

# DUNCANVILLE POLICE DEPARTMENT CODE OF CONDUCT

SUBJECT: Professional Conduct and Professional Bearing	Chapter IV
EFFECTIVE DATE: November 15, 2013	APPROVED:
AMENDS/SUPERSEDES: General Order 120 ISSUED: January 1, 1980	Robert D. Brown, Jr. Chief of Police

## I. OBJECTIVES

To establish expectations for the display of professional conduct and professional bearing with the public and fellow employees.

## II. RULES

A. Dereliction of duty on the part of any employee, detrimental to the proper performance of the functions of the Department, is cause for corrective action. The following subsections constitute dereliction of duty.

1. Failure of a supervisor or commander to immediately take action when a violation of rules or regulations comes to his attention, regardless of the supervisor's or violator's assignment or rank within the Department.
2. Failure to observe and give effect to the policies of the Department.
3. Failure to deliver to the official departmental custodian any property found by, confiscated by, or relinquished to officers of this Department without undue delay and, in any event, before their tour of duty is ended.
4. Failure to place evidence in its officially designated place for preservation and storage.
5. Failure to give name and badge number to any person upon request. (In writing when specifically requested by citizen.)
6. Failure to provide identification when requested.
7. Failure to take appropriate police action to aid a fellow peace officer exposed to danger or in a situation where danger might be impending.
8. Cowardice or failures to perform police duties because of danger.
9. Any action that places any person in greater danger than is necessary for the proper performance of the employee's duties.
10. To offer, agree to accept/deliver, or solicit a bribe. The donor or other person shall define (a bribe as a gift, emolument, money, thing of value, testimonial, appointment or personal advantage, or the promise or solicitation of same for the purpose of obtaining special privileges or personal gain.)
11. Within the city of Duncanville, officers shall always take appropriate actions to:
  - a. Protect life and property.
  - b. Preserve the peace.
  - c. Prevent crime.
  - d. Detect and arrest violators of the law.

- e. Enforce all federal, state, and local laws and ordinances coming within departmental jurisdiction.
12. For the purpose of protecting life and property, officers shall always be considered on duty while in the city of Duncanville and shall be prepared to act to the extent possible any time circumstances indicate their services are required.

The above enforcement action will not include:

- a. Enforcement of laws of a Class C misdemeanor nature or traffic enforcement when out of uniform and off duty unless in an off duty employment capacity and with prior supervisory permission.
  - b. Enforcement responsibilities beyond the ability of the officers when he is not armed. (Appropriate action in such cases may include calling 911.)
- B. No employee shall be convicted of, nor commit, any act or omission which is defined as a criminal act.
- C. No employee shall engage in any conduct which adversely affects the morale or efficiency of the Department or which has a tendency to adversely affect, lower or destroy public respect and confidence in the Department or Officer.
- D. No employee, when acting outside the course and scope of his duties, shall precipitate, cause, or escalate a disturbance or police incident to his discredit.
- E. No employee shall fail or deliberately refuse to obey a lawful order given by a supervisory member.
- F. Employees shall treat supervisory members, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one-another.
- G. Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by talking, writing, or expressing in a manner which:
- 1. Is defamatory;
  - 2. Is obscene;
  - 3. Is unlawful; or
  - 4. Tends to impair the operation of the Department by interfering with its efficiency, by interfering with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- H. No employee shall be under the influence of drugs or be a user of drugs when such drugs are not prescribed by a physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.
- I. When an employee is prescribed a medication that carries a warning label indicating that the prescription could impair their ability to perform their job, the employee will obtain from the prescribing doctor a letter indicating that the doctor has been made

aware of the employee's job duties, and stating the doctor's opinion on whether or not the employee can perform their job duties while taking the prescription.

- J. Officers will not use any unnecessary or inappropriate force against any person.
- K. No employee shall, at any time, ridicule, mock, deride, taunt, or belittle any person.
- L. No employee shall willfully embarrass, humiliate, or shame any person.
- M. No employee shall willfully harass any person nor take any action in a manner that might excite a person to violence.
- N. No employee shall use loud or harsh language in performance of official duties except as necessary to gain control of an escalating situation.
- O. No employee shall use indecent or profane language in the performance of official duties or in the presence of the public.
- P. No employee will make any comment or expression, either written or oral, which would deride, demean, condemn, or ridicule any person based upon their race, ethnicity, sex, religion, or sexual orientation, either on-duty or off-duty, if such comment or expression will tend to generate controversy and disruption within the Department, impede upon the Department's general operation and performance, and affect working relationships necessary to the Department's proper functioning.
- Q. Employees will be courteous and civil to the greatest extent possible when dealing with members of the public or other members of the Department.
- R. No employee shall conduct himself in the offices and buildings of the Department in a manner that would discredit the police service.
- S. No employee shall engage in any form of gambling in the police locker rooms, assembly rooms, or any other police facilities.
- T. No employee shall engage in "horseplay" or the playing of pranks while on duty or in police facilities.
- U. Uniformed employees shall render a military salute to the United States Flag and national anthem at appropriate time, whether wearing a hat or not. Employees in civilian dress shall render proper civilian honors to the United States flag and national anthem at appropriate times.
- V. No employee shall engage in an inappropriate social relationship with a known victim, witness, suspect, or defendant of a Department case while a case in which they are party to is being investigated or prosecuted. "Inappropriate relationship" is defined as any type of personal relationship that has the potential of jeopardizing the investigation, subsequent prosecution, or embarrassing the Department.