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CHAPTER 7 – RULES OF CONDUCT

Section 7.00 – Law Enforcement Code of Ethics

Adopted by the Executive Committee of the International Association of Chiefs of Police in 1989, during its 96th Annual Conference in Louisville, Kentucky, to replace the 1957 code of ethics adopted at the 64th Annual IACP Conference.

All police department employees will be fully aware of the ethical responsibilities of their position and strive constantly to meet the highest standards of professional policing.

The International Association of Chiefs of Police believe it is important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and have adopted the following ethical mandates as guidelines.

Section 7.01 – Primary Responsibilities

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality and justice.

Officers of the department shall, at all times, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property, and enforce all criminal laws of the State of Missouri, Federal laws when appropriate, and the ordinances of the City of Raymore.

***Section 7.02 – Performance of Duties**

A police officer shall perform all duties impartially, without favor, affection or ill will and without regard to status, sex, race, religion, political belief, sexual orientation or national origin. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

If any member of the department observes another disregarding these important principles, a duty to report the inappropriate behavior is incumbent upon the observer.

Section 7.03 – Conduct

Employees of the department shall become thoroughly familiar with and abide by the provisions of these rules and regulations as well as those outlined in Raymore City Code

Section 200.060 and the City Administrative Policy Manual. They shall observe the laws and ordinances and render their services to the city with courage, discretion, and fidelity.

***Section 7.04 – Discretion**

A police officer will use the discretion vested in the position responsibly and within the law. The principle of reasonableness will guide the officer's determinations and all surrounding circumstances will be considered in determining whether legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. It is important to remember that guidance and assistance rather than arrest - may be a more effective means of achieving a desired end.

Section 7.05 – Confidentiality

Whatever a police officer sees, hears or learns information of a confidential nature, it will be kept secure unless the performance of duty or legal provisions require otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

Section 7.06 – Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undermine public confidence in the police department. Officers will not solicit or accept favors, gratuities or promises that could be interpreted as cause for an officer to refrain from performing official responsibilities honestly and within the law.

Section 7.07 – Cooperation with Others

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. In carrying out the functions of the department, employees shall coordinate their efforts in such manner to establish and maintain the highest standard of efficiency and trust

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

Section 7.08 – Personal/Professional Development

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never ending process of personal and professional development that should be pursued constantly.

Section 7.09 – Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off-duty should always be exemplary, maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior should be above reproach.

***Section 7.10 – Duty Hours – Availability for Service**

Certain hours are designated for employees in the performance of duty under ordinary circumstances. However, they may be required to respond immediately, day or night, in any emergency, upon notice that their services are needed.

Section 7.11 – Reporting for Duty

Employees of the department shall be punctual in reporting for duty at the time and place designated by their superior officers. Repeated failure to report promptly at the time directed will be deemed neglect of duty and may be the subject of disciplinary action, up to and including termination.

Section 7.12 – Uniform to be Worn

Police officers, when not assigned to the Investigations Unit, shall appear in full uniform during their tour of duty unless otherwise approved by their supervisor, commander or chief. When called out on an emergency, officers shall report in full uniform, unless otherwise directed by a supervisor.

Section 7.13 – Working Full Shift

Employees are required to remain on duty for their entire shift unless excused by their supervisor. If any employee must leave before the end of their shift due to illness or other circumstances, they must inform a supervisor or commander before leaving.

Section 7.14 – Call Back

In unanticipated emergency situations, employees may be called back to duty even if they have completed their assigned shift. In these situations, employees will be required to report back to duty, with full uniform and equipment and carry out assigned duties.

Section 7.15 – Telephone Requirement

Employees of the department shall maintain a telephone, either cellular or landline, and be available for contact at all times. Any change shall be reported immediately.

Section 7.16 – Change of Address

Department employees shall keep the chain of command notified of their correct address and shall report in writing any changes within twenty-four (24) hours after returning to duty.

Section 7.17 – Contributions

Police employees, while on duty, shall not offer any merchandise or service for sale, collect or receive any money or other things of value, outside the scope of their duties, from any citizen for any purpose, without the express permission of the Chief of Police.

Section 7.18 – Rewards

Employees of the department, individually or collectively, shall not solicit or accept rewards for the performance of duties, nor seek, ask or accept gratuities of any kind.

Section 7.19 – Acceptance of Gifts

Employees of the department shall not accept, directly or indirectly, from any person, any fee, loan, or gift.

Section 7.20 – Accepting Rewards

For meritorious service or other outstanding police work rendered by any employee of the department in the due discharge of his duty, the Chief of Police may permit a member to receive a reward or present offered.

Section 7.21 – Payment of Debts

Employees of the department shall promptly pay their debts.

Section 7.22 – Official Business

Employees of the department shall treat all official department business as confidential. They shall not impart information to anyone except for those it is intended, as directed by a commanding officer, or under due process of law.

Section 7.23 – Release of Criminal Records

Contents of any criminal records filed in the police department shall not be exhibited or divulged to any person other than during the process of an investigation, to another duly authorized police officer, or under due process of law, except as directed by a commanding officer. **See RSMO Chapter 610 - Sunshine Law**

Section 7.24 – False Reports

No employee of the department shall make false official reports, or knowingly enter, or cause to be entered, in any department books, records or reports, any inaccurate, false or improper police information or material matter.

Section 7.25 – Supplying Information

Employees of the department shall give proper information to persons requesting such; carefully, courteously, and accurately. They shall give their name and badge number to any person who may request it, excluding confidential and restricted data.

***Section 7.26 – Department Correspondence**

Employees of the department shall not create any official department correspondence, without the approval of the Chief of Police or designee.

Section 7.27 – Information

Employees who have occasion to inquire about their official duties shall seek counsel from their chain of command.

Section 7.28 – Responsibility of All Officers

The special enforcement of certain laws by particular divisions or units does not relieve officers of their responsibility to take prompt and proper police action relative to violations of other laws observed by them or coming to their attention.

Section 7.29 – Neighborhood Disputes

Officers shall not become involved in neighborhood disturbances, when off-duty. These disturbances will be handled by on-duty personnel.

Section 7.30 – Crimes Against Officers

Officers will not investigate crimes committed against themselves or family members that occur when off-duty. Crimes committed against an officer during the performance of his official duty shall be investigated by another employee.

Section 7.31 – Officer Bearing

Officers shall maintain an attentive bearing at all times and avoid the appearance of disinterest or lack of concern.

Section 7.32 – Physical Fitness

Officers are expected to maintain a level of physical fitness which allows them to safely and effectively perform the essential functions of their position. If a question arises as to an officer's ability to perform regular duties due to an apparent problem with health or fitness, the officer may be required to submit to a physician's examination and, if necessary, bring their health or fitness level to an acceptable standard before resuming regular duties.

Section 7.33 – Alcohol

No on-duty employee shall possess (except in an official capacity) or drink any alcoholic beverage. No officer in plain clothes shall drink any alcoholic beverage while on-duty, except when necessary in the performance of duty. No officer, while off-duty, shall drink alcoholic beverages to an extent which brings discredit upon the department or themselves.

No employee of the department shall appear for duty or be on-duty under the influence of liquor or drugs that impair judgment or coordination; or be unfit for duty because of excessive use. Employees will not report for duty with alcohol on their breath.

Section 7.34 – Firearms

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Officers on-duty firing a gun accidentally or intentionally, except on the target range, shall report the incident immediately to a commanding officer. Officers shall not intentionally fire their gun, except as authorized by law.

Section 7.35 – Criticism

Employees of the department shall conduct themselves in a manner that will foster harmony and cooperation between each other and other divisions or units of the department and the City. Officers shall refrain from gossiping about another officer or other city employees.

***Section 7.36 – Superior Officers**

Employees of the department shall treat all peers and superiors with respect. Officers will address superior officers by their rank, especially in the presence of the public. This includes, but is not limited to commanding officers, City Management and elected officials.

Section 7.37 – Orders

Any order issued, with the approval of the Chief of Police, shall have the same effect as these rules and regulations.

Section 7.38 – Criticism of Orders

Employees of the department shall not speak in a critical or derogatory manner regarding the orders or instructions issued by a superior officer.

Section 7.39 – Officers Congregating

Officers shall not congregate in public places, except for the purpose of police business. At no time shall there be more than 2 uniformed officers at one public location for a meal break.

***Section 7.40 – Providing Recommendations**

Employees of the department shall not recommend to any prisoner or other person, the employment of anyone as attorney or counsel, suggest the name of any bail bondsman or tow service, either directly or indirectly.

Section 7.41 – Communication to Other Departments

Employees of the department will be required to communicate with other departments in the City and outside agencies, during the normal course of business. While it is unnecessary to slow the process by requiring prior approval for routine communications, it is desirable that employees use good judgment in all instances when representing the Police Department or the City.

Section 7.42 – Campaigns/Elections

Employees will not be appointed or retained on the basis of their political activity. Employees will not participate in any way in a Municipal Mayor or Councilmember election campaign, except to exercise their legal voting privilege. Any employee who voluntarily becomes a candidate or campaigns on behalf of or against a candidate for an elected municipal office shall be required to resign from City employment.

***Section 7.43 – Use of Tobacco Products in City Offices**

Smoking and the use of other tobacco products in any city office, building or vehicle is prohibited. This includes vaping and use of other smokeless products. Appropriate break periods that do not interfere with the smooth operation of city business shall be established in order to accommodate the use of tobacco products outside municipal facilities and vehicles.

Section 7.44 – Harassment

City Policy defines harassment as conduct that is unwelcome and may create an intimidating, hostile or offensive work environment. Harassment, of any kind, in the Raymore Police Department is unacceptable and will not be tolerated. Any reported acts of harassment will be investigated in accordance with City personnel policies.

Section 7.45 – Department Property

Any employee of the department that resigns, is discharged, or separates in any way shall surrender all the property belonging to the department or City.

Section 7.46 – Damage to Department or City Property

Employees of the department shall be responsible for the care of department property assigned for their use, whether fixed or movable. They shall promptly report any damage or unserviceable condition to a supervisor. The supervisor shall immediately take appropriate action to remediate. Rough or careless handling of department vehicles or property will not be tolerated and may be the subject of discipline by superior officers, who shall be responsible for the strict enforcement of this rule. Any employee found responsible for the damage or destruction of property owned, rented or otherwise used by the city, either through willfulness or negligence, may be required to pay the cost of repairs or replacement, in addition to receiving discipline for violation of this section.

Section 7.47 – Loss of Department Equipment

The loss of any department-issued equipment shall be immediately reported in writing to the employee's supervisor. The loss of a weapon or badge will be immediately reported to the Chief of Police through the chain-of-command.

Section 7.48 – Pass-On Log

Patrol officers shall carefully read the pass-on log at shift change and shall obey the orders and instructions, relating to the duties of the position.

Section 7.49 – Telephone Use

Long distance calls made on a city telephone shall be for official business only.

Section 7.50 – Rules and Regulations

In addition to the rules and regulations herein set forth, proper authority shall be recognized in the following order:

- A. City of Raymore Code, administrative rules and regulations.
- B. Orders issued by the Chief of Police.

C. Special Orders: administrative memoranda, training memoranda, informal memoranda (with the signature of the Chief of Police)

D. Orders issued by supervisory personnel.

E. Ranking officer present where two (2) or more are actively engaged in police activity, unless otherwise directed.