

North Palm Beach Police Department



Policy and Procedures Manual

CHAPTER 5

5.0 STANDARDS OF CONDUCT:

5.1 Standards of Conduct:

5.1.1 **Purpose:** The purpose of this General Order is to provide Police employees a set of work rules to provide direction for the performance of duty and proper and efficient operation of the department.

5.1.2 Definitions:

A. Work Rules: Those rules as set out under this policy and those commonly accepted standards of conduct that would normally apply to personnel of a police department. ,

B. Violations: Any action of non-adherence, transgressions from, or failure to abide by work rules or commonly accepted standards of conduct.

5.1.3 **Background:** Police organizations must, by reason of their existence, present an image to be respected by those they serve. The personnel who make up the organization must, at all times, project a concerned and professional image. These qualifications, not found in all professions, are a demanding requirement of this vocation, which, of necessity, must be evident in the daily operation of the organization and in all contacts with the public.

5.1.4 Policy:

A. Personnel shall conduct themselves in a manner consistent with that which is considered a normal standard of conduct.

B. Personnel shall not commit any deliberate act or omission, which constitutes a violation of work rules, regulations or directives as set out in this order or accepted as standard operating procedure.

C. Violations, once noticed, reported and substantiated shall result in disciplinary action in accordance with Departmental Directives.

5.1.5 **Obedience to Rules and Regulations:** Employees will not commit or omit any act violating any rule, regulation, directive, order, or policy. Violations shall result in disciplinary action.

5.2 **EMPLOYEES/MEMBERS STANDARDS OF CONDUCT:** These standards of conduct are intended to govern employee conduct while facilitating the North Palm Beach Police Department's goals and objectives. (CALEA 26.1.1)

A

Absent Without Leave: Employees will be considered absent without leave if they are not present for work and no leave was granted.

Abuse of Position: Personnel shall not authorize the use of their: names, photographs, or official titles which identify them as departmental personnel, in connection with testimonials or advertisements of any commodity or commercial enterprise; nor shall they lend to another person their identification cards or badges or permit them to be photographed or reproduced; and personnel shall not use their official position, official identification cards or badges:

A. For personal financial gain

B. For obtaining privileges not otherwise available to them except in the performance of duty; or

C. For avoiding consequences of illegal acts.

Alcohol Use Off Duty: Personnel, while off duty, shall refrain from consuming alcoholic beverages to the extent that such consumption results in impairment, or obnoxious or offensive behavior which discredits them or the department, or renders them unfit to report for their next scheduled work day.

Alcoholic Beverages/Controlled Substances in Police Facilities: Personnel shall not store or bring into any department facility or vehicle any alcoholic beverages and/or controlled substances except those being held as evidence or being utilized in an official investigation.

Assistance, Requests for: When any person requests assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established department policy.

Assisting In-Custody Person in Obtaining Attorney/Bonding Agent: Employees will not recommend or assist in obtaining an attorney or bonding agent for in-custody persons unless the in-custody person requests a designated attorney or bonding agent be notified, which will be done per court rulings and policy.

Association: Employees will promptly disclose to their supervisor if they intend to form a business relationship with a person they know was convicted of a felony involving moral turpitude or associate with a person they know to be engaged in or planning to commit a felony involving moral turpitude. Any such relationship or association will be subject to prior approval from the Chief or designee.

Authority Misuse:

A. Employees will not apply for or serve a search or arrest warrant without authority.

3. Administrative Orders
4. Training and legal bulletins
5. Village ordinances
6. State and federal laws

B. Employees with questions regarding Department literature will request assistance from their supervisor.

Dissemination of Information: Personnel shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established department procedures. Personnel shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

Dissident Groups: Employees will not, except in the line of duty, knowingly associate with any person or organizations which advocates or foster hatred, oppression, or persecution of any person or group.

Distraction From Duty: Employees will not engage in activities or personal business, which would cause them to neglect or be inattentive to duty.

Divulging Identity: (CALEA 43.1.5)

A. Employees will not divulge the identity of undercover police officers without authorization.

B. Employees will not address plainclothes police officers under circumstances, which may divulge their identity in an undercover capacity.

E

Endorsements and Referrals: Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, personnel shall proceed in accordance with established department procedures.

G

Gambling: On-duty employees will not engage or participate in gambling while on or in a Village facility. Employees will not engage in illegal gambling at any time except in the performance of duty and acting under a supervisor's proper and specific orders.

Gifts, Gratuities, Bribes or Rewards: For a community to have faith in its police officers and its police department, we must avoid conduct that does not or could cast doubt upon the impartiality of each officer of this department. Personnel shall not compromise their integrity or that of this department, or their profession, by accepting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments, or by using their law enforcement status for personal, commercial or political gain. All department personnel shall refuse favors or gratuities which could be reasonably interpreted as capable of influencing official acts or judgments.

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