personal characteristics.

Members of the department shall provide necessary advice and/ or assistance to citizens in a prompt and courteous manner, whether the request is by telephone or in person. Information that is from citizens relating to complaints or reports will be thoroughly documented in accordance with existing departmental procedure.

Members shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by officers, as well as official statements, shall be truthful and complete. No member shall knowingly state, enter, or cause to be entered any inaccurate, false, incomplete, misleading, or improper information.

Members of the department shall not remove or attempt to remove any official record, report or citation from any file or take any official record from the office where it is kept except in the performance of their official duties.

Members shall not exhibit or divulge the contents of any criminal record to any person except in the conduct of departmental functions or in accordance with the provisions of law.

Members shall treat the official business of the department as confidential. They shall not disclose information concerning department activities when such disclosures would hinder accomplishment of police objectives.

Members shall not recommend or suggest in any manner, while acting in an official capacity, the employment or procurement of an attorney, product, or professional or commercial service.

Members shall not publicly criticize or ridicule the department, its policies, or other members by talking, writing or expressing themselves in any manner, when such expression:

- Is directed towards a person with whom the member has a working relationship and that the expression would impair the working relationship.
- Is stated or inferred as the official position of the department, without obtaining the prior approval of the department.
- Improperly disclosed investigative or confidential information.
- Would impair the operation of the department by interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; is made with reckless disregard for truth or falsity.

Members of the department shall not authorize the use of their name, a photograph that identifies them as being affiliated with the department, or their official title, in connection with testimonial or advertisement of any commodity or commercial enterprise without official approval.

Members shall not engage in any other employment or business without the permission of the Chief of Police. Requests for permission to engage in outside employment shall be in written form.

Members shall report for duty at the time and place required by assignment or orders. Members shall be neatly and properly groomed, as well as physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

Members reporting for duty in civilian clothing will wear acceptable civilian attire of conservative color and design. Male member's attire to include a coat and tie when applicable. Female member's attire to include dress pants, skirt or dress when applicable.

Sworn members on duty assigned to the uniform force will report to court in the uniform of the day. Members who are off-duty may report to court in the uniform of the day or in acceptable civilian attire, of conservative color and

design. Male member's attire is to include a button-down shirt and tie. Female member's attire to include dress pants, skirt or dress when applicable.

Civilian members reporting for duty will wear acceptable attire of conservative design. Cutoffs, shorts, halter tops, patched clothing, and other bizarre type clothing are expressly prohibited.

Members of the department shall not be absent from duty without first obtaining permission.

Members of the department shall not be absent from any trial or hearing except for a good cause. In such instances, they shall notify their supervisor at a reasonable time before the trial or hearing begins.

Members of the department will be thorough in the preparation of their cases for trial by proper execution of legal documents, analysis and preservation of evidence, summoning of witnesses, and review of their testimony.

Members shall not play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of their duty. They shall not engage in any activities or personal business that would cause them to neglect or be inattentive to their duties.

Members shall remain awake while on duty. If they are unable to do so, they shall report to their immediate supervisor, who shall determine the proper course of action.

Members shall not use the department's internet service in excess for personal business or entertainment. Viewing pornography is strictly prohibited.

Members shall not consume alcoholic beverages while in uniform or on duty.

Members shall not report for duty or be on duty while under the influence of alcoholic beverages, controlled substances or with an odor of either on their person.

Members shall not possess or use any controlled substances except when prescribed in the treatment of members by a physician or dentist. When controlled substances are prescribed, members shall notify their supervisor when reporting for duty.

Members shall not have alcoholic beverages, controlled substances or contraband on their person or in any police installation or police vehicle, except for legitimate purposes.

Members shall not at any time use or attempt to use their official position, badge, or credentials for personal gain.

Members shall not use or attempt to use their position as a police officer to influence the decisions of government officials in matters relating to the member's personal advantage.

Members while acting in an official capacity shall not interfere with or attempt to influence business that is being conducted in a lawful manner.

Members shall not solicit or accept from any person, business or organization, any gifts, gratuities or loans for the benefit of the officer, department, or any other person or organization. These limitations are not intended to prohibit employees from accepting articles of negligible value that are widely distributed to the public nor social courtesies that promote good public relationships. Members should guard against relationships which might be construed as favoritism, coercion, unfair advantage or collusion.

Members shall immediately report to their commanding officer any arrest or court actions instituted against them, except civil matters arising outside the scope of their employment.

Members of the department shall not file claims for damages or make any legal compromise with any person without prior notification of the Chief of Police, except in civil matters arising outside the scope of their employment.

Members shall not interfere with cases being investigated by other members of the department or by any other governmental agency. Interference with a case include but is not limited to, actions taken which may affect an arrest, bond setting, prosecution, sentencing, or any other facet of the investigation.

Members shall not undertake any investigation or other official actions not part of their regular duties without obtaining permission from their supervisor unless the circumstances of the situation require immediate police action. Members shall not undertake any investigation or other official action involving family members without first consulting a supervisor, who will then decide the appropriate course of action and the extent of the member's involvement.

Members subpoenaed, in their capacity as a police officer (or when there is a probability that the member's position will be made known to the court), to testify on behalf of the defense shall notify their supervisor of said subpoena.

Members shall not participate directly or indirectly in any unethical or unlawful compromise, arrangement or settlement between criminals and their victims. They shall report to their supervisor any knowledge of such arrangement in which any other member of the department is involved.

Members of the department shall not support, join or be a member of any organization or society designed to interfere with the orderly process of government by illegal acts, or designed to disrupt the discipline and control of members of the department.

Members of the department shall not wear on their uniform any insignia of a fraternal organization, or any insignia that would prejudice their position or neutrality. Authorized insignia for service or achievement in the police department may be worn when authorized by the Chief of Police.

Members of the department will keep their clothing or uniform in good repair, cleaned and pressed, their shoes shined, belt and holster shined, and metal parts of their uniform polished, and will wear their uniform completely fastened.

Members shall not use tobacco products while in contact with the public. Smoking is prohibited inside the police department.

Members shall not undertake any financial obligations that they know or should know they will be unable to meet and shall pay all legally enforceable debts when due.

Members are obligated to act in any criminal or emergency coming to their attention whether on or off duty, in accordance with any ordinance or law, and departmental policy. Members shall respond promptly when ordered to emergency duty.

Sworn members of the department shall carry their badge and identification card when carrying their department approved firearm.

Members shall not knowingly or with malice make any arrest, search or seizure that is not in accordance with law and departmental policies and procedures.

Members shall not verbally and/ or physically mistreat persons who are in custody and shall protect them from mistreatment by others. Members shall handle such persons in accordance with the law and department policy.

Members shall not use more force in any situation than is reasonably necessary under the circumstances. Members shall use force in accordance with law and departmental policy.

Members of the department, while acting in an official capacity, shall not fire any weapon except as authorized by departmental policy.

Members of the department shall only draw or display firearms in time of demonstrated need or for official inspections. Members shall not use or handle weapons in a careless or reckless manner.

Members of the department shall not loiter or congregate in any place or in any manner as to bring discredit to the department. Officers are permitted to take short breaks at local establishments. Members shall always be available for service. They shall direct their efforts to those places and conditions that will have the greatest impact on current crime and traffic conditions.

Members of the department, always, will respond promptly and safely to radio calls. They shall when practical, make themselves available for further calls for service.

Members of the department while using department radios shall always conduct themselves in a professional manner and will adhere to proper radio discipline.

Members of the department shall immediately report to their supervisors all information they acquire concerning crimes or criminal conditions.

Members of the department shall not knowingly visit any place of questionable character, such as a house of prostitution, gambling establishment, or any place frequented by criminals, except in the line of duty. No members shall knowingly associate with operators or individuals that patronize such places.

Members of the department shall not conduct social or personal associations or relationships with another person while on duty, which would impair the operation or efficiency of the department.

Members of the department shall not permit any person to remain in a police building or vehicle unless the person's presence is necessary to conduct official business.

Members of the department shall not permit any other person to possess, control or use their badge or police department credentials.

Members of the department shall not use department equipment or other resources for personal business.

Members of the department shall not operate any police vehicle or equipment unless they are qualified and authorized to do so.

Members of the department shall operate department vehicles in a careful and prudent manner and shall conform to departmental procedures pertaining to such operation.

Members, before use, shall examine any departmental vehicle or equipment assigned to them, and report unrecorded damage or operational defects to their supervisor, and complete necessary reports.

Members of the department will be responsible for the care of department property of every description and the prompt reporting of loss, damage or defect.

Members assigned to operate police vehicles are responsible for the cleanliness and maintenance of such vehicles.

Members of the department are responsible for ensuring the safety and welfare of persons and their personal property when transporting or having custody of persons who are sick, injured, arrested, or incapacitated in any way.

A member of the department must, upon direction of the Chief of Police or his designated representative, respond completely and truthfully to all questions that are specifically, directly and narrowly related to the performance of their duty as a police officer or member of the department.