

**LEWISVILLE POLICE DEPARTMENT
GENERAL ORDER****NUMBER: 2.1****SUBJECT: POLICE ETHICS****DATE OF ISSUE:
10/01/01****POLICY**

The community views its police officers as symbols of stability and authority. There is a bond of trust between the Department and the people it serves. These rules are designed to promote efficiency, discipline, and good community relations.

PROCEDURE

- I. Attached is the Law Enforcement Code of Ethics as furnished by the Texas Commission on Law Enforcement Officer Standards and Education. All officers shall familiarize themselves with and comply with this Code of Ethics.
- II. All employees will comply with the following rules:
 1. **Compliance with law** - All employees shall obey all local, state, and federal statutes, ordinances, and laws as well as all provisions of the Constitution of the State of Texas and the United States of America. All employees shall obey all rules, regulations, directives and orders of the Department whether verbal or written.
 2. **Disparaging Remarks** - No employee will insult or degrade another individual by making derogatory remarks about that person's race, skin color, gender, religion, national origin, age, or disability.
 3. **Off Duty Enforcement** - An off-duty officer shall not enforce minor traffic violations unless the violation presents an imminent threat of serious injury to someone.
 4. **Request for Identification** - An employee shall politely furnish his name and identification number to any person requesting such information except in emergencies when complying with the request would cause risk or permit a suspect to escape.
 5. **Unbecoming Conduct** - An employee shall always conduct himself (both on and off duty) in a way which reflects favorably on the Department. Unbecoming conduct includes unjustified behavior which may bring the Department into disrepute or which may discredit or impair the operation of the Department.
 6. **Use of Tobacco** - An employee shall not use tobacco in the presence of the public

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except on authorized breaks in areas where tobacco is not prohibited.

7. **Interference with Cases**

- a. Arrest and Prosecution - An employee shall not interfere with any arrest or prosecution lawfully brought by other members of the Department or by any other agency or person.
- b. Investigations - An employee shall not interfere with cases assigned to another officer. He shall not undertake any investigation or other police action not part of his regular police duties except in emergencies. If he does take such action in an emergency, the officer must make a written supplement on the case and notify the appropriate supervisor.
- c. Operations - An officer shall not interfere with the operation of any department division, section, or unit.
- d. Off-Duty Officers - An off-duty officer shall not take enforcement action in matters involving family members unless the situation is a crime in-progress. Officers should contact on-duty police personnel from the police agency with jurisdiction over the incident.

8. **Conflicting Orders**

- a. If the employee believes an instruction or order is improper, he should obey the instruction or order and file a complaint after carrying out the order or instruction.
- b. If the employee believes the instruction or order is illegal or, if followed, would result in physical injury to the employee or others, or damage to City or public property or equipment, the employee should request approval by the next higher level of supervision before performing the work, unless the danger complained about is inherent to the job. Certain jobs, such as police officer or firefighter, are inherently dangerous and this provision would only apply in situations that are beyond what a reasonable person would be expected to do in a particular situation.

9. **Request for Assistance** - An employee shall respond to any reasonable request for assistance by obtaining all pertinent information in an official and courteous manner. The employee shall then act upon the request consistent with established department procedures.

10. **Suggestions Pertaining to Services** - An employee shall not recommend or suggest

to the public in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service, such as an attorney, ambulance service, towing service, bondsman or mortician.

11. **Equal Enforcement** - An employee shall treat all persons fairly and equally in the enforcement of the law without regard to age, sex, religion, social status, ethnicity, disability, or other personal characteristic. No employee should engage in discrimination, oppression, or favoritism. All employees are to respect the rights of individuals.
12. **Honesty** - An employee shall submit all necessary reports on time and in accordance with existing regulations. All reports submitted by an employee shall be truthful. All responses to job related questions asked by anyone shall be truthful.
13. **Citizen Complaints** - An employee shall never attempt to dissuade any citizen from lodging a complaint. An employee may attempt to resolve the complaint. If the employee cannot readily resolve the complaint, the employee shall promptly and courteously refer the citizen to the appropriate supervisor in accordance with Department policy.
14. **Use of Official Identification or Position** - An employee shall not use his official position, identification card, uniform, insignia, department logo or badge for personal financial gain or privilege. An officer shall not lend his identification card or badge to another person or permit it to be photographed or reproduced. This section shall not apply to wearing the uniform or pistol on department approved off-duty jobs.
15. **Use of Name, Photograph, or Title** - An employee shall not permit or authorize the use of his name, photograph, or official title, which identifies him as a member of the Lewisville Police Department for testimonials or advertisements of any commodity or commercial enterprise, or for any personal reasons without the approval of the Chief of Police.
16. **Confidentiality** - An employee shall disseminate official information only to those intended to receive it in accordance with established department procedures.
17. **Loyalty** - An employee shall not publicly ridicule the Department, its policies, or its members by making defamatory, obscene, or unlawful statements which impair the operation of the Department. Supervisors shall support employees in the lawful performance of their duties according to department policy and procedure.

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18. **Immoral Conduct** - An employee shall maintain a level of moral conduct in his personal affairs in keeping with the highest standards of the law enforcement profession. No employee shall cause the department to suffer disrepute.
19. **Use of Intoxicants** - An employee shall not use or purchase intoxicants while on duty, in uniform, or in a City of Lewisville vehicle. Confiscated alcoholic beverages will be handled according to department policy. The rule concerning on duty use may be waived in a covert investigation with approval of the division commander. Employees out of uniform may use alcoholic beverages in an official field sobriety test or intoxilyzer training class. All such classes will be closely supervised for safety.
20. **Off Duty Use of Intoxicants** - An employee, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in offensive behavior which might discredit the Department.
21. **Associations** - Except as required by a duty assignment, an employee shall not associate with convicted felons or persons known to engage in criminal activity unless those persons are relatives and contact is unavoidable. Except as required by a duty assignment; an employee shall not frequent, visit, or enter a house or establishment where federal, state, or local laws are violated.
22. **Rewards** - Employees shall neither solicit nor accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty to the community, an individual, a business or agency.
23. **Personal Transactions** - Employees are prohibited from buying or selling on a personal basis anything of value to any suspect, defendant, or prisoner. If the person is working as a cashier for a business or company, police employees may conduct routine transactions.
24. **Abuse of Process** - An employee shall not make any false accusation or criminal charge, or intentionally manufacture, falsify, destroy, or withhold evidence or information.
25. **Financial Disclosure** - An employee shall submit financial disclosure and responsibility statements in the manner prescribed by the Chief of Police in connection with any investigation of an allegation which makes such information material.
26. **Co-Signing Notes** - An employee shall not co-sign a note for any superior or subordinate.

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27. **Labor Activities**

- a. An employee shall have the right to join labor organizations, but the Department will not recognize or engage in collective bargaining with any such labor organization unless collective bargaining has been approved in accordance with state law. Employees may not participate in labor activities during duty hours or while in uniform.
- b. It is unlawful for any employee to engage in any strike against the Department. An employee who violates this provision commits a misdemeanor and may be subject to discharge and penalties.

28. **Political Activities**

- a. No person may coerce an employee to participate or to refrain from participating in a political campaign in any manner.
- b. An employee, while in uniform or on duty, shall not take an active part in any political campaign. The term "active part" means making political speeches, passing out political literature or buttons, writing letters, signing petitions, actively and openly soliciting votes, or making public remarks about the candidates.
- c. No one may require an employee to contribute to any political fund or to render any political service. No one may punish an employee in any way for refusing to do so.
- d. An employee shall receive reasonable leave of absence, provided there are a sufficient number of employees to carry out the normal functions of the Department, to exercise his constitutional right to appear before or petition the Texas Legislature. Such leave shall be without pay unless such representation involves the official business of the Department.

- 29. **Sleeping on Duty** - Employees shall remain awake and alert while on duty or in an authorized police department uniform. If unable to do so, they shall immediately report to their supervisor. The supervisor will determine the proper course of action.
- 30. **Gambling** - Employees shall not engage in any form of illegal gambling at any time except in the performance of covert operations under orders from a supervisor.
- 31. **Loitering** - All employees on duty or in uniform shall not enter theaters, bars, sporting events, concerts, or other places of amusement except to perform a police

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task. Loitering in such places is not authorized.

32. **Telephones** - All employees shall have personal phone service so that they may be recalled to duty in emergencies. They shall immediately report any change in telephone numbers or addresses to Police Administration. All employees are subject to 24 hour recall during emergency situations which include man-made and natural disasters.
33. **Uniforms** - All officers and uniformed employees shall maintain a regulation uniform in good order. All articles of uniform shall conform to Department regulations. Uniforms will be neat, clean, and pressed when worn. Officers will maintain a command presence while in uniform.
34. **Equipment** - All equipment must be clean, in good working order, and in compliance with Department regulations.
35. **Private Use of Department Address or Telephone Number** - Employees shall not use the Department as a mailing address for private purposes. The Department address shall not be used on any personal motor vehicle registration or driver's license, or as a personal legal address. No employee may use the Department address, telephone system, or mail system including "E-Mail" for non-official purposes.
36. **Assistance** - All employees are required to take appropriate action to aid a fellow employee in danger.
37. **Knowledge of Laws and Regulations** - All employees must maintain a working knowledge of state laws and local ordinances as well as the rules, orders, and policies of the Department and the City. In the event of improper action, it is assumed that the employee is familiar with the law, rule, or policy in question.
38. **Unlawful Orders** - No commander, manager, or supervisor will knowingly issue an order which is in violation of any law except when necessary to protect life.
39. **Neglect of Duty** - Employees must report to work at the scheduled time. They must have all proper equipment and be prepared to go to work immediately. They shall not neglect their duties. They shall not read, play games, watch television, or otherwise engage in entertainment while on duty. They shall not engage in any personal activities which would cause them to be inattentive to duty. Employees may engage in entertainment or personal business while on authorized breaks provided said entertainment or personal business does not violate #5, Unbecoming Conduct.

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40. **Relief** - All employees are to remain at their assignment and on duty until properly relieved by another employee or until dismissed by a supervisor.
41. **Correspondence** - Employees shall not use City letterhead for private correspondence.
42. **Communications Discipline** - All employees operating a radio or data terminal shall observe all Department regulations and FCC requirements.
43. **Assisting Suspects** - Employees must not communicate in any manner any information which might assist persons to escape arrest or detention, or to secrete evidence or property. Employees may confirm the existence of warrants and bonding information to arrange for bonding procedures.
44. **Acting as Bailor Prohibited** - Employees cannot act as bailers for any person in department custody except relatives, and in no case where any fee, gratuity, or reward is solicited or accepted.
45. **Public Appearance Requests** - All requests for public speeches or demonstrations in uniform or as a representative of the Department must be approved by the Chief of Police.
46. **Court Appearances** - Attendance at court when scheduled by the Department or when subpoenaed on a department case is a duty assignment. Employees must appear on time for all Court hearings when properly notified. They must testify in a professional manner and comply with all directives of the Court.

Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. An employee must notify his supervisor when he is dismissed from a previously scheduled court appearance.

Employees must wear business attire and present a neat and clean appearance. Male employees must wear coat and tie. Female employees must wear apparel of an equal standard. Officers may wear the department uniform.

Employees will avoid mannerisms which might imply disrespect for the court such as smoking, chewing gum, tobacco, or using a toothpick.
47. **Testifying for the Defendant** - Any employee subpoenaed or volunteering to testify for the defense in any criminal hearing or against the City of Lewisville will notify the Chief of Police in writing as soon as possible.
48. **Refusal to Cooperate in Giving Testimony** - Any employee who refuses to testify

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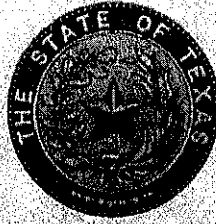
or is uncooperative in anyway when appearing as a witness before an authorized investigative body, a judicial tribunal, an authorized hearing board, or a person authorized to take testimony may be subject to disciplinary action.

49. **Civil Actions** - Employees shall not volunteer to testify in civil actions except in personal business. Employees will accept all subpoenas legally served. If the subpoena arises out of Department employment or if an employee is informed that he is a party to a civil action arising out of Department employment, he must immediately notify the Chief of Police.

Employees will notify the Chief of Police before giving an affidavit or deposition in any civil case arising out of Department employment. This includes a case arising from off-duty employment.

Employees shall not serve civil process or assist in civil cases unless required in the line of duty or unless the employee is personally involved in the case. The employee must never identify himself as an agent of the Lewisville Police Department when serving civil process in a personal matter.

50. **Personal Relationships** - This Department does not condone and will not permit dating or any activities that may be construed as dating between our Police Department Explorers and employees of this Department. This applies to all Department employees regardless of local or state laws related to the age of consent. This type of behavior is not appropriate, nor is it in keeping with the relationship between our youth members and our adult leaders as prescribed in the programs of this Department and those of the Boy Scouts of America.
51. **Inappropriate Social Relationships** - No employee shall establish an inappropriate social relationship with a known victim, witness, suspect, informant, or defendant of any case during an investigation or subsequent prosecution that may result from that investigation. Inappropriate social relationships would include any relationship which may bring the Department into disrepute or which may discredit or impair the operation of the Department if knowledge of the relationship were to become public.



Law Enforcement Code of Ethics

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and 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, and will conduct myself in a manner that does not bring discredit to me or to my agency. I will 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 ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, 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 never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I KNOW that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I WILL constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.

Compliments of the Texas Commission on Law Enforcement Officer Standards and Education