

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 114-A

REFERENCE STANDARDS: 1.1.2 12.1.3 12.2.1a
 26.1.1 26.1.4

SUBJECT: Code of Conduct

POLICY: The Hanover Park Police Department sets standards of conduct for employees to follow insuring credibility for themselves, the Department and the Village of Hanover Park. In addition to complying with the law, employees shall comply with the letter and the spirit of the Law Enforcement Code of Ethics, DIR #103-A, the Hanover Park Police Department Mission statement as well as these Rules of Conduct. (1.1.2)

I. Definitions

Chain of Command - Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Employees or Members - All personnel performing duties for the Department. This includes both paid employees and volunteer workers.

II. Procedure

- A. Hanover Park Police officers shall regularly commit to and uphold the Law Enforcement Oath of Office.
- B. Organizational Values and Vision
 - 1. The members of the Hanover Park Police Department also adhere to a set of specific values they share with the community. In addition to the Code of Ethics, these values guide us in our conduct and delivery of services. (1.1.2)
- C. Mission Statement (12.2.1a)
 - 1. *The mission of the Hanover Park Police Department is to provide quality law enforcement services, maintain and improve community livability by working with all citizens to preserve life, maintain human rights, protect property, and promote individual responsibility, community commitment and involvement.*

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D. Organizational Values (12.2.1a)

1. Quality Service
 - a. We will provide quality, professional service to our community by:
 - (1) Enforcing the law;
 - (2) Preventing crime, thereby improving the quality of life;
 - (3) Responding promptly to calls for service and other public needs;
 - (4) Conducting thorough investigations;
 - (5) Providing state of the art training and continuing education programs;
 - (6) Leading by example.
2. Integrity
 - a. Having sound moral principles that earn the trust, respect, and confidence of the community and each other through:
 - (1) Being honest, and demanding the same from each other;
 - (2) Living by the rules we enforce.
3. Fairness
 - a. To provide equal treatment of all persons without prejudice or bias by:
 - (1) Treating all persons with dignity and respect;
 - (2) Expressing compassion in our attitudes and in our communication;
 - (3) Ensuring consistency in decision making without favoritism.
4. Communication
 - a. Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:
 - (1) Actively listening to all concerned;
 - (2) Keeping crime victims informed about their cases and where to go for additional help;
 - (3) Educating the community about crime risks and prevention;
 - (4) Informing the community about the inner workings of our department;
 - (5) Encouraging the open exchange of ideas and information.
5. Helpful Attitude
 - a. A helpful attitude is fundamental to the earning respect and confidence of the community. We will accomplish this by:
 - (1) Treating people's problems as important;
 - (2) Being polite and courteous;
 - (3) Showing empathy and concern for the needs of others;
 - (4) Showing pride in our profession tempered by humility.

III. Rules of Conduct (26.1.1)

- A. While not all inclusive, the specific following rules shall govern the conduct of Department employees.
- B. General Rules
 - 1. All members of the Department shall be familiar with and adhere to the policies and procedures of the Department and Rules and Regulations of the Village of Hanover Park.
 - 2. Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank, grade, or position; the failure to take appropriate action on the occasion of a crime disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: Repeated poor evaluations OR; A written record of repeated infractions of rules, regulations, directives or orders of the Department.
 - 3. Conduct unbecoming police employees, which shall include any act or conduct not specifically mentioned in these regulations that brings the Department into disrepute or reflect discredit upon the individual as a police employee, based on accepted standards of behavior. Conduct unbecoming includes, but is not limited to; intoxication in public places, commission of unlawful acts, or willful false public criticism of the Department or any member.
 - 4. Officers shall be courteous to the public and shall avoid displaying an overbearing attitude or show disrespect. Officers shall be tactful in the performance of their duties, and shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in furtherance of argumentative discussions, even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or personal characteristics.
 - a. While performing duties, officers shall assess the situation in a neutral, objective manner but shall refrain from exhibiting an attitude of disinterest or that the incident is petty or insignificant.
 - b. Employees shall answer questions from the public courteously and civilly, giving their name and department identification number to any person

upon request except when such action may jeopardize a successful police assignment.

- c. Members shall speak the truth at all times concerning police matters. In cases where the member is not authorized by regulations of the Department to divulge facts within his or her knowledge, the member will decline to comment.
5. An employee shall be attentive and alert at all times while on duty and shall devote his entire duty time and energy to the services of the Department.
6. Employees shall cooperate fully with any personnel or internal investigation provided such cooperation is not a violation of law or the employees' Constitutional rights.
7. Employees shall report any employee of the Department engaged in any type of criminal behavior or inducing another employee to commit an unlawful act or violation of a stated regulation.
8. Employees shall not sell tickets or solicit, outside the department, any form of donation or contribution while on duty or in uniform or while representing themselves as Hanover Park Police Department employees without approval from the Chief of Police.
9. Employees shall report to assignments on a timely basis.
10. Employees shall not be careless, negligent, or unsafe in their use of Department property or vehicles, which unnecessarily jeopardizes the safety of them, fellow employees, or the safe use of Police equipment.
11. Employees shall not intentionally violate the Chain of Command within the Department without appropriate justification.
12. Employees may suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals or breaks during their tours of duty, but only for such period of time, and at such time and place, as established by department procedures.
13. Employees shall use leave or sick time in accordance with Village of Hanover Park Personnel Rules and Regulations, Article II. 2.2, 2.3, 2.4, etc.
14. Employees shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their duties.

15. Employees shall not destroy, deface or remove any official written notice posted within the Department nor shall they post or cause to be posted any unauthorized material.
16. Employees shall not terminate their tour of duty or any assignment unless properly relieved or dismissed by an appropriate supervisory authority.
17. Employees shall not leave the Village limits while on duty except in the performance of official duty or approval by his immediate supervisor.
18. Employees shall not remove from the Police Department any departmental equipment, evidence, contraband or property which has been found, on loan, or is being held for safekeeping without prior approval from their supervisors or a court order.
Exception: Equipment that has been issued or assigned to the employee.
19. Employees shall not make purchases or authorize repairs for the Department without first obtaining permission or instructions to do so from a supervisor.
20. Employees shall not use their private vehicles or equipment for official purposes unless directed or authorized to do so.
21. Employees shall not be insubordinate toward supervisors and all employees shall treat each other with respect.

C. Orders (12.1.3)

1. Every employee of the Department is required to obey and promptly execute all lawful orders from a superior, including any order relayed from a superior by an employee of same or lesser rank.
2. An employee receiving an order that is in conflict with a previous order shall notify the supervisor issuing the conflicting order. Responsibility for disobedience to the first order then shifts to the supervisor issuing the second and conflicting order.

D. Appearance

1. Every employee of the Department, while on duty, must report at all times neat and clean in appearance. Clothing shall be clean and neatly pressed. The clothing worn must conform to Department standards as defined in DIR# 127-A.
2. Employees shall wear the regulation police uniform only with duty-related activities unless approved by the Chief of Police.

E. Police Actions in Personal Affairs

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1. Off-duty employees are discouraged from making arrests or engaging in police actions within their families, neighborhoods, or personal affairs, except when lawfully protecting property, using measures of self-defense or in the immediate defense of others.
2. On-duty employees, when becoming involved in police situations with relatives or persons, with whom they have a close personal relationship, should request that another employee handle the situation.
3. Off-duty employees should refrain in becoming directly involved in police situations except when such involvement would likely prevent injury of themselves or others.

F. Integrity - Abuse of Authority

1. Officers shall impartially enforce the law applying it fairly to all persons regardless of racial characteristics, gender or socioeconomic status.
2. Officers shall not make any arrest, search, or seizure, which they know or should know, is not in accordance with law and departmental procedures.
3. Employees shall not accept or solicit any compensation, reward, gift, discount or gratuity, which is provided as a result of their status as a Department employee.
4. Employees shall not knowingly make false statements or intentionally misrepresent facts. *Exception: Officers may employ false or misrepresentation as an investigative tool or interrogative technique however these actions will always be judged by legal, ethical and administrative guidelines.*
5. Officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.
6. Employees shall not affiliate with any organization whose constitution or charge would create a conflict of interest or interfere with the proper performance of their duties. *Exception: Undercover officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.*
7. Employees shall not furnish, recommend or suggest any attorney, counsel, or service to any member of the public while in the official course of their duties.
8. Harassment, ridicule, or retaliation in any form against a complainant, employee or any witness for complaining or otherwise offering evidence in an Internal or criminal investigation involving Police Department employee(s) is strictly prohibited and may result in severe disciplinary action.

- a. Any attempt by an employee to pressure or influence a complainant/witness to offer untruthful statements or alter the nature of evidence offered in an internal or criminal investigation shall be deemed official misconduct as provided above.
9. Political Activity by Police Employees
 - a. Employees shall not use their official position with the Department for political purposes or to endorse political candidates.
10. Employees shall not use the prestige or influence of their official position; or time, facilities, equipment or supplies of the Department for his private gain or advantage of another.
11. Employees shall not attempt to bring influence to bear upon the Chief of Police, superior officer or elected official for the purpose of promotion, assignment or to avoid corrective action.
12. Employees shall not withhold any information concerning criminal activity.
13. Employees shall not make malicious, harassing or frivolous complaints against fellow members of the Department.
14. Employees shall not intentionally violate any Federal, State, or County law or Village of Hanover Park ordinance.
15. Employees shall not feign illness, avoid responsibility, or intentionally fail to perform their duties.
16. Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employees.
17. Employees shall not maliciously threaten, strike or assault any other member of the Department or aid, abet, or incite any altercation between members of the Department.
18. Employees shall not intentionally expose the identities of undercover officers or the existence of investigative operations.

G. Alcohol, Intoxicating Liquor, and Drugs Use

1. Department employees shall not:

- a. Possess or use any controlled substance while on or off duty, except with the approval and guidance of a licensed physician or in the actual performance of duty.
- b. Report for duty under the influence of illegal drugs to any degree or under the influence of any other drug that may cause impairment of the ability to perform their duties.
- c. Consume or possess alcoholic beverages of any kind while on duty except in the actual performance of duty.
- d. Be under the influence of alcohol, be unfit for duty due to the use of alcohol or have the odor of alcoholic beverages on their breath when reporting for or on duty.
- e. While off duty, consume alcoholic beverages to the extent their behavior would bring discredit upon themselves or the Department.
- f. While off duty, consume alcoholic beverage to the extent that they are unfit to report for his next regular tour of duty.

H. Accidents

1. Employees shall promptly notify their immediate supervisor of any personal injury or property damage accident involving any Department vehicle or equipment in their charge. Employees shall promptly provide their supervisor with necessary information involving the accident.
2. Employees who become involved in an accident while on duty shall make no statement to the public as to responsibility and shall not advise other parties involved in the accident that the Department is responsible for damage or injury.

I. Address and telephone

1. Upon employment, each member of the Police Department is required to provide his correct address and telephone number.
 - a. Where an exact street address exists, that address must be supplied.
 - b. If an address consists of a route or box number, directions to the employee's residence must be on file in the office of the Chief of Police.
 - c. The employee's telephone number may be unlisted in the telephone directory, but must be made available to the Department.
2. An employee who changes his residence or telephone must notify his supervisor, in writing, within twenty-four hours after the change.
3. Employees shall not knowingly use the Police Department as an address for private or personal correspondence.

J. Prisoners

1. No member of the Department may release any prisoner without proper authority or allow any prisoner in their charge to escape, whether through neglect or design.
2. When a person is found unconscious or his condition is unexplainable, members shall contact the appropriate physician or take that person to the appropriate medical facility for examination.
3. When lawfully arresting a person, the initiating officer shall insure that an appropriate and thorough search of that person is completed, seizing all weapons and pertinent evidence.
4. Prisoners shall be searched by members of the same sex, unless emergency situations direct an immediate limited search to protect from serious injury or death.
5. Members shall be responsible for the safe custody, fair humane treatment, and expeditious transport to the appropriate facility of all prisoners within their custody.
6. Members shall be responsible for safeguarding and proper custody of all personal property a prisoner may have in his possession or under his control at the time of arrest or detention.
7. Female prisoners shall be transported in a separated area of a vehicle that is not occupied at the same time by another prisoner of the opposite sex.
8. Juveniles shall be transported and detained separately from any other adult prisoner.

K. Use of Force

1. Employees, when making a lawful arrest, shall not use more force than necessary in effecting the arrest or in dealing with any person, and shall not subject such person to more restraint than is necessary for his arrest or detention. (1.3.1)

L. Court Appearances

1. Employees shall not give testimony as a character witness for any defendant in a criminal trial without knowledge of the Chief of Police.
2. Each employee shall diligently prepare for criminal cases subject to a court proceeding. All employees concerned in criminal cases before a court are to be punctual and report at the designated place and time honoring a witness subpoena.

3. Employees shall report in proper uniform when their assignment requires the wearing of the uniform. Off-Duty employees may wear appropriate business attire.
4. Members shall not appear as witnesses in civil matters arising from situations encountered in performance of their duties without being subpoenaed by legal process.
5. Employees shall at all times be attentive and courteous toward the court, prosecutor, defense counsel, and other witnesses and testify with a courteous, clear, audible voice, providing accurate facts before the court as requested.
6. Employees shall report to the Chief of Police via the Chain of Command any summons to appear before any officer of the court, regarding any matter in which they or any member of the Department may become a defendant.
7. Within a reasonable amount of time, but no longer than three working days, an employee must report to the Chief of Police on the initial filing or notice of filing on an action, either civil or criminal, in court against or on behalf of the employee.
 - a. Notification to the Chief of Police shall be in writing in a confidential manner.

M. Department Information

1. Employees shall treat the official business of the Department as confidential.
2. Information regarding official business shall be disseminated only to those for whom it is intended.
3. Documents labeled CONFIDENTIAL or FOR LAW ENFORCEMENT USE ONLY shall not be disseminated to non-law enforcement personnel without approval from the Office of the Chief of Police.

IV. Disciplinary Action (26.1.4)

- A. An employee of the department who violates a regulation or provision of Department policy, Village of Hanover Park Personnel Rules and Regulations, or upon conviction in a court of law having criminal jurisdiction; shall be subject to administrative disciplinary action.
 1. Steps of disciplinary action may include:
 - a. Refresher training;
 - b. Counseling;
 - c. Further punitive action in the interest of discipline.

