



Peoria Police Department Policy and Procedure Manual	
Policy 1.02	Rules of Conduct



I. POLICY

It is the policy of the Peoria Police Department that employees shall at all times conduct themselves in a professional and courteous manner and exhibit only that conduct which would exemplify the Peoria Police Department to both the community and other law enforcement organizations.

II. PROCEDURE

A. General Rules (26.1.1)

1. All Peoria Police Department employees, regardless of position, rank, or compensation, shall be provided a copy of this order and will be responsible for their familiarity and compliance with all provisions contained therein.
2. Employees, regardless of rank or position, will be responsible for the completion of assigned duties and will be held accountable to their supervisors for the satisfactory performance of those duties.
3. Employees will have assigned duty hours and will be considered off-duty at all other times unless specified by Peoria Police Department policy. The Peoria Police Department has the right, under certain circumstances, to recall any employee from off-duty status.
4. All employees will abide by the Peoria Police Department's Code of Conduct for their respective job classifications, i.e., sworn or non-sworn. (1.1.2)

B. Peoria Police Department Code of Conduct – The employees of the Peoria Police Department are committed to a code of conduct that guides behavior and performance to ensure our professionalism is reflected in the activities and operation of the agency. As such, the Peoria Police Department employees pledge to:

1. Always remember we exist to serve the public.
2. Treat the public with dignity, respect, and understanding, without regard to race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation, and assist them in a prompt, courteous manner during all public contacts including: (1.2.9.a)
 - a. Traffic contacts,
 - b. Field contacts, and
 - c. In asset seizure and forfeiture efforts.
3. Profiling of another based on race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation is prohibited. (1.2.9.a)
4. Maintain the highest standards of integrity, honesty, and impartiality in the performance of daily duties.
5. Abide by all Federal and State laws, rules and regulations, local ordinances, Peoria Police Department policies, and Peoria Administrative Regulations.
6. Conduct ourselves in a manner that shall never bring discredit or embarrassment to the City of Peoria or the Peoria Police Department.
7. Ensure open lines of communication with all members of the Peoria Police Department.

“Our Community...Our Commitment”

8. Extend professional courtesy and respect to every Peoria Police Department and City of Peoria employee and every citizen with whom we come in contact.
 9. Maintain confidentiality of information and never compromise our positions with the Peoria Police Department.
 10. Practice and promote teamwork and cooperation in all dealings with Peoria Police Department and City personnel.
- C. General Rules for Sworn Personnel (26.1.1). All sworn personnel, regardless of rank, will comply with the following: (11.1.1)
1. Officers will:
 - a. Preserve the public peace,
 - b. Suppress all types of crime (including organized and vice),
 - c. Detect and arrest violators of the law,
 - d. Protect life and property, and
 - e. Enforce the laws of the State of Arizona and the Ordinances of the City of Peoria.
 2. Sworn supervisors may direct sworn subordinates to carry out the duties listed above. However, this does not relieve or preclude a sworn supervisor from taking appropriate action as a certified peace officer for the State of Arizona. (1.2.1)
 3. Specific duty assignments and rank will not alter an officer's obligation to take police action in situations requiring immediate attention.
- D. Specific Rules. All Peoria Police Department employees will comply with the following:
1. Acceptance of Gifts, Rewards, or Gratuities: (26.1.1)
 - a. Employees will not solicit nor accept, either directly or indirectly, rewards for performance of duties and will not ask for or accept gratuities, or use their position to seek favors of any kind.
 - b. Gratuities include, but are not limited to, free or discounted food and/or beverages.
 - c. Employees are not restricted from using coupons or discount cards that are available to the general public or part of a special business promotion.
 - d. Employees will not engage in any business transaction with a person in custody.
 2. Alcohol/Substance Abuse: (26.1.1)
 - a. Employees, on or off-duty, will not intentionally abuse any controlled substance or legal substance that would impair them to such a state that would discredit the Peoria Police Department.
 - b. Employees on or off-duty should recognize that excessive consumption of alcohol resulting in disorderly conduct or driving while intoxicated violates State and local law.
 3. Driving Under the Influence (DUI)
 - a. Employees will not operate any vehicle while DUI.
 - b. If arrested for DUI by any law enforcement agency, employees will notify their supervisor immediately.
 - c. An administrative investigation will be conducted along with any criminal investigation.
 - d. The minimum discipline recommendation for employees arrested for DUI will be 40 hours suspension.

4. Employees, while in uniform or wearing any identifiable part of the uniform, regardless of rank or position, will not taste, drink or purchase alcoholic beverages nor will they consume beverages which approximate the appearance or smell of an intoxicating beverage. Plain clothes officers may consume alcohol or non-alcohol beer or wine substitute on-duty while acting in an undercover capacity with prior approval from their supervisor. (26.1.1)
5. Employees will not report to duty while impaired to any degree by the use of alcohol or with a blood alcohol content greater than .000. (26.1.1)
6. Employees will not use or possess for use any controlled substance, narcotic or dangerous drug in violation of any Federal, State or local law. (Employees may possess controlled substances, narcotics, or dangerous drugs for official law enforcement purposes, i.e., impound, destruction, etc.) (26.1.1)
7. Employees taking drugs or medication which may interfere with the performance of his/her job duties shall report the usage of the drug or medication to his/her supervisor via memorandum prior to going on duty.
 - a. The employee shall report within the memorandum, any such drugs or medications taken within seventy-two (72) hours of reporting for duty.
 - b. The employee shall include the name of the medication, the prescribing physician's name, address, and telephone number.
 - c. The memorandum shall be forwarded through the chain of command for inclusion to the employee's Peoria Police Department Medical Information File, and shall be considered confidential.
 - d. Employees taking such drugs or medication shall determine the possibility of side effects which may interfere with his/her job performance based upon the prescribing physician's advice, and the pharmacist's advice, and/or the warning on the drug or medication label and notify their supervisor.
8. Employees shall be granted all protection provided under the Americans with Disabilities Act and the Arizona Civil Rights Laws. In working with employees who are taking medications that may impact their performance of essential job functions, supervisors shall be aware of the confidentiality and non-discrimination provisions of the law.

E. Nepotism/Fraternization Prohibited.

1. No employee will be permitted to directly supervise a member of their immediate family.
2. Employees shall not fraternize with, engage the services of, accept services from, or do favors for any person being investigated or arrested by the Peoria Police Department for a felony offense, except as set forth in writing by the Chief of Police.
3. Employees shall not associate socially or fraternize with the spouse of any person being investigated for a felony offense or arrested by the Peoria Police Department.
4. Employees shall not date or become personally involved with members of the Peoria Police Department's Law Enforcement Explorer Scout Post.
5. No Peoria Police Department employee shall be permitted to conduct a performance review of, supervise, be placed within the direct chain of command of, or otherwise serve in a position to directly supervise, direct the work, or review the performance of another Peoria Police Department employee with whom he or she is related, is a relative of, is a household member of, or with whom he or she is having a romantic relationship.

F. Attention to Duty

1. Employees will maintain a professional approach to their duties at all times. Employees will not sleep or read newspapers or magazines while on-duty and in public view, unless such conduct is part of their assigned duties. (26.1.1)

2. Employees, while on duty, shall not have in their possession, (except in the course of duty), read, distribute, display or circulate adult oriented literature which is defined as books, magazines, periodicals or treatises characterized by an emphasis on specified sexual activities. (26.1.3) (Refer to Policy #1.08 Sexual Harassment)
3. Members of the Peoria Police Department are to conduct themselves in a professional and courteous manner at all times, remembering that we are here to serve our citizens and that our charge is to manage conflict, so as to preserve the peace. Although confrontation is a tool in law enforcement to uncover the truth, employees are to use this technique only when absolutely necessary and the application is reasonable.
4. Employees are to utilize their duty time in the furtherance of our mission and to enhance our law enforcement effort, by remaining on the constant lookout for the criminal element in our community and areas of assigned responsibility.
5. Employees shall limit any personal business, to include the use of personal cellular telephones and pagers, to that which in no way interrupts the delivery of law enforcement and community service, as well as the productivity of the individual employee.
6. Employees will check their e-mail, voice mail, and physical mailboxes at least once during each tour of duty. They will return messages in an expeditious manner.
7. Employees shall not disable either voice mail or e-mail without supervisory approval.
8. Personal Pagers/Cell Phones: Uniformed employees are permitted to carry personal pagers and cellular telephones. However, while on-duty, the devices' ringer must be set to an inaudible mode for incoming calls or left in the vehicle. While on a call or in contact with a citizen, personal calls and/or pages will not be taken.

G. Limitations of Conduct

1. Absence without proper leave.
 - a. No employee shall be absent from duty without proper leave nor shall they be absent from duty without permission, except when unable to report for duty due to sickness or injury to him/herself, their immediate family, or other personal emergency.
 - b. Employees will not leave their assigned duty post or job assignment without prior supervisory approval. (26.1.1)
2. Punctuality.
 - a. All employees shall be punctual in reporting for duty at the time and place designated by their supervisor, or as indicated on department schedules.
 - b. Failure to notify their appropriate supervisor of any absences or delays prior to the start of the scheduled duty shift by telephone, person to person contact shall be considered neglect of duty. (26.1.1)
3. Court/Administrative Appearances. (26.1.1)
 - a. Employees shall be punctual in all court attendance and administrative hearing proceedings in which a subpoena or an appearance request has been properly issued and received.
 - b. Employees will return all telephone calls received from prosecuting attorneys or attorneys representing the City of Peoria in a timely manner, as directed by a supervisor and in no case later than the end of the first working day following receipt of the message.
 - c. Proper Preparation Required. Employees will be properly prepared for all proceedings and will bring all of the necessary or requested evidence and/or paperwork to their scheduled appearance.
 - d. Proper Attire Required. Employees shall wear proper attire during all pre-planned court proceedings.
 - (1) Proper attire is described as either clean and pressed (Class "B" minimum) uniform or clean business attire.

- (2) Employees should consult with the prosecuting agency as to which attire would be most appropriate for the proceeding.
 - e. Professional Conduct Required. Employees will conduct themselves in a professional and truthful manner when giving testimony in any administrative hearing or court proceeding.
4. Judicial Proceeding Participation.
 - a. Unless specifically asked by the prosecuting agency, employees shall not recommend punishment or reduction of sentence for any offense unless the employee is the arresting officer, the primary victim, or a witness to the offense.
 - b. Such recommendations will be accomplished only as a means of cooperation with the prosecuting agency in the interest of justice.
5. Sickness/Illness/Injury Reporting. (26.1.1)
 - a. Peoria Police Department employees who are unable to report to duty due to illness or injury will first make a notification to the TeleStaff system. The employee is then required to notify by phone or in person their immediate supervisor at least sixty minutes prior to the start of their assigned shift.
 - b. In the event that the employee's immediate supervisor is not available, the on-duty supervisor (where applicable) will be notified.
 - c. Voice mail messages or electronic messages are not acceptable.
6. Call Out Responses. Peoria Police Department Employees who are "Called-Out" to perform duties at crime scenes, serious traffic accidents, or any similar investigation will respond immediately, usually within one (1) hour.
7. Civil Process Prohibition. (74.2.1)
 - a. No employee will serve as a Civil Process Server, either on or off-duty, unless the City of Peoria is a party to the action or the employee is acting in an official capacity for the Peoria Municipal Court.
 - b. This does not preclude a sworn officer from serving valid court orders, i.e., Orders of Protection or Confinement, as long as the sworn officer has proper jurisdiction and authority from the issuing court and the order is relevant to a law enforcement function.
8. Firearms in Court. (73.3.1)
 - a. Employees will abide by the respective court's rules regarding firearms inside the courtroom.
 - b. If officers are not permitted to carry their weapon into the courtroom they must place the weapon inside a secure court approved lock box along with their vehicle keys. Court approved lock boxes are generally located in the judge's chambers.
 - c. Weapons are permitted inside the Peoria Municipal Court and Lake Pleasant Justice Court provided the officer is on-duty and in possession of their badge and commission card.
 - d. Weapons are not permitted inside the courtroom on personal off-duty matters.
9. Personal Information Notification. The Peoria Police Department is entitled to have the correct name, current residence address, and telephone number of every member and employee, and to know whom to notify in case of an emergency.
 - a. Employees will notify their immediate supervisor in writing not later than the first work day following the date of any change of address or telephone number.
 - b. All Peoria Police Department employees shall maintain a working telephone that allows for contact at their place of residence

10. Unusual Incident Notification. All Peoria Police Department employees shall advise their supervisors of any unusual activity, situation, or problem with which the Peoria Police Department would logically have an interest.
 - a. Any Peoria Police Department employee who receives a moving vehicle citation or any employee, who is involved as a witness, victim, or suspect in any situation under investigation by any law enforcement agency, shall make notification, in writing, to their supervisor not later than the first work day following the date they are aware of their involvement.
 - b. All Peoria Police Department employees are to follow these rules of conduct and to encourage other employees to comply with these standards of conduct in the performance of their duties.
 - c. Each employee has an ethical duty to report to their supervisors any unlawful acts committed on or off-duty by an employee.
 - d. Any Peoria Police Department employee sued for any act shall report this fact in writing to the Office of the Chief of Police through the chain of command not later than the first work day following the date they are aware of their involvement.
11. Use of Tobacco. The use of any tobacco product while on duty, is prohibited under the following conditions:
 - a. While in public view, except during authorized breaks or meal periods.
 - b. Within a city-owned vehicle or facility, to include the Peoria Sports Complex.
 - c. Where prohibited by law, such as within 25 feet of a public entrance to a city facility, on a school campus, etc.
 - d. No tobacco products or waste material will be disposed of inside city owned vehicles or facilities.
 - e. The Peoria Police Department has designated tobacco use areas as identified by Bureau Lieutenants and Managers.
12. Confidential Information.
 - a. No Peoria Police Department employee, regardless of rank or position, will release any confidential information, Peoria Police Department confidential business or investigation or circumstance, to any person or organization unless that person or organization is authorized by law to receive such, and has an established and approved need to know.
 - b. Releasing such information to unauthorized individuals or organizations will be considered neglect of duty and a possible violation of law. (See Records Management, 8.02 and Public Information, 5.06)
13. Law enforcement identification.
 - a. All police employees will carry their Peoria Police Department issued Police Commission/Identification cards on their person at all times while on-duty. (Personnel working in an undercover capacity shall be exempt from carrying Police issued ID's if doing so would compromise the officer and/or the assignment.)
 - b. All uniformed personnel working extra-duty shall have their Peoria Police Department issued Police Commission/Identification cards in their possession. Plain clothed, extra-duty employees working in a law enforcement or security capacity shall carry their Peoria Police Department issued Police Commission/Identification cards.
 - c. Sworn officers of the Peoria Police Department that are off-duty, not employed in an extra-duty capacity, and not in possession of an off-duty firearm, are not required to carry their Peoria Police Department issued Commission cards, however, may do so at their discretion. (Off-duty sworn personnel in possession of an authorized off-duty firearm are required to carry their Peoria Police Department issued Commission cards.)
 - d. Except when impractical or where identity is obvious, sworn personnel shall identify themselves as Police Officers by displaying their Commission cards and badges.

- e. All on-duty employees shall courteously provide their names, serial numbers, and/or other forms of police identification upon the request of a citizen.
14. Neighborhood Disputes.
 - a. Sworn officers of the Peoria Police Department shall not use their police authority to become involved in neighborhood disputes while off-duty.
 - b. Such matters will be adjudicated by a disinterested party, including the appropriate law enforcement agency.
 - c. Sworn officers shall not make arrests in their personal quarrels or those of family members or neighbors unless such action is warranted by the immediate threat of serious physical injury or excessive property damage.
 15. Personal Involvement in Police Related Cases.
 - a. Sworn officers will not apply for a warrant on a crime of any kind committed against themselves or file a civil suit for damages involving a Peoria Police Department matter without first consulting with the Office of the Chief of Police.
 - b. Sworn officers will not investigate, nor will they use any of the rights, powers or privileges associated with their positions to further an investigation into a crime where they, a family member, a friend or a business acquaintance/associate are involved as a victim, witness, suspect or investigative lead or have a personal or business interest in the investigation, unless authorized by the Chief of Police.
 16. Requirement to Take Action. Off-duty sworn officers not in an Officer-In-Training (OIT) status will take appropriate action on all felonies coming to their attention.
 17. Loss or damage to City Equipment. (26.1.1)
 - a. Peoria Police Department employees will not abuse City equipment and will immediately report any damages or losses of City equipment to their supervisor.
 - b. Any employee responsible for damaging City property may be required, at the discretion of the Chief of Police, to repair or replace such equipment if it has been proven that willful negligence has occurred.
 - c. Employees committing such acts may also be subject to disciplinary action.
 18. Use of City Equipment. Peoria Police Department employees will utilize City owned or Peoria Police Department issued equipment for its intended purpose and refrain from use for personal reasons.
 19. Employee Organization Activity. Peoria Police Department employees will not solicit membership or otherwise conduct employee organization activities during working hours, except as provided in the applicable Memorandum of Understanding between the employee organization and the City.
 20. Involvement in Labor Disputes: All employees of the Peoria Police Department shall remain strictly impartial while performing their assigned duties, or while wearing any uniform/clothing item identifying them as a City of Peoria or Peoria Police Department employee, while at the scene of a labor dispute.
 21. Games of Chance/Gambling. Police employees will not engage in games of chance while on-duty, except with the approval of a supervising officer and in conjunction with an official investigation. (26.1.1)
 22. City Limit Responsibilities. Peoria Police Department employees will not leave the city limits while on-duty unless:
 - a. On official business,
 - b. In pursuit of a criminal or traffic violator,
 - c. When traversing from one part of the city to another,
 - d. When the shortest route is to pass temporarily through another city, or

- e. When prior authorization has been received by a supervisor.
23. False Statements, Records, etc.
- a. Peoria Police Department employees will not make false or misleading statements, reports, records or cause to be recorded in any report, performance evaluation, or Peoria Police Department book any false or misleading statements.
 - b. This order does not preclude employees from including into a report any information given to them by a suspect, witness, victim, etc., that the employee believes to be false (i.e., suspect denies involvement in a crime and the employee knows this to be false).
24. Political Activity in Uniform.
- a. Peoria Police Department employees shall not participate in any political function and/or affair while in or wearing any uniform/clothing item identifying them as a City of Peoria or Peoria Police Department employee other than to cast a vote, unless the function and/or affair is sanctioned or sponsored by the City of Peoria and the Peoria Police Department, and prior written authorization is received from the Chief of Police or a Deputy Chief of Police.
 - b. Provisions regarding off-duty political activity are contained within the City of Peoria Administrative Regulation.
25. Courtesy.
- a. All Peoria Police Department employees will be respectful, courteous, and civil with the public and each other, and shall not use coarse, profane, or insolent language toward any individual.
 - b. Sworn subordinate ranks and civilian employees will address sworn superior ranks by their appropriate titles.
26. Respect of Superior Officer.
- a. Employees shall be respectful of superiors at all times, recognizing their rank and obeying their lawful orders.
 - b. Employees shall not use contemptuous words towards any superior officer.
27. Respect of Subordinates.
- a. Supervisory personnel shall be respectful of subordinate personnel at all times, recognizing their position with the department and their personal dignity.
 - b. Supervisors shall not use contemptuous words towards any subordinate.
28. Recording.
- a. Employees/sworn personnel of the Peoria Police Department will only audio/video record the statements of another City of Peoria or Peoria Police Department employee after advising the second or subsequent City of Peoria or Peoria Police Department employee in the conversation that their statements are being recorded.
 - b. This declaration must be made each time a new City of Peoria or Peoria Police Department employee becomes involved in the conversation.
 - c. This does not preclude the recording of conversations of any persons for criminal investigation purposes.
 - d. The Chief of Police may authorize an employee or officer to record a City of Peoria or Peoria Police Department employee without their consent when it is deemed necessary according to the provisions listed below. In the absence of the Chief of Police, or during the tenure of an acting Chief of Police, such authorization must come from a Deputy City Manager.

- (1) Such authorization must be issued in writing in duplicate. One copy to be provided to the employee authorized to make the recording, and the other copy to be filed with the Professional Standards Unit files of the Peoria Police Department.
 - (2) Such authorization will only be made in the case of allegations of serious misconduct.
 - (3) The Chief of Police will provide annual reporting for any uses of recording as per section 28.d. above. Accounting of use, if any occurs during the year, will be attached to the annual report of Administrative and Citizen Complaint investigations and will list the number of incidents where such recording(s) were authorized.
29. Conduct Unbecoming a Police Officer or Civilian Employee.
- a. Peoria Police Department employees will not engage in any conduct unbecoming of a sworn officer or a civilian employee of the Peoria Police Department while on or off-duty.
 - b. Conduct unbecoming is limited to, and defined as, any violation of Statute, Law, City Ordinance, City of Peoria Administrative Regulations, Peoria Police Department Policy, and/or issued written procedure. (26.1.1)
30. Conduct - Personal. Employees shall not engage in acts which are subversive to the good order and discipline of the Peoria Police Department, or acts which tend to bring discredit to the Peoria Police Department, even though such conduct is not specifically set forth in these rules.
31. Association with Suspects/Felons.
- a. Peoria Police Department employees shall not associate with any person(s) or organizations(s) which is (or is believed to be) under investigation for a felony offense, being sought by a law enforcement agency or is a known convicted felon or a member of a known criminal organization.
 - b. Associate means to frequently have contact with a person(s) and/or organization(s) as described.
32. Discrimination.
- a. Employees should recognize that the City of Peoria is committed to a culturally diverse work place.
 - b. Employees shall not discriminate against or harass other employees or the public on the basis of race, sex, ethnic background, disability, national origin, religion, or sexual orientation.
33. Public Appearances.
- a. Peoria Police Department employees shall not make public appearances in which the Peoria Police Department, its employees or departmental policy will be the topic of discussion without obtaining prior authorization from the Chief of Police or designee.
 - b. Exceptions:
 - (1) This shall not prevent the release of legitimate public information concerning daily police activities to the press, radio, or television. Inquiries of this type shall be referred to the on-duty supervisor or the Peoria Police Department Public Information Officer.
 - (2) Units or individuals may be approved to make specific presentations as authorized by the Chief of Police or designee (i.e., NAT, Public Education Specialists, Canine Handler, etc.)
34. Labor Organization Membership. All Peoria Police Department employees who are recognized by Peoria City Ordinances may join a labor organization for the purpose of entering into collective bargaining with the City for items such as wages, benefits, and working conditions.

35. Competent Discharge of Duties. All Peoria Police Department employees shall perform their job duties in a professional and competent manner as expected by the department based upon any or all of the following:
- a. Formal training.
 - b. In-service/On-the-job training.
 - c. Job specifications.
 - d. Performance standards.
 - e. Past established accepted practices.
 - f. Supervisory guidance and/or direction.
36. Insubordination.
- a. The failure by an employee to perform a task or comply with an order given by a supervisor shall result in corrective action and/or discipline.
 - b. All employees shall obey and properly execute any lawful order emanating from a superior or a supervisor whether oral or written.
 - c. The term lawful order shall be construed as an order in keeping with the performance of any duty prescribed by law or rule of the Peoria Police Department, or for the preservation of order, efficiency, and proper discipline.
 - d. Any employee whose speech or conduct to a superior or supervisor is discourteous, abusive, profane, or threatening shall be deemed to be insubordinate.
 - e. Supervisors are required to ensure that their orders and direction are clear and understandable and within the guidelines of the regulations, policies, procedures, and practices of the City of Peoria and the Peoria Police Department. Supervisors shall ensure that specific orders and directions are not given as a suggestion or advice.
 - f. Employees that disagree with an order or direction of a superior shall immediately obey the order and may question or grieve the order through the appropriate venue in a timely manner, which shall not interfere with the safe or efficient operation of the Peoria Police Department.
 - g. In matters that are deemed or termed as insubordination, supervisors shall evaluate each case on its own merits. All of the facts will be evaluated to determine the degree or level of insubordination that occurred.
 - h. If conflicting lawful orders are given or received, refer to Peoria Police Department Policy 2.02.
37. Cowardice.
- a. No sworn police employee of the Peoria Police Department shall display cowardice or fail to support their fellow officers in the performance of duty.
 - b. They shall act together and assist and protect each other in the maintenance of law and order.
38. Financial Responsibility.
- a. Employees shall not participate in irresponsible credit buying which results in their inability to pay their just debts when such behavior affects, or reflects upon the Peoria Police Department.
 - b. Employees shall notify the Peoria Police Department of any financial judgments awarded against them, or garnishments of wages not later than the next working day following notification of such action. (Settlements as opposed to judgments are exempt from the reporting requirement.)
 - c. No employee shall establish accounts or make purchases for personal gain using the City of Peoria or Peoria Police Department name and or address.

39. Handling Monies and Property.
 - a. Employees shall deliver to the proper custodian any monies or other property coming into their possession which is not their own and make a report of the transaction.
 - b. Employees shall not appropriate for their own use any evidence or lost, found, stolen, recovered, or City property.
 - c. Members shall obtain permission from the Chief of Police or designee, before duplicating any keys or other City property.
40. Duty to Give Statement During Official Investigation. During the course of any official investigation by the Peoria Police Department, all employees shall give a full, complete and truthful written response and/or oral statement, if requested.
41. Derogatory Remarks or Acts.
 - a. Employees shall not speak, write, or act derogatorily to other members or persons outside the Peoria Police Department about official acts, orders, or instructions issued by a supervisor.
 - b. Employees shall not willfully, by written or spoken word, or by an act (except through the authorized grievance procedure), subvert or undermine the City of Peoria, the Peoria Police Department or its members, or any directive of the Peoria Police Department.
 - c. Employees shall be subject to disciplinary action for misconduct, neglect of duty, conduct prejudicial to good order and discipline or conduct unbecoming an officer/civilian employee.
42. Use of Position for Private Gain.
 - a. No employee shall use for private gain or advantage the badge, uniform, equipment, prestige, or influence of his/her position with the Peoria Police Department.
 - b. No employee shall use for private gain or advantage the time, facilities, equipment, or supplies of the City.
43. Pending Disciplinary Actions. Supervisors shall not discuss any aspect of any pending disciplinary action against an employee with anyone other than another supervisory or management employee, the City's legal counsel, or an authorized employee representative.
44. Criticism. An employee shall not destructively criticize the Peoria Police Department or its policies, programs, actions, fellow officers, or superior officers, or make any statements which tend to interfere with the reasonable management and discipline of the Peoria Police Department.
45. Gossip. Employees shall refrain from discussing the personal conduct or character of another employee to his/her discredit.
46. Recommendation for Professional Services. No Peoria Police Department employee, while on-duty, will recommend the employment of any particular attorney, bail bond organization or individual, alarm company, tow service, or other service for which a fee is charged to any citizen.
47. Chain of Command. All Peoria Police Department employees shall utilize the Peoria Police Department and City chain of command and comply with City of Peoria and Peoria Police Department policies, grievance procedures, and protocols when attempting to resolve work related issues, except as otherwise authorized by law or City policy.
48. Professional Memberships.
 - a. Peoria Police Department employees must receive written approval from the Chief of Police prior to accepting professional memberships when such memberships could require an employee's active participation while being compensated by the City (i.e. conducting membership duties during duty hours or in order to fulfill membership obligations).

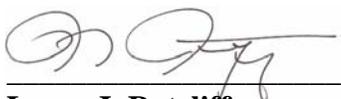
- b. Once a professional membership has been approved, employees must receive permission from the Chief of Police prior to running for or accepting any office in that membership.

H. Breaks

1. Meal/Rest Breaks

- a. In accordance with City of Peoria Administrative Regulation 90-30, police employees are authorized two fifteen-minute rest breaks and either a compensated or a non-compensated meal break during their shift. There is no entitlement to rest breaks, so they shall not be cumulative or compensable.
 - b. Operational employees who are authorized a 30-minute compensated meal break shall comply with the following when taking meal and rest breaks:
 - (1) Advise communications of the address for the break by radio.
 - (2) Remain within one mile of assigned area and not take breaks outside the city limits, unless the establishment is across the street from assigned area.
 - (3) Ensure no more than two marked Department vehicles or three uniformed employees are at the same location for a break.
 - (4) Monitor the radio and respond to traffic as directed.
 - (5) Avoid taking meal breaks within the first and last two hours of the shift.
 - c. Employees who are not compensated for meal breaks begin/end their meal break upon leaving/returning to their assigned workstation. Employees required to miss a meal break or be called away from the break shall be compensated as appropriate.
2. An on-duty supervisor must approve deviations from this policy.

Peoria Police Department
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