
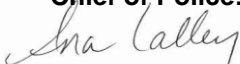
	<h1 style="margin: 0;">ELGIN POLICE DEPARTMENT</h1> <p style="margin: 0;">151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 07/07/06	STANDARD OPERATING PROCEDURE	Revised Date: 11/04/20
Chief of Police: 	Employee Fraternization, 4.1	
Cross Reference:	Policy Sections: 4.1.1 Supervision 4.1.2 Personal, Financial or Business Relationships 4.1.3 Duty to Notify 4.1.4 Assignments 4.1.5 Members of the Public	

PURPOSE

The purpose of this policy is to establish guidelines on relationships between and among department employees, which give rise to an actual or perceived potential conflict of interest with professional responsibilities and/or which create an adverse impact on supervision, safety, security or morale within the department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to recognize the rights of employees to become involved in personal or business relationships with their co-workers. However, it is the policy of the Elgin Police Department to ensure employees carry out their duties with impartiality and fairness so that public and organizational confidence in the actions of employees is maintained. It is important that the department remains vigilant of perceptions and attempts to eliminate the appearance of impropriety. Public trust, safety and morale require that employees avoid the appearance of a conflict between their professional responsibilities and any involvement in a business or personal relationship.

DEFINITIONS

Business Relationship: For purposes of this policy, is a relationship between two or more people that is based on an extended financial or business partnership.

Conflict of Interest: A conflict between the private interests and public obligations of a person in an official position, or any relationship which may create a substantial risk of impairment of job performance.

Personal Relationship: For purposes of this policy, is a relationship involving department members, and is based on marriage, by blood, through dating, romantic relationship or extended cohabitation.

Relative: For purposes of this policy, includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share a common dwelling or persons who have or have a child in common.

Supervisor: A person who has authority over another by virtue of their rank or job classification.

PROCEDURES

4.1.1 SUPERVISION

- A. An employee should not directly supervise a person where a business or personal relationship, hereinafter referred to as relationship, exists.
 1. However, the department recognizes that exigent circumstances may arise where occasional functional supervision may be unavoidable; however, should not be the norm. The supervisor will be excluded from involvement in any disciplinary or evaluation process.

2. If a supervisor and a subordinate marry or cohabitate, their supervisors will determine if the relationship of the employees creates a potential conflict of interest or an adverse impact on supervision, safety, security or morale. If it does, reasonable effort will be made to transfer, reassign, or otherwise resolve the situation so that one of the employees is placed in a position where the conflict no longer exists. Prior to any reassignment, the department will receive input from the involved employees.
 3. Permanent assignments that place a supervisor in the chain of command over a relative or other where a relationship exists must be approved by the chief of police.
- B. An employee shall not recommend advancement, contribute to a performance rating, or make a decision on the assignment or placement of a relative or other where a relationship exists.
- C. An employee shall not be assigned or contribute to the investigation of an internal affairs complaint and/or disciplinary action of a relative or other where a personal or business relationship exists.

4.1.2 PERSONAL, FINANCIAL OR BUSINESS RELATIONSHIPS

All members of the department are obligated to perform their duties and responsibilities consistent with the best interests of the department. No member of the department shall allow personal relationships/financial or business interests to conflict with professional responsibilities of job performance. The avoidance of actual or perceived conflict of interest is important not only for co-workers, but particularly for superiors and subordinates, by rank or pay grade, within the department.

4.1.3 DUTY TO NOTIFY

- A. In the event members of the department are involved in a supervisor/subordinate relationship or enter into a relationship which gives rise to an actual, perceived or potential conflict of interest between professional duties and the relationship, they shall notify their immediate supervisor, a supervisor of their choice, or the Human Resources Department, in person as soon as possible. The supervisor being notified shall make notification to the chief of police.
- B. Once the supervisor becomes aware of the relationship as defined in this policy. The supervisor shall evaluate the surrounding circumstances and shall arrange to meet with the chief of police to discuss potential resolutions to the circumstances that shall be in the best interests of the department.
- C. Failure by an employee to report a relationship to their supervisor compromises the integrity of the department's chain of command, disrupts the work environment, causes decline in morale and can reduce productivity. Any failure to report a relationship, as required by this directive, shall constitute misconduct and a violation of department policy and may subject an employee to disciplinary action.

4.1.4 ASSIGNMENTS

- A. Assignments of employees who are related or involved in a relationship and work closely together in specific work units, such as patrol beats, investigations area, and/or other positions must be approved by the chief of police.
- B. When a supervisor has a personal or business relationship with an employee, the supervisor shall not serve as the employee's immediate supervisor, except during exigent circumstances.

4.1.5 MEMBERS OF THE PUBLIC

- A. Department personnel shall refrain from developing relationships, as defined in this policy, with witnesses, victims, or any other parties to matters of official business, including active investigations and/or prosecution that affects the agency's ability to accomplish its mission.

- B. Employees who believe they may have an actual or potential conflict of interest shall make their circumstances known to their supervisor. In such circumstances, the supervisor shall inform the chief of police in a timely manner.