

Code of Conduct

105.1 PURPOSE AND SCOPE

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:

- Always remember we exist to serve the public.
- 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)
 - Traffic contacts;
 - Field contacts;
 - In asset seizure and forfeiture efforts;
- Profiling of another based on race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation is prohibited. (1.2.9.a)
- Maintain the highest standards of integrity, honesty, and impartiality in the performance of daily duties.
- Abide by all Federal and State laws, rules and regulations, local ordinances, Peoria Police Department policies, and Peoria Administrative Regulations.
- Conduct ourselves in a manner that shall never bring discredit or embarrassment to the City of Peoria or the Peoria Police Department.
- Ensure open lines of communication with all members of the Peoria Police Department.
- Extend professional courtesy and respect to every Peoria Police Department and City of Peoria employee and every citizen with whom we come in contact.
- Maintain confidentiality of information and never compromise our positions with the Peoria Police Department.
- Practice and promote teamwork and cooperation in all dealings with Peoria Police Department and City personnel.

105.1.1 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:

- Formal training;
- In-service/On-the-job training;
- Job specifications;
- Performance standards;
- Past established accepted practices;
- Supervisory guidance and/or direction.

Insubordination:

Peoria Police Department

Policy Manual

Code of Conduct

- 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.
- All employees shall obey and properly execute any lawful order from a superior or a supervisor whether oral or written. (12.1.3)
- 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.
- Any employee whose speech or conduct to a superior or supervisor is discourteous, abusive, profane, or threatening shall be deemed to be insubordinate.
- 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.
- It is the responsibility of supervisors to direct subordinates to perform their job duties within the parameters of established policies and procedures and to use proper judgment and discretion in situations not specifically covered in manuals. (1.2.7)
- 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. (12.1.3)
- 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.
- If conflicting lawful orders are given or received, refer to Peoria Police Department Policy 200.

Cowardice:

- No sworn police employee of the Peoria Police Department shall display cowardice or fail to support their fellow officers in the performance of duty.
- They shall act together and assist and protect each other in the maintenance of law and order.

105.1.2 CONDUCT ON OR OFF DUTY

Conduct Unbecoming a Police Officer or Civilian Employee:

- 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.
- 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)

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.

Peoria Police Department

Policy Manual

Code of Conduct

- Employees will abide by the City of Peoria Code of Ethics (1.1.2)
- Employees will be given Code of Ethics training at a minimum biennially (1.1.2)

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.

Gossip:

- Employees shall refrain from discussing the personal conduct or character of another employee to his/her discredit.

Association with Suspects/Felons:

- 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.
- Associate means to frequently have contact with a person(s) and/or organization(s) as described.

Public Appearances:

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.

Exceptions:

- 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.
- Units or individuals may be approved to make specific presentations as authorized by the Chief of Police or designee (e.g., Public Education Specialists, Canine Handler, etc.)

Use of Position for Private Gain:

- 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.
- No employee shall use for private gain or advantage the time, facilities, equipment, or supplies of the City.

105.2 GENERAL RULES FOR SWORN PERSONNEL

All sworn personnel, regardless of rank, will comply with the following: (26.1.1)

Officers will:

- Preserve the public peace;
 - Suppress all types of crime (including organized and vice);
-

Peoria Police Department

Policy Manual

Code of Conduct

- Detect and arrest violators of the law;
- Protect life and property;
- Enforce the laws of the State of Arizona and the Ordinances of the City of Peoria.

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)

Specific duty assignments and rank will not alter an officer's obligation to take police action in situations requiring immediate attention.

105.2.1 LAW ENFORCEMENT IDENTIFICATION

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.)

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. 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.)

Except when impractical or where identity is obvious, sworn personnel shall identify themselves as Police Officers by displaying their Commission cards and badges. (22.2.7.a) (22.2.7.b)

All on-duty employees shall courteously provide their names, serial numbers, and/or other forms of police identification upon the request of a citizen. (22.2.7.a) (22.2.7.b)

105.2.2 PERSONAL INVOLVEMENT IN POLICE RELATED CASES

Neighborhood Disputes:

Sworn officers of the Peoria Police Department shall not use their police authority to become involved in neighborhood disputes while off-duty;

- Such matters will be adjudicated by a disinterested party, including the appropriate law enforcement agency;
- 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.

Personal Involvement in Criminal or Civil Cases:

- 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;

Peoria Police Department

Policy Manual

Code of Conduct

- 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.

105.2.3 CIVIL PROCESS PROHIBITION

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.

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. (74.2.1)

105.2.4 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.

105.3 SPECIFIC RULES FOR ALL DEPARTMENT PERSONNEL

All Peoria Police Department employees will comply with the following:

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.

Acceptance of Gifts, Rewards, or Gratuities: (26.1.1)

- 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;
- Gratuities include, but are not limited to, free or discounted food and/or beverages;
- Employees are not restricted from using coupons or discount cards that are available to the general public or part of a special business promotion;
- Employees will not engage in any business transaction with a person in custody;

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.

Loss or Damage to City Equipment: (26.1.1)

- Peoria Police Department employees will not abuse City equipment and will immediately report any damages or losses of City equipment to their supervisor;
- 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;

Peoria Police Department

Policy Manual

Code of Conduct

- Employees committing such acts may also be subject to disciplinary action.

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.
- Peoria Police Department employees may join a labor organization that is recognized by Peoria City Ordinances for the purpose of entering into collective bargaining with the City for items such as wages, benefits, and working conditions.

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.

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)

City Limit Responsibilities:

- Peoria Police Department employees will not leave the city limits while on-duty unless:
- On official business;
- In pursuit of a criminal or traffic violator;
- When traversing from one part of the city to another;
- When the shortest route is to pass temporarily through another city;
- When prior authorization has been received by a supervisor.

Political Activity in Uniform:

- 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;
- Provisions regarding off-duty political activity are contained within the City of Peoria Administrative Regulation.

Professional Memberships:

- 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);

Peoria Police Department

Policy Manual

Code of Conduct

- 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.

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.

False Statements, Records, etc.:

- Peoria Police Department employees will not make false or misleading statements, reports or records; or cause to be recorded in any report, performance evaluation, or Peoria Police Department book any false or misleading statements;
- This policy 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).

105.3.1 FINANCIAL RESPONSIBILITY

Personal Responsibility:

- 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;
- 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.);
- No employee shall establish accounts or make purchases for personal gain using the City of Peoria or Peoria Police Department name and or address.

Handling Monies and Property:

- 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;
- Employees shall not appropriate for their own use any evidence or lost, found, stolen, recovered, or City property;
- Members shall obtain permission from the Chief of Police or designee, before duplicating any keys or other City property.

105.4 ATTENTION TO DUTY

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)

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 328, Discriminatory Harassment)

Peoria Police Department

Policy Manual

Code of Conduct

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.

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.

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.

Employees will check their e-mail, voice mail, and physical mailboxes at least once during each shift. They will return messages in an expeditious manner.

Employees shall not disable either voice mail or e-mail without supervisory approval.

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.

105.4.1 PUNCTUALITY

All employees shall be punctual in reporting for duty at the time and place designated by their supervisor, or as indicated on department schedules.

Failure to notify their appropriate supervisor of any absences or delays prior to the start of the scheduled duty shift by telephone, or in person shall be considered neglect of duty. (26.1.1)

105.4.2 REQUIRED NOTIFICATIONS

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.
- 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;
- All Peoria Police Department employees shall maintain a working telephone that allows for contact at their place of residence;
- Addresses and telephone numbers of Peoria Police Department personnel may be released only to employees of the Peoria Police Department. When the identity of the caller is questioned, the employee may obtain and check his/her employee number and home telephone number against the employee roster to verify that the caller is an employee of the Peoria Police Department;
- Personnel information shall not be broadcast over the radio frequencies, but may only be released over the telephone or in person;
- Unauthorized individuals who advise that it is imperative they contact an off-duty employee will be asked to provide their name and telephone number after it has been determined that no on-duty employee can be of assistance. The employee accepting

Peoria Police Department

Policy Manual

Code of Conduct

the call will attempt to contact the off-duty employee at home and have them return the call. If an employee is unable to be contacted at home, a return call will be made to the caller.

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.
- 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;
- 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;
- Each employee has an ethical duty to report to their supervisors any unlawful acts committed on or off-duty by an employee;
- 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.