



Chapter: Member Conduct and Authority
Subject: 02-01 – Code of Conduct
Effective: December 01, 2024
Supersedes: Official Order 02-01, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy regarding the conduct of department members.

POLICY:

It is the department's policy that all members conduct themselves at all times in an ethical and just manner, guided by this Code of Conduct, the law, and respect for the rights and dignity of all persons.

Members shall faithfully abide by the Code of Conduct. Except when a provision expressly states application only to on-duty conduct, the Code of Conduct governs member conduct on and off duty. Members who violate any provision of the Code of Conduct shall be subject to discipline, affirmative assistance, retraining, or other corrective action. Only the Director has the authority to grant exceptions to the requirements of the Code of Conduct when it is determined to be in the best interests of the department and the public to do so.

This Order is superseded by collective bargaining agreements and the Civil Service Rules and Regulations where conflicts exist.

Section 1 – General Conduct

- 1.1 Members shall conduct themselves at all times in a manner consistent with the department's mission and value statements, the department's philosophy of leadership, the Law Enforcement Code of Ethics, and their oath of office.
- 1.2 Members are directly accountable for their actions, through the chain of command, to the Director.

Section 2 – Compliance with Written Directives

- 2.1 Members shall comply with all properly issued department written directives, including official orders, procedure manuals, temporary department policies, work unit policies and procedures, and any other written directives issued by their chain of command.

Section 3 – Conduct Toward the Public

- 3.1 Members shall not express prejudice against any individual or group based on race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, disability, height, weight, genetic information, or other characteristic protected by law.

- 3.2 Members shall interact with the public in a civil and professional manner consistent with the department's commitment to service.
- 3.3 Members shall treat all persons with courtesy, dignity, and respect. Members shall not use language that could reasonably be construed as belittling, ridiculing, or unnecessarily intimidating.
- 3.4 Members shall be courteous in the performance of their duties and shall refrain from using profane, obscene, vulgar, or insolent language or gestures, regardless of provocation.
- 3.5 Members shall enforce the law and provide department services fairly and equitably, ensuring public trust by conducting all department business in an unbiased, fair, and impartial manner.
- 3.6 Enforcement members shall identify themselves by name and badge number when requested by the public, except when required by an undercover assignment. If safe to do so, all members shall allow members of the public to view their department-issued photo identification card upon request.

Section 4 – Conduct Toward Other Members

- 4.1 Members shall conduct themselves in a manner that fosters cooperation among members of the department, showing respect, courtesy, and professionalism in their interactions with other members.
- 4.2 Members shall not intentionally use language or engage in acts that demean, harass, intimidate, or belittle other members.
- 4.3 Supervisors and commanders shall give all orders in a clear and civil manner and shall treat subordinate members in a way that demonstrates respect.

Section 5 – Competency

- 5.1 Members shall maintain sufficient competency to properly perform their duties and to assume the responsibilities of their positions. Members shall perform their duties in a manner that will establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the department.
- 5.2 Members shall carry out their duties in a manner consistent with their department training.
- 5.3 Members shall maintain knowledge of the laws they may be required to enforce or apply.
- 5.4 Supervisors and commanders shall be responsible for the proper performance of the duties and responsibilities of members under their supervision, including adherence to department written directives and work-related orders.

Section 6 – Duty of Candor

- 6.1 Members shall be truthful in all matters and shall not lie, falsify, conceal, purposely distort, diminish, embellish, or fail to fully disclose facts associated with any department business. This section does not apply to legitimate, supervisor-approved, or generally accepted investigative techniques requiring deception.
- 6.2 Members shall be truthful and not omit material facts in all communications with members of their chain of command.
- 6.3 Members shall be truthful while testifying in court or administrative proceedings, and in their interactions with prosecuting officials.

- 6.4 Members who are witnesses in a criminal matter shall cooperate fully with investigators and shall be truthful and forthright in their interactions with investigators. This section shall not be construed as requiring a member to make involuntary self-incriminating statements during a criminal investigation.
- 6.5 Members shall cooperate fully in any internal administrative investigation authorized by the Director and shall not attempt to conceal, divert, or mitigate any culpability of theirs or others by false statements or omissions.
- 6.6 Members shall fully and truthfully answer questions pertaining to job-related matters or to their conduct that is under investigation by the department when ordered to do so by their chain of command or department investigator conducting an administrative investigation pursuant to the authority of the Director. Job-related matters include on-duty conduct, use of department materials, supplies, or equipment, and criminal conduct or other conduct that has a direct relationship to the member's position in the department.
- 6.7 Members shall not refuse to answer work-related questions posed by members of their chain of command, or a department investigator in an administrative investigation, when advised by the investigator that answers will not be used in any subsequent criminal proceedings and that refusal to answer will be considered insubordination.

Section 7 – Neglect of Duty

- 7.1 Members shall perform their duties faithfully and diligently and shall take responsibility for and exhibit attentiveness, care, and thoroughness in the conduct of assignments and responsibilities.
- 7.2 Members shall conduct themselves in an expeditious manner to avoid unreasonable delays to the public in the performance of law enforcement duties and activities.
- 7.3 Members shall not feign illness or otherwise purposely avoid or neglect their duties and responsibilities.
- 7.4 Members shall not sleep while on duty.

Section 8 – Adherence to Law

- 8.1 Members shall not engage in conduct that violates any laws of the United States or the State of Michigan, an ordinance of a unit of local government, the laws of another state or country, administrative rules, or an order of any court.
- 8.2 Members shall not violate the state or federal civil rights of any person.
- 8.3 Members shall not engage in conduct that violates the laws of arrest or search and seizure.
- 8.4 Members who are arrested or issued an appearance ticket for a criminal offense shall notify their chain of command as soon as reasonably practical. Members who have reason to believe they are the subject of a criminal investigation shall notify a member of their chain of command as soon as practical.

Section 9 – Unbecoming Conduct

- 9.1 Members shall maintain a level of conduct in their personal and department affairs that is in keeping with the highest standards of the law enforcement profession. Members shall conduct themselves at all times in a manner that reflects favorably upon the department.

- 9.2 Members shall not engage in conduct that does, or presents a significant likelihood of, any of the following: bringing the department into disrepute, reflects discredit on them as a member of the department, or impairs the efficiency of the department.
- 9.3 Members shall not engage in conduct that casts doubt on their integrity, honesty, impartiality, moral judgment, or character.
- 9.4 Members shall not request or use the aid of any person, group, or organization outside the department to circumvent processes established by Civil Service Rules and Regulations or collective bargaining agreements for the purpose of obtaining rank or position within the department or to secure restoration to rank, position, or assignment.
- 9.5 Members shall not engage in acts of horseplay while on duty that involve a risk of injury to person or property, or which could subject the department to embarrassment or ridicule if observed by the public.
- 9.6 Members shall not engage in obscene or immoral conduct, or engage in sexual activity, while on duty.

Section 10 – Preventing or Reporting Misconduct or Violations of Law

- 10.1 Members shall protect the rights, dignity, and safety of all persons and shall intervene to stop or prevent misconduct consistent with department written directives.
- 10.2 Members shall report, as soon as possible, to their chain of command, any command officer, or the Professional Standards Section, any violations of department written directives or criminal violations of law by other members that they observe, that have been reported to them, or of which they have knowledge.
- 10.3 Members having firsthand knowledge of felonious criminal activity shall report the activity as soon as reasonably possible to an appropriate law enforcement agency.

Section 11 – Abuse of Authority or Position

- 11.1 Members shall not solicit or accept, either directly or indirectly, any gift, reward, gratuity, loan, material item, or benefit from any person or business that, through a conflict of interest, might be in a position to benefit from such action.
- 11.2 Members shall not use their position, badge, or official identification for personal or financial gain or for obtaining privileges not otherwise available to them.
- 11.3 Members shall not use their authority or position to avoid the consequences of illegal acts for themselves or others.
- 11.4 Members shall not use their position to barter, solicit, or accept any goods or services, such as gratuities, gifts, discounts, rewards, loans, or fees, whether for themselves or others.
- 11.5 Members shall not permit the use of any department-issued identification card, badge, security access card, or official document by unauthorized persons.
- 11.6 Members shall not use their position to create fear or distrust in any group or individual.
- 11.7 Members shall not recommend or employ, for a non-member, the services of a lawyer for a criminal matter arising out of the performance of their duties.

- 11.8 Members shall not use their positions with the department to initiate or advocate for the reduction or dismissal of valid traffic citations or criminal charges. Members may discuss any factors of which they are aware, which may affect the disposition of a charge. This section does not prohibit worksites from participating in a court-instituted mediation program for traffic offenses.
- 11.9 Members shall not retaliate in any way against other members or members of the public for filing a complaint or for participating in a department investigation.
- 11.10 Members shall not investigate, attempt to influence, or interfere with any criminal matter in which a family member or close personal or business associate is involved as a suspect or victim.

Section 12 – Associations and Establishments

- 12.1 Members are prohibited from associating with individuals who they know, or should know, have committed a felony; are under investigation for a felony; or have a well-known criminal reputation in the community. Exceptions are made for interactions occurring in the line of duty or when unavoidable due to pre-existing familial or marital relationships. In situations where regular household, physical, or telephone contact is unavoidable, the member shall inform their chain of command of the relationship. Association is defined as a continuing personal relationship that could compromise the member's duty to impartially enforce the law and bring disrepute or discredit to the department.
- 12.2 Members shall not knowingly engage in social or romantic relationships with confidential informants, victims, suspects, or witnesses involved with an active criminal investigation that is being directly or indirectly investigated or supervised by the member.
- 12.3 Except in the performance of official duties, members shall not enter any establishment in which there is reason to believe the law is knowingly violated.

Section 13 – Appearance and Dignity

- 13.1 Members shall be dignified in demeanor and conduct at all times. In the time of stress or disaster, despite trying conditions, members shall maintain their composure and perform their duties in a manner which will inspire confidence and respect.
- 13.2 Enforcement members shall carry out their duties with courage and determination and shall remain steadfast in the face of opposition and danger.
- 13.3 Members shall maintain a physical condition that enables them to readily perform the duties and responsibilities of their positions.

Section 14 – Insubordination

- 14.1 Members shall promptly obey every lawful order given to them by members of their chain of command or other higher-ranking member. If an order is not understood or conflicts with other orders, the member is responsible for pointing out the conflict or seeking clarification. When new orders conflict with previously issued lawful orders, the new order shall be obeyed. Responsibility for a member not following the original order shall rest with the superior authority issuing the new order. The member obeying the conflicting order shall not be held responsible for disobedience of the original order.
- 14.2 Members shall not willfully ignore, disobey, or refuse to follow lawful and reasonable work-related orders, requests, or directives from their chain of command or other higher-ranking member.
- 14.3 Members shall not display manifest disrespect or open defiance toward members of their chain of command or other higher-ranking members.

- 14.4 Members shall not engage in gross insubordination by remaining in violation of this section after having been advised of the consequences of refusing to obey.

Section 15 – Public Statements

- 15.1 Members shall not make public statements that demonstrate a disregard for the truth when such statements could bring the department or the member into disrepute or could call into question the member's integrity.
- 15.2 Members shall not make public statements through verbal, written, or any other form of expression, criticizing or ridiculing the department, its policies, or other members, when such statements might bring the department into disrepute. Statements that are defamatory, obscene, unlawful, or which may impair the operation or efficiency of the department, interfere with the maintenance of discipline, or which show a reckless disregard for truth are also prohibited.
- 15.3 Members shall not become publicly involved in any religious, racial, partisan, political, or other controversial dispute in which their stand on the issue could be interpreted as the official position of the department.

Section 16 – Attendance

- 16.1 Members shall not be absent from duty or assignment without prior express authorization from a member of their chain of command.
- 16.2 Members shall report for duty, including for court proceedings, at the scheduled time and shall remain at their work assignment until the scheduled end time, except with supervisory approval.
- 16.3 Members shall not leave their assigned work area without express supervisory approval, except when advance supervisory approval is not reasonably available.
- 16.4 Members shall only use leave credits with prior supervisory approval consistent with the requirements of Civil Service Rules and Regulations and collective bargaining agreements.
- 16.5 Members shall not request or attempt to use leave credits that exceed the number of credits accrued. It is the responsibility of each member to know their leave balances prior to requesting or using leave credits.

Section 17 – Department Records

- 17.1 Members shall not intentionally falsify any report, form, record, or document used in recording official department activity or intentionally omit material facts from any such report, form, record, or document.
- 17.2 Enforcement members who are required to complete a daily report shall include on it all arrests made, investigations conducted, and activities performed while on duty when such activities are required by department written directives to be recorded on a daily report.
- 17.3 Members shall not release to any person or entity outside the department any department report, form, record, or document, except as permitted by department written directives.
- 17.4 Members shall not release confidential information obtained through the course of their employment.
- 17.5 Members shall not access, copy, or possess department reports, forms, records, or documents except as necessary to carry out their duties and responsibilities.

- 17.6 Members shall not release records or information from personnel files to any person or entity outside the department without the approval of the Director or the commander of the Human Resources Division.

Section 18 – Communications or Correspondence

- 18.1 Members shall not open or read mail; letters; written correspondence; electronic communications, including electronic mail or text messages; or any other communication without the permission of the intended recipient, except as part of a department-authorized investigation or when specifically authorized by a department written directive.
- 18.2 Members shall not use any type of electronic device to record, transmit, livestream, or transcribe audio conversations or video images of another member unless disclosure of the use of such a device is made to all members present at the time of its use. Exempt from this section are recordings that are routinely made and/or monitored as part of daily operations of the department, recordings made pursuant to the authority of a court-authorized warrant, and recordings made with prior supervisory approval as part of a department-authorized investigation.
- 18.3 Members shall not make, transmit, or provide to any third-party copies of recorded communications for purposes other than those involving official department business.
- 18.4 Members shall not engage in inappropriate or illegal use of the internet, email, voicemail, cellular phones, mobile devices, online meeting software, or other state communications equipment.

Section 19 – Department Property

- 19.1 Members shall not willfully cause damage to the property of the department; unreasonably waste department supplies, materials, or equipment; incur any debt for the department for personal gain; or intentionally operate any department equipment in an unsafe manner.
- 19.2 Members shall not permit non-members to use department facilities, equipment, or supplies, except when permitted by department written directives or when approved by a member of their chain of command.
- 19.3 Members shall not use department supplies, materials, or equipment for any non-duty or non-department purpose without permission of a member of their chain of command.
- 19.4 Members shall not cause or permit any department equipment to be altered, except when specifically authorized in a department written directive.

Section 20 – Handling of Evidence or Other Property

- 20.1 Property or evidence coming into the custody of members due to their position shall be documented, secured, protected, and disposed of in a timely manner in accordance with department written directives.
- 20.2 Property or evidence in the possession of the department or a member shall not be converted to personal use, even if designated for destruction, except as provided for in department written directives.

Section 21 – Use and Possession of Intoxicating Beverages or Controlled Substances

- 21.1 Members shall not exhibit any evidence of impairment or consumption of intoxicating beverages while on duty or in uniform, except when approved by their chain of command and only when necessary to procure evidence not otherwise obtainable or for instructional purposes.

- 21.2 Members shall not operate a government-owned or leased vehicle with any bodily alcohol content, except when approved by their chain of command and only when necessary to procure evidence not otherwise obtainable or for instructional purposes.
- 21.3 Members shall not use intoxicating beverages or controlled substances to the extent that any evidence of such consumption is apparent when reporting to regularly assigned duty.
- 21.4 Members shall not consume, bring into, permit, or possess any intoxicating beverage or controlled substance in a department facility, or a location where department work is being performed, or in a department vehicle, except those that are evidence or when authorized by the Director.
- 21.5 Members shall not use or possess controlled substances unless they have been lawfully prescribed by a licensed medical practitioner or when held as evidence and otherwise possessed during department investigations. Members of the Forensic Science Division and Canine Unit, when authorized by the department, are exempt from this policy when the possession of controlled substances is for training purposes.

DIRECTOR

Annual Review Responsibility:	Transparency and Accountability Division
Accreditation Standards:	CALEA 26.1.1, 12.1.3, 12.1.4, and 22.1.8 A