



KNOXVILLE POLICE DEPARTMENT KNOXVILLE, TENNESSEE



Standard Operating Procedure – Code of Conduct

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PURPOSE

The purpose of this document is to establish the policy and procedures for the conduct of all employees of the Knoxville Police Department concerning their performance of duty, the exercise of members' police powers, their relationship with fellow employees, and their relationship with the public.

This Code of Conduct is developed under the guidelines of the Commission on Accreditation for Law Enforcement Agencies standards. I have reviewed and approved this document for implementation on this date.

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CODE OF ETHICS:

All employees shall be habitually courteous; they shall recognize their responsibilities as public servants and shall be particularly attentive to citizens seeking assistance or information or who desire to register complaints or give evidence.

Employees shall accept their responsibility to the public by being punctual in their engagements and expeditious in the performance of their duties.

Employees, whether sworn or civilian, shall regard their office as a public trust and in the discharge of their duties be constantly mindful of their primary obligation to serve the public efficiently and effectively.

Members shall administer the law in a just, impartial, and reasonable manner and shall not accord to some more reasonable treatment than to others. They, as well as civilian employees, shall recognize the limitations of their authority and at no time use the power of their office for their own personal advantage.

Employees shall be true to their obligation as custodians of public property and shall bear in mind that the misuse and waste of public property is equally as reprehensible as the misuse or waste of money from the public treasury.

Employees shall not limit their effectiveness in the administration of their office by accepting gratuities or favors from citizens or corporations with whom they may have official dealings.

Employees shall cooperate fully with all other public officials to the end that safety and general welfare of the public will be insured. They shall not permit jealousies or personal differences to influence their cooperation with other agencies.

Employees shall add to their effectiveness by diligent study and sincere attention to self-improvement. They shall welcome an opportunity to disseminate practical and useful information relating to matters of the public's safety and welfare.

Employees shall so conduct their public and private lives that the public will regard them as examples of stability, fidelity, and morality.

Employees shall bear faithful allegiance to their Government and be loyal to their profession. They shall accept as the sacred obligation their responsibility as citizens of the City of Knoxville, Tennessee and the United States of America to support the laws and the Constitution. As public officials, they shall consider the privilege of defending the principles of liberty as defined in our Constitution and laws, this privilege being the greatest honor that may be bestowed upon any person anywhere.

GENERAL RESPONSIBILITIES

Employees of the Department, whether on or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior, and shall not commit any negligent, malicious or criminal act which may bring reproach or discredit upon the Department or the City of Knoxville.

New officers will receive ethics training during the Basic Recruit Academy and new civilian employees will receive ethics training during their Civil Service Orientation training. All employees shall receive refresher training in ethics at least once every two years. The refresher training may be accomplished through in-service training or roll call training.

Officers of the Department shall at all times take prompt and effective police action within the City of Knoxville in regard to the protection of life and property, preservation of peace, prevention of crime, detection and arrest of violators of the law, and enforcement of those laws of the United States, the State of Tennessee, and the ordinances of the City of Knoxville of which the Department has jurisdiction.

In order to further the purpose of the Knoxville Police Department and to enforce the general responsibilities of the members, or other employees, of the department, the following provisions of this Code of Conduct are adopted.

PART I: PROFESSIONAL CONDUCT AND RESPONSIBILITY

1.00 Insubordination

Employees assigned to the various divisions and sections of the Department are subject to the lawful supervision of all supervisory personnel and shall complete their assignments within a reasonable time. The failure or deliberate refusal of any employee to obey a lawful order given by a supervisory officer shall be termed insubordination. Flouting the authority of the supervisory officer by manifest disrespect or by disputing his orders as well as disrespectful, mutinous, insolent, or abusive language or conduct toward a supervisory officer is also insubordination. (Degree of severity: A).

1.01 Conflicting or Illegal Orders

- A. A command or supervisory officer shall not knowingly issue any order which is in violation of any law, ordinance, departmental order, directive, or rule.
- B. Employees who are given a proper order that is in conflict with a previous order, rule, regulation or directive shall respectfully inform the supervisor issuing the second order of the conflict. If the supervisor does not alter or retract the conflicting order, the order shall stand. Employees shall obey the conflicting order and shall not be held responsible for disobedience to the order, rule, regulation or directive previously issued. The supervisor issuing the conflicting order shall notify the supervisor issuing the original order of the conflict.
- C. Employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing supervisor to clarify the order in writing or to confer with higher authority.
- D. Degree of severity: B.

1.02 Neglect of Duty

Improper performance of or failure to perform a required police duty will be deemed neglect of duty. Employees shall not engage in any activities or personal business which could cause them to neglect or be inattentive to duty. (Degree of severity: A).

1.03 Knowledge of Laws and Regulations

Every Police Officer will establish and maintain a working knowledge of all pertinent laws and ordinances. All employees will establish and maintain a working knowledge of departmental policies, procedures, rules and regulations. In the event of improper action or breach of discipline, it will be presumed that the officer or employee was familiar with the above. (Degree of severity: C).

1.04 Conformance to Laws

- A. Employees shall obey all laws of the United States and of any state and local jurisdiction in which the officers are present.
- B. A conviction of the violation of any law shall be prima facie evidence of a violation of this section with the exception of minor misdemeanor violations.
- C. Degree of severity: A.

1.05 Assistance to Other Officers

All officers shall take effective police action and shall aid and protect a fellow officer(s) in time of danger or under circumstances where danger might reasonably be impending, except when actually incapacitated. (Degree of severity: A).

1.06 Emergency Duty

Members or affected civilian employees who are off duty shall report for duty promptly or in compliance with the directive given them upon the receipt of notification that an emergency situation exists. (Degree of severity: A).

1.07 Reporting for Duty

Employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and aware of information required for the proper performance of duty so that they may immediately assume their duties. (Degree of severity: C).

1.08 Police Service off Duty

Officers, while off duty and within the corporate limits of the City of Knoxville, shall perform necessary police service whenever or wherever they are aware of a

serious criminal offense or a present threat to life. When there is no urgent or immediate need for police action or service, they shall call for the services of officers on duty. (Degree of severity: B).

1.09 Special Assignments Not Exclusive Duty

Notwithstanding the fact that an officer may be detailed to specific duties, he is not considered relieved from taking proper police action when the occasion requires it. (Example: Investigators are not excused from rendering assistance at the scene of traffic accidents). (Degree of severity: B).

1.10 Carrying Badge and Weapon off Duty

All officers, when off duty and in the City of Knoxville, unless impractical, shall carry or have in their immediate possession their departmental identification, badge, and service weapon. Officers shall not carry firearms when the carrying of a firearm would be a violation of applicable state or federal law, including but not limited to Tennessee Code Annotated 39-17-1305, 39-17-1306, 39-17-1309, 39-17-1311, 39-17-1315, and 39-17-1321. (Degree of severity: C).

1.11 Reporting Change of Address and/or Telephone Number

Employees shall keep the department informed of their correct address and telephone number. All employees shall report any change in their residence and/or phone number to the Personnel Section within twenty-four (24) hours after such change. Such reports of notification must be in writing or email. (Degree of Severity: C).

1.12 Possession and Use of Drugs

Employees shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of employees by a physician or a dentist. (Degree of severity: A).

1.13 Use of Alcohol and Drugs

- A. Employees shall not consume alcoholic beverages while in uniform, on duty, or while assigned to an on-call status, except in the performance of duties that require such actions and the member is acting under the supervision and approval of a superior officer.
- B. Employees shall not appear for duty, be on duty, or act under the color of law while under the influence of intoxicants or illegal drugs to any degree whatsoever or with an odor of intoxicants on their breath. Employees

taking prescribed medications, which may have an impairing effect on the performance of safety sensitive duties, shall disclose their use in accordance with the City of Knoxville Drug Policy.

- C. Employees shall not store, transport, or bring into any city facility or vehicle, alcoholic beverages or illegal substances which are not held as evidence or as property to be confiscated in accordance with departmental procedures.
- D. Employees shall not consume any alcoholic beverage eight hours prior to reporting for duty or eight hours prior to assigned on-call status.
- E. Degree of severity: A.

1.14 Gifts, Gratuities, Bribes, or Rewards

- A. An employee shall not use their position, badge, or uniform to solicit or accept gifts or gratuities that could, in the public mind, be interpreted as capable of influencing his judgment in the discharge of his duties or that would reflect favoritism by the employee or department towards any particular person, group, or business.

An employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

- 1. For the performance of an act, or refraining from performance of an act, that the employee would be expected to perform, or refrain from performing, in the regular course of their duties;
 - 2. That might reasonably be interpreted as an attempt to influence the employee's action, or reward the employee for past action, in executing city business.
- B. This policy does not prohibit:
 - 1. Unsolicited discounts or services offered to all employees so long as the employee does not profit by reselling the item or offering the service to another.
 - 2. Acceptance of awards, including money, given to an employee by a publicly recognized organization in recognition of outstanding service or achievement.

3. Acceptance by an employee of money or gifts on behalf of the department with approval by any command level supervisor. Such items accepted shall be of benefit to the department as a whole or for some worthy cause that is sponsored in whole or in part by the department.
 4. Acceptance of de minimis items such as coffee or soft drinks offered by merchants to any law enforcement officer.
- C. Any unauthorized gift, gratuity, reward, or other material benefit, which comes into the possession of any employee, shall be forwarded to the Chief of Police.
1. The Chief of Police shall consult with the departmental legal advisor and a determination made as to the disposition of the gift and the need, if any, for an investigation as to the circumstances of the gift.
 2. The employee involved shall be notified in writing of the disposition.
- D. Degree of severity: A.

1.15 Abuse of Process

Employees shall not knowingly make false accusations of a criminal offense or traffic charge. (Degree of severity: A).

1.16 Work Actions

Employees shall not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, and the stoppage of work or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment. (Degree of severity: A).

1.17 Use of Truth Verification, Medical Examination, Photographs, and Line-ups

- A. Truth Verification Examinations. Upon the order of the Chief of Police or the Chief's designee, employees shall submit to truth Verification examinations when the examination are specifically directed and narrowly related to a particular internal investigation being conducted by the department. When the matter being investigated is criminal in nature, an

employee may be required to submit to a truth Verification examination without the need for any complainant first submitting to a truth Verification examination. No employee shall be required to waive immunity from criminal prosecution which could in any way arise from the internal investigation and the submission to the truth Verification examination. Any information that is obtained through the truth Verification examination cannot and will not be used against the employee should a later criminal proceeding arise.

- B. Medical Examinations, Photographs, and Line-ups. Upon the order of the Chief of Police or the Chief's designee, employees shall submit to any medical, ballistics, chemical or other tests, photographs, or line-ups. All procedures carried out under this sub-section shall be specifically directed and narrowly related to a particular internal investigation being conducted by the department.
- C. Degree of severity: A.

1.18 Unexcused Absence for Three Days in a Row

Employees shall not be absent from duty (unexcused) three days in a row. (Degree of Severity: A).

1.19 Unbecoming Conduct

Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the department. Conduct unbecoming an employee shall include that which brings the department into disrepute or reflects discredit upon the employee as a member of the department, or that which impairs the operation of efficiency of the department or employee. (Degree of severity: A).

1.20 Abuse of Leave Privileges

- A. Employees shall not falsely report themselves ill or injured or otherwise deceive or attempt to deceive any official of the department as to the condition of their health.
- B. Employees shall not falsely deceive or attempt to deceive any official of the department in any situation pertaining to military leave or bereavement leave.
- C. Degree of severity: A.

1.21 Unsatisfactory Performance

Employees shall maintain a sufficient competency to perform properly their duties and assume the responsibilities of their positions. Employees shall perform their duties in a matter which will maintain the highest standards of efficiency and effectiveness in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position, the failure to take appropriate action on the occasion of a crime, disorder, or other conditions deserving police attention; or absence without leave. In addition to other indications of unsatisfactory performance, repeated infractions of rules, regulations, directives, or orders of the department shall indicate unsatisfactory performance. (Degree of severity: B).

1.22 Abuse of Position

Employees shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police. Employees shall not authorize the use of their names, photographs, or official title which identify them as Police Department employees in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Chief of Police. (Degree of Severity: A).

1.23 Dissemination of Information

Employees shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Employees may remove or copy official records or reports from a police installation only in accordance with established departmental procedures. Employees shall not divulge the identity of persons given confidential information except as authorized by proper authority. Confidential information includes information received in a verbal, paper or automated manner. (Degree of Severity: B).

1.24 Use of Force

A. Officers shall not use more force in any situation than is reasonably necessary under the circumstances. Officers shall use force in accordance with law and departmental procedures. (Degree of severity: A).

B. Employees who are present in a situation and who reasonably believe an officer is using, or about to use, force in violation of this policy have a duty to prevent, intervene or end the unlawful or inappropriate action.

C. Degree of severity: A

1.25 Use of Weapons

Officers shall not use or handle weapons in a careless or imprudent manner. Officers are authorized to use firearms or weapons in a manner that is consistent with departmental policy and directives. (Degree of severity: B).

1.26 Abuse or Loss of Equipment

Employees shall not intentionally abuse, deface, alter, or damage any department equipment or property. Lost equipment shall be reported to the appropriate supervisor as soon as possible. (Degree of severity: B).

1.27 Unexcused Absence (Daily)

Employees shall have the responsibility to produce factual evidence for an acceptable excuse for each day's absence. (Degree of severity: C).

1.28 Leaving Duty Post

Employees shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority. (Degree of severity: C).

1.29 Employment outside the Department

Employees shall follow established departmental procedures when engaging in off duty employment. (Degree of severity: C).

1.30 Personal Appearance

A. Employees on duty shall wear official uniforms or other clothing in accordance with established procedures.

B. Except when acting under proper and specific orders from the supervisor, the employees on duty shall maintain a neat, well-groomed appearance and shall style their hair in accordance with established departmental procedures.

C. All employees shall adhere to the tattoo policy as found in General Order 1.11.

D. Degree of severity: C.

1.31 Political Activity

The City encourages every employee to exercise their right to vote in all elections. However, City employees shall not: engage in political activities while on duty; be required as a duty of office or employment, or as a condition for employment, promotion, or tenure of office, to contribute funds for political or partisan purposes; coerce or compel contributions for political action of any person; use any supplies or equipment of the City for political or partisan elected office. Employees on authorized leave of absence may enter political campaigns. (Degree of severity: C).

1.32 Submitting Departmental Reports

Employees shall submit all necessary electronic and written reports on time and in accordance with established departmental procedures. (Degree of severity: C).

1.33 Submitting False Reports

Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter or cause to be entered inaccurate, false, or improper information. (Degree of severity: A).

1.34 Processing Property and Evidence - Negligent Actions

Property or evidence which has been discovered, gathered, or received in connection with departmental responsibilities will be processed in accordance with established departmental procedures. (Degree of severity: B).

1.35 Processing Property and Evidence

Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established departmental procedures. (Degree of severity: A).

1.36 Use of Departmental Equipment

Employees shall utilize department equipment and property only for its intended purpose in accordance with established departmental procedures. (Degree of severity: C).

1.37 Operating Vehicles

Employees shall operate official vehicles in a careful and prudent manner and shall obey all lawful and all departmental orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the department immediately in writing. (Degree of severity: C).

1.38 Carrying Firearms

Officers shall carry any authorized firearm or weapon in accordance with all applicable federal, state, local ordinance and POST standards. (Degree of severity: C).

1.39 Arrest, Search and Seizure

Officers shall not make any traffic stops, arrests, search or seizure which they know or should know is not in accordance with law and departmental procedures. (Degree of severity: B).

1.40 Prescribed Drugs

When controlled substances, narcotics, or hallucinogens are prescribed, employees shall report this prior to the beginning of the work shift or tour of duty. (Degree of severity: B).

1.41 Court Responsibility

Employees shall follow established departmental procedures regarding court responsibility. (Degree of severity: C).

1.42 Members Identification (For Undercover Purposes)

Members of the department in uniform shall not speak to or otherwise recognize members of the department in civilian clothes unless they are spoken to first by the members in civilian clothes. The purpose of this section is to prevent the identification to the public of members of the department who may be assigned to undercover investigations through open recognition by members of the department in uniform. This does not apply to civilian members/non-sworn members. (Degree of severity: C).

1.43 Requests Regarding Members Participating on Boards of Review

A member receiving a request to participate on any type of personnel or oral interview board shall instruct the requesting party to forward a written request to the office of the Chief of Police. (Degree of severity: C).

1.44 Absence from Duty Due to Illness

When any employee of the Knoxville Police Department finds it necessary to be absent from his tour of duty due to an illness, he will notify his Unit, Section, Division, or Bureau supervisor no later than twenty (20) minutes before the start of his tour of duty. Notification to the dispatcher, complaint clerk, or other persons will not be permissible. (Degree of Severity: C)

1.45 Sexual Misconduct

All employees of the Knoxville Police Department shall refrain from any behavior or communication that would likely be construed as lewd, lascivious or otherwise sexually inappropriate.

- A. Employees shall not misuse their position with the Knoxville Police Department to coerce, persuade, force or initiate sexual contact with anyone.
- B. While on duty, employees shall not engage in any form of sexual activity or participate in sexually motivated behaviors for the purpose of self-gratification.
- C. Employees shall not use any city facility, vehicle, and property or information system to initiate or participate in a sexual act with another or engage in voyeuristic behavior that is sexually motivated.
- D. Unless the Employee can demonstrate a legitimate departmental interest in such conduct, such as a recognized police investigation into criminal activity or employee misconduct, Employees shall refrain from any communications of sexually inappropriate material, electronic or otherwise, while on duty.
- E. Officers shall not conduct any stop or investigation that is personally or sexually motivated and falsely veiled as a legal and warranted action within policy. Furthermore, all employees shall avoid inappropriate or unnecessary searches, frisks or pat-downs. (Degree of severity: A).

1.46 Duty to Intervene

Employees who are present in a situation and who reasonably believe an employee is violating or about to violate a criminal law or departmental policy, have a duty to prevent, intervene or end the unlawful or inappropriate action. (Degree of severity: The degree of severity is equal to the degree of severity of the violation which the member fails to prevent, intervene or end).

PART II: PERSONAL CONDUCT

2.00 Visiting Prohibited Establishments

Employees shall not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer. (Degree of severity: A).

2.01 Associations

Employees shall avoid regular or continuous associations or dealings with persons whom they know are persons under criminal investigation or criminal indictment, or who have a reputation in the community or the department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the employee. (Degree of severity: B).

2.02 Ridicule or Criticism of the Department

Employees shall not publicly criticize or ridicule the department, its policies, or other employees, by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. NOTE: This section is not to be construed as restricting in any way the guaranteed constitutional rights of any employee. (Degree of severity: B).

2.03 Public Statements and Appearances

Unless done pursuant to proper authority, employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondent to a newspaper or a periodical, and release or divulge

investigative information or any other matters of the department while holding themselves out as representing the department in such matters. (Degree of severity: B).

2.04 Conduct - General

Employees shall not conduct themselves in an immoral, indecent, lewd, or disorderly manner or in a manner that might be construed by an observer as immoral, indecent, lewd, or disorderly. Members shall not commit acts of misconduct, neglect of duty, or conduct unbecoming a member and a citizen, even though such conduct is not specifically set forth in this order. (Degree of severity: A).

2.05 Attorney and Bail Bondsman Services

Members shall not suggest, recommend, advise, or otherwise counsel concerning the retention of an attorney or bail bondsman (by name, firm, etc.) to any person coming to their attention as a result of police business.

This does not apply when a relative of the member seeks such service or advice. Reference is made to the Code of the City of Knoxville, Sections 2-8 and 16-297, as amended which are incorporated in this section as if fully set out herein. (Degree of severity: C).

2.06 Violations of Rules and Orders

Employees of the department shall report to their immediate supervisor any violations of the rules or orders of the Knoxville Police Department by any other employee of the department. (Degree of severity: The degree of severity is equal to the degree of severity of the violation which the member fails to report).

2.07 Truthfulness

- A. When questioned by supervisory officers or investigators in connection with matters relating to an administrative or criminal investigation, it is the duty of employees to respond truthfully to all questions related to the investigation. A refusal to respond to such questioning is in itself a violation of the rules of the department and makes the employee subject to disciplinary action. In any case, when an employee declines or refuses to answer proper questions relating to his official duties, it shall be the duty of the supervisory officer or investigator to make a complete written report of the circumstances together with a recommendation for appropriate disciplinary actions based on the refusal of the subordinate to make a statement as directed. This shall be in addition to any other

charges against the offender, which the circumstances may warrant.
(Degree of severity: A)

- B. No employee shall willfully depart from the truth either in giving testimony or in making any sworn statement. (Degree of severity: A)
- C. No employee shall knowingly be untruthful in the general conduct of police department business, to include, but not limited to, relations with peers, subordinates, supervisors, or the public, except as necessary in the course of conducting an investigation. (Degree of severity: A)

2.08 Following the Chain of Command

Any employee of the department who desires an interview with members above the employee's commander shall make request to his commander stating briefly the reason for the request, and the commander shall transmit the request to the member indicated for his approval or disapproval. This shall not be construed as restricting any employee of the department from requesting an interview with any departmental member. (Degree of severity: C).

2.09 Respect Between Ranks

Officers shall treat those in the department of a supervisory or lesser rank with the courtesy due them as fellow officers. In referring to or addressing a supervisory officer, whether members are on or off duty, the appropriate rank (title) of the member addressed or referred to shall be used. Supervisory members in addressing members of the department below the rank of Sergeant on official business shall use the title "Officer". (Degree of severity: C).

2.10 Recording of Communication

To prevent dissemination of confidential information and the unauthorized recording of communications between employees, no employee of the Knoxville Police Department shall tape or otherwise record any communication between the employee and any other employee of the Knoxville Police Department unless specifically authorized by the General Orders of the department or with the prior approval of the employee being recorded or the Chief of Police. (Degree of severity: A).

PART III CONDUCT TOWARD THE PUBLIC

3.00 Courtesy

- A. All employees of the department shall be courteous and orderly in their dealings with the public and other employees of the department. Employees shall be attentive to and take suitable action on reports and complaints by a private person except when circumstances make it necessary for them to report the matter or refer the complainant to a more suitable police office or other agency. Employees shall fulfill proper requests for information or assistance, or they shall aid the person in otherwise obtaining the requested information or assistance. (Degree of severity: C)
- B. Employees shall be quiet, orderly, and attentive and shall exercise patience and discretion in the performance of their duties. They shall avoid an abrupt manner in answering questions. They shall maintain an even temper, in spite of provocation, remaining cool and collected at all times. Employees shall refrain from harsh, violent, coarse, profane, sarcastic, or insolent language. When requested to do so they shall give their name and badge number, or identification number, in a respectful, courteous manner. (Degree of severity: C).

3.01 Responding to Calls

Members shall respond without delay to all calls for police assistance from citizens. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions, vehicle laws, and the call handlers' guide. Failure to answer promptly a call for police assistance, without justification, constitutes misconduct on the part of the member(s) involved. (Degree of severity: B).

3.02 Telephone Procedures

When an employee of the department is called on the telephone, the employee shall respond promptly by giving the command to which the employee is attached, the employee's rank or title, and the employee's surname. (Degree of Severity: C).

3.03 Discussion of Controversial Subjects

Employees shall avoid public discussions on racial, religious, political, or other controversial subjects while on duty. They shall refrain from the public discussion of the demerits of any law or ordinance. (Degree of severity: C).

PART IV: CONDUCT IN ARRESTING AND PROCESSING LAW VIOLATORS

4.00 Identification Before Taking Police Action

Except when impractical or unfeasible or where the identity is obvious, members shall identify themselves by displaying their badge or identification before taking police action. (Degree of severity: C).

4.01 Field Interviews

Persons encountered under suspicious circumstances should be stopped and questioned, but not detained against their will, unless the member feels there is probable cause for arrest. (Degree of severity: C).

4.02 Probable Cause - Arrest

When the member has probable cause to believe that a felony has been committed and probable cause to believe that an individual is guilty of that felony, the individual or individuals shall be questioned, if appropriate, and if circumstances warrant, they shall be taken into custody. (Degree of severity: A).

4.03 Traffic Stops - Notification to Dispatcher

All members shall notify the dispatcher prior to stopping a traffic offender and will use every precaution. Whenever an officer stops a vehicle for a traffic violation or a vehicle check, the officer will notify the dispatcher, using the radio code number 10-25. The officer will notify the dispatcher of the location, the make, year, and color of the automobile stopped, and the license number, including state. The dispatcher will answer, giving the time and an acknowledgment of the call. If the officer making the stop does not call in 10-98 within 3-5 minutes, the dispatcher will contact the officer by radio to ascertain the status of the situation. If radio contact is not established, the dispatcher will immediately send a back-up and a supervisor. (Degree severity: C).

4.04 Treatment of Prisoners

Prisoners and suspects shall be treated in a fair and humane manner. They shall not be humiliated, ridiculed, taunted, or embarrassed. Members shall make written reports to their commanding officer of any form of resistance. Copies of these reports shall be forwarded to the Chief of Police and the Internal Affairs Unit. (Degree of Severity B).

4.05 Advising Persons of the Reason for Arrest

At the time of an arrest, the person arrested has a right to know the reason for such arrest and the member's authority therefore. The member shall honor these rights. (Degree of severity: C).

4.06 Arrest, Transportation, and Detention of Prisoners

In the arrest, transportation and detention of prisoners, the member shall take precautions to prevent an escape, injury to himself or others, injury to the prisoner, and the damage to property. When making an arrest, the member shall search the prisoner carefully and shall immediately take possession of all weapons and related evidence. (Degree of severity: B).

4.07 Conduct During Interrogations

Members shall not conduct their interrogations of suspects in a manner that would tend to compel a confession. They shall not use the threat of physical force or violence, nor shall they make any promise of immunity, probation, or lesser degree of prosecution or hold any other inducement to an individual for the purpose of obtaining a confession. (Degree of severity: B).

4.08 Personal Property of Arrested Individuals

The arresting officer shall be responsible for the security of the personal property in the possession of the arrested person under his control at the time of arrest until such time as said property can be released to proper authority such as the wagon driver, another transporting member, wrecker companies, supervisors, or jail personnel (et al). As required, property receipts shall be used. (Degree of severity: C).

4.09 Examination of Prisoners - Medical

Each prisoner in police custody shall be immediately examined and if the prisoner has any bruises, cuts, or other injuries requiring medical attention, the prisoner shall be delivered to the appropriate hospital emergency room. (Degree of severity: C).

4.10 Unconscious Persons - Procedure

When an individual is unconscious from any cause, the member in charge shall immediately endeavor to restore consciousness to the subject. Medical assistance will be requested to transport to the appropriate hospital. (Degree of severity: B).

4.11 Searches of Persons in Custody

Persons who are in the custody or under the care of the department shall not be searched by members of the opposite sex unless the situation requires the immediate need for a search for the safety of the officer and/or the public. (Degree of severity: B).

PART V: OTHER VIOLATIONS

5.00 Other Violations

Violation of any general order, policy, or any other order not covered in the Rules of Conduct shall be classified by degree of severity as a "C" violation. However, aggravating circumstances involved in the act or omission to act may necessitate a more severe disciplinary action.

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