

GENERAL CONDUCT AND RESPONSIBILITIES

1. **KNOWLEDGE OF LAWS:** All personnel shall familiarize themselves with the statutes, laws, ordinances, and regulations in force in the City of Huntsville and the State of Alabama, as well as all applicable federal laws. Failure to take action consistent with departmental policy as related to such violations which come to their attention or about which they have knowledge will be deemed a gross neglect of duty.
2. **DEPARTMENTAL WRITTEN DIRECTIVES:** All personnel shall thoroughly familiarize themselves with all written directives issued by authority of the Chief of Police.
3. **RULES AND REGULATIONS:** All personnel shall thoroughly familiarize themselves with all rules and regulations promulgated by the Huntsville Police Department.
4. **ASSISTING CITIZENS:** Personnel shall respond to calls for assistance from citizens. Personnel assigned to specialized units or special details are not relieved of the responsibility for initiating action outside the scope of their assignment when necessary.
5. **REPORTING AND INVESTIGATION OF CRIMES:** Employees shall promptly and accurately communicate to the department all crimes, suicides, attempted suicides, fires, accidents, important happenings, complaints and information concerning police matters that may come to their attention, on or off duty.
 - A. When any sworn employee is called to or happens to be on the scene of a crime, he/she shall at once investigate and note all particulars.
 - B. Sworn employees investigating an alleged crime or suspicious death shall exercise every precaution to avoid destroying or lessening the evidence of bodies, fingerprints, effects and surrounding property.
 - C. The officer responsible for the investigation shall cause a written report of the incident to be submitted prior to the end of his/her tour of duty.
6. **CHIEF OF POLICE NOTIFICATION OF POTENTIAL LIABILITY:**

Any incident arising where there may be a question as to the liability of the City of Huntsville or the Huntsville Police Department, or those which may result in a heightened community interest will be reported to the Chief of Police via chain of command as soon as practical. This notification will usually be accomplished using the daily shift incident reporting system.

Employees who become involved in or become aware of an incident(s) where there may be a question as to the City of Huntsville's liability or likely to be of a heightened community interest, shall notify their immediate supervisor.

 - A. Incidents wherein employees have allegedly performed in a manner that created an increased likelihood of death or serious injuries to persons or significant loss of property will be reported to their supervisor immediately and without delay. Incidents of a

nature not likely to affect life, health or safety will be reported but through less urgent methods.

- B. Depending on the circumstances surrounding the event the supervisor may notify Internal Affairs before directing the employee to prepare an Administrative Statement. The supervisor will in all cases review the incident(s) and ensure that the matter is forwarded to the Chief of Police, via the chain-of-command.
 - C. DUTY TO INTERVENE: All employees are required to intervene within their scope of authority and training. Employee shall notify the appropriate supervisory authority if they observe another agency employee or public safety associate engage in any unreasonable use of force or if they become aware of any violation of departmental policy, state/provincial or federal law, or local ordinance.
7. WRITTEN REPORTS: In order to provide for the maintenance of internal administrative control and supervision, a report shall be made of every formal enforcement action taken during an officer's tour of active duty and shall be submitted prior to the end of the shift or active duty period.
- A. In instances where several officers are involved in one incident, the report may be made jointly; however, no officer is exempt from the responsibility of seeing that the action is reported.
 - B. All reports shall be legible, complete in every detail and submitted on appropriate police department forms. In all instances requiring written signature or information, black ink shall be used.
 - C. Each report shall be checked by the submitting officer for accuracy, completeness and legibility.
 - D. Field reports in completed form shall be reviewed and approved or disapproved by a supervisor. Immediate supervisors will be responsible for ensuring the overall quality of subordinates' reports.
 - E. Written reports shall be kept and disseminated only as provided for by law and departmental policy.
8. APPLICANTS: Any employee who has knowledge that is in any way derogatory concerning any individual known to be seeking employment with the department shall, without delay, report the information to the department.
9. COURTESY: Employees shall be courteous to the public and fellow workers. Personnel shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and shall not engage in argumentative discussions in public places or with citizens, even in the face of extreme provocation. In the performance of their duties, personnel shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, sexual orientation, lifestyle or similar personal characteristics.
10. DEPARTMENT: Employees, whether on active or rest duty, shall be governed by ordinary and

reasonable rules of good conduct and behavior and shall not commit any act bringing reproach or discredit upon the department. Employees shall conduct themselves at all times in such a manner as to reflect most favorably on the Department. Conduct unbecoming an employee shall include any conduct or personal association that brings the Department into disrepute, has an adverse relationship on the employee's job performance, or that which has a tendency to destroy public respect for police employees and confidence in the operation of police services.

11. DEPARTMENT, RANKING OFFICERS: Ranking officers shall, by example, demonstrate proper deportment and desirable attitudes in dealing with the public and their subordinates. Authority in the department shall be exercised to the end that justice and fairness are accomplished. Supervisors are forbidden to injure or discredit those under their authority by tyrannical or capricious conduct or by abusive language.
12. IDENTIFICATION: Officers shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. All employees are required to produce their official identification when requested. They shall furnish their name and employee number to any person requesting that information when they are on duty or while off duty and acting in an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. When receiving a public call on a departmental telephone, employees are to at least answer with "*Huntsville Police, [Rank – if applicable], and Full or Last Name.*" If preferred, employees can answer with their assignment followed by their rank (if applicable) and last name such "*Police Academy, Lt. Jones*" or "*Police K-9, Officer Smith.*" Simply answering "*Huntsville Police*" or "*Police Information*" without including the employee's name is not acceptable.
13. PUBLIC STATEMENTS AND APPEARANCES: Personnel shall not publicly criticize or ridicule the Department, its policies or other officers by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful or where such speech may reasonably tend to undermine the effectiveness of the Department or interfere with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
 - A. While holding themselves out as representing the Department, personnel shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or any other matters of the Department, except as provided for by policy.
 - B. If presenting themselves as representing or affiliated with the Department, personnel may not lecture on "police" or other related subjects without the prior approval of the Chief of Police or designee.
14. POLITICAL, RELIGIOUS, OR DISCRIMINATORY DISCUSSIONS: Employees, while on active duty, shall not engage in political or religious discussions or actions to the detriment of good discipline, and will not use remarks or participate in any action that degrades national origin, sex, color, creed, sexual orientation, political beliefs or religious beliefs.
15. ABUSE OF POSITION: Personnel shall not use their departmental position, identification card or badge for personal or financial gain, to obtain privileges not otherwise available except in the performance of official duty, or to avoid the consequences of an illegal act(s).
16. GIFTS, GRATUITIES, FEES AND LOANS: Personnel shall not accept directly or indirectly

any gift, gratuity, loan, fee, service, free meal or any other item of value which is offered because of their official position, except with prior authorization from the Chief of Police or designee.

17. **COURT-RELATED ACTIVITIES:** Personnel shall not give any statements or respond to any appearance request from an attorney or insurance adjustor concerning an official matter unless a subpoena has been served on the employee or has been received by the department.
 - A. An exception to this is when the contact is ordered by a superior officer or prosecuting attorney and in accordance with department policy.
 - B. Any statements or consultations concerning pending criminal cases shall be coordinated with and authorized by the prosecuting attorney prior to such contact.
18. **COMPROMISING POLICE CASES:** Personnel shall not:
 - A. Interfere with the service of lawful processes;
 - B. Interfere unlawfully with attendance or testimony of witnesses or defendants through coercion, bribery or other means;
 - C. Attempt to have any criminal charge, traffic citation or notice to appear altered or stricken from the appropriate court document;
 - D. Attempt to have any legal process dismissed, reduced, voided, go unserved, or stricken from official records except in the interest of justice, and then only in accordance with departmental procedures; or
 - E. Engage in any action which will interfere with the efficiency or integrity of the criminal justice system. Participation in plea negotiation under the direction of prosecuting attorneys is not construed as a compromise.
19. **COURTROOM DEMEANOR:** Personnel shall be attentive and respectful during court proceedings. When presenting testimony, personnel shall speak clearly, calmly and in a manner so as to be easily heard by the court and jury. Personnel shall testify with accuracy and confine testimony to the case. When cross examined, they shall remain objective and respond with the same civility as when testifying on direct examination.
20. **COURT ATTENDANCE IN CRIMINAL OR QUASI-CRIMINAL CASES:** All personnel of the department concerned in criminal or quasi-criminal cases before the courts are to be punctual in their attendance. Officers shall have the cases in which they are interested properly prepared and all property which is to be used in evidence suitably arranged for presentation in court.
21. **CIVIL CASES AND PROCESSES:** Employees of the department shall not serve civil processes except when authorized by order of the court or with the approval of the Chief of Police.
22. **RECOMMENDING PROFESSIONAL SERVICES:** While on duty or in uniform, employees shall not recommend or otherwise promote the services of any attorney, bail bondsman, towing agency, physician or other service to any person with whom they have contact as a result of

departmental business.

23. **POSTING BAIL:** Except by permission of the Chief of Police (or designee), employees shall not post bail for any person held under arrest unless that person is a member of the employee's immediate family. For purposes of this rule, the term "immediate family" shall be defined as stated in the section on Bereavement Leave, in the City of Huntsville Policies and Procedures Manual.
24. **COMPLAINTS AGAINST SUPERVISORY PERSONNEL:** Except where otherwise regulated by City of Huntsville personnel policy and procedure (i.e., sexual harassment complaints), complaints against supervisory personnel by subordinates shall be made to the supervisor. If satisfaction is not forthcoming, complaints will be forwarded to the Chief of Police through the chain of command.
25. **INVESTIGATION AS TO TRUTH OF ACCUSATIONS:** Any employee whose character has been compromised either by allegations from other personnel or from a citizen may have an investigation made as to the truth of such accusations against him/her. Care shall be taken so as to avoid diminishing the reputation of any employee because of the investigation alone.
26. **USE OF DEPARTMENTAL EMPLOYMENT FOR COMMERCIAL PURPOSES:** Unless approved by the Chief of Police, personnel shall not:
 - A. Endorse or subscribe to any testimonial or advertisement of any commodity or commercial enterprise which identifies them as an official representative of the department, or
 - B. Authorize for commercial purposes use of their title, rank, departmental affiliation or photograph to portray them as an official representative of the department.
27. **PROHIBITED CONDUCT:** The following conduct is specifically prohibited:
 - A. Commission of an act which would constitute a felony or misdemeanor under any statute or ordinance; commission of an act which constitutes a felony; or commission of any other act which would be a violation or misdemeanor, and which would render or have a tendency to render the employee unfit to perform the duties of office;
 - B. Illegal use of narcotics or drugs;
 - C. Using intoxicants in violation of departmental rules and regulations;
 - D. Neglect of duty, defined as follows: while on active duty, to omit, disregard, ignore, overlook, slight, forget, give little attention or respect to, leave undone or unattended any lawful work related obligation, or to act in a careless or reckless manner;
 - E. Unauthorized absences from duty, including tardiness;
 - F. Cowardice in the performance of duty, defined as shrinking away from danger or responsibility;
 - G. Insubordination which includes but is not limited to:
 1. the willful neglect or disobedience of standing orders or established rules,

2. the neglect or disobedience of any lawful order of a superior that is reasonably related to the duties of the employee,
3. the delay or failure to carry out assigned work,
4. disrespect, insolence and like behavior.

H. Sexual harassment;

I. Oppressive or tyrannical conduct in the discharge of duties;

J. Incompetency, malfeasance or misfeasance in the performance of duties;

K. Communicating information relative to cases or investigations, without permission, to unauthorized persons;

L. Conduct evidencing moral turpitude;

M. Untruthfulness;

N. Uncleanliness in person or dress;

O. Accepting or soliciting a bribe;

P. Feigning sickness or injury to escape duty;

Q. Willful mistreatment of a prisoner;

R. Neglect or carelessness resulting in damage to, or loss of, public or private property;

S. Appropriating any lost, found, stolen, departmental or evidence property to the employee's own use;

T. Attempting to induce any employee of the city to commit an illegal act or to violate any lawful and reasonable department rule or regulation;

U. Threatening, intimidating, coercing or otherwise interfering with another employee(s) in the performance of their duties;

V. Revealing the contents of any official police record, report or document except as authorized by the Chief of Police or departmental procedures; or divulging the contents of a criminal history or arrest record, except as authorized by the Chief of Police or as provided for by departmental procedures; or

W. Altering, forging or tampering with any police record, report, citation or other departmental document.

X. Operating a motor vehicle, under any circumstances, in a manner that exceeds the capabilities of the vehicle and/or the driver.