
	LEXINGTON POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution ALL PERSONNEL	General Order Number 1.01
		Original Issue Date 01/06/2024	Reissue/Effective Date 01/06/2024
Order Title: LAW ENFORCEMENT FUNCTION	CALEA Accreditation Standard: 1.1.1; 1.1.2; 1.2.6; 1.2.7; 1.2.9; 26.1.1 VLEPSC: ADM 01.01; 01.02; 02.01; 02.03; 02.05; PER 09.01	Section 1	
		Rescinds: ADM 01-03	
Section Title: DEPARTMENT ROLE & AUTHORITY	 Angela M. Greene, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

The purpose of this policy is to establish a written directive that requires all officers, prior to assuming sworn status, to take and subsequently abide by an Oath of Office and Code of Ethics. In addition, the department’s role in criminal justice and social service diversion programs will be specified.

II. POLICY

It is the policy of the Lexington Police Department (“Department”) that all officers shall take an Oath of Office, prior to assuming sworn status, to enforce the law and uphold the Constitution of the United States, the Constitution of the Commonwealth of Virginia, and the ordinances of the City of Lexington and shall abide by the Department’s Code of Ethics. For all sworn employees, the Clerk/Deputy Clerk of the Circuit Court of Rockbridge County/City of Lexington will administer the oath.

An oath is universally recognized as a solemn pledge that someone makes when they sincerely intend to commit to what they advocate and affirm. The trust and support of the community are essential if the Department is to fulfill its commitment to the citizens and the community. Sincere commitment to an oath provides vital guidance to officers during

their career on most crucial decisions; a moral anchoring that can endure the test of time, and a solid, emotional foundation when facing difficult moments. Officers must always behave in an ethical manner by abiding by this oath to the best of their ability.

III. DEFINITIONS

Accountability: That you are answerable and responsible to your oath of office.

Badge: The symbol of your office.

Betray: Breaking faith with the public trust.

Character: The qualities that distinguish an individual.

Community: The jurisdiction and citizens served.

Courage: Having the strength to withstand unethical pressure, fear or danger.

Honor: Means that one's word is given as a guarantee.

Imminent Danger: A threat, risk, or menace that is about to happen.

Integrity: Being the same person in both private and public life.

Oath: A solemn pledge someone makes when he/she sincerely intends to do what he/she says.

Public trust: A charge of duty imposed in faith toward those you serve.

IV. PROCEDURE

A. Oath of Office

1. Police officers take risks and suffer inconveniences to protect the lives, defend civil liberties, and secure the safety of fellow citizens. They endure such risks and tolerate such inconveniences on behalf of strangers. Consequently, police work is one of the more noble and selfless occupations in society. Making a difference in the quality of life is an opportunity that policing provides, and few other professions can offer. A public affirmation of adhering to an Oath of Office is a powerful vehicle demonstrating ethical standards.
2. To have continual success at enhancing integrity within an organization, department leaders must ensure the oath is recited frequently and displayed throughout the organization as well as ensuring ethical mentoring and role modeling are consistent, frequent and visible. The following oath is adopted as the official oath of office for sworn members of the Department:

I do solemnly swear (or affirm) to support the Constitution of the United States and the Constitution of the State of Virginia and the ordinances of the City of Lexington and that I will faithfully and impartially discharge and perform all duties incumbent upon me as a Police Officer for the City of Lexington according to the best of my ability, so help me God.

3. Prior to assuming sworn status, all police personnel shall take an Oath of Office and pledge never to betray their badge, integrity or character, uphold the Constitution and never to compromise the public trust. A copy of the Oath of Office is attached to this order as [Appendix A](#).
4. A signed copy will be placed in the officer's training and personnel file, as well as maintained with the Internal Affairs Unit.

B. Code of Ethics

1. There is little disagreement among law enforcement administrators that upholding professional ethics is the most critical issue facing our profession. From recruiting and selection, through promotions and assignments, to training and field activities, no other factor weaves such a powerful web through every aspect of policing. The conduct and behavior of police officers should emphasize the Department's core values and principles, to the extent that they meet or exceed the public's expectations, in the delivery of professional law enforcement services. Ethics training will be conducted for all personnel on no less than a biennial basis.
2. All employees of the Lexington Police Department are required to abide and uphold the highest standards of ethical conduct for law enforcement agencies and shall share equally in a commitment to its mission, goals and objectives. Thus, all sworn officers shall receive and abide by, and are bound by, the spirit and intent of all adopted codes of conduct. These standards of ethical conduct shall serve as the guide for the conduct for all officers, employees, and citizen volunteers of the Department. Therefore, all officers of the Lexington Police Department shall abide by the International Association of Chiefs of Police Law Enforcement Code and Canon of Ethics, a copy of which appears as [Appendix B](#).

C. Code of Conduct

1. All Lexington Police Department employees will abide by the Code of Conduct, a copy of which appears as [Appendix C](#). The Code of Conduct ensures that Lexington Police Department employees uphold the highest standards of expected conduct, both in their professional and private lives. The Lexington Police Department Code of Conduct is available to all personnel via the PowerDMS system and is posted throughout the Lexington Police Department facilities.

2. The Chief of Police or designee shall notify the Criminal Justice Services Board if any certified law-enforcement officer currently employed by the Department is terminated or resigns for an act committed while in the performance of or in relation to his/her duties that compromises the officer's *credibility, integrity, or honesty*. [Va. Code § 15.2-1707\(B\)\(vi\)](#).

D. Law Enforcement Authority to Enforce Laws:

- a. Section 15.2-1704 of the Code of Virginia gives police officers of cities the authority to enforce the criminal laws of the Commonwealth and ordinances and regulations of the city in which they are appointed.
- b. Section 49-1 of the Code of Virginia requires that all officers, upon entering their office, take an oath whereby they swear to support the Constitution of the United States and the Commonwealth of Virginia.

E. Discretion

1. All sworn officers of the Lexington Police Department are expected to use discretion when exercising their legal authority and carrying out their assigned responsibilities. Discretion is the power of free decision or the latitude of choice, within legal guidelines. When discretionary power is poorly exercised, it may be viewed by the public as bias, favoritism, or even corruption. Therefore, when exercising discretion in the performance of their duty, it is imperative that officers take into consideration the intent of the law, the goals and objectives of the Department, the best interests of the community, and any mitigating circumstances surrounding each incident.
2. Officers of the Lexington Police Department may exercise discretion except when their decision is unlawful, violates department policy, or conflicts with the instructions of a supervisor. Officers of this agency do not have discretion to disobey a lawful order.
3. A “totality of circumstances” approach should be employed by officers at all times during the performance of their duty, especially when exercising arrest authority. Upon evaluation of the situation and consideration of Department policy and procedure, officers should give thought to possible alternative resolutions.
4. The use of discretion should be carefully reviewed by a supervisor and restricted in certain situations such as Family Violence investigations, DWI investigations, serious motor vehicle crashes, and felonies. Greater latitude of discretionary judgment will be permitted in the investigation of misdemeanors, infractions, or ordinances. Each officer will be held accountable for the proper use of discretion in any given situation.

F. Alternative to Physical Arrest

1. Officers have at their disposal numerous alternatives for resolving situations, among them, custodial arrest. However, when a situation warrants, and a law violator can be brought to justice without incarceration while still providing for the public safety, officers are encouraged to select a suitable alternative. Alternatives to physical arrest include:
 - a. Issuance of summons – In those cases involving a misdemeanor or violation level offense.
 - b. Referral to social service agencies
 - c. Verbal warning
 - d. Informal resolution (e.g., mediation, negotiation, parental notification, etc.)

G. Biased Based Profiling

1. Profiling, in itself, can be a useful tool to assist law enforcement officers in carrying out their duties. Bias based profiling, however, is a discriminatory practice and is illegal. It is the selection of individuals based solely on a common trait group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any identifiable groups.
2. Members of the Lexington Police Department are prohibited from conducting biased based profiling.
3. Members of the Department shall receive initial and annual training in the legal aspects of biased based profiling issues. (*See General Order [1.09: Bias Based Policing](#)*)
4. The Chief of Police, or designee, shall conduct an annual administrative review of agency practices concerning bias-based profiling.
5. All complaints of bias-based policing will be forwarded to the Chief of Police and shall require the initiation of an internal affairs inquiry and will be thoroughly investigated in compliance with departmental policy.

All motor vehicle stops shall be documented as described in General Order [5.09: Traffic Enforcement](#).

APPENDIX A

**LEXINGTON POLICE DEPARTMENT
OATH OF OFFICE**

I do solemnly swear (or affirm) to support the Constitution of the United States and the Constitution of the State of Virginia and the ordinances of the City of Lexington and that I will faithfully and impartially discharge and perform all duties incumbent upon me as a Police Officer for the City of Lexington according to the best of my ability, so help me God.

(Signed – Employee)

(Signed –Clerk/Deputy Clerk)

(Date)

(Date)

APPENDIX B

**LEXINGTON POLICE DEPARTMENT
CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, the peaceful against violence or disorder; and to respect the constitutional rights of all persons 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 that I hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement.

(Signed – Employee)

(Date)

APPENDIX C
LEXINGTON POLICE DEPARTMENT STANDARDS OF CONDUCT

STANDARD OF CONDUCT ⁱ	
1.1 – Member’s Responsibilities	It is the obligation of all officers of the Department to report all offenses and violations of law and rules and regulations by members of the Department under their command, to the Chief of Police immediately in writing. Failure to do so may be treated as neglect of duty.
1.2 – Conformance to Laws	<p>Officers shall abide by all laws, regulations, department policies, rules, and procedures.</p> <p>Officers shall obey all lawful orders.</p> <p>Officers who are arrested or come under investigation for any offense in any jurisdiction shall immediately report this fact to their supervisor.</p>
1.3 – Courtesy	<p>Conduct Toward Fellow Officers</p> <ul style="list-style-type: none"> • Officers shall conduct themselves in a manner that fosters cooperation among members of this department, showing respect, courtesy, and professionalism in their dealings with one another. • Officers shall not use language or engage in acts that demean, harass, or intimidate other officers. <p>Conduct Toward the Public</p> <ul style="list-style-type: none"> • Officers shall interact with the public in a civil and professional manner that conveys a service orientation to foster public trust and cooperation and adheres to the concepts associated with procedural justice. • Officers shall treat individuals with courtesy, respect, and dignity. • Officers shall not employ an officious or overbearing attitude or use language that might belittle, ridicule, or intimidate individuals. • Officers shall perform their duties equitably in both the enforcement of laws and the delivery of law enforcement services within the

	community and shall strive to maintain public trust by conducting all law enforcement business in an unbiased, fair, and impartial manner.
1.4 – Command and Supervisory Responsibility	<p>Supervisors shall act as role models for both subordinates and peers, with an emphasis on ethics and professionalism.</p> <p>Supervisors are responsible for continually reinforcing evolving policies, procedures, goals, and objectives and ensuring that they are carried out properly.</p> <p>Supervisors are responsible for the conduct and activities of the officers under their command.</p>
1.5 – Conflicting Orders	Orders which appear to be unjust, improper or conflicting with any previous Departmental order shall be carried out. The member obeying such an order will not be held responsible for disobedience of a previous order or for the inappropriateness of an unjust or improper order. After carrying out the order, the officer to whom the order was given may file a written report to the Chief of Police via the chain of command indicating the circumstances and the reasons for questioning the order, along with their request for clarification of departmental policy. If any unlawful order is given to any member or employee of the Department, such member or employee shall promptly report such fact to the Chief of Police. Orders issued by persons outside of the Department shall not be complied with unless authorized by the Chief of Police or due process of law.
1.6 – Photographs, Lineups, Firearm Examinations and Ballistic Testing	Officers shall cooperate fully in any internal administrative investigation conducted by this or any other authorized agency and shall not attempt to conceal, divert, or mitigate any culpability of theirs or others by falsehoods or omissions. Such investigation may require that officers participate in lineups, firearms examinations and ballistic testing.
2.1 – Accountability	Officers are directly accountable for their actions, through the chain of command, to this department’s chief executive officer.
2.2 - Alcohol/Drug Use	Officers are prohibited from using intoxicants in any manner while on duty or in uniform; or reporting for duty while under the influence of narcotics, exhilarants, hypnotics or hallucinogens or other toxic or dangerous drugs unlawfully administered or any intoxicating liquor or with an odor of it on their breath; or drinking it so as to render him/herself unfit to report for scheduled duty.
2.3 – Attendance	<p>Officers shall report for duty, including court and off-duty assignments, at the time and place required.</p> <p>Officers shall not Conduct personal business while on duty or devote any of their “on duty” time to any activity other than that which relates to police work</p>

	<p>or performing any police duty in uniform for the purpose of private gain, unless properly authorized.</p>
<p>2.4 – Attentiveness to Duty</p>	<p>All officers 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.</p> <p>Officers shall conduct themselves in an expeditious manner to avoid any unreasonable delays to the public in the performance of law enforcement duties and activities.</p>
<p>2.5 – Authority, Misuse</p>	<p>Officers may not accept goods, services, or discounts of value not available to the general public and shall report any unsolicited goods or services they receive and the circumstances of the receipt to a supervisor.</p> <p>Officers shall not use their authority or position:</p> <ul style="list-style-type: none"> • for financial gain; • to obtain or grant privileges or favors; • to avoid the consequences of illegal acts for themselves or others; or • to barter, solicit, or accept any goods or services, such as gratuities, gifts, discounts, rewards, loans, or fees, whether for themselves or others. <p>Officers shall not purchase, convert to their own use, or have any claim to found, impounded, abandoned, or recovered property or any property held or released as evidence.</p> <p>Officers shall not permit the use of any agency-issued identification card, badge, or official document by unauthorized persons.</p> <p>Officers are prohibited from using law enforcement sensitive information gained through their position to advance financial or other private interests of theirs or others.</p> <p>Officers shall not steal, forge, or tamper with any official law enforcement document. Documents shall not be altered or duplicated unless such actions are approved by a supervisor.</p> <p>Officers shall not take or release photographs capturing sensitive information or images unless authorized to do so.</p> <p>Officers shall not undertake any investigation or other official action that is not part of their regular duties without first obtaining permission from their supervisor, unless the exigency of the situation requires immediate law enforcement action.</p>

	Officers involved with any civil action that arises from acts performed under color of authority shall inform their supervisor.
2.6 – Department Property	Officers shall report the loss of or damage to departmental property of which they become aware, whether or not the officer was the cause of such loss or damage.
2.7 – Department Vehicles and Driving	<p>Officers are responsible for the condition of equipment located in the vehicle to which they are assigned. Any deficiencies in the department vehicle and/or the required equipment must be brought to the attention of a supervisor.</p> <p>Officers are responsible for the operation of their assigned department vehicle and must drive with due care for the safety of the public whether driving in routine or emergency situations.</p>
2.8 – Unbecoming Conduct	<p>Officers shall not conduct themselves in a manner, on or off duty, that:</p> <ul style="list-style-type: none"> • casts doubt on their integrity, honesty, moral judgment, or character; • brings discredit to this department; or • impairs the agency’s efficient and effective operation.
2.9 – Confidentiality	Officers shall not divulge to any unauthorized person, inside or outside the Department, any information of the Department’s business, and shall not talk for publication, be interviewed, or make public speeches on police business or impart information relating to the official business of the Department unless, authorized by the Chief of Police or other competent authority.
2.10 – Criminal Conduct	<p>Officers shall not be convicted for the commission of any felony or a misdemeanor involving moral turpitude.</p> <p>A court conviction for a crime that carries a possible sentence of incarceration shall be prima facie evidence of a violation of this policy.</p>
2.11 – Custody of Detainees	Officers are responsible for the safety and well-being of those in their custody.
2.12 – Weapons	Officers may only use such weapons, lethal and less-lethal, as are approved by the Chief of Police. All weapons shall be deployed in accordance with state and federal laws and court decisions and department policies and procedures.
2.13 – Job Standards	<p>Officers shall be familiar with all the laws, statutes, ordinances, regulations, duty routes and important streets and places in town, necessary for the efficient execution of one’s duty as a police officer</p> <p>Officers shall report to the officer-in-charge or the Chief of Police any information given in good faith by any citizen regarding matters that indicate the need for police action.</p>

	Regardless of rank or assignment, officers shall act promptly to protect life and property, prevent the commission of a crime, and apprehend violators of the law; handle complaints, calls for assistance, arrests, and other duties in a firm and calm manner without any unnecessary loss of time; render assistance to all persons who request it, including fellow officers, so far as such assistance is consistent with police duties. Any member who fails to efficiently perform their assigned duty may be charged with Neglect of Duty.
2.14 – Cellular Phones	Officers are responsible for the use of their department-issued cellular phones including responsibility for all messages, phone calls, and data of any kind transmitted or received by the cellular phone. Officers are responsible for answering the department-issued cellular phone when such communication originates from a department supervisor or command staff member.
2.15 – Off-Duty Police Action	Off-duty officers are responsible for reporting any suspected or observed criminal activity to the authorities responsible for the jurisdiction in which the activity occurred.
2.16 – Property	Officers shall utilize agency supplies, property, and equipment only for their official purpose and in accordance with established department rules, policies, and procedures and shall not intentionally abuse, destroy, dispose of, or damage these items.
2.17 – Use of Tobacco	Officers are prohibited from smoking, vaping or using tobacco products of any kind while in uniform and in view of the public, marching in uniform, standing in ranks, or under any condition, which might bring discredit upon the Department.
2.18 – Soliciting or Accepting Gratuity	Officers shall not seek or accept, directly or indirectly, any gift, present, or gratuity from any person, firm, group of persons, or relatives, friends or employees of the same, who might conceivably come to expect or seek preferential treatment in view of such member’s affiliation with the Police Department. Members and employees must pay for all meals and beverages.
2.19 – Truthfulness	Department employees, under all circumstances, are to always speak and write the truth, whether on or off duty, whether under oath or not, in giving testimony, or in connection with any official orders or duties. Written documentation submitted by all Department employees shall be truthful and complete, and no employee shall knowingly enter or cause to be entered, any inaccurate, false or improper information. Employees shall submit all necessary departmental reports on time and in accordance with established procedures. In cases in which they are not allowed by the regulations of the Department to divulge facts within their knowledge, he/she will decline to speak on the subject. EXCEPTION: Undercover investigations or toward lawful objectives during an investigation.

	(This section requires an employee to respond truthfully to any questions under certain conditions. The section is not limited to internal investigations. An employee who is the subject of an internal investigation may be ordered to answer questions, even though the answers might incriminate the employee. Failure to obey an order to answer all questions may result in disciplinary action. However, the answers that the employee gives in such a situation may not be introduced against him/her in a criminal prosecution of the employee. If it is intended that the employee's statements be used in a criminal prosecution, the employee must be given Miranda warnings.)
2.20 – Uniforms	All articles of uniform worn by uniformed members shall conform to the departmental uniform regulations. Civilian clothing will not be worn with any distinguishable part of the uniform except in emergency situations or as approved by the Chief of Police. Articles of uniform and equipment shall conform in style and design to specifications provided for and approved by the Chief of Police. Members of the Department shall wear insignia of rank, and all equipment as the Chief of Police may from time to time prescribe. Uniforms shall be kept neat, clean and well pressed at all times. While wearing the uniform, members shall avoid such mannerisms as slouching, shuffling, and keeping hands in pockets. The uniform hat shall be worn in accordance with departmental uniform regulations, unless otherwise directed by competent authority.
2.21 – Use of Force	Officers shall not use more physical force than objectively reasonable to accomplish a lawful police purpose.
2.22 – Nepotism	Officers shall not appoint, employ, or promote a relative to a position in the department, or advocate a relative for appointment, employment, promotion or advancement. Officers should be cautious when assisting in any way relatives who are seeking employment, appointment, or advancement in departmental positions.
2.23 – Discrimination or Harassment	Officers shall not make offensive or derogatory comments based on race, color, sex, gender identity or expression, religion, or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under State Law and Federal Employment Law and is also considered misconduct subject to disciplinary action by the Department.
2.24 – Sexual Misconduct	Officers shall not become involved in incidents of sexual misconduct and shall promptly report any incidents of sexual misconduct of which they become aware. Officers shall disclose any incidents of sexual misconduct as part of the background investigation process and have a continuing duty to advise the chain of command of any additional incidents.
2.25 – Sexual Harassment	Any conduct involving sexual harassment in the workplace, whether committed by supervisors or non-supervisory personnel, is strictly prohibited.

2.26 – Domestic Violence	Officers shall not become involved in incidents of domestic violence and shall promptly report any incidents of domestic violence of which they become aware. Officers shall disclose any incidents of domestic violence as part of the background investigation process and have a continuing duty to advise the chain of command of any additional incidents.
2.27 – False Enlistment	Officers shall not provide false information about their background and/or qualifications. Officers are under an affirmative duty to disclose any information about their background which may call into question the officer’s qualifications and/or fitness for duty.
2.28 – Insubordination	Officers shall not fail or deliberately refuse to obey a lawful order issued by any superior officer.
3.1 – Communication	<p>Officers shall transmit communications to other members of the Department when required. All communications whether by radio, telephone, written or verbal, shall be free of profanity.</p> <p>Officers shall extend the proper courtesy and respect toward all members of the Department and other civilians at all times.</p> <p>Officers shall be civil, orderly, diligent, discreet, courteous, and patient as a reasonable person is expected to be in any situation and shall not engage in any altercation, physical or otherwise, whether on duty or not, with any other member or employee of the Department.</p>
3.2 – Endorsements	<p>Officers shall not, when officially acting as a representative of this agency,</p> <ul style="list-style-type: none"> • make any public statement that could be reasonably interpreted as having an adverse effect upon agency morale, discipline, operations, or public perception; • divulge or willfully permit to have divulged any information gained by reason of their position, for anything other than its official, authorized purpose; or • unless expressly authorized, make any statements, speeches, or public appearances that could reasonably be considered to represent the views of this agency. <p>Officers shall not solicit or accept contributions for this agency or, as a law enforcement officer of this agency, for any other agency, organization, event, or cause without the express consent of the agency chief executive or their designee.</p> <p>Officers may not, as an agent of this agency, endorse, recommend, or facilitate the sale of commercial products or services without the approval of the agency’s chief executive officer or their designee. This includes but is not limited to the use of tow services, vehicle repair shops, attorneys, bail</p>

	bondsmen, or other technical or professional services. It does not pertain to referrals to appropriate governmental, community, or social services.
3.3 – Political Activity	<p>Officers shall follow applicable law regarding their participation and involvement in political activities. Where legal mandates are silent on this issue, officers shall be guided by the following examples of prohibited political activities while on-duty, in uniform, or otherwise serving as a representative of this agency. Officers shall not:</p> <ul style="list-style-type: none"> • place, affix, or display any campaign literature or other paraphernalia in or on government-owned or controlled property, to include offices and vehicles; • solicit political funds from any member of this agency or another governmental agency of this jurisdiction; • solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures; • use official authority to interfere with any election or with the political actions of other officers or the general public; or • favor or discriminate against any person seeking employment because of political opinions or affiliations.
4.1 – Off-Duty Employment Prohibitions	<p>Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another law enforcement or criminal justice agency or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in criminal activity), except as necessary to the performance of official duties or where unavoidable or impractical because of pre-existing familial or marital relationships. In such cases where regular household, physical, or telephone contact is unavoidable, the officer shall inform their supervisor of the relationship.</p> <p>Officers shall not knowingly engage in social or romantic relationships with confidential informants, victims, or witnesses involved with active investigations.</p> <p>Officers shall not participate or interfere in investigations involving family members or persons with whom they have a close personal or business relationship.</p> <p>Except in the performance of official duties, officers shall not enter any establishment in which the law is knowingly violated.</p>
4.2 – Authorization	To assist the Chief in accomplishing the mission, goals, and objectives of the Department, employees are vested with the authority necessary to perform the duties of their assignment. All Department personnel shall be held fully accountable for the use of delegated authority, as well as the failure to use it.

	Supervisors are accountable for the activities and the performance of employees under their immediate control.
4.3 – Work Schedule	Officers shall report for duty whenever so ordered by proper police authorities; report for duty at the regularly appointed time and not absent himself/herself from duty without leave; be present at all roll calls properly uniformed and equipped.
4.4 – Outside Employment Restrictions	Officers shall notify the Chief of Police prior to accepting any outside employment. No member of the Department shall accept other employment, which could impair their independence of judgment in the exercise of official duties or interfere with the performance of their regular duties.
5.1 – Prohibited Associations	Officers shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies or that promotes hatred or discrimination toward racial, religious, ethnic, or other groups or classes of individuals protected by law.

ⁱ The term “officer” is used throughout this document. However, all sworn, civilian, or reserve officers, volunteers, interns, cadets, explorers, or any individual engaged in agency-sponsored mentoring activities should be cognizant of and adhere to the directives set forth herein.