



Approved:  
*Chief Marcia Harnden*

Subject:

# 103. Oath of Office

Effective:  
September 11, 2018

CALEA Standards: 1.1.1, 1.1.2

Page:  
1

## 103.1: PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to Department members, and that Department members acknowledge the Code of Ethics for their position upon employment.

## 103.2: POLICY

**It is the policy of the Albany Police Department that, when appropriate, department members affirm the oath of their office and acknowledge the Code of Ethics for their position as an expression of commitment to the constitutional rights of those served by the department and the dedication of its members to their duties. All personnel will receive ethics training on a biennial basis.**

## 103.3: OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The form of oath should be as follows:

"I, (state name), do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Oregon, and the laws therefore and rules and regulations of the Albany Police Department, and I will faithfully, honestly and impartially discharge the duties of (position about to assume) during my continuance therein, to the best of my ability, so help me God."

If a member is opposed to taking an oath, they shall be permitted to substitute the word "affirm" for the word "swear," and the words "so help me God" may be omitted.

## 103.4: CRIMINAL JUSTICE CODE OF ETHICS

All members of the Albany Police Department are required to subscribe and adhere to the [Criminal Justice Code of Ethics](#), the [Telecommunicators' Code of Ethics](#), or the [Civilian Employees' Code of Ethics](#), as presented in the introduction section of this Policy Manual.

## 103.5: MAINTENANCE OF RECORDS

The signed oath of office shall be filed in accordance with the established record retention schedule for personnel records.