P.O. 901 Code of Conduct and Ethics			
Effective From:	7-20-2026	Effective To:	Current

P.O. 901 – Code of Conduct and Ethics

1. LAW ENFORCEMENT CODE OF ETHICS
   i) As a Law Enforcement Officer, my fundamental duty is to serve mankind, safeguard lives and property to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and respect the constitutional rights of all men to liberty, equality, and justice. I will keep my private life unsullied as an example to all, 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 laws of the land 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 secret unless revelation is necessary for the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendship 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession of law enforcement.
2. DEFINITIONS
   i) Secretary - Administrator of the Department of Public Safety and Corrections.
   ii) Deputy Secretary - Deputy Administrator for the Department of Public Safety and Corrections, Administrator for Public Safety Services, and Superintendent of the Office of State Police.
   iii) Department - Department of Public Safety and Corrections.
   iv) Commissioned Officer - An employee commissioned by the Secretary or Deputy Secretary.
   v) Employee - An employee of the Department of Public Safety and Corrections, Public Safety Services.
3. CONFORMANCE TO LAWS
   i) A commissioned officer shall conform to and abide by the laws of the United States, the State of Louisiana, all other states of the United States, and subdivisions thereof.
   ii) A conviction for violating any law shall be prima facie evidence of a violation of this section.
4. CONDUCT UNBECOMING OF AN OFFICER
   i) A commissioned officer shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect most favorably on themselves and the Department.
   ii) Unbecoming conduct is defined as conduct which:
      a) Brings the Department or any of its subdivisions into disrepute.
      b) Reflects discredit upon the officer as a member of the Department.
      c) Impairs the operations or efficiency of the Department, the officer, or state service.
      d) Detrimentally affects the morale of the Department's personnel.
      e) May reasonably be expected to destroy public respect for State Police Officers and/or confidence in the Office of State Police.
5. LOYALTY TO THE DEPARTMENT
   i) A commissioned officer shall not publicly criticize the Department, its policies, or other officers or employees by talking, writing, or other expression where such is defamatory, obscene, and unlawful, exhibits a reckless disregard for the truth, or tends to undermine the operation of the Office of State Police.

6. BADGE OF OFFICE
   i) The term "badge of office" shall include the identification/commission card, badge, official position, title, uniform, or any other tangible or intangible thing by which it can be construed that the concept "Louisiana State Police" is being interjected.
   ii) A commissioned officer shall not participate in any form of solicitation where use is made of their badge of office without the express written approval of the Superintendent. Participate, as used in this subsection, is not limited in its definition to active conduct by the officer but rather extends to tacit approval of the use of the officer's badge of office by any other party.
   iii) A commissioned officer shall not use nor permit the use of their badge of office for personal or financial gain or the benefit of any individual or group of individuals.
   iv) A commissioned officer shall not seek nor accept any form of reward or remuneration, including money, tangible or intangible property, food, beverage, promise of loan, service, or entertainment, excluding wages paid by the Department, as a result of their conduct while acting within the authority of their badge of office, except as directed by the Superintendent.
   v) A commissioned officer shall not use their badge of office for the purpose of avoiding the consequences of illegal acts.
   vi) The use of "Louisiana State Police" or "State Police" as part of the address of an officer's operator's license, vehicle registration, or other personal papers is prohibited. This section's specific intent is to limit the use of the officer's badge of office to matters within the scope of their employment by the Department. This section shall not be construed to restrict any commissioned officer in the free exercise of constitutionally protected freedoms that are not necessarily limited by the conditions of their employment.
7. IDENTIFICATION
   i) The Department-issued identification/commission card shall be the official agency identification document and shall bear, at a minimum, the employee's photograph, name, and rank or title.
   ii) Commissioned 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.
   iii) Whenever a commissioned officer takes any police action, they shall promptly and courteously identify themselves by giving their name, rank, and other appropriate identification to persons involved, unless the exigency of a matter requires an immediate response; however, at the first opportunity, such identification shall be made. The officer shall also furnish their name, rank, and assignment to any citizen who may reasonably request the same, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. Nothing in this section shall require or prohibit an employee from presenting their identification/commission card at the request of any citizen.
   iv) In the event a commissioned officer's commission card is lost, stolen, or destroyed, the officer shall immediately submit an Incident Report Form (DPSSP 3134) to their commanding officer requesting the replacement of the card and indicating the circumstances surrounding the request. The report must contain pertinent information regarding the card's misplacement, theft, or destruction. The request will be processed through the officer's chain of command and forwarded to the Commander of Internal Affairs for issuance of a replacement identification card.
   v) Employees answering or initiating calls on Department telephones designated for public contact or otherwise used to communicate with the general public shall promptly and courteously identify themselves by stating their name, rank (if applicable), and other appropriate identification to persons involved. This requirement shall not apply if disclosing such information would compromise an investigation or an undercover assignment, endanger the safety of any person, or be otherwise authorized to be withheld by proper authority.

8. PERFORMANCE OF DUTY
    i) A commissioned officer shall conscientiously strive to enforce the laws of the state of Louisiana, render service to all citizens within the state, be responsible for the proper performance of all assigned duties, and strictly adhere to the rules, regulations, orders, manuals, and directives promulgated by the Department.
    ii) Ignorance of the rules, regulations, and directives shall not be considered an excuse or justification for any violation of such by an officer.
    iii) All employees shall be responsible for their own acts and shall not attempt to shift the burden of responsibility for executing or failing to execute a lawful order/duty.
    iv) All employees are granted the authority necessary to perform the duties assigned to them within the scope of their job responsibilities and consistent with applicable law, Department policy, and supervisory direction.
    v) Supervisors who delegate authority remain responsible for ensuring that delegated duties are clearly communicated, properly supported, and carried out in compliance with Department policy.
9. REPORTING FOR DUTY
    i) A commissioned officer shall report for duty or scheduled training at the time and place specified by their commanding officer and, at that time, be physically and mentally fit. Additionally, an officer shall be properly dressed in a Department-issued uniform or approved civilian attire suitable for the assignment and be in possession of approved equipment necessary to assume their duties. Officers are not allowed to utilize any personal duty equipment that has not been specifically authorized in Policy and approved by designated personnel. Personnel shall appear for duty, scheduled hearings, court appearances, and other designated assignments on time and fit for duty. Subpoenas to appear constitute an order to report for duty under this order. Officers must notify the court and their supervisor if they cannot attend.
10. NOTIFICATION OF ILLNESS OR INJURY
    i) A commissioned officer who knows that he will be unable to report for duty due to illness or injury shall immediately notify their supervisor or ensure such notification is made to the supervising officer. The nature of the injury or illness, the location where the officer will be recuperating, and the expected date of return to duty shall be conveyed. The supervisor shall be advised of changes in any of the above that may occur after the original notification was given. The supervisor may require a doctor's certificate.
    ii) A commissioned officer injured on duty shall report such injury to their immediate supervisor as soon as possible and comply with the provisions of all other existing regulations pertaining to such injuries.
    iii) A commissioned officer shall not feign illness or injury or otherwise deceive or attempt to deceive any state official or representative of this Department as to the real physical condition of themselves or other officers.
    iv) A commissioned officer, upon becoming aware that they have an illness, injury, or disability that may impact their ability to perform all essential job duties, should refer to Louisiana Department of Public Safety Chapter 3 – Human Resources Section 03-01.14 Americans with Disabilities Act of 1990; Reasonable Accommodations Policy.
        a) NOTE: Accommodation requests and information collected during the associated interactive process shall be limited to only those individuals with a business need-to-know.
11. NEGLECT OF DUTY
    i) A commissioned officer shall not, without proper authorization, absent themselves from their assigned duty station or otherwise fail to perform their duty during their tour-of-duty.
    ii) Officers shall remain awake and alert while on duty or, if unable to do so, shall report to their superior officer, who shall determine the proper course of action.
12. UNSATISFACTORY PERFORMANCE

i) A commissioned officer shall maintain a competency level sufficient to properly perform their duties and assume the responsibilities of their position. Officers shall perform their duties in such a manner as to maintain the highest standards of efficiency. Unsatisfactory performance may be demonstrated by:
   a) A lack of knowledge in the application of laws required to be enforced.
   b) An unwillingness or inability to perform assigned tasks.
   c) A failure to conform to work standards established for the officer's rank, grade, or position.
   d) A failure to take the appropriate action on the occasion of a crime, disorder, or other matter deserving attention.
   e) An absence without leave.
   f) Repeated poor evaluations.

13. LAWFUL ORDERS
   i) A commissioned officer shall promptly obey and execute any and all lawful orders of a superior officer. A "lawful order" is any order or assignment issued either verbally or in writing by a superior or ranking officer.
   ii) A commissioned officer shall not obey any order which they know or should have known would require them to commit an illegal act. If in doubt as to the legality of an order, officers shall request the issuing officer to clarify the order.
14. CONFLICTING ORDERS
   i) A commissioned officer who is given a lawful order that is in conflict with a previous order or regulation shall respectfully call attention to such conflict. If the superior officer giving the order does not alter or retract the conflicting order, then their order shall stand, and under these circumstances, the responsibility shall be theirs.
   ii) In situations of conflicting orders, the officer obeying the conflicting order shall not be held responsible for disobedience of any previously issued order.
15. FALSE STATEMENTS
   i) A commissioned officer shall make no false statement or falsify any written report to a superior officer knowing such statement to be incorrect or misleading.
   ii) No commissioned officer shall willfully and/or intentionally withhold any information from a report or statement, knowing such information to be relevant to the report or statement.
16. USE OF DEPARTMENT EQUIPMENT
   i) A commissioned officer shall utilize Department equipment in the prescribed fashion, according to existing regulations or directions, and shall not abuse, damage, or lose Department equipment.
   ii) All Department equipment issued to commissioned officers shall be maintained in proper condition.
17. DEPARTMENT VEHICLES
   i) A commissioned officer shall operate any vehicle in a careful and prudent manner and obey all laws of the State pertaining thereto.
   ii) A commissioned officer shall at all times set a proper example for other persons by the proper operation of vehicles.
   iii) A commissioned officer shall notify the proper authorities when involved in a fleet crash or incident in which they are the operator or custodian of a Departmental vehicle. Such notification will be in accordance with existing laws, regulations, policies, and procedures.
   iv) Unjustified speeding is expressly prohibited.
   v) LSP Troopers shall maintain a valid Louisiana operator's license of the appropriate class and shall notify the Department of any action taken or pending affecting the validity of said license. All other commissioned officers shall maintain a valid driver's license from their state of residence of the appropriate class and shall notify the Department of any action taken or pending affecting the validity of said license.
   vi) Home Storage of Department vehicles is not permitted at a residence outside the state of

Louisiana unless approved by the Superintendent in writing.

18. SURRENDER OF EQUIPMENT DURING SUSPENSION
    i) Any commissioned officer suspended in excess of 15 days shall immediately surrender their badge, commission card, any issued firearms, Department vehicle, and any other specified equipment to their Commander.
    ii) A suspended officer is not permitted to wear any part of the official uniform or act in the capacity of, or represent themselves as, a Louisiana State Police Officer in any manner except when under compulsory process.
19. DEPARTMENT RECORDS
    i) A commissioned officer shall submit reports on time and in accordance with existing regulations.
    ii) Reports submitted by commissioned officers shall be truthful. No officer shall knowingly enter or cause to be entered any false, inaccurate, or improper information of the facts on any Department records or reports.
    iii) Black ink shall be used in completing all reports.
20. RESIDENCE REQUIREMENTS
    i) Troop Personnel – Officers must live in the troop area or within a 50-mile radius or within 75 driving miles of the troop office.
    ii) Headquarters Personnel – Officers must live in the Troop A area, within a 50-mile radius or within 75 driving miles of their principal work location.
    iii) Bureau of Investigations – Officers must live in the troop area in which their regional offices are located, within a 50-mile radius or within 75 driving miles of their principal work location.
    iv) TESS Personnel – Officers must live in their assigned coverage area, within a 50-mile radius or within 75 driving miles of the troop office located in the parish of domicile stated on the officer's SF-3 – Position Description Form.
    v) Mileage distances shall be based on statute miles as determined by the Commander of Internal Affairs.
    vi) Principal work location is defined as the duty station or office location where the officer conducts 51% or more of their assigned duties. Any question regarding an officer's duty station will be determined by the Assistant Superintendent.
    vii) Promotions:
        a) Commissioned officers who apply for and receive a promotion to a position outside the residence requirements of this section shall be detailed to special duty in that position until such time they are in compliance with this section.
        b) At no time shall this detail to special duty exceed 90 days from the date of promotion.
            1) 1-30 days from promotion, the officer shall be allowed on/off-duty use of the Department vehicle as may be authorized by P.O. 901, Section 17.
            2) 31-90 days from promotion, the officer shall only be allowed use of the Department vehicle while on duty, and the vehicle shall be stored at the office location of the position during non-work hours.
            3) On the 91st day from promotion, the detail to special duty shall be rescinded, and the officer will be reinstated to their rank prior to the promotion.
    viii) Transfers:
        a) Commissioned officers who have established residency outside the requirements of the order prior to the March 26, 2008 revision shall be exempt for their current position only. This exemption shall not apply to any officer who voluntarily transfers to another position outside the residence requirements.
        b) Officers shall have 90 days to comply with the residence requirements.
            1) 1-30 days from transfer, the officer shall be allowed on/off-duty use of the Department vehicle as may be authorized by P.O. 901, Section 17.
            2) 31-90 days from transfer, the officer shall only be allowed use of the Department

vehicle while on duty, and the vehicle shall be stored at the office location of the position during non-work hours.

3) On the 91st day, the transfer shall be rescinded, and the officer will be re-assigned to their previous job position.

c) The Superintendent may extend the residency requirement exemption for commissioned officers who were previously granted an exemption and are involuntarily transferred to another position outside the residence requirements of this section.

ix) Commissioned officers shall provide their Commander with a telephone number at which they can be contacted. Any change in address or telephone number shall be reported to the appropriate Commander and Human Resources in writing within 48 hours.

21. DISSEMINATION OF INFORMATION

i) A commissioned officer shall not disseminate, in any manner, any confidential information of the Louisiana State Police or its commissioned officers without proper authority.

ii) For purposes of this order, confidential information shall be defined as information which:

a) A person could foresee that the disclosure of information could endanger a commissioned officer or other person.

b) May impede the just disposition of a case.

c) May aid a person to escape arrest.

d) May delay the apprehension of a criminal.

e) May permit the removal of stolen property or evidence.

f) May compromise or negate the judicial process.

g) Violates any federal, state, or local law or ordinance concerning the release of confidential information.

h) Makes known the contents of an internal or criminal record or report to an unauthorized person in violation of LRS 44:1 et seq., The Public Records Law.

i) Would identify a person working as a confidential informant, except as provided for in law.

j) Is disseminated by the Department to a mass group of employees by electronic mail, text message, or any other mass notification system.

iii) A commissioned officer may be assigned to a position or function whereby they will come in contact with information pertaining to the internal administration of the Department, development of procedures and programs, or publicly sensitive matters. Such information shall be regarded as restricted, and an officer shall exercise prudent consideration prior to divulging the substance or contents of the same to any unauthorized person.

iv) A commissioned officer may remove or copy official records or reports from a State Police installation only in accordance with existing regulations and with proper authorization.

v) A commissioned officer may only divulge, make known, or exhibit the contents of an official file:

a) To a duly authorized police officer or agency official.

b) As provided by law and on approval of the appropriate Commander.

c) When summoned by a court of competent jurisdiction or subpoena duces tecum served on the Department or its administrators.

vi) No information received through any state or national computer database will be released to any unauthorized individual or civilian.

22. INTERFERENCE

i) No commissioned officer shall interfere with or attempt to exert influence on any of the participants in a Departmental disciplinary matter.

ii) A commissioned officer shall not interfere with a case assigned to another officer for investigation without the consent of the assignee, except by order of a superior officer, nor shall they interfere with the operation of any subdivision of the Office of State Police.

iii) A commissioned officer shall not interfere or intervene in any lawful arrest or prosecution

brought by another officer of the Office or by any other agency or person unless requested to do so by said agency or person.

iv) A commissioned officer shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their superior officer unless the exigencies of the situation require immediate police action.

23. COURTESY
    i) Courtesy to the public will be strictly observed. A commissioned officer's conduct and deportment shall always be civil, orderly, and courteous. They shall be diplomatic and tactful in the performance of their duties, controlling their temper and exercising patience and discretion.
    ii) A commissioned officer shall not engage in argumentative discussions, even in the face of extreme provocation.
    iii) When required, officers must act with firmness and sufficient energy to perform their duties.
    iv) Officers shall at all times, while on duty or in uniform, refrain from using coarse, violent, profane or insolent language. Officers shall also refrain from voicing any bias or prejudicial language concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics.
24. USE OF INFLUENCE
    i) A commissioned officer shall not use, attempt to use, or permit the use of any internal or external influence to gain promotion, transfer, change of duty, temporary duty or special detail, or appointment for themselves, another officer, or any other person.
25. USE OF FORCE
    i) Commissioned officers shall not use more force than is reasonably necessary under the circumstances.
    ii) Officers shall use force in accordance with applicable law, Department guidelines, and training.
26. USE OF FIREARMS
    i) The use or handling of a firearm in a careless or negligent manner, or the unjustified endangerment of human life, is strictly forbidden and shall only be in accordance with P.O. 238 Use of Force.
27. USE OF DRUGS
    i) The use of any controlled dangerous substance, as defined and scheduled in LRS 40:961 et seq., by any officer is prohibited except when prescribed by a licensed medical practitioner pursuant to treatment by that physician.
    ii) When a commissioned officer is prescribed medication that is defined and scheduled as a controlled dangerous substance, they shall inform their supervisor of said prescription prior to their reporting for duty. When reporting for duty, the officer shall present written documentation from the prescribing physician certifying that the controlled dangerous substance in the prescribed dosage will not impair the officer's ability to perform their duties.
    iii) Use of a controlled dangerous substance other than in the dosage prescribed by a physician may result in termination.
28. USE OF INTOXICANTS
    i) Off-duty:
        a) A commissioned officer while off-duty shall not consume alcoholic beverages to the extent that it results in public behavior that could reasonably be expected to destroy public respect and/or confidence in the officer and/or the Department or would render a commissioned officer unfit to report for their next regular tour-of-duty.
    ii) On-duty:
        a) A commissioned officer shall not appear for duty while under the influence of intoxicants. A commissioned officer shall not partake of intoxicants while on duty unless it is necessary to properly perform assigned functions as directed by their supervisor. If a commissioned officer has been authorized to use intoxicants while on

duty, then it becomes incumbent upon the officer not to indulge to the extent that mental capacity is reduced to a state of ineffectiveness. A commissioned Officer shall be required to submit to a test for alcohol if there is reasonable suspicion to believe that the employee is under the influence of alcohol. If the commissioned officer is suspected of being under the influence of drugs, the employee shall be tested pursuant to P.O. 215 Drug Testing.

iii) Storage:
   a) Alcoholic beverages shall not be brought into or stored in any State Police vehicle or installation or part thereof except in an emergency situation on orders from a superior officer or when officially confiscated or seized as evidence.

iv) Purchase:
   a) A commissioned officer shall not purchase alcoholic beverages while in uniform.

v) Vehicles:
   a) A commissioned officer shall not go to bars or taverns in Department vehicles unless authorized in the course of their duties or under emergency conditions.

29. GAMBLING
   i) Legal Gaming
      a) A commissioned officer shall not participate in legal gaming in any form while:
         1) On-duty.
         2) In uniform.
         3) In a State Police installation.
      b) This section shall not prohibit a commissioned officer from participating in legal gaming activities when in the performance of duty and while acting under proper and specific orders.
   ii) Illegal gambling
      a) A commissioned officer shall not participate in any form of illegal gambling unless in the performance of duty and while acting under proper and specific orders.
30. VISITING PROHIBITED ESTABLISHMENTS
   i) The entering of a house of prostitution or any establishment where any law is being violated is permitted only in the performance of an official act.
31. ARREST, SEARCH AND SEIZURE
   i) Commissioned officers shall not make an arrest, conduct a search, or initiate a seizure which they know, or should know, is contrary to law or Department policy and procedure.
32. TREATMENT OF PRISONERS IN CUSTODY
   i) A commissioned officer shall not mistreat persons who are in their custody.
33. PROTECTION OF EVIDENCE
   i) A commissioned officer shall not destroy, improperly remove, or manufacture evidence or contraband or any other material found or seized in connection with the investigation of any incident or crash.
   ii) Weapons and other evidence or property lawfully seized shall not be converted to personal use even though a judicial officer has returned such to the employee's custody. Evidence returned in this manner shall be placed in the custody of the Department for disposal according to law.
34. COWARDICE
   i) A commissioned officer shall not show a lack of courage in the face of danger, pain, difficulty, or opposition.
   ii) A commissioned officer shall faithfully enforce all laws.
35. POLICE ACTION WHILE OFF-DUTY
   i) A commissioned officer has the authority and responsibility to take necessary police action with regard to all serious police matters brought to their attention while off-duty. Good judgment should be exercised when deciding to act off-duty, with due regard given to the seriousness of the matter; the availability of assistance if required; the availability of the

appropriate credentials, weapons, and restraining devices; the danger or threat of danger to other persons; and related issues.

ii) A commissioned officer, off-duty and in a private vehicle, should exercise police authority only with the greatest care and with prudent consideration for the above standard.

36. INVOLVEMENT IN ALTERCATIONS

i) Any commissioned officer involved in, or aware of, any altercation or situation concerning any matter in which they or any other commissioned officer could possibly be a defendant must timely report the facts in detail to the appropriate supervisor for transmission to the Superintendent.

37. INTERVENTION IN CIVIL MATTERS

i) A commissioned officer shall not take official action in any civil case except where such action will prevent a breach of peace or assist in quelling a disturbance.

38. COMMISSIONED OFFICERS SUBJECT TO CALL WHILE OFF-DUTY

i) A commissioned officer shall have regularly scheduled hours of assigned duty and, when not so employed, shall be considered off-duty.

ii) A commissioned officer shall be subject to being called to duty as needed and shall be subject to orders from competent authority and/or emergency calls from the public. From the time of such a call, the commissioned officer shall be considered to be on duty.

39. RELATIONS WITH OTHER COMMISSIONED OFFICERS

i) A commissioned officer shall never behave disrespectfully or use threatening or insulting language toward any other officer engaged in the execution of their position or duties.

ii) Officers shall never draw or lift a weapon toward, offer violence against, strike, or attempt to strike another officer.

40. COOPERATION WITH OTHER AGENCIES

i) A commissioned officer shall cooperate with all agencies engaged in the administration of justice by providing all the aid and information permitted by rule and law.

41. REQUESTS FOR ASSISTANCE

i) When a citizen requests assistance or information either by telephone or in-person, all pertinent information shall be obtained and provided in an official and courteous manner and will be properly and judiciously acted upon consistent with established procedures.

42. PUBLIC STATEMENTS

i) A member of the Department shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as a correspondent to a newspaper or a periodical, release or divulge any activities, plans, methods, policies, affairs of the administration, personnel matters, investigative information, or act as a representative of the Department in other matters without prior authorization from the Commander of Public Affairs.

43. ENDORSEMENTS/REFERRALS

i) A commissioned officer shall not recommend during the course of their employment, except in the transaction of personal off-duty business, the employment or procurement of a particular product, or professional or commercial service.

ii) In the case of ambulance or towing services, when the person in need of such services is unable or unwilling to procure the same, officers shall request Troop desk personnel to provide for such services in a manner consistent with Troop and Department policy and procedures.

44. CITIZEN COMPLAINTS

i) A commissioned officer shall courteously accept any written complaint made by a citizen against any officer or the Department in accordance with P.O. 209 Complaints and Administrative Investigations.

ii) Officers may attempt to resolve the complaint consistent with Departmental policies and procedures but shall never attempt to dissuade any citizen from lodging a complaint against any officer or the Department.

45. REPORTING OF INFORMATION
    i) A commissioned officer shall report to their superior officer all information that comes to their attention concerning organized crime, vice conditions, narcotics trafficking, or its use, along with any other criminal activity or violation that an officer suspects.
    ii) All Employees shall promptly report to their superior officer any information that comes to their attention that tends to indicate that an officer or employee of the Department has violated any law, rule, regulation, or order.
46. POLITICAL ACTIVITY
    i) No commissioned officer of the State Police shall participate in political activity by:
        a) Soliciting votes or contributions for any political candidate, organization, or cause.
        b) Making political contributions.
        c) Making a public political statement or address.
        d) Wearing a campaign badge, ribbon, or insignia.
        e) Distributing political campaign cards, posters, or buttons.
        f) Attending a social function that is designed as a fundraiser where a contribution or ticket is required, even if a ticket is offered to the employee free of charge.
        g) Becoming a candidate for office, serving as a member of any political committee, or taking part in the management of a political party or organization.
        h) Publicly displaying political literature, placards, bumper stickers, or signs in or on any personal property (except by a non-civil service employed spouse on community property).
        i) Actively participating in an effort to recall from office an elected official (other than by signing a recall petition).
        j) Becoming a candidate for any state, parish, municipal, or other political office (other than the position of classified employee serving on the state civil service commission).
    ii) The support of issues involving bonded indebtedness tax referenda or constitutional amendments shall not constitute prohibited activity.
47. ASSOCIATIONS
    i) Commissioned officers shall avoid regular or continuous associations or dealings with persons whom they know are suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior.
    ii) Exceptions may be necessary in the performance of official duties or where association is unavoidable because of family relationships.
48. LABOR ACTIVITY
    i) A commissioned officer shall have a right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.
    ii) No employee shall engage in any “strike” or “job action.” This includes but is not limited to, the concerted failure to report for duty, willful absence from one’s position, recognition of unauthorized holidays, sickness unsubstantiated by a physician’s statement, 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 purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.
49. PAYMENT OF DEBTS
    i) A commissioned officer shall make every effort to pay all just debts and legal liabilities when they are incurred. Commissioned officers must discharge, honorably and promptly, all claims or judgments and satisfy all executions that may be held against them within a reasonable amount of time.
    ii) Disciplinary action may be appropriate in any of the following circumstances:
        a) Judgments of creditors have been finally adjudicated, and the employee, even though able to pay, has refused to comply with such judgment.

b) The effect of such indebtedness has adversely affected the ability of the employee to perform their job, or has reflected negatively on the reputation of the Office of State Police.

iii) Absent extenuating circumstances, disciplinary action shall be inappropriate in any of the following circumstances:
a) The employee has made a genuine and sincere effort to pay their debts.
b) The employee has filed a voluntary bankruptcy petition.
c) A garnishment order has been filed.

50. FINANCIAL DISCLOSURE
i) By order of the Superintendent or their designee, commissioned officers shall submit financial disclosure statements when the information is relevant to an investigation.

51. JOINING ORGANIZATIONS
i) A commissioned officer shall not join or be a member of any association, organization, or society which has as a purpose to overthrow or interfere with any lawfully constituted government of the United States.
ii) Exceptions may be granted in the interest of an ongoing investigation or are necessary in the performance of duty according to lawful orders.
iii) Employees wishing to join or be a member of any association, organization, or society in their capacity as law enforcement officers shall complete a notification form (DPSSP 4796) for approval through their respective chain of command.
1) The notification form must be completed in detail, signed by the employee, and forwarded through the chain of command to the employee's Deputy Superintendent.
2) The notification form shall be submitted to the Commander of Operational Development, who shall be the official custodian of the form.
3) It is not necessary to complete the notification form requesting approval to notify or join the Louisiana State Troopers' Association or the Central State Troopers' Coalition.
iv) Association, organization or society member(s) serving in Commissioned Positions with the Louisiana State Police (LSP) or Department of Public Safety (DPS), shall complete an annual renewal notification form in advance of December 31st, regardless of any changes in duties or assignments.
v) Upon promotion or reassignment, all DPS/LSP personnel shall promptly notify their immediate supervisor of any existing membership in a professional association, organization, or society. The supervisor is responsible for escalating this information through the appropriate chain of command to ensure accountability and maintain comprehensive supervisory situational awareness.
vi) Any DPS/LSP employee who is not in good standing with the Department due to disciplinary action(s) or other performance-related issue(s) shall be prohibited from serving in any association, organization, or society in a law enforcement capacity on behalf of the LSP/DPS.

52. SEEKING PUBLICITY
i) A commissioned officer shall not directly or indirectly seek publicity for themselves through the press, radio, television, or other news media.
ii) Officers shall not furnish information to the public media for the purpose of gaining personal recognition as a police officer.

53. USE OF TOBACCO WHILE IN UNIFORM
i) Commissioned officers shall not use tobacco when in direct contact with the public and conducting official business.

54. MECHANICALLY RECORDING CONVERSATIONS
i) No employee shall make a mechanical recording of the conversation of another employee without the prior approval of the Superintendent or without the consent of all parties to the

conversation.

ii) This order shall not apply to recording police radio traffic or recording calls made to the published telephone numbers at State Police facilities.

iii) This order does not prohibit the use of answering equipment.

55. CHEATING ON EXAMINATIONS

i) A commissioned officer shall not cheat or tamper in any manner with an official examination conducted by or sponsored for this Department by obtaining, furnishing, or attempting to obtain, furnish, or accept answers or questions to such examinations.

ii) A commissioned officer shall not copy, photograph, or otherwise remove examination contents, nor shall they use any misrepresentation or dishonest method while preparing, administering, or participating in such examination(s).

56. COOPERATION WITH ADMINISTRATIVE INVESTIGATIONS

i) It shall be the duty of every employee to cooperate with any administrative investigation conducted by the Department.

ii) Employee(s) shall keep the nature and/or any details of administrative investigations in the strictest confidence.

57. USE OF POLYGRAPH

i) Upon the order of the Superintendent, commissioned officers shall submit to a polygraph examination when the examination is specifically directed and related to a particular internal investigation.

58. MEDICAL EXAMINATIONS, PHOTOGRAPHS AND LINEUPS

i) By order of the Superintendent or their designee, a commissioned officer shall submit to any medical, psychological, ballistic, chemical, or other tests, photographs, or lineups.

ii) All procedures under the authority of this subsection shall be directly related to a particular internal investigation.

59. PAROLE BOARD INTERVENTION

i) No employee of the Office of State Police shall intervene or recommend actions to be taken by the Parole Board on behalf of any inmate. However, employees may write letters or petition the Parole Board on behalf of an inmate's family member if approval has been granted by the Superintendent. If approval has been granted by the Superintendent, the employee shall not identify themselves to the Parole Board as an employee of this Office or use any undue influence.

60. DISCIPLINARY ACTION

i) When Commanders find it necessary to cause personnel under their command to be suspended, the day(s) of suspension shall not begin on or include the employee's regular days off, any paid holiday, or any leave taken.

61. ATTORNEY GENERAL OPINIONS

i) All requests for opinions from the Office of the Attorney General will be submitted to the Superintendent through the chain-of-command.

ii) The Superintendent will consult with the Office of Legal Affairs to determine whether an opinion is needed and, if so, the necessary steps will be taken to obtain an opinion.

62. CARRYING CONCEALED WEAPONS IN OTHER STATES

i) Individual states retain autonomy in establishing legislation that prohibits carrying concealed weapons in specific places, so it is incumbent upon each officer to check the concealed weapons restrictions in the state he may visit.

ii) With respect to complying with the Law Enforcement Officers Safety Act, an officer who carries a concealed weapon out-of-state shall:

a) Carry their Department-issued commission card.

b) Carry only a Department-authorized sidearm with which they are qualified.

c) Use a firearm only in accordance with Department rules, regulations, policies and procedures.

iii) An Officer who is under suspension or has failed to maintain their firearms qualification is

not eligible for the exemption to a state's prohibition of carrying a concealed handgun.

63. SOCIAL MEDIA NETWORKING
    i) The advancements in cell phone technology and social media applications have increased the exposure of law enforcement officers worldwide. The ease of posting photos, videos, or comments on the internet and social media has increased the speed at which information is shared and, depending on the content, can stimulate a widespread reaction that can grow out of control. Officers should be mindful of the content of their social media posts as well as those posts that are liked or shared by the officer. Today's society has used social media as a sounding board for political and social issues that are intended to encourage people to share their personal opinions. Participating in these discussions can blur the line between our personal and professional lives and may be taken out of context in order to discredit or attack our character. As police officers, we rely on our character and reputation when providing courtroom testimony so we do not detract from the credibility of the investigation or the court proceedings. Officers should be aware that defense attorneys, the media, or the public, in general, may perceive their social media posts as biased towards a group, political party, or movement and use that information to discredit the individual officer or the department.
    ii) Social networking is defined as the utilization of web-based sites that focus on building online communities of people who share interests and activities and/or exploring the interests and activities of others. Social media websites are further categorized by Internet-based resources that integrate user-generated content and user participation. This includes but is not limited to, social networking sites (Facebook, LinkedIn, Instagram, and Snapchat), microblogging sites (Twitter (X), Nixle), photo-and video-sharing sites (Flickr, YouTube, Tumblr), wikis (Wikipedia), blogs, news sites (Digg, Reddit), and other parts of the world wide web (deep web, dark web) and internet applications (websites) which allow an individual to create an identity using their name or alias. The absence of an explicit reference to a specific social media website does not limit the application of this policy.
    iii) Officers are prohibited from sharing, communicating, disseminating, posting, and/or transmitting any photographs, video, or audio recordings, likenesses, or images of Department logos, emblems, uniforms, badges, patches, vehicles, equipment, or any material that identifies the Louisiana State Police, on any social website without the express written permission of the Superintendent or their designee.
    iv) Individuals employed by the Department shall not publish or share any communication that would under any circumstance undermine or tarnish the Louisiana State Police. No officer shall associate themselves with other information, opinions, or positions that would bring adverse criticism or embarrassment upon themselves or the Department, which may call into question their ability to be objective in the performance of their duties.
    v) Officers are prohibited from sharing, communicating, disseminating, posting, and/or transmitting any unauthorized information with persons outside of the Department. This includes, but is not limited to, crash investigation information and/or photographs, Department emails/policy, crime scene photographs, radar locations, training, critical incident information, arrestee information and/or photos, and special operations. All officers shall adhere to the policy that governs all contacts with the media and the public as outlined in P.O. 1503 Media Relations.
    vi) Officers shall not post or transmit any information that would pose a threat to the safety of themselves or others or tarnish the reputation of the Department, including but not limited to overt and/or undercover operations and executive security operations, unless authorized to do so by the Superintendent or their designee.
    vii) Nothing in this Order shall prevent an employee from posting their resume online and referencing their employment at the Department for the purposes of professional networking (e.g., LinkedIn), but all provisions of this Order still apply to such posts.

64. DUTY TO INTERVENE
    i) The violation of constitutional rights by a commissioned officer not only affects the

individual whose rights are violated but could subject the offending officer to criminal and/or civil action. Additionally, officers who witness the conduct and do not reasonably intervene to stop the conduct may be just as culpable as the offending officer. Intervening to stop such violations not only protects the public and the Department, but also the entire law enforcement profession.

ii) Any commissioned officer acting in their law enforcement capacity who witnesses another commissioned officer, whether employed by this agency or another public safety agency, or any other agency employee committing any act against another that the witnessing officer objectively and reasonably knows to be an overt violation of the individual's constitutional rights, including but not limited to false arrest or imprisonment, malicious prosecution, or any unreasonable use of force, shall intervene and attempt to stop such person from violating the constitutional rights of the individual when in a position to safely do so.
    a) The actions required of the witnessing officer will depend on the circumstances of the incident. Appropriate action may include, but is not limited to:
        1) Immediate verbal or physical intervention, regardless of rank, and/or
        2) A call to 911 (emergencies) or the law enforcement agency with local jurisdiction (non-emergencies) when the officer is not in a position to safely intervene.

iii) All employees shall notify the appropriate supervisory authority if they observe another agency employee or an employee of another public safety agency engaging in any unreasonable use of force, or if they become aware of any violation of departmental policy, state or federal law, or local ordinance. This order does not require non-sworn personnel to physically intervene in a use-of-force situation.

iv) The intervening or witnessing employee shall immediately report the incident to their acting supervisor and subsequently document such notification and incident as soon as practicable on DPS Incident Report Form (DPSMF 3134).
    a) The DPS Incident Report Form shall be forwarded to the intervening or witnessing employee's Troop/Section Commander.

v) Retaliation against anyone who takes action to intervene or reports such an incident is prohibited.