

# DUNCANVILLE POLICE DEPARTMENT CODE OF CONDUCT

SUBJECT: Civil, Criminal, Judicial, and Administrative Investigative Actions	Chapter VIII
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 expected conduct surrounding the execution of legal and/or administrative processes.

## II. RULES

- A. The Department has jurisdiction in criminal cases and civil parking cases only. No employee shall render aid or assistance in other civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This rule is not intended to prevent employees from informing any citizen as to steps necessary to institute a civil lawsuit.
- B. No employee shall investigate any criminal case or personally file any criminal charge in a court of law against any person for a criminal offense committed against him or any member of his family.
- C. Employees shall be truthful at all times when conducting any official police related business.
- D. Employees shall answer questions or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.
- E. No employee shall willfully misrepresent any matter, sign any false statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or Department hearing.
- F. No employee shall knowingly falsify any report, document, or record or cause to be entered any inaccurate, false, or improper information on records, documents, or reports of the Department or of any court or alter any record, document, or report except by a supplemental record, document, or report. No employee shall remove or destroy or cause the removal or destruction of any report, document, or record without authorization.
- G. Employees must be present and available to testify in any court or before any grand jury in any county in which the City of Duncanville is located when officially notified to appear. In criminal cases outside those counties and in all civil cases employees shall respond to a legal subpoena only.

- H. The court or grand jury prior to the time they are scheduled to appear must excuse employees whom, for a valid reason, are unable to answer an official summons. The reason for the excused absence shall be reported according to procedures set forth in the General Orders.
- I. Any employee who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or against the City of Department in any hearing or trial shall notify his supervisor in writing upon receipt of the subpoena or of his intention to testify prior to his appearance as a witness.
- J. No employee shall accept a fee as a witness except those authorized by law in any criminal or civil case if the matter relates to the exercise of the employee's official duties.
- K. Employees shall not engage in any of the following conduct:
  - 1. Interfering with the service of lawful process;
  - 2. Interfering with the attendance or testimony of witnesses through coercion, bribery, or other means;
  - 3. Attempting to have any Notice to Appear or traffic citation reduced, voided or stricken from the calendar without approval of the Chief of Police or his designee.
  - 4. Recommending a dismissal, reduction of charges, or other disposition of a pending criminal case which has been previously filed in any criminal court or before any grand jury except by written approval of the Chief of Police or his designee;
  - 5. Taking any other action which interferes with the efficiency or integrity of the administration of criminal justice or departmental discipline;
  - 6. Having knowledge of such interference and failing to inform a superior officer in writing.
- L. No employee shall make known any information concerning the progress of an investigation, a known or reported law violation, a condition against which action is to be taken at a future time, or any proposed police operation to any person not authorized to receive it.
- M. Employees shall not communicate in any manner, either directly or indirectly, any information which may assist persons guilty or accused of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.
- N. No employee shall release any police report, police record, arrest report, prosecution report, criminal history file, mug shot picture, or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by a supervisor.