

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>CODE OF CONDUCT</b>	<b>Procedure:</b> General Order 13.1.1 CALEA 26.1.1, 26.1.3	<b>Total Pages:</b> 4
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 11/27/17	
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**I. POLICY**

It is the policy of this Department each employee will follow a Code of Conduct that promotes professional police service. The department thereby adopts and will adhere to the Florence Police Department Rules of Conduct manual.

**II. PURPOSE**

This written order establishes guidelines for employee conduct that represents our core values of Service, Integrity, and Respect.

**III. SCOPE**

This directive is applicable to all Departmental personnel.

**IV. CODE OF CONDUCT**

The Florence Police Department exists because the community, through government, empowers us to do a job on its behalf. We function effectively, partly through our own endeavors and commitment to our job, but primarily because the community has faith and confidence in our ability to do that job in an honest and impartial manner.

The community is entitled to expect:

- A police force which is beyond reproach in matters of integrity.
- Impartial and courteous policing services responsive to its needs.
- Open and honest communication that encourages trust.
- Responsible and accountable management of policing resources.

We expect high ethical standards of our colleagues and ourselves in order to maintain community trust and our own pride as a member of the police department.

Conduct of Florence Police Department employees, whether during or outside working hours, has an impact on the reputation of the force. Our Code of Conduct has been designed to clearly set out the standards expected of all employees within the police department on many critical issues likely to impact our reputation. It is intended to offer practical guidance, based on a common-sense approach, to help every employee of the department make ethical decisions which are in accord with the department's standards and expectations as they relate to these issues, i.e.:

**Corruption and Serious Misconduct**

General Order 13.1.1  
CODE OF CONDUCT

Corruption is deliberate, unlawful conduct by any employee of the department who misuses his or her position, whether during or outside working hours, regardless of motivation. All employees of the department are expected and required to report any suspected act of corruption or serious misconduct committed by any other employee.

**Conflict of Interest**

Conflict of Interest arises if an employee of the department allows personal beliefs, associations, or financial interests to interfere with the impartial performance of duty.

**Acceptance of Gifts or Benefits**

Employees of the department are encouraged to interact with the community in their daily activities. Consequently, gifts or benefits of token value are occasionally offered in appreciation of work performed by the employee or the department or as part of a wider marketing promotion. However, if the offer of a gift or benefit is made to an employee or the department in an attempt to induce favored treatment, the offer should be declined.

**Confidential Information**

Unless specifically authorized by law or directed by a supervisor, employees must not disclose or use any confidential information other than in the course of their work.

**Making Public Comments**

Employees, in their official capacities or as representatives of the department, are not permitted to make public comments critical of the department's administration, or federal, state, and local elected officials. Comments on matters that are an employee's responsibility or directly under his/her control are permissible if in accordance with policy.

**Alcohol and Drugs**

Conduct or work performance that is affected through consumption of alcohol or other drugs must be addressed before it becomes a criminal or disciplinary matter. Use of illicit drugs is a criminal act and will not be tolerated under any circumstances.

**Fitness for Work**

Absenteeism for reasons other than illness or injury is a costly burden to colleagues, the department, and the community. Sick leave and workers' compensation leave must be used only for their intended purposes.

**Discrimination and Harassment**

Employees must not discriminate against or harass any colleague or member of the public for any reason whatsoever.

**Use of Facilities and Equipment**

The department has an obligation to the community to properly manage its resources. Employees may occasionally use department property for activities which are not strictly official but which deserve support, such as activities that involve a common good as opposed to the benefit of the individual employee.

**Professional Competency and Development**

Employees have an obligation to themselves, their colleagues, and the community to constantly improve their skills and knowledge. The department makes available a wide range of training courses and development programs, which will help meet this responsibility.

**Conduct Outside Work Hours**

The department relies on maintaining public respect and confidence in its ability to provide professional and impartial services. Private conduct outside normal working hours has the potential to reflect either positively or adversely on the department. Employees must constantly guard themselves against engaging in any conduct that would reflect negatively on the department and impair that respect and confidence.

**Outside Employment**

Employees have the opportunity to engage in employment outside the scope of their assigned duties. There are numerous police related assignments available to officers. Others may pursue personal interest in the form of self-employment. Employees must be careful that such outside employment does not interfere with their regular assigned duties or create a conflict of interest to their employment with the department.

**Limitations of Authority**

Employees of the department may act only within the powers accorded to them by law. In situations where employees have the authority to use discretion in determining any action, the principle of reasonableness must be applied and all circumstances must be considered.

**Requirement to Comply**

Every employee must comply with the Code of Conduct. Failure to comply will result in disciplinary action, up to and including termination.

**Conclusion**

This Code of Conduct is intended to offer guidance regarding the department's expectations of its employees in relation to ethical conduct. The implementation of this code will assure the Citizens of Florence that their police department will provide them the professional, efficient, courteous service they expect and deserve.

**V. WORKPLACE CONDUCT POLICIES - HARASSMENT**

It is the policy of the City of Florence that employees be provided a work atmosphere free of unlawful harassment, including, but not limited to racial, ethnic, national origin, age, religious, disability, and/or sexual harassment. Every member of management is responsible for the enforcement of this policy and for setting an example with respect to conduct. Unlawful harassing of any agency personnel by anyone employed by or contracted by the City of Florence has the effect of unreasonably interfering with an individual's work performance and/or creating an intimidating, hostile, or offensive work environment. It is important to realize that a violation of this policy can lead to dismissal from employment, liability for the City, and civil and/or criminal liability for the harassing employee.

General Order 13.1.1  
CODE OF CONDUCT

Traditionally, sexual harassment claims have been based on the premise that supervisors, or individuals with power over an employee's employment, required sexual favors in return for job rewards. However, the definition of sexual harassment has been expanded, i.e., sexual harassment may exist where an employer tolerates an atmosphere allowing unwelcome flirtations or sexual advances even if this conduct was initially welcomed by the employee, or even initiated by the employee. Sexual harassment may create liability whether it is between a supervisor and an employee or between employees.

Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature from or involving an employee's supervisors, peers, subordinates, or any other persons in contact with an employee during the course of the conduct of the employee's business when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

To avoid the risk of creating harm to the reputation and resources of the City, all employees should refrain from the following behavior with other employees of the City: sexual flirtations, advances, or propositions, continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact. Further, no one should imply or threaten that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on that individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

All employees need to understand that a violation of this policy may result in immediate dismissal. Employees who believe they are being harassed shall report this conduct as soon as possible to their immediate supervisors or the Human Resources Director if they feel they cannot talk with their supervisors. If employees believe they are being harassed by their supervisor(s), they shall report this conduct as soon as possible to the next ranking supervisor in his/her Chain of Command, or the Chief of Police. Alternatively, the employee may report the conduct directly to the Human Resources Director. Employees may be assured that an allegation of unlawful harassment will be investigated immediately and thoroughly, and no employee will suffer retribution for reporting incidents of unlawful harassment. In responding to and investigating allegations of harassment, every effort will be made to maintain confidentiality however, this may not always be possible. In cases where allegations of unlawful harassment can be substantiated, employee(s) will be effectively and appropriately disciplined in accordance with the Disciplinary Procedures outlined in General Order 13.1.4.