



Alexandria Police Department

Directive 2.2



RULES OF CONDUCT

Effective Date: 07-29-2015		Cancels: 12-10-2009, w/updates 3-22-2010, 4-17-2013, 2-26-2015	
Updated Date: 03-24-2021	Section(s): 2.2.02B	SME Review Date:	
Updated Date: 03-31-2021	Section(s): 2.2.02B	2025	
Updated Date:	Section(s):		

CONTENTS

2.2.01	POLICY AND PURPOSE
2.2.02	PROFESSIONAL CONDUCT AND INTEGRITY
2.2.03	GENERAL CONDUCT
2.2.04	CONDUCT ON-DUTY
2.2.05	CONDUCT OFF-DUTY
2.2.06	SUPERVISORY ISSUES
2.2.07	COMPENSATION FOR DAMAGES
2.2.08	POLITICAL ACTIVITIES
2.2.09	CARE OF POLICE PROPERTY
ATTACHMENT	LAW ENFORCEMENT CODE OF ETHICS

2.2.01 PURPOSE AND POLICY

The purpose of this directive is to establish rules of professional conduct for all employees of this department. **[26.1.1]**

This department's policy is to require its employees to obey all laws and department rules and to treat all persons fairly and with respect. In order to maintain public trust and confidence, it is also the policy of this department to objectively and thoroughly investigate all allegations of wrongdoing and to consistently and fairly administer discipline when appropriate. Public faith and trust in the Police Department and its employees are essential to the accomplishment of its mission.

2.2.02 PROFESSIONAL CONDUCT AND INTEGRITY**A. Standard of Conduct:**

Employees will not engage in any conduct that constitutes unbecoming conduct or neglect of duty, or any other acts on or off-duty that are likely to bring discredit on the department. This department has developed its own values statement (see Police Directive 1.1, Mission, section 1.1.04) and has adopted Virginia's Division of Criminal Justice Services (DCJS) Code of Ethics (See Attachment A). All employees are expected to abide by these. Training for all employees will be conducted biennially.

[1.1.2]**B. Gifts, Gratuities, Fees, Loans, Etc.:**

1. Employees will not accept or solicit either directly or indirectly any gift, meal, gratuity, loan, fee or any other thing of value arising from or offered because of police employment or any activity connected with said employment, except a lawful salary or that which may be authorized by law, or by the police chief. It is vital that employees not become involved in any activity that could be reasonably interpreted as an actual or perceived conflict of interest.

[26.1.1]

2. Any unauthorized gift, gratuity, loan, fee, reward or other item falling into any of these categories and coming into the possession of any employee will be forwarded to the police chief along with a written report explaining the circumstances.

3. *Any employee presented with an opportunity to participate in any event or promotion offering any gift, meal, gratuity, loan, fee, or anything of value for free or containing a discount available to APD employees must submit a memorandum outlining the details of that offer or promotion to the office of the Chief of Police for approval before accepting the offer. The requirement to request prior approval does not apply to any gift, meal, discount, promotion, or anything of value previously approved by the Department (i.e., Alexandria Police Foundation, American Legion, and the Alexandria Police Association) or offered through the City of Alexandria (i.e., Employee Recognition Ceremony).*

C. False Reports and Entries: No employee will knowingly falsify any official report or enter or cause to be entered any inaccurate, false or improper information on records of the department.

D. Confidentiality:

1. Employees are required to maintain the confidentiality of certain matters pertaining to official business. See Administrative Regulations 6-1 and 6-20 for further information.

2. Employees are expected to protect from disclosure information that is marked “confidential” or is known by them to be privileged or otherwise protected from disclosure. Some examples of confidential information are as follows:
 - a. Information related to personnel actions (personnel evaluations, grievances, internal investigations, disciplinary actions, and other personnel information) will not be discussed except to the extent that the subject of such personnel information has waived his or her right to confidentiality.
 - b. Information gained as a result of acting as a participant in a selection or promotional process, whether for this department or another agency.
 - c. Information related to background investigations.
3. Employees will treat official department business as confidential. They will not impart it to anyone except those for whom it is intended, or as directed by their commander or as required by law.
4. Administrative inquiries are confidential processes and employees are required to keep the information discussed in confidence.
5. No employee will use information that he or she knows to be confidential or privileged for his or her personal gain.
6. **Exceptions:** Unless the employee has been issued a confidentiality order (see section 2.2.02.D.7, below) nothing in this policy is intended to prohibit personnel under investigation or administrative inquiry from conducting the following activities:
 - a. Seeking advice and/or guidance from their immediate supervisor or commander, or apprising someone within their direct chain of command of the details of a complaint;
 - b. Consulting with personnel assigned to staff or technical assignments to resolve an issue involved in the investigation (for example, the Personnel and Training commander on matters involving personnel practices or policies). The employee should only disclose the amount of information necessary to resolve the question at hand, and the person being consulted will keep the information confidential.
 - c. Interviewing witnesses or possible witnesses such as, but not limited to, employees of this department, other city departments, and other law enforcement agencies.
 - d. Discussing the matter with a deputy police chief in order to obtain information or guidance in furtherance of the investigation.
 - e. The police chief, or the person handling an investigation at the chief's direction, may discuss the investigation with an employee's union and/or police association representative if the employee has officially requested (in writing) the representatives' involvement.
 - f. The police chief may discuss an investigation, an administrative inquiry, a personnel matter, or any other matter pertaining to official department

business with any person in a position to help resolve the matter, except as prohibited by law and/or by city personnel policies.

- g. The person who initiates any discussion pertaining to a topic covered in this directive is responsible for informing any parties to such discussion (in advance) that the topic to be discussed is privileged information and must be kept confidential, and that there may be repercussions for failing to keep such information confidential. City employees are subject to disciplinary action, including termination, for disclosing privileged information.

- 7. **Confidentiality orders**: The exceptions above in section 2.2.02.D.6 do not apply if an employee is placed under a confidentiality order. While under a confidentiality order an employee may not talk to anyone other than an attorney, clergy, mental health counselor, union representative or police association representative about the ongoing investigation for which the confidentiality order was issued. Confidentiality orders are issued at the discretion of the police chief or designee.

E. Compromising Criminal Cases: Employees will not:

1. Interfere with the service of lawful process;
2. Interfere with the attendance or testimony of witnesses through coercion, bribery or other means;
3. Attempt to have any traffic summons, citation or notice to appear reduced, nolle prossed or dismissed except as provided by department regulation; or
4. Take any other action that will interfere with the efficiency or integrity of the administration of criminal justice.

F. Assisting Criminals: Employees will not communicate in any manner, either directly or indirectly, any information which might assist persons charged with or suspected of criminal acts to escape arrest or punishment, or enable them to dispose of or secrete evidence of unlawful activity or property unlawfully obtained.

G. Other Transactions: Except when it furthers a police purpose, employees are prohibited from buying or selling anything of value from or to any suspect, defendant or prisoner involved in any case which has come to their attention.

H. Free Admissions and Passes: Employees will not use their position to solicit or accept free admission to theaters, other places of amusement or transportation systems for themselves or others without the written permission of the police chief.

I. Property and Evidence: Employees are prohibited from appropriating or converting to personal use any items of property or evidence coming into the department's possession. All such items will be disposed of in accordance with law and department regulations.

- J. Feigning Sickness:** Employees will not feign sickness or injury, or otherwise deceive a representative of the department as to their real condition, when such condition affects the employee's ability to perform their official duties.
- K. Truthfulness:** Employees are required to be truthful and will give all pertinent information when testifying, making reports, conducting official business, and answering job-related questions asked by supervisors and commanders.
- L. Use of Credentials by Others:** Employees will not permit any other person to use their badge, official identification, or other equipment.
- M. Personal Preferment:** No department employee will seek the influence or intervention of any person outside the department for purposes of personal preferment, advantage, transfer or advancement.
- N. City Auctions:** Employees who are not involved in the disposition of surplus items can view and bid on them online at govdeals.com. Winning bidders must complete a GovDeals participation affidavit form.
- O. Court Action or Arrests:** Employees will immediately report in writing to the police chief via the Internal Investigations Unit any arrests, court actions, any type of protective order instituted against them, or any civil action initiated by or against an employee. This action is required in order that the department is cognizant of the information. If necessary, the department will be able to appropriately respond to or use the information, if called upon by the media or any other organization to do so. The Chief of Police or designee may mandate a supervisor to attend any of the court proceedings listed above involving a police department's employee, where the best interest of the department would be served.
- 1. Traffic Infractions:** Any employee, who receives any traffic summons, or photo citation, whether the incident occurred while operating a department vehicle or their personally owned vehicle, on or off duty, will immediately notify the Chief of Police in writing, via the Internal Investigations Unit.

2.2.03	GENERAL CONDUCT
---------------	------------------------

- A. Knowledge of Laws and Regulations:** Officers are required to establish and maintain a working knowledge of state laws and city ordinances for which this department has enforcement responsibility. Employees are required to establish and maintain a working knowledge of all department and city rules and policies. When working on a task force, employees are responsible for knowing and maintaining a working knowledge of the governing agency's policies, regulations and directives.

- B. Obedience to Laws and Regulations:** [26.1.1]
1. Employees will not violate any criminal or civil federal, state, or local law.
2. Employees will obey all city and department regulations.
- C. Reporting Violations of Laws, Ordinances, Rules or Orders:** Any employee knowing of other employees violating laws, ordinances, department rules, or disobeying orders, will immediately report it to a supervisor who will take appropriate action. Also see section 2.2.06.I, and Directive 2.3, Complaints and Disciplinary Action. [26.1.1]
- D. Criticism:** Employees will not publicly criticize or ridicule the department, its policies or other employees by talking, writing or expressing in any other manner, where such talking, writing, or other expression is defamatory, obscene or tends to impair the operation of the department by interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; or having been made with disregard for truth.
- E. Debts:** Employees are obligated to pay all their debts and legal liabilities. Failure to do so may create unnecessary work for city employees, the time for which could have been used more productively.
- F. Residency:** In order to maintain the department's capability to respond to disasters and other emergencies within a reasonable period of time, employees will not establish residence more than fifty (50) miles from Police Headquarters. Upon written request, the police chief may grant limited exceptions to this rule, as the best interests of the department dictate.
- G. Unused travel funds** will be returned in accordance with City AR 6-17, after travel is completed. See Administrative Regulation 6-17 for further information regarding travel and official business expenditures.
- H. Conduct Toward The Public:** [26.1.1]
1. Employees will be courteous in their dealings with the public.
2. Employees when performing their duties will avoid harsh, violent, profane or insolent language, and remain calm regardless of provocation to do otherwise.
3. Language, conduct or behavior that is discriminatory or derogatory to any person's race, religion, gender, sexual orientation, or nationality is strictly forbidden.
4. Employees will respond to requests from the public quickly and accurately, avoiding unnecessary referral to other units of the department or city government.

I. Impartiality

1. The department is committed to observing, upholding, and enforcing all laws relating to the individual rights of all persons.
2. Employees will be impartial toward all persons coming to the attention of the department. Employees will treat all persons with the courtesy and dignity inherently due to every human being.

J. Caring For Lost, Helpless, Injured or Ill Persons: Employees will be alert to assist lost, helpless, injured or ill persons, and act and report appropriately.

K. Commercial Testimonials: Employees shall not authorize the use of their names, photographs or official titles that identify them as department employees in connection with testimonials or advertisements of any commodity or commercial enterprise, without the written approval of the police chief. The request should identify specifically what will be photographed or used and how it will be depicted. The purpose of the advertisement should also be described. If this happens without the employee's knowledge, a memo to the chief is required when it is learned.

L. Public Appearance Requests: Requests to employees for public speeches, demonstrations, and the like, on behalf of the department, will be routed in advance to the police chief for approval and processing. Such requests will be coordinated through the Media Services Office (PIO). Exception: this is not necessary when a civic association liaison requests another employee to attend a meeting.

M. Identification of Personnel:

Provided that no investigation is jeopardized and no police function is hindered, when a citizen requests a department employee or volunteer engaged in department related activities to produce documentation verifying their identity, the employee shall do so utilizing their department issued photo identification. If the citizen simply asks for an employee's name and or badge number the employee shall provide it.

[22.2.7.a]

The intent is to ensure the public can identify law enforcement officers and other employees of the department.

- 1) Uniformed, sworn employees and Parking Enforcement Officers shall provide their name, unit of assignment and department serial number, and when specifically requested, shall also display their department issued photo identification.

[22.2.7.b]

- 2) Non-uniformed, sworn employees shall display their badge and department photo identification when specifically asked.

- 3) Civilian employees shall verbally provide their name and department serial number, or display their department photo identification card if specifically requested to do so.
- 4) Citizens requesting name, badge number or serial number etc. in writing, will be provided the information; a business card can be used if available.
- 5) Except for those officers working in an undercover capacity, when citizens request verbal identification over the telephone, employees will provide their name and unit of assignment. When specifically requested, employees will provide their department serial number.

[22.2.7.c]

N. Arrests: In making arrests, officers will strictly observe the laws of arrest and the following provisions:

1. Officers will announce their intention to arrest prior to doing so unless the officer's safety will be threatened or it is impractical to do so.
2. Only use the force necessary to accomplish lawful objectives. **[1.3.1]**
3. The arresting officer is responsible for the safety and protection of the arrested person while in the officer's custody. The officer's immediate supervisor will be notified as soon as practical regarding ill or injured prisoners.

O. Admonition of Rights: The "Warning of Individual Rights" will be read to each arrestee in accordance with state and federal law. **[1.2.3]**

P. Arguments During Arrest: Officers during the course of making an arrest or issuing a traffic summons or citation will not become involved in any arguments or discussions on the merits of the case. Officers will courteously give any information requested by the offender as to the procedure for handling a summons, citation, or arrest.

Q. Treatment of Arrestees: Officers having custody of arrestees will observe all laws and department directives regarding this activity. Any irregularity indicating the arrest to be contrary to a lawful principle or department procedure will be immediately brought to the attention of the officer in command.

R. Transportation of Arrestees: Transportation of arrestees will be in accordance with current department procedures.

S. Recommending Attorneys, Bail Bond Services Or Other Services Prohibited: Department employees will not suggest, recommend, advise or otherwise counsel the retention of any attorney, bail bond services or any other specific service to any person coming to their attention as result of police business.

- T. Acting as Bailer Prohibited:** Department employees cannot act as bailers for any person in custody except relatives.
- U. Personal Associations:** Employees are precluded from developing a personal or financial relationship with individuals associated with criminal activity or who have a history of associating with criminal activity. Employees are not to develop a relationship and/or affiliate with any person or group, which advocates or engages in illicit or illegal conduct. Such relationships are inconsistent with the mission of the department and directly call into question the credibility and integrity of the department and/or the employee concerned, and potentially place the employee and the department in a position in which this agency's operational effectiveness may be compromised.
- V. Personal Telephone:** Each employee will maintain a personal telephone and report any change within 72 hours. No private telephone number or pager number of an employee will be released to any person outside of the Police Department. The employee receiving the call may relay the name and phone number of the caller to the employee. (See also PD 4.11C.02)

W. Long Distance Telephone Calls, Cellular Telephone Calls, FAX Machines

Personal Long-Distance Calls: The use of city telephones and fax machines for personal long-distance calls is prohibited except in emergencies. (See also PD 3.1.06)

X. Voice Mail and E-Mail:

All employees having City Voice Mail and/or E-mail will check their messages each workday and reply or respond to requests promptly.

2.2.04	CONDUCT ON DUTY
---------------	------------------------

- A. General Responsibilities:** When on duty and within the city, officers will take appropriate action to:

[1.2.1]

1. Protect life and property;
2. Preserve the peace;
3. Prevent crime;
4. Detect and arrest violators of the law;
5. Enforce federal, state, and local laws and ordinances within department jurisdiction; and

6. Promptly and professionally respond to all requests for police service.

B. Availability When On-Duty: Employees when on-duty will not conceal themselves except for a police purpose, and will be immediately and readily available to the public during duty hours.

C. Cooperation: Employees will maintain a spirit of cooperation within the department.

D. Conduct Toward Other Employees:

1. Employees will be courteous and civil at all times in their relationship with one another.

2. Racial, ethnic, sexual or religious comments directed at or concerning other employees that could reasonably be considered inappropriate are prohibited.

3. In the presence of other employees or the public, employees will refer to other employees by last name, rank or title, as appropriate to the situation.

4. When in the presence of defendants or other members of the public, officers will refrain from addressing magistrates by their first names.

(See also: PD 2.5, Harassment in the Workplace.)

E. Assistance: All officers are required to take appropriate police action toward aiding another officer exposed to danger or in a situation where danger might be imminent.

F. Duty Responsibilities:

1. Employees will respond appropriately to the lawful orders of a superior officer and other proper authorities and to requests for police assistance from citizens.

2. Employees will obey lawful orders relayed from a superior by an employee of the same or lesser rank. [12.1.3]

3. If any employee deliberately fails or refuses to obey a lawful order given by a superior, that employee will be guilty of insubordination.

4. Officers assigned to special duties are not relieved from taking enforcement action outside the scope of their specialized assignment when necessary.

5. Employees will perform their duties as required or directed by law, department rule, policy or directive, or by order of a supervisor. [12.1.3]

6. Employees will follow the chain of command in their official dealings.

G. Activities Prohibited On-Duty: Employees are prohibited from engaging in the following activities while on-duty:

1. Sleeping, loafing, idling, and loitering;
2. Failing to provide prompt, correct, courteous service to others;
3. Conducting private business;
4. Carrying any article which distracts from the proper performance of police duty;
5. Consuming intoxicating beverages. All personnel, [REDACTED], are expressly prohibited from consuming intoxicating beverages while on duty. The only exception is when the use of such beverages is necessary in the performance of a police duty AND approved in writing by the Chief of Police. [REDACTED].
6. Gambling (unless to further a police purpose);
7. Failing to report back in service immediately on the completion of an assignment;
8. Inattention to duty such as;
 - a. Excessive personal visiting with citizens,
 - b. Excessive personal visiting with other employees, and
 - c. Parking in locations and in such a manner as to serve no useful purpose in preventing crime.
9. Failing to perform assigned tasks; and
10. Misuse of department equipment or supplies.

H. Saluting:

1. Unless performing police duties requiring immediate attention, officers in uniform will hand salute the American flag as it passes during all public occasions, ceremonies, or parades.
2. When in formation, hand salutes will be rendered on the command, "Present Arms." The hand salute will be returned on the command "Order Arms."
3. When not in uniform, the right hand (with the hat, if any) will be placed over the heart as the flag passes.

I. Relief: Employees will remain at their assignment and on duty, until properly relieved by competent authority.

J. Fitness for Duty: Employees will to the best of their ability maintain a good physical and mental condition. When an employee is unable to satisfactorily perform the essential functions of his or her duties and responsibilities due to an apparent mental

or physical condition, the police chief may submit a written request to the Personnel Services Department for a fitness-for-duty examination (see AR 6-6). [22.3.2]

K. Intoxicants and Controlled Substances:

Employees will not:

1. Be intoxicated while on-duty.
2. Be intoxicated in public view on or off-duty.
3. Consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty, or court, or to the extent that their ability to perform their duty is impaired.
4. Consume intoxicants while in uniform or parts thereof while in public view, whether on or off-duty. For the purpose of this section only, the gun, badge, and identification are not considered part of the uniform.
5. Purchase intoxicants while on duty or in uniform or parts thereof. Exception: employees may purchase and consume alcohol when off duty and in uniform or parts thereof while at the Police Association Hall and out of public view.
6. Purchase or consume controlled substances without a prescription whether on or off-duty.
7. Consume intoxicants within four hours prior to reporting for scheduled duty.
8. Consume intoxicants during breaks or lunch periods, whether compensated or not.
9. Bring into or keep any alcoholic beverages on department premises or in department vehicles except when necessary in the performance of a police task. Alcoholic beverages will be properly identified and stored according to current policy.

L. Smoking While On-Duty:

1. Employees in uniform will not smoke while conducting department business in public.
2. Employees will use discretion when smoking in homes and places of business so as not to do so under conditions that may be detrimental to good conduct or manners.
3. Employees will not smoke while in city vehicles, directing traffic, investigating accidents, at crime scenes, or where smoking is prohibited.

M. Defects of Public Thoroughfares: Officers will observe the conditions of public thoroughfares and public utilities (electric company sites and poles, water company

properties, natural gas lines, etc.). They will promptly report hazardous conditions or obstructions on any street, roadway, sidewalk or city property. If necessary, they will promptly barricade or cause dangerous areas to be barricaded. Officers will ensure that the proper agencies (city or public utility) are notified. **[41.2.5]**

- N. Eating in Public Dealings:** Employees will not consume food while dealing with the public except to serve a police purpose.
- O. Meals:** Officers may take a meal break within their beats or assigned duty areas, subject to modification by their commanding officer. Officers who are paid for their meal breaks are on duty and subject to call and may not sever radio contact during meal breaks. All other officers are off-duty during lunch and are not paid; however, if in an emergency officers must take enforcement action they will be compensated with overtime and worker's compensation benefits will apply (Fair Labor Standards Act).
- P. Reporting:** Employees will promptly submit such reports and other documents as are required in the performance of their duties or by competent authority before the end of their tour of duty, or as directed by their supervisor or commander.

2.2.05 CONDUCT OFF DUTY

- A.** Officers, while off-duty within Alexandria, will take police action in situations involving a felony or immediate protection of public safety, and must notify the Department as soon as possible; except that:
1. Officers may refrain from taking action or from identifying themselves as police officers when doing so would endanger them or citizens in the area; and
 2. Off-duty officers who are not armed are not required to take action that would endanger themselves or citizens in the area.
- B.** Off-duty officers observing or involved in an incident requiring police action, but not involving a felony or jeopardy of public safety, will promptly report the incident to the department for handling by an on-duty officer.
- C.** Other than felonies, off-duty officers are discouraged from taking any police action. If an officer takes police action, the officer must be prepared to justify that action.
- D.** Officers are prohibited from making traffic stops while off-duty unless they are driving a marked cruiser and have a radio. Officers will notify Communications when making an off-duty traffic stop.
- E.** Employees who are off-duty and become involved in any situation of a personal nature which could potentially require police assistance or intervention from an on-duty officer, will only request such assistance via police radio or by phoning the

Communications Center. The Communications Center employee will contact an on-duty police supervisor and inform him/her of the circumstances.

- F. In any case where an off-duty officer is involved in a situation of a personal nature, which could potentially require police assistance or intervention from an on-duty officer, or in any case where an off-duty officer is the alleged suspect or victim of a crime in the City, an on-duty police supervisor will respond to the scene to conduct the preliminary investigation. The supervisor will interview witnesses, examine any physical evidence and complete the police report when appropriate.

Responsibility for conducting the preliminary investigation and completing the report may be delegated to an on-duty officer, but only in cases where no crime has been committed or where the off-duty officer is the obvious victim of, or witness to a crime. These responsibilities may be delegated only after the on-duty police supervisor has consulted with and received concurrence from the on-duty police Watch Commander.

On-duty employees are prohibited from rendering assistance to off-duty employees in such cases without simultaneous notification of an on-duty supervisor.

2.2.06 SUPERVISORY ISSUES

- A. **Manner of Issuing Orders:** Orders from a supervisor to a subordinate will be in clear, understandable language, civil in tone and issued in pursuit of department business.
- B. **Questions Regarding Assignment:** Employees in doubt as to the nature or detail of their assignment will seek such information from their supervisors through the chain of command.
- C. **Unlawful Orders:** No command or supervisory employee will knowingly issue any order that is in violation of any law, ordinance, city regulation, department rule or order.
- D. **Obedience to Unlawful Orders:** No employee is required to obey any order which is contrary to federal or state law, local ordinance or city regulation. Responsibility for refusal to obey rests with the employee and he or she will be required to justify his or her action.
- E. **Obedience to Unjust or Improper Orders:** Employees who are given orders that they feel to be unjust or contrary to department or city regulations must call the conflict to the attention of the issuing superior. If not rescinded the order must be obeyed to the best of the ability of the employee. Appeals may be made as provided below in section 2.2.06.G.

- F. Conflicting Orders:** Upon receipt of an order conflicting with any previous order or instruction, the employee affected will respectfully so advise the person issuing the second order. Responsibility for rescinding the original instruction then rests with the individual issuing the second order. If so directed, employees will obey the latter command first. **[12.1.3]**
- G. Unlawful, Unjust, Improper Orders - Reports and Appeal:** Employees receiving an unlawful, unjust, or improper order may at first opportunity report in written memorandum form to the commander of the person who issued the order. The report will contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Any further department action regarding such an appeal will be conducted through the police chief. If the department decision or disposition of the appeal is unsatisfactory, the employee may appeal the matter through the city grievance procedure.
- H. Accountability for Performance:** Supervisory personnel are accountable for the activities of employees under their immediate control. **[11.3.2]**
- I. Positive/Corrective Disciplinary Action:** Supervisors will take appropriate formal or informal action on observing any violation by a subordinate. This may be in the form of:
1. Supervisory guidance/oral counseling conducted to provide assistance. Such guidance allows the supervisor to bring to the attention of the employee the need to improve performance, work habits, attitude or other behaviors and to serve as a warning against future repetition of unsatisfactory conduct.
 2. Training may be employed by itself in a proactive manner or it may be employed in conjunction with other components of the disciplinary system. The purpose is to strengthen the employee's performance in a positive manner.
 3. Supervisors are expected to identify performance deficiencies and insufficient knowledge during the performance evaluation process. When appropriate, supervisors should take the necessary steps to secure such remedial training for the employee. **[26.1.4]**
- J. Roll Call Procedures and Supervisory Briefings** **[41.1.2]**
1. Employees will be given guidance as to their assignments by their supervisors on an on-going basis. This may be done at roll calls, or by other means appropriate to their assignment.
 2. Patrol Operations Bureau and Investigations Bureau supervisors will also provide the following minimum information on a regular basis:
 - a. Assignment for the shift.
 - b. Crime Bulletin and Information Bulletin notices.
 - c. Lookouts of a law enforcement nature, if any.

- d. New or amended policies, if any.
- e. Information concerning major crimes, if any.
- f. Training, as needed.
- g. Any information deemed necessary by the supervisor or higher authority.
- h. Weekly personnel inspections to evaluate employee readiness for duties (Patrol only).

2.2.07 COMPENSATION FOR DAMAGES

- A. Compensation for Damages Sustained On-Duty:** Employees will not seek in any way, nor accept from any person, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the police chief in writing.
- B. Compensation for Damages Off-Duty:** Employees who have received salary from the city for injury or illness sustained off-duty will notify the police chief in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. This notice will be filed before any action is taken. It will include the fact of the claim and the name of the respondent.

2.2.08 POLITICAL ACTIVITIES

- A. Employee Rights -** Employees may:
1. Vote in all elections without fear of reprisal, restraint or coercion;
 2. Privately express opinions on candidates and issues;
 3. Support candidates for political office through contribution of funds or time; and
 4. Be candidates for political office subject to the conditions outlined below.

B. Prohibited Activities:

Employees may not:

1. Use city supplies, equipment, or facilities for the purpose of furthering political candidates or causes.
2. Use their city position in any form of endorsement or support of political parties, candidates or political causes.

From City A.R.

“No employee of the City shall solicit political contributions from any employee of the City or any other individual during working hours or at a City work site.”

“No employee shall engage in any form of partisan political campaign activity, including the wearing, display or distribution of buttons, stickers or other political campaign literature or paraphernalia, during work hours or at a City work site. Nor shall any employee engage in any form of partisan political campaign activity when wearing a City uniform or any other item which identifies the City. Political campaign materials are not to be displayed on or carried in City vehicles. Nothing in this section precludes a City employee from engaging in *partisan* political activity away from a City work site, during non-working hours, unless wearing a City uniform or other item which identifies the City.”

2.2.09	CARE OF POLICE PROPERTY
---------------	--------------------------------

A. Financial Liability for Equipment:

1. Employees must immediately report any theft, damage or loss of city property or equipment to their supervisor.
2. Financial liability for loss of or damage to property may be required in addition to any disciplinary action determined by the department. (See Police Directive 6.3, Uniforms, Appearance and Care of Equipment.)
3. Financial responsibility will not apply to damage resulting from police vehicle accidents.
4. As much as reasonably possible, employees will be responsible for the security and care of all issued equipment while on-duty or off-duty. In the event of theft, damage or loss of issued equipment, negligence, if any, will be determined by considering what security or preventive measures had been taken and what other security or preventive measures were available at the time of the theft, damage or loss.
5. Employees are prohibited from leaving equipment in city vehicles, unattended in police buildings, or in open view in privately owned vehicles or city vehicles after the end of the tour of duty or anywhere else it will be susceptible to loss, theft, or damage.
6. Employees are responsible for the security of issued weapons both on and off duty. Officers are issued a security lock with their duty sidearm and are encouraged to use the lock and to keep their duty sidearm, as well as personally owned firearms, locked in a secure place when not in use. Officers are required to secure and lock their duty sidearm if minor children are in their home, full or

part-time (See also, VA Code 18.2-56.2). At no time will department portable radios, mobile computers or weapons be left unattended in an unlocked vehicle. Computers and shotguns should be locked in their mounts or security devices when not being used. Portable radios and weapons will not be stored in vehicles overnight unless the vehicle is in a personal, locked garage; except that, weapons may be left in SOT take home cars if all SOT requirements have been met.

7. It is the responsibility of the employee's supervisor to determine through investigation if any theft, damage or loss occurred willfully or through negligence. If it is determined that the employee was responsible, that employee will be held accountable.
8. The administrative remedy herein provided will in no way, or to any extent, limit or otherwise affect any course of action of the city as a result of the theft, damage or loss of city property.

B. Care of Department Facilities:

1. Facility Surfaces

Employees will not mar, mark or deface any surface in any departmental facility.

2. Posted Notices

- a. Employees will not mar, mark, or deface any posted notice of the department.
- b. No material will be affixed in any way to any wall or bulletin board in department buildings without authorization from the commander responsible for the area.
- c. All posted notices must bear the name of the commander who approved the notice, the date posted and the termination date.

3. Bulletin Boards

- a. Department bulletin boards are maintained to provide employees with information about department, city, and community activities, promotional and employment opportunities, health and workplace issues, and notices required by law.
- b. The Facilities Maintenance supervisor is responsible for monitoring appropriate use of bulletin boards in shared areas. Commanders are responsible for monitoring appropriate use of bulletin boards in their units. ALL employees are responsible for ensuring that items posted conform to department standards and that items not conforming to department standards are promptly removed from any bulletin board on which they are found.
- c. All items posted on bulletin boards will include the date it was posted. Items that are required to be posted permanently, such as OSHA notices, will be labeled "Do Not Remove."

- d. Employees wishing to bring published newspaper or magazine articles, clippings, or opinion columns to the attention of other employees may forward these to the Media Relations Unit for consideration for inclusion in the daily press package.
- e. Employees will not place items or markings on any bulletin board, marker board, or on any other item, including those in roll call and conference rooms, that disparage or discriminate against any individual or group because of race, color, religion, gender, national origin, age, disability, or sexual orientation.
- f. Following are examples of items that may be posted on bulletin boards:

Type of Item	Authority to Post
Personnel information	Personnel and Training
Mandatory notices	Personnel and Training, Facilities Management
Administration / official notices (Department, city, or community notices, correspondence, etc.)	Commander or supervisor approval
Announcements regarding department or city events	All employees
Employee news (Examples: personal items for sale or rent, travel or recreational opportunities, outside training or job opportunities)	All employees, 2 weeks maximum

- g. Employees who place items on bulletin boards in violation of this order or in violation of city or department regulations may be subject to disciplinary action.

C. Surrender of Department Property: Employees are required to surrender all department property in their possession upon separation from service. Suspended officers will surrender their weapon, badge and identification for the duration of a suspension.

BY AUTHORITY OF:

**Michael L. Brown
Chief of Police**

ATTACHMENT A
LAW ENFORCEMENT CODE OF ETHICS
Department of Criminal Justice Services

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 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 law enforcement 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.