



Colorado Springs Police Department General Order

411 Conflicts of Interest

Section 400 – Professional Conduct

Effective Date: 2/21/2024

Supersedes Date: 7/5/2021

.01 Purpose

The purpose of this directive is to communicate actions that create conflicts between employees' private interests and their official functions, which are prohibited.

.02 Cross Reference

[GO 400 Employee Conduct \(Sworn and Civilian\)](#)

[GO 401 Police Officer Conduct](#)

[GO 410 Outside Employment](#)

[GO 415 Internal Solicitation](#)

[DL-1810-01 Expert Witness Fees](#)

.03 Discussion

All employees of the city of Colorado Springs are prohibited from using their city employment as a means of obtaining unauthorized financial or other gain. Because police employees are in positions of unusual vulnerability, special precautions are necessary. To emphasize the special precautions is not to imply distrust of police employees. The measures stated in this general order are meant as precautions to safeguard the integrity of the department.

.04 Policy

Except as permitted by this general order or the city code, department personnel will not use their official position, official identification cards or badges for personal or financial gain, for avoiding consequences of illegal acts or for obtaining privileges not otherwise available to them except in the performance of duty.

.05 Definitions

Donation: A gift or contribution of money or goods. Donations are differentiated from grants by the manner in which they are requested and the way in which the funder defines them. Donations may be solicited via fundraising, or unsolicited, in which they are given with no request from department members.

Fundraising: Soliciting and/or gathering voluntary contributions of money or goods for the benefit of the department.

.10 Private Use of Departmental Information

Employees are prohibited from using confidential, or any other official department information to advance the financial or other private interests of themselves or others.

.20 Unauthorized Use of Official Identification

Department personnel will not lend their identification cards or badges to any other person, or permit badges and identification cards to be photographed or reproduced, without the approval of the chief of police.

As part of their duties, department personnel may be provided with false documents or identification cards to facilitate undercover investigations. These documents and identification cards will only be used for official police investigations and remain property of the Colorado Springs Police Department. All false documentation/identification must be returned to the Division Commander's administrative assistant who issued the documents when personnel leave the assignment.

No employee will authorize the use of their name, photograph, or official title, which identifies them as a police department employee, when used in connection with testimonials or advertisements.

.30 Gifts, Gratuities, Bribes or Rewards

Employees will follow the city code of ethics outlined in City Code § 1.3.101-1.3.119 unless the mayor and/or chief of police enact rules and regulations that are as restrictive as or more restrictive than the code of ethics.

The police department is more restrictive than the city code of ethics in the following areas:

- (a) If a police department employee, uniformed or civilian, receives a gift card that is permissible in amount under the city code of ethics and could not be reasonably considered a bribe or a means of improper influence on a direct official action, the employee must confer with his/her immediate supervisor, prior to using the gift card. The immediate

supervisor will provide guidance regarding whether the requirements of this section are met. Under no circumstances are CSPD employees allowed to accept gifts or gratuities from individuals involved in judicial proceedings (e.g., victims, witnesses), even if the court cases have been adjudicated.

- (b) A police department employee, uniformed or civilian, may accept food or beverage in their official capacity from a private citizen as long as the value is less than the amount set forth in City Code § 1.3.111(B) (2) per vendor or third party per year, and the gift could not be reasonably considered a bribe or a means of improper influence on a direct official action. Official capacity refers to when an employee is directed by a supervisor to a community meeting, event, etc. (e.g., a lieutenant has an officer attend a community meeting that is catered by a restaurant). It does not pertain to an employee purchasing food or beverage at a store or restaurant; see subsection (c).
- (c) No employee of the police department, uniformed or civilian, shall solicit for or accept any free food or beverage, or discounted food or beverage, at fast food establishments, restaurants, coffee shops, convenience stores or other businesses.
- (d) No employee of the police department, uniformed or civilian, shall receive any gifts, money, or thing of value, or derive any profits, benefit or advantage, direct or indirect, from any suspect, defendant or prisoner by reason of being an employee of the police department, or for any services rendered by that person as an employee of the department.
- (e) Private or public rewards offered from outside city limits may be claimed and collected by any employee of the police department, uniformed or civilian, but shall be turned over to the chief of police immediately. A public record shall be kept by the chief of all rewards, and the chief shall immediately render one-half ($\frac{1}{2}$) of the reward collected to the individual earning the reward, and the other one-half ($\frac{1}{2}$) shall be paid over to the police pension fund.

.31 Accepting Public Moneys

Department personnel shall not accept money or payment that is given to, or intended for, the city Violations Bureau or the Clerk of the Municipal Court, as a fine.

.35 Fundraising

There are a number of department activities that department members may be interested in raising funds to support. This fundraising may come in the form of individual donations, sponsorships, fundraising events, donations of supplies or equipment, donations from businesses, and other forms.

Any department member who wants to fundraise or accept donations of any type to support department sponsored or affiliated activities must seek prior approval, by completing a request form that is approved by the chief of police via the chain of command. The original signed form will be retained by the Fiscal Services Section. The form may be found at ([Request to Fundraise or Receive Gifts, Donations, or Contributions for CSPD activities](#)). The receipt of unsolicited donations must also be coordinated with the Fiscal Services Section.

Charity drives and solicitation to benefit activities that are not department sponsored or affiliated are governed by [GO 415 Internal Solicitation](#), and the City's Policy and Procedure Manual.

.40 Conducting a Commercial Business During Working Hours

Department personnel will not solicit or conduct any commercial business during working hours, nor will any department employee carry out the functions of a commercial business on any department property.

.42 Recommending Services

When acting in an official capacity, personnel of the department will not endorse, recommend, or suggest the employment or purchase of any specific professional or commercial service or product.

.44 Private Use of the Department Address/Telephones

Personnel of the department will not use the department as a mailing address for private purposes, or reasons outside of official duties. Department telephones will not be used for reasons outside official duties.

.46 Soliciting Business

Personnel will not solicit subscriptions, sell books, papers, tickets, merchandise, or other things; or collect or receive money, or other things of value, for any purpose whatsoever under the color of authority, without the prior approval of the chief of police.