



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

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POLICY TITLE: *Code of Conduct*

STANDARD/REF #:

1.1.2; 1.2.10; 12.1.3; 12.1.4;
12.2.1a,g; 22.1.8; 26.1.1;
26.1.3; 35.1.6; 42.2.4f;
54.1.1g; 81.2.4a; 83.2.2d

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 6/5/2025

REQUIRED REVIEWERS: *Professional Standards*

REVISED DATE: 6/5/2025

POLICY/PURPOSE:

Rules of conduct are essential to maintain a well-functioning and properly disciplined organization. Therefore, departmental procedures, policies, and orders governing the behavior and conduct of our employees have been established, which ultimately ensures the high standards of the law enforcement profession are sustained.

It is the duty of all employees to be familiar with the department's rules of conduct and all other procedures, policies, and orders. Employees, who commit or omit any act that constitutes a violation of such, whether stated in this policy or elsewhere, are subject to disciplinary action. All employees of the Cedar Rapids Police Department (CRPD) are expected to uphold the values and mission of the department. [26.1.1]

Mission Statement: The Cedar Rapids Police Department exists to safeguard life and property, deter crime, and maintain order. [12.2.1a]

Value Statement: The Cedar Rapids Police Department endeavors to create a safe environment by placing a priority on preventing unlawful activities. Our enforcement actions are fair, aggressive and proactive, but at all times, display understanding and respect. We practice constant analysis of crime and crime-related activities. Our department is community service-oriented with performance based on the needs of the community. We have a mutual assistance relationship with our citizens that involve sharing knowledge, empathy or compassion, and responsibility for community well-being. [12.2.1a]

The purpose of this policy is to set forth required standards of behavior and conduct as well as prohibited acts for all CRPD employees.

CODE OF ETHICS: [1.1.2]

All employees will abide by the department's Statement of Values and the Code of Ethics as represented in the Law Enforcement Code of Ethics (as it applies to their duty assignment). All employees will receive ethics training upon initial employment and continued training at minimum biennially.

Sworn:

- As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.



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- I will keep my private life unsullied as an example of all and will behave in a manner, which does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.
- I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.
- I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of bribery nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.
- I know that I alone am responsible for my own standard of professional performance and will take every opportunity to enhance and improve my level of knowledge and competence.
- I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

Non-Sworn:

- I will keep my private life unsullied as an example to all; develop self-restraint; and be constantly mindful of welfare of others.
- Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature of that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.
- I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions.

PROHIBITED ACTS OR ACTIONS:

- Violation of any criminal law,
- Inattention to duty,



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- Using coarse, profane, indecent, or insolent language in normal day to day conversation with a commanding officer or supervisor, any member of the department, or to any other person is prohibited.
 - It is understood that spontaneous utterances occasionally occur, and in certain circumstances, brief, other than normally acceptable language may be a tool used in order to gain one's attention or compliance.
 - If this should occur, employees should as soon as appropriate, cease the inappropriate language, and treat the individual(s) with as much courtesy as possible.
- Receiving or soliciting bribes,
- Neglect to turn over property placed in an employee's custody for safekeeping, either found property or evidence,
- Willful, reckless or wanton use or operation of any equipment, supplies or property belonging to the CRPD and/or the City of Cedar Rapids.
- Sexual Harassment by employees - Complaints against department employees (this includes third party and/or non-employee) received shall be recorded and investigated in the same manner as any complaint received from a citizen. Cedar Rapids Human Resources will be contacted by the Commander of Professional Standards if any allegation of sexual harassment is made against any department employee.
 - Refer to the City of Cedar Rapids Sexual Harassment Policy). [26.1.3]

RULES OF CONDUCT:

Employees of our department are highly visible representatives of the City of Cedar Rapids and are entrusted with the responsibility of ensuring the safety and well-being of the community, as well as providing law enforcement services. Since the functions of our department have a major impact upon the community, the standards of conduct for our employees are higher than those applied to the general public. In this regard, employees shall conduct themselves in a manner that does not bring discredit upon themselves, the department, or the City.

Acceptance of Monies - Employees shall not accept money as bail or in payment of a fine except as provided by court order, or as permitted by State Code.

Bail Bonds – Employees cannot act as bailers for anyone in custody except for relatives. Employees shall not suggest, recommend, advise or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as the result of police business.



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Business or Personal Cards - Business or personal cards that refer to the department shall be used by employees only in connection with official business.

Civil Actions - Employees shall not institute any civil action arising out of their official duties, without first notifying the Chief of Police.

Civil Cases - Misuse of Position - Officers shall not use their positions with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the charge in favor of the officer.

Contraband - When controlled substances and/or prescription drugs are confiscated, bought (from a dealer, etc.), found or obtained and kept as evidence or property, the employee shall have a case number assigned and inventory the drugs. They shall then place the controlled substance or prescription drug in an evidence locker as soon as possible before the end of their tour of duty.

Competency - Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position. Employees shall perform their duties in a manner, which will tend to establish and maintain the highest standards of efficiency in carrying out functions and objectives.

Controversial Discussion – While on duty, employees shall not speak slightly, or be derogatory of any nationality, race, sex, religion, or occupation.

Cooperation with Other Public Agencies – Employees shall cooperate with all law enforcement agencies, other City departments, and public service organizations and shall give aid and information as such organizations may be entitled to receive, consistent with departmental rules, regulations, and orders.
[12.1.4]

Courtesy – Employees shall, at all times, be courteous and civil to the public and to one another. They shall be quiet, orderly, attentive, and respectful and shall exercise patience and discretion in the performance of their duties.

Deceptive Communications – Employees shall report fully and truthfully to all questions asked by a commanding officer or supervisor, pertaining to administrative matters or other official business of the CRPD.



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Defacing Property – No employee shall deface, destroy, mark on, alter, mar, change, remove, tear, or mutilate any property belonging to the City or any other person.

Departmental/Other Property – Employees shall not willfully or knowingly appropriate any lost, found, evidence, or department property for their own use. Employees may be assigned department owned vehicles, lockers, desks, cabinets and cases for the mutual convenience of the City and employee. All employees are admonished that the retention of personal items in such containers or facilities is at the risk of the employee and the department will not be responsible for any losses. Employees may be required to provide entry to such containers or facilities for the purpose of inspection.

Derogatory Remarks or Acts by Employees – Employees shall not while on duty perform any acts, or make any statements, oral or written, for publication or otherwise, which tend to bring the department or its employees into disrepute or ridicule; or, which destructively criticize the department or its employees; or, which tend to disrupt or impair the performance of official duties and obligation of employees in the department; or, which tend to interfere with or subvert the reasonable supervision or proper discipline of employees in the department.

Endorsements and Referrals – Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service. In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established departmental procedures.

Enforcement of Laws – Impartiality – Officers shall enforce laws in a fair and impartial manner.

False Report – Employees shall not knowingly make a false statement or report, either verbal or written.

Financial Disclosure – Employees shall submit financial disclosure and responsibility statements in a prescribed manner if required by the Chief of Police in connection with a complaint in which this information is material to the investigation. These statements are confidential, will be maintained by the Chief of Police, and are not available for public disclosure.

Gambling – No game of chance for stakes or wagers shall be played in any part of City property, or at any location while on duty and acting as a representative of the CRPD.



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Identification to Public – Unless such action is likely to jeopardize the successful completion of a police assignment, all employees on official business, either in person or over the telephone, shall identify themselves immediately by giving their names, displaying their badges or official credentials, and when requested, providing Personal Identification Number (PIN). [22.1.8, 42.2.4f]

Intoxicants – In Uniform – No employee, off duty and in uniform or in any part of uniform dress, shall drink alcoholic beverages in public view or in a place of business to the public; nor shall any employee off duty, in uniform, purchase alcoholic beverages.

Intoxicants – Off Duty – No employee, while off duty, shall drink an alcoholic beverage to an extent that renders them unfit to report for their next regular tour of duty or which results in the commission of an unlawful, obnoxious, or offensive act, which might bring discredit upon themselves or the department.

Intoxicants - On Duty – No employee shall drink any alcoholic beverage while on duty unless while on an assignment that requires such activity and the employee has permission from their commander or supervisor. In a special situation when permission cannot be secured, a report will be submitted to the Chief of Police detailing the circumstances.

Intoxicants - Reporting for Duty – No employee who had the odor of, or is under the influence of an alcoholic beverage, shall report for duty under any circumstances.

Intoxicants – Transporting – No officer shall bring any alcoholic beverage into the police department building while on duty or transport any alcoholic beverage in their City vehicle except as evidence, property of a prisoner or suspect, for training purposes, or as found property.

Investigating Family Members – Officers shall not be assigned to investigate cases relating to members of their family, relatives, or persons with whom they have a close personal relationship, nor shall officers interfere with any such investigations. If it is determined, during the course of an investigation, a member of the Investigator's family or relative is involved, that officer shall be removed from the case and another unrelated investigator shall be assigned. Any exception to this policy must be approved by the Chief of Police.

Knowledge of Information – Officers shall acquaint themselves daily when on duty, and immediately on return from an absence, with information on the daily activity from the roll call, wanted information, and items posted on bulletin boards and email that is pertinent to themselves or their assignments.



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Loss or Damage - Departmental Property - Employees shall promptly report the loss of, damage to, or unserviceable conditions of any department property or equipment issued for, or assigned to their use, to their immediate supervisor. Such report shall be forwarded immediately by the employee's commander or supervisor to the Administrative Operations Lieutenant. If the loss or damage is due to the blatant abuse of such equipment, the employee may be subject to corrective action and/or assume the financial responsibility for replacement cost.

Maintenance of Communications on Duty – Officers on duty, or when officially on call, shall be directly available by normal communications or shall keep their immediate supervisor and/or Joint Communication Agency (JCA) informed of the means by which they can be reached when not immediately available. [81.2.4a]

- Officers will notify JCA of their location when they engage in any enforcement, investigation, or activity while acting in an official capacity.
- When called by the JCA, officers will respond by providing their current location, or by verbally acknowledging JCA.
 - JCA utilizes GPS that continually receives updated patrol car locations. Officers are no longer required to give their location, but may continue to do so if desired.

Obedience to Laws and Orders – All employees of the department shall obey all laws of the United States of America and the State of Iowa, all ordinances of Linn County and the City of Cedar Rapids, all lawful orders of the courts, the provisions of these rules, and all written directives of the CRPD. [12.2.1g]

Obedience to Rules – Employees shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, directives, orders, or policies of the department, whether stated in this section or elsewhere. Ignorance of the rules, regulations, directives, orders, and policies shall not be considered as a justification for any such violations. Employees shall be responsible for their own acts, and they shall not shift to others the burden of responsibility for executing, or failing to execute, a lawful order or police duty. [12.2.1g] Employees shall be responsible to intervene and notify appropriate supervisory authority if they become aware of any violation of departmental policy, state/provincial or federal law, or local ordinance by another employee. [1.2.10]

- Members who are arrested, cited, come under investigation for any criminal offense, or are served with a protection order will report this fact to their immediate supervisor, the Watch Commander, or Professional Standards Commander within 24 hours.
 - This does not include minor municipal infractions like parking tickets or ATE Violations.



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Orders – Employees shall promptly obey any lawful order of a superior officer. This will include orders relayed from a superior officer by an officer of the same rank or lesser rank, designated as a commander. All employees shall obey all orders of commanders. If an order should conflict with any order given previously by another commander, or with these rules, or with any written directive, the employee to whom such order is given shall respectively call attention to the conflict. If the commander does not change the order to eliminate the conflict, the order shall stand and the commander giving the order shall be responsible. Employees shall not obey any unlawful order which they reasonably believe would require them to commit any illegal, immoral, or unethical act. If in doubt as to the legal, moral, or ethical status of the order, employees shall respectfully request the commander to clarify the order or confer with higher authority. [12.1.3]

Organization Membership – Employees shall not belong to or participate in the activities of any organization, association, society, or group in which the activities or purpose or which is subversive in nature or which, in any way, may adversely influence or control the work or services of such employees in their official capacity.

Payment of Debts – An employee of the department shall strive to keep their financial responsibilities in good standing, so as not to discredit the department.

Personal Aggrandizement – Advertising – Employees shall not permit the use of their photographs or name for advertising purposes, or by testimonial recommendation or other means, participate in any advertising scheme or enterprise related to or based upon their employment with the department without prior approval of the Chief of Police (public relation calendars/cop cards are exempt).

Personal Communication Devices (cell phones, tablets, etc.) [83.2.2d] – Employees shall have appropriate and limited use of personal communication devices while at work and/or on-duty so that it will not interfere with their assigned duties. Personnel who are provided department-issued communication devices shall be governed by these same policies as they relate to personal communications. The department shall not be responsible for the loss or damage of any non-authorized personal communication device(s). Employees will refrain from taking pictures and/or audio/video of crime scenes, evidence, or any other business purposes using their personal communication device(s). If the device was utilized for business purposes, the device then must be submitted as evidence and the process documented.

- Exception only if the employee is part of the department social media team.



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Personal Injury Settlements – Employees cannot accept or agree to accept anything as payment for personal injury occurred in the line of duty without first notifying the Chief of Police.

Political Activity – A person holding a civil service position shall not, while performing official duties or while using City equipment at the person's disposal by reason of the position, solicit in any manner contributions for any political party or candidate or engage in any political activity that impairs the efficiency of the position or presence during the working hours. A person shall not seek or attempt to use any political endorsement in connection with any appointment to a civil service position.

- A person holding a civil service position shall not, by the authority of the position, secure or attempt to secure in any manner, for any other person, an appointment or advantage in appointment to a civil service position or an increase in pay or other advantage of employment in any such position for the purpose of influencing the vote or political action of that person or for any other consideration.
- A person, who in any manner supervises a person holding a civil service position, shall not directly or indirectly solicit the person supervised to contribute money, anything of value or service to a candidate seeking election, or a political party or candidate's political committee.
- A civil service employee who becomes a candidate for any elective public office shall, upon request of the employee and commencing any time within 30 days prior to a primary, special, or general election and continuing until after this 30 day period, automatically be given a leave of absence without pay. An employee who is a candidate for any elective public office shall not campaign while on duty as an employee.
- This section shall not be construed to prohibit any employee or group of employees, individually or collectively, from expressing honest opinions or convictions, or making statements and comments concerning their wages or other conditions to their employer.

Posting Notices – Any notice, memo, clipping, picture, or other material posted in the police facility shall bear the signature or initials of the person posting said material.

Publications – Employees are required to submit any writing intended for publication relating to law enforcement to the Chief of Police for review. This prepublication review in no way serves to censor an employee's writing. It is designed to prevent the improper disclosure of confidential information and to alert employees to the possible consequence of their intended publication.

Removal of Documents – No employee of this department shall remove, or cause to be removed from departmental files, any documents or copies of documents, unless:



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- The employee was assigned to the investigation of a case and copies of such documents are necessary for investigative or prosecutorial purposes. Under these circumstances prescribed departmental procedure will be employed. Upon completion of the investigation or prosecution, all documents and copies of documents will be returned to the department for disposition.
- Purchase and possession of copies of said documents are authorized by State Code or City Ordinance and department policy; and such copies have been purchased.

Reporting for Duty – Employees must report for duty at the time and place required by assignment or order. Employees shall be properly equipped and cognizant of available information so they may immediately assume their duties. Officers assigned to Patrol shall sign themselves on and off duty by radio or MDC at the beginning and expiration of their tours of duty, unless an exceptional procedure is authorized by a supervisory officer.

Request for Assistance – When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner, and will be properly and judiciously acted upon consistent with established departmental procedures.

Respect among the ranks – All employees shall treat those in the department with respect due fellow employees.

Restricted Use of Records and Information – Employees shall not divulge to any person, not connected with the department, information acquired by their employment if that information might discredit or imperil the efficiency of the department or is confidential information (Iowa State Code 22.7), unless required to do so by law or departmental order.

- Department records and reports shall not be accessed or viewed without purpose or need.
- Employees SHALL NOT use any Records Management Systems (RMS such as ILEADS), NCIC/Iowa System and/or any other investigative database for personal or non-official use.
 - This would include, but not be limited to ILEADS, NCIC/Iowa, other investigative databases, etc.

Revealing Information Prohibited – Employees shall not reveal any information in their possession, however obtained, which may enable anyone to escape detection, arrest or prosecution; or enable anyone to destroy or secrete stolen property or evidence.



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Rewards, Gifts, and Gratuities – Employees shall not solicit or accept rewards, gifts, gratuities, or compensation other than what they are paid by the City; or as provided for by the City ordinance or department order, for services performed in the line of duty. Any lawful exception to the rule concerning rewards, gifts or gratuities shall be directed to, and approved by, the Chief of Police.

Serving of Papers – Officers shall not serve civil papers except as directed by a commander.

Shopping in Uniform – Officers in uniform shall not shop extensively or carry large quantities of merchandise unless directly connected with normal police activity or required in line of duty.

Social Networking – When posting to a social network, all members shall be held accountable for their actions, conduct, and speech when these behaviors conflict with our core values, mission, or vision. Personnel who cause undue embarrassment or damage to the reputation of and/or erode the public's confidence in the department shall be deemed to have violated this policy. [54.1.1g]

Solicitation of Special Privileges – No officer shall use their badge, uniform, identification card, or official position to solicit special privileges for themselves or others, such as free admission to places of amusement, discounts on purchases, or other favors. Any officer may use their badge or other official credential to obtain admission to any public gathering when such use is in the furtherance of official duty.

Sleeping on Duty – Employees shall remain awake during the time they are on duty. If unable to do so, they shall so report to their immediate supervisor, who shall determine the proper course of action.

Submission of Reports – Officers shall submit written, electronic, or oral reports as required by, and in conformity with, department orders and instructions of the commander. In all cases where police action was taken, the officer or officers assigned to the case will make a complete, concise report. The commander of the shift or section, before ending their tour of duty, will check and approve reports that have been turned in by those under their command to ascertain if they are correct in substance and form. This procedure shall be followed unless arrangements are made with the oncoming shift commander to complete this work.

Taking Part in Compromising Criminal Cases – Except for instances where discretion guidelines may be referenced, no officer or employee shall use their official position to make any arrangements for any criminal to escape prosecution. Except in the rare cases where this arrangement may lead to the department gaining such benefits leading to action, which would be of greater value, approval must be given by the Chief of Police or the division commander.



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Tobacco – Employees while on duty, in uniform or plain clothes, must follow established City of Cedar Rapids policy 7.07 and procedures regarding smoking. In addition, CRPD will prohibit the use of smokeless tobacco and electronic cigarette usage within all City-operated/owned buildings and vehicles. Smokeless tobacco and electronic cigarettes will also be prohibited when any CRPD employee is having contact with the public while on duty.

Unnecessary Interference in Private Business – Officers shall not interfere unnecessarily with the lawful business of any person.

Unsatisfactory Performance – If an employee's performance is deemed unsatisfactory, they shall be advised in writing and in a timely manner. [35.1.6]

Use and Possession of Drugs – Employees shall not have in their possession, either on or off duty, any controlled substance and/or prescription drugs, unless so prescribed by a licensed provider. When prescription drugs with possible adverse side effects are prescribed for an employee and the prescription drug is to be taken on duty or just prior to tour of duty, the employee shall notify their commander. If the type of drug being taken is likely to have an adverse effect on the officer, he shall be relieved of duty for the time the medication needs to be taken or until any adverse effect has subsided.

Visiting Prohibited Establishments – Employees shall not knowingly visit, enter or frequent a house of prostitution, or establishment, wherein any law of the United States, the State of Iowa, or City of Cedar Rapids are violated, except in the performance of duty or while acting under proper and specific orders from a commanding officer.

Withholding Criminal Information – Employees receiving or possessing facts or information relative to a criminal offense or a case shall not retain such facts or information through ulterior motives, desire for personal credit or aggrandizement, but shall report the facts or information in accordance with departmental procedure.