

COLUMBIA POLICE DEPARTMENT

Standard Operating Guideline

Effective Date 05/02/2011	Issue Date 06/01/2011	Review Date 01/01/2012	Guideline Number 103.01
Accreditation Index: 1.1.1, 1.1.2, 1.3.1, 1.3.8, 12.1.3, 12.2.1, 26.1.1			
Part Title: Administration		Chapter Title: Standard of Conduct	
Chief of Police:			

Code of Conduct

I Policy

The Columbia Police Department demands that all of its officers and employees conduct themselves in such a manner so as to garner the utmost respect and so as not to bring discredit to the Department. To accomplish this goal, the Department has established certain specific rules of general conduct.

II Definitions

Credible – offering reasonable grounds for being believed.

Willful omission – the act of intentionally omitting facts relative to any official duty or responsibility.

Truthfulness – the communication in writing or speaking of the truth by being complete in relaying all of the facts as they are known and understood. This also includes the willful omission of material facts.

III Procedure (26.1.1)

1. Oath of Office (1.1.1)

Prior to assuming sworn status, officers shall take an oath to enforce the laws of the City of Columbia and the State of Missouri and to uphold the Constitutions of the United States and the State of Missouri. The oath of office shall be administered by the City Clerk.

Oath of Office

I, do solemnly swear that I possess all qualifications for the office of Police Officer for the City of Columbia, Missouri; that I am not subject to any of the disqualifications set forth in the charter of the City of Columbia; that I will support the Constitution and laws of the United States and of the State of Missouri, and the charter and ordinances of the City of Columbia;

SOG 103.01
Code of Conduct

and that I will faithfully discharge the duties of my office, so help me God.

2. Columbia Police Department Statement of Values
Employees shall conform their conduct to the Department values statement.

Columbia Police Department Statement of Values (12.2.1)

To succeed in our mission we uphold these values:

** We demonstrate integrity in all actions. Because freedom and justice depend on law enforcement being carried out by people with high integrity.*

** We treat all people with respect. Because responsibility and involvement can only be encouraged in those whom we treat with respect.*

** We create partnerships. Because lasting solutions require identifying and solving problems with the community we serve.*

..and we will never forget that we are here to serve.

3. Law Enforcement Code of Ethics
Officers shall conform their conduct to *The Law Enforcement Code of Ethics*, as adopted by the International Association of Chiefs of Police. (1.1.2)

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with

SOG 103.01
Code of Conduct

relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

4. Duty to Acquire Information
 - 4.1 Employees shall acquaint themselves, daily when on duty and immediately upon return from an absence, with all available information that is pertinent to themselves or to their assigned duties.
 - 4.2 Employees shall read Department email, retrieve Department voicemail messages, and review information posted on Department bulletin boards.
5. Duty to Act Only Where Authorized
Employees shall act only within the scope of their lawful authority.
6. Duty to be Attentive
 - 6.1 Employees shall attentively, faithfully, and diligently execute every aspect of their assigned duties.
 - 6.2 While not an exhaustive list, the following specific tasks are required by this rule: Employees shall properly receive and act upon all complaints and requests for service in accordance with Department Standard Operational Guidelines.
 - 6.2.1 Employees shall complete assigned tasks and reports within a reasonable time.
 - 6.2.2 Employees shall complete assigned tasks and reports within a reasonable time.
 - 6.2.2.1 Offense reports involving custodial arrests, felonies, missing persons, and crimes of domestic violence shall be completed by the end of shift unless a supervisor approves otherwise.
 - 6.2.2.2 All other offense and incident reports shall be completed by the end of the last shift preceding any scheduled days off.

SOG 103.01
Code of Conduct

- 6.2.3 Employees shall respond to email and voice mail messages within a reasonable time.
- 7. Duty to be Courteous
 - 7.1 Employees shall treat coworkers, subordinates, superiors and members of the public with due consideration, courtesy, dignity, regard, and respect.
 - 7.2 Employees shall not use profanity when communicating with, or in the presence of, the public.
 - 7.2.1 However it is possible that the use of some language that would ordinarily be unacceptable may be excused in extraordinary circumstances.
 - 7.2.2 Complaints regarding the use of such language will be thoroughly investigated and the employee's conduct will be evaluated in light of the totality of the relevant circumstances.
- 8. Duty to be Honest

Employees shall avoid dishonesty or any other conduct which may compromise their integrity, that of their fellow officers, or that of the Department. Employees will be truthful in their communications when reporting their activities, reporting facts as they are learned, and when answering questions regarding elements of official duty. Lying relative to any matter arising out of job responsibility or any matter that could compromise the employee's credibility may result in termination, even on the first offense.

 - 8.1 Every employee will sign the Disclosure of Information in Reference to Misconduct form (Form # 103.01.01), acknowledging the importance of being truthful and honest as it pertains to their official employment status.
- 9. Duty to be Loyal
 - 9.1 Employees shall be loyal to the objectives of the Department.
 - 9.2 Officers shall be loyal to their oath of office.
 - 9.3 Employees shall not allow personal considerations to in any way affect a decision, official action, or course of action made in the performance of assigned duties.
- 10. Duty to be Prepared
 - 10.1 Employees shall report for duty wearing the appropriate attire.
 - 10.2 Employees shall be prepared for duty with all items and equipment necessary to carry out their assigned duties.
- 11. Duty to be Punctual
 - 11.1 Employees shall report for duty at the time and place designated by their supervisor.
 - 11.2 Anticipated tardiness or absence, due to illness or otherwise, shall be reported to a superior as soon as practicable and prior to the time the employee is scheduled to report for duty.
- 12. Duty to Complete Assigned Training

Employees shall complete all assigned training activities within the time specified for completion and attend scheduled training unless specifically excused by a supervisor.
- 13. Duty to Cooperate

SOG 103.01

Code of Conduct

Employees shall cooperate with one another, other units and divisions within the Department, other City departments, and other agencies and their employees.

14. Duty to Coordinate

Employees shall coordinate their efforts with one another, other units and divisions within the Department, other City departments, and other agencies so as to utilize resources most efficiently.

15. Duty to Drive Safely

Employees shall operate Department vehicles in a legal, careful, prudent, and courteous manner.

16. Duty to Identify Oneself

16.1 Employees shall carry their Department identification card and, where applicable, a badge on their person while on duty, unless doing so would be impractical or dangerous.

16.2 Employees that are either on duty, in Department uniform, or acting in an official capacity, shall furnish their name and, where applicable, badge number to any person so requesting unless withholding the information is either authorized by a superior or necessary to carry out a proper police function.

17. Duty to Know City Rules and Department Guidelines

17.1 Employees shall learn, and maintain a current knowledge of, Department Standard Operational Guidelines.

17.2 Employees shall learn and maintain a current knowledge of, the Administrative Rules established by the City Human Resources Department.

17.3 For purposes of disciplinary action resulting from a violation of a Standard Operational Guideline or an Administrative Rule it is presumed that all employees are fully aware of the provisions thereof.

18. Duty to Know the Law

Employees shall learn, and maintain a current knowledge of, the provisions of the Code of Ordinances, City of Columbia, Missouri; the Revised Statutes of Missouri; and the United States Code that are relevant to the employee's assigned duties.

19. Duty to Maintain Driver License

Officers and employees required to operate a motor vehicle in the course of employment shall maintain a valid Missouri driver license.

20. Duty to Maintain Physical Fitness

Employees shall maintain a level of physical fitness such that they are at all times able to perform the essential functions of their job.

21. Duty to Maintain Telephone Service

Employees shall maintain either residential telephone service or cellular telephone service such that the employee can be reasonably contacted by telephone.

22. Duty to Meet Personal Financial Obligations

SOG 103.01

Code of Conduct

Employees shall pay all just debts when due and shall not undertake any financial obligations which they know or should know they will be unable to meet.

22.1 An isolated instance of financial difficulty will not be grounds for discipline.

22.2 Repeatedly failures to meet personal financial obligations may result in discipline.

23. Duty to Notify Upon Commencement of Court Proceedings

23.1 Employees shall promptly notify the Chief of Police, via the Chain of Command, upon being cited, arrested, or charged with any crime, ordinance violation, or infraction except parking violations.

23.2 Employees shall promptly notify the Chief of Police, via the Chain of Command, upon being served with a temporary or full order of protection.

23.3 Employees shall promptly notify the Chief of Police, via the Chain of Command, upon becoming a defendant in a civil action except marriage dissolution.

24. Duty to Obey Department Guidelines and Directives

Employees shall fully comply with all written guidelines, directives, rules and orders promulgated by the Department; including Standard Operational Guidelines; directives, and any other written rule or order promulgated or authorized by the Chief of Police.

25. Duty to Obey the Law

25.1 Employees shall conform their conduct to the laws of the United States and those of any state or political subdivision in which the employee is present.

25.1.1 A criminal or ordinance conviction is conclusive proof of a violation of this rule.

25.1.2 However, the lack of a conviction does not necessarily establish compliance with this rule.

25.2 Employees shall conform their conduct to the provisions of the Chapter 19- Personnel Policies, Procedures, Rules and Regulations of the Code of Ordinances, City of Columbia, Missouri.

26. Duty to Report Conduct of Others

Employees shall report to a supervisor or to the Internal Affairs Unit the acts of other employees that are criminal or dishonest, or those which may compromise the integrity of any employee, that of the Department, or that of the City.

27. Duty to Reside Within 30-Mile Response Area

Paid officers shall reside within, and maintain a true and permanent home within, a 30-mile radius, of the Columbia Police Department, as measured through the air without regard to roadways.

27.1 Officers residing outside of Boone County have an affirmative duty to ensure that their residence is within the radius.

27.1.1 Ignorance of the distance of any residence or proposed residence shall not alleviate or mitigate an officer's responsibility to comply with this rule.

27.1.2 Should an officer be uncertain, specific prior approval should be sought from the Chief of Police.

27.1.3 As a visual guide, the radius has been outlined on a map provided by the University of Missouri Geography Resources Center and maintained by the Chief of Police.

SOG 103.01

Code of Conduct

- 27.2 The Chief of Police may require that officers produce proof of compliance with this rule.
- 27.3 Personally-assigned Department vehicles may not be driven home by officers that reside outside of Boone County. Such vehicles shall instead remain at the Department upon completion of duty unless the Chief of Police approves otherwise.
- 28. Duty to Safeguard Information
 - 28.1 Employees shall safeguard all information obtained by any Department employee in the performance of official duties.
 - 28.2 Employees shall not release, or permit access to, any confidential record, report, compilation or database to any unauthorized person, group, or entity.
- 29. Duty to Safeguard Official Identification

Employees shall not reproduce, permit the reproduction of, loan, or give away any official Department photograph, identification card, and badge except upon prior authorization by the Chief of Police.
- 30. Duty to Update Contact Information

Employees shall notify their immediate supervisor, in writing, of any change in address or telephone number within twenty-four (24) hours of the change.
- 31. Duty to Uphold the Constitution

Officers shall not knowingly violate any Constitutional right of any person.
- 32. Duty to Use Reasonable Force (1.3.1)

Officers shall only use reasonable force to accomplish lawful objectives.
- 33. Prohibition Against Collecting Contributions

Employees shall not solicit, collect, or receive any money or other thing of value from any person, for any purpose, during work hours or while acting in an official capacity except upon prior authorization by the Chief of Police.
- 34. Prohibition Against Conduct Unbecoming an Officer

Employees shall conduct themselves, at all times, in such a manner so that they do not bring discredit to themselves, the Department, or the City.
- 35. Prohibition Against Conducting Non-duty Activity

Officers shall not shop, barter, or trade while on duty nor shall employees devote any of their time at work to any activity other than that which pertains to their work.
- 36. Prohibition Against Contacting Council Members

Employees shall not contact members of the City Council regarding any department matter.
- 37. Prohibition Against Criticizing the Criminal Justice System

Employees shall not, while either on duty, in Department uniform, or acting in an official capacity, make any public comment that criticizes or derogates any criminal justice agency or department, or any employee thereof.

SOG 103.01

Code of Conduct

38. **Prohibition Against Defamation**
Employees shall not knowingly make any malicious, false, or defamatory statement orally, in writing, or in any digital medium, about any coworker, subordinate, supervisor, or superior.
39. **Prohibition Against Discrimination**
Employees shall provide the same high level of service to all people without regard to the race, color, religion, sex, age, national origin, ancestry, marital status, disability, or sexual orientation of any person.
40. **Prohibition Against Endorsements**
Employees shall not use or authorize the use of their name, likeness, or official title in testimonials, advertisements, or campaigns of any kind except upon prior authorization of the Chief of Police if such use in any way identifies the employee as an employee of the Department.
41. **Prohibition Against False Reports**
Employees shall not knowingly make, file, or cause to be made a false or inaccurate report, record, or entry.
42. **Prohibition Against Gratuities**
Employees shall not solicit or request any gift, discount or gratuity offered or given in whole or in part because of the recipient's status as a Department employee.

Employees shall not accept any gratuity under circumstances in which it could reasonably be inferred that the gratuity was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
 - 42.1 Officers shall generally not accept discounted rent or lease terms unless such discount is given as payment for the performance of security or other duties, unless specifically authorized to do so by the Chief of Police.
 - 42.2 Officers may accept discounted rent from the Columbia Housing Authority even if the officer is not expected to perform security or other duties in return.
43. **Prohibition Against Harassment**
Employees shall not subject coworkers, subordinates, superiors or members of the public to harassment, mockery, scorn, or ridicule, even if purportedly in jest, on account of that persons race, color, religion, sex, age, national origin, ancestry, marital status, disability, or sexual orientation.
44. **Prohibition Against Insubordination**
Employees shall not be insubordinate to a supervisor or superior.
 - 44.1 Employees shall not address a supervisor or superior in a discourteous, abusive, profane, or threatening manner.
 - 44.2 Employees shall fully comply with the lawful directives, orders, and commands of a supervisor or superior whether such is communicated orally or in writing, and whether such is communicated directly or relayed from a superior by an employee of the same or lesser rank. (12.1.3)

SOG 103.01
Code of Conduct

- 44.2.1 If an employee receives conflicting lawful orders, the employee shall notify the supervisor issuing the conflicting order of the conflict. If, after being notified of the conflict, the supervisor reissues the order, the employee shall comply with the order. The conflict shall be reported to the superior who issued the initial order soon as practicable. (12.1.3)
45. Prohibition Against Interceding in Criminal Prosecution
Employees shall not intercede, or order, ask, suggest that another person intercede in the filing or adjudication of traffic or criminal charges except in the course of legitimate duties and as authorized by a supervisor.
46. Prohibition Against Misuse of Position
Employees shall not use their official position for financial or other personal gain.
47. Prohibition Against Police Action in Personal Affairs
- 47.1 Officers, whether on-duty or off-duty, shall not make arrests or engage in police actions within their families, or personal affairs, except such as using measures of self-defense or immediate defense of others; to apprehend a criminal who may otherwise escape apprehension; or to lawfully protect property.
- 47.2 Where possible, officers shall not involve themselves in any investigation that, due to personal relationships, involves actual, perceived, or probable conflicts of interest.
48. Prohibition Against Political Activity On-Duty
Employees shall not participate in political campaigns or solicit contributions, endorsements, or services for any political cause, political party, or political candidate during work hours or while acting in an official capacity.
49. Prohibition Against Posting Bail
Employees shall not post bail for any person except a member of the employee's immediate family.
50. Prohibition Against Recording Other Employees
Employees shall not make video or audio recordings of other employees without express consent. This does not apply to recordings made in conjunction with a bona fide police investigation.
51. Prohibition Against Referrals to Attorneys and Bondsmen
Employees shall not, in the course of their assigned duties, directly or indirectly, recommend a specific attorney or law firm or a specific bail bondsman or bail bonding company to any person.
52. Prohibition Against Referrals to Council Members
Employees shall not refer any person to the city council or any individual council member regarding any Department matter.
53. Prohibition Against Seeking External Influence

SOG 103.01

Code of Conduct

Employees shall not seek the influence or intervention of any person outside the Department for the purpose of personal preferment, advantage, transfer, or advancement within the Department.

54. Prohibition Against Sleeping on Duty
Officers shall not sleep while on duty.
55. Prohibition Against Striking
Employees shall not participate in the planning or execution of any strike, work stoppage, work slowdown, or any other similar concerted activity.
56. Prohibition Against Using Department as Mailing Address
 - 56.1 Employees shall not use the Department address as their own address for any purpose not directly relating to the employees' assigned duties.
 - 56.2 Employees shall not receive mail or shipments at the Department unless the mail or shipment relates to the employees' assigned duties.
57. Rules Governing Contacting the City Manager
Employees shall notify the Chief of Police prior to contacting the City Manager about a Department matter.
58. Rules Governing Public Statements
When communicating with the public, employees shall only communicate true, accurate, and objective information.
59. Rules Governing the Use of Department Bulletin Boards
 - 59.1 Employees shall not post any notice which in any way derogates the Department, the City, or any department, division, unit or employee thereof.
 - 59.2 Employees shall not mark, alter, or deface any printed or written notices that are posted on a Department bulletin board.
60. Rules Governing the Use of Department Business Cards
Employees shall use Department business cards for legitimate purposes only.
61. Rules Governing the Use of Intoxicants and Drugs
 - 61.1 Employees shall not consume intoxicants while on duty except as necessary in the performance of an official assignment.
 - 61.2 Employees may use medication while on duty so long as the amount taken is within the dosage recommendations of the manufacturer or the prescribing physician and so long as it does not interfere with the employee's ability to perform assigned duties.
 - 61.2.1 Employees shall notify their immediate supervisor when on-duty and under the influence of any medication, prescribed or otherwise, that has the potential to affect job performance.
 - 61.3 Employees shall not ingest controlled substances except as prescribed to the employee by a physician.
 - 61.4 Employees shall not use marijuana, regardless of whether it is prescribed by a physician.

SOG 103.01

Code of Conduct

- 61.5 Employees shall not consume intoxicants while off duty to such a degree that it impairs their performance on duty.
- 61.6 Employees shall not consume intoxicants in a public place while wearing any recognizable portion of the Department uniform.

IV Attachments

- 1. Disclosure of Information in Reference to Misconduct Form (Form # 103.01.01)