



Helen Police Department

Standard Operating Policies and Procedures

Chapter A-020 Code of Conduct	Effective Date:	August 1, 2022	# of Pages:	14
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	Special Instructions:			

I. PURPOSE

It is the purpose of this policy to provide guidelines of conduct for members of the Helen Police Department. These rules are not intended to restrict the privileges of the members of the Helen Police Department, but to assist all members of the department achieve a higher standard of professionalism and fairness through out the department.

II. POLICY

It is the Policy of the Helen Police department to establish and uphold a code of conduct applicable to all employees of this department. The code of conduct shall govern the actions of employees in on and off duty conduct that may compromise the integrity of the Helen Police Department. Any violation of these rules will be subject to disciplinary action. In order to maintain this standard of conduct, the department shall provide, annually, ethics training to all personnel.

III. CODE OF ETHICS

All sworn law enforcement officers in the Helen Police Department or those members vested with law enforcement authority as a result of their employment with the Helen Police Department will, at all times, abide by the following Code of Police Ethics:

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

I will keep my private life unsullied as an example to all; 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 in both my personal and official life, I will be exemplary in obeying the laws of the land 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, 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

All Georgia P.O.S.T. certified communication officers in the Helen Police Department will, at all times, abide by the following Public Safety Telecommunicators Code of Ethics:

As a Public Safety Telecommunicator, I am dedicated to serve the public; to safeguard life and property; to keep my personnel informed on all calls that may require their attention; to assist all public safety vehicles and personnel in the performance of their duties; assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from all criticism; maintain a calm attitude during times of stress and emergencies; develop self-control and be constantly mindful of the welfare of others, regardless of race, creed or religion. I will obey the laws of the land, rules and regulations of the Federal Communications Commission and my department. Whatever information I receive of a confidential nature will be revealed only in the official performance of my duties.

I will never act in a selfish or unofficial manner or let my personal feelings, friendships, prejudices or animosity influence my

decisions. I will enforce the rules and regulations of my department and the Federal Communications Commission without fear, favor or ill will, never employing unnecessary force and never accepting gratuities.

I recognize the high responsibility of my position as a symbol of public faith and trust and will accept it to be held as long as I am faithful to the ethics of public safety service. I will constantly strive to achieve those objectives and ideals, which govern my profession, dedicating myself, before God, to my chosen profession, public safety telecommunications.

All Civilian employees of the Helen Police Department will, at all times, abide by the following Code of Ethics:

I am dedicated to serving the public.

I will exhibit honesty and integrity through ethical behavior.

I will assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from criticism.

I will be mindful of the welfare of others, regardless of race, creed or religion.

I will obey the laws of the land.

I will obey and enforce the rules and regulations of my agency without fear, favor or ill will.

I will not divulge confidential information I receive during the performance of my duties.

I will never act in a selfish manner or let my personal feelings, friendships, prejudices or animosities influence my decisions.

I will recognize the high responsibility of my position as a symbol of public faith and will be faithful to the ethics of public safety service.

I will constantly strive to achieve those objectives and ideals of my profession.

IV. RULES OF CONDUCT

A. DUTY TO ABIDE BY ALL LAWS AND ORDERS

1. Members of this Department shall abide by all federal, state, and local laws, this Standard Operating Procedure, all official communications of the Helen Police Department and the City Helen Personnel Policies and Procedures.
2. This Manual applies to members of this Department on-duty, working police related part-time jobs, working special assignments, and various off-duty conduct that is covered by rules, regulations, and procedures in this Manual.

B. INSUBORDINATION

Insubordination, which shall include, but not be necessarily limited to any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, mutinous, insolent, or abusive language or action toward a superior whether in or out of the presence of the superior, is prohibited.

C. PROMPT PERFORMANCE OF DUTY / NEGLIGENCE OF DUTY

Neglect of duty is failure to promptly perform as directed, all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities. Therefore, there shall be no failure to give suitable attention to the performance of duty. Examples include, but are not limited to: failure to take appropriate action on the occasion of a crime scene, disorder, or other act or condition deserving attention; absence without leave, failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general order, or special order; or failure to conform to department operating policies and / or procedures, and in the case of a superior or supervisor, the failure to properly supervise.

D. DUTY TO READ / UNDERSTAND / COMPLY WITH ORDERS

Failure to read, and / or comply with all laws, rules and regulations, general and special orders, policies and procedures of the Department, and written and verbal orders of a supervisor is prohibited. To this end, it shall be considered Neglect Of Duty to fail to inquire of a supervisor the

meaning or application of any law, rule or regulation, general or special order, policy or procedure, or written and verbal order.

E. ISSUANCE OF ORDERS

1. Orders from supervisors to subordinates shall be in a professional, clear, understandable language, civil in tone and manner, and issued in pursuit of departmental business.
2. Issuance of orders may also include orders relayed from a superior by an employee of the same or lesser rank.

F. UNLAWFUL ORDERS

No supervisor shall knowingly issue any order that is in violation of any law, ordinance, or departmental policy. Obedience to an unlawful order is never a defense for an unlawful action; therefore, employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee. He / she will be required to justify his / her action.

G. UNJUST OR IMPROPER ORDERS

Employees who are given orders, which they feel to be unjust or contrary to rules or regulations, may first question the order in a professional and respectful manner with the issuing authority. If the order is lawful and stands as issued, the employee will be expected to obey the order to the best of his / her ability and then may proceed with any remedy provided.

H. CONFLICTING ORDERS

Upon receipt of an order conflicting with any previous order or instruction, the effected member will advise the person issuing the second order of this fact. Responsibility for countermanding the original order then rests with the individual issuing the second order. In no event shall a subordinate officer countermand a superior officer's order unless immediate danger to lives or property exists.

I. DUTY TO SUPPORT THE DEPARTMENT AND ALL MEMBERS

1. Members of this Department shall cooperate with, support, and assist each other at every opportunity, and no member shall maliciously criticize the work or the manner of performance of another.

2. It shall be the duty of every member of the Department to refrain from originating or circulating any malicious gossip to the intended detriment of the Department or any member thereof.

J. DUTY TO SUPPRESS MUTINOUS CONDUCT

No member of this Department shall originate, create, incite, cause, or join any mutinous or seditious movements within the Department. Members having knowledge of such movement shall immediately report such movement in writing to their immediate supervisor.

K. DUTY REGARDING CONDUCT

1. A police officer, having a position of trust and civic responsibility, should so conduct himself / herself as to merit the confidence and respect of the public and his / her fellow officers and see that no taint of impropriety attaches to him / her.
2. Members of this Department shall at all times conduct themselves in such a manner as to reflect a favorable image on themselves and the Helen Police Department. Members shall consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner.
3. Profane language in dealing with the public will not be tolerated, nor will disrespect for the political or religious views of others to be accepted.

L. DUTY REGARDING RESPECT OF FELLOW EMPLOYEES

1. All members of this Department shall treat superiors, subordinates, and associates with respect. When on-duty, particularly in the presence of others, officers shall be referred to by rank or title.
2. They shall be courteous and civil at all times in their relationships with one another.
3. Command and supervisory employees shall support subordinates in their actions and orders when they can do so reasonably.
4. Command and supervisory employees shall avoid censuring subordinates in the presence of others and shall not injure or discredit those under their authority by intentional conduct or by abusive conduct.
5. This section shall not be construed to prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of

counseling, disciplining, complaining, or criticizing must be done positively and constructively in an appropriate setting.

M. DUTY NOT TO GIVE FALSE OR MISLEADING INFORMATION

No member of this Department shall knowingly give any false, or misleading information concerning the duties, responsibilities, or actions of the Department or any member thereof, nor withhold any information that is their duty to report, nor falsify any Department documents.

N. DUTY TO GIVE BADGE NUMBER AND IDENTIFICATION UPON REQUEST

Failure to furnish identification as is consistent with one's duty is prohibited. To this end, all department employees shall politely give their name, badge number, or police identification to any person upon request.

O. DUTY REGARDING SPECIAL CONSIDERATION

No member of this Department shall seek assistance other than through the appropriate chain-of-command to obtain changes in duty assignments, promotional status, disciplinary actions, or other Department matters.

P. DUTY NOT TO SOLICIT MONEY, GOODS, OR SERVICES

No member of this Department, on or off-duty, shall solicit money, goods, services, or special consideration except for charitable purposes and then only after obtaining permission from the Chief of Police.

Q. DUTY TO REFRAIN FROM ACCEPTING MONEY, GOODS, OR SERVICES

No member of this Department shall accept money, goods, services, or special consideration as an inducement to perform or refrain from performing an official act. If the donor is anonymous or it is impossible to return the gift to the donor, the disposition of the gift will be made by the Chief of Police.

Members of this Department shall not accept gifts from other member's junior in rank or position other than on special occasions, such as holidays or birthdays, without first obtaining permission from the Chief of Police.

R. DUTY TO REFRAIN FROM COLLECTING OR ACCEPTING MONEY

No member of this Department shall accept, collect, or attempt to collect any monies except those ordered collected by the Chief of Police or his / her designee for official purposes. Members shall not accept any money for services performed by them in their official capacity. Whenever monies are collected for official purposes, the proper receipts shall be issued and forwarded to the proper authority together with the monies collected. This does not prevent a member from collecting monies for a part-time job.

S. DUTY TO REFRAIN FROM CIRCULATING MALICIOUS CRITICISM OF OTHER GOVERNMENTAL DIVISIONS

Members of this Department shall refrain from circulating malicious criticism of other governmental departments and employees. Members shall report, in writing to their immediate supervisor all instances where they have not received cooperation from other governmental employees regarding business of an official nature.

T. DUTY TO REFRAIN FROM DISCLOSING ANY INFORMATION RELATING TO POLICE ACTIVITIES

Without the permission of a supervisor, it is prohibited to discuss with anyone matters of a confidential nature involving the operations and official business of the Department, Section, Unit, or Assignment. Additionally, all employees are prohibited from passing criminal history, driver's history information, or any other document that is considered confidential to unauthorized persons. (For purposes of this section, all Department documents and orders are to be considered confidential unless identified otherwise by a supervisor. This section does not apply to orders that are of the nature that they must be communicated to others.)

U. PERSONAL APPEARANCE

1. Personal appearance reflects upon an employee's competency, efficiency, and pride as a member of the Department and the ability of the City and Department to foster and enhance a professional image. Therefore the failure to;
 - a. Correctly wear the proper uniform and equipment;
 - b. Maintain the uniform and equipment in clean working order; and
 - c. Comply with uniform dress and personal appearance procedures in this manual is prohibited.

V. DUTY TO REFRAIN FROM CONDUCTING PERSONAL BUSINESS WHILE ON-DUTY

Members of this Department shall refrain from conducting personal business while on-duty.

W. TRUTHFULNESS / COOPERATION

Conducting business in a less than truthful manner is prohibited.

X. FIGHTING

Fighting with another member of the Department is prohibited.

Y. VEXATIONS / UNNECESSARY COMPLAINTS

Making a vexatious or unnecessary complaint against a fellow member of the Department is prohibited.

Z. SOLICITATION OF FAVORABLE ACTS

Soliciting anyone to intercede with the Chief of Police, any City Commissioner, Mayor, legislative body, or any elected or appointed official in relation to promotions, departmental assignment, disposition of pending charges, or findings in a disciplinary proceeding is prohibited. Nothing in this Section shall be construed to be applicable to licensed attorneys-at-law of the state, when representing an employee / member of the Department.

AA. FEES / REWARDS

Acceptance or receipt of any fee or reward for services rendered in the line of duty without the knowledge and written consent of the Chief of Police or his authorized agent is prohibited.

BB. BUYING / RECEIVING / SELLING ITEMS

Buying, receiving, or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to the attention of, or which arose out of, department employment, except as may be specifically authorized by the Chief of Police, is prohibited.

CC. OFF-DUTY EMPLOYMENT

Off-duty employment without the knowledge and approval of the Chief of Police or his / her designated agent is prohibited. All off-duty employment shall be reported in writing, on the Request For Part Time Employment Form, and shall be approved through the employee's immediate supervisor and upward through the chain-of-command. All forms after receiving final approval of the Chief of Police will be filed by the Patrol Commander. Copies will be forwarded to the employee's Shift Supervisor for distribution to the employee.

DD. PAYMENTS OF DEBTS / LEGAL LIABILITIES

Willful or negligent failure to pay all just debts and legal liabilities is prohibited.

EE. WITHHOLDING INFORMATION ON CRIMINAL ACTIVITY

Failing to report or withholding information on criminal activity is prohibited.

FF. CONDUCT UNBECOMING - ON / OFF DUTY CONDUCT

Engaging in conduct on or off duty which adversely affects the efficiency of the department and has a tendency to destroy public respect for the employee and the department or destroys confidence in the operation of the city service is conduct unbecoming, and is prohibited.

- a. Examples of such conduct shall include, but not limited to the following:
 1. Fraud in securing employment;
 2. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of nolo contendere to either;
 3. Misuse of City funds or property;

4. Falsification of City records, including application forms, time records, and financial records for personal profit or to grant special privileges;
5. Reporting to work or working under the influence of alcohol or drugs or partaking of such substances during working hours (prescribed medication that does not adversely affect an employee's ability to perform assigned work may be taken within the limits set by a physician so long as medically necessary);
6. Instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with stoppage, or restriction of work;
7. Concealment of or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the City;
8. Engaging in infamous or notoriously disgraceful conduct that adversely affects the City's legitimate interests;
9. Insubordinate, rebellious, or factious conduct, harassment of grossly disrespectful behavior toward other employees and / or City officials; or
10. Fighting during working time or on City property.

V. DUTY TO REFRAIN FROM REVEALING TELEPHONE NUMBERS

No member of this Department shall disclose any private telephone number or address of any member of this Department to the public.

VI. RESIDENCE - TELEPHONE / ADDRESS

Employees shall maintain a working telephone at their residence. Employees shall promptly notify the Chief's Office, via chain-of-command, of any change of telephone number or any change of address.

VII. FRAUDULENT APPLICATIONS

Any member of this Department who misrepresented the facts in applying for a position with this Department, or in any subsequent applications for assignments in the Department, through false statements or failure to

disclose pertinent information shall be subject to disciplinary action, including dismissal.

VIII. DUTY REGARDING USE OF CITY POSTAGE

City purchased postage supplies will not be used for mailing material that is not of a department or City related nature.

IX. DUTY TO INVENTORY IMPOUNDED VEHICLE

Members of this Department shall inventory and document the contents of every vehicle being impounded. This shall be done to protect the department and its members against claims of any theft or loss of property left in the vehicle at the time of impound.

X. STATUS WHILE OFF-DUTY

Members of this Department shall refrain from acting in their capacity as law enforcement officers, while off-duty, except in cases of emergency or when serious criminal offenses have been committed.

Members are considered on-duty when traveling in their police vehicle or on Department approved business.

XI. DUTY REGARDING ON-CALL STATUS

Members of this Department are subject to call twenty-four (24) hours a day and may be recalled from vacation, leave, or off-days whenever necessity demands. This shall not prohibit a Member of this Agency from partaking in activities that may make him ineligible to report for duty during his / her off time. Those Members who are on call for a specific reason and period of time (i.e. - Criminal Investigations, or certain Members during severe weather watches) shall be fit for duty as long as they are on call.

XII. OVERTIME

Any and all overtime must be approved by the affected Division commander or shift supervisor.

XIII. DUTY TO BE PROMPT AND PUNCTUAL

Members of this Department shall be prompt and punctual when reporting to their official duties.

XIV. DUTY TO BE ALERT

Members of this Department shall remain alert and not sleep while on duty.

XV. REMAINING AT DUTY STATION

Members of this Department shall remain at their assigned station and / or at their duty assignment unless and until they are appropriately relieved by a supervisor or dispatched by the Communications Center.

XVI. DUTY TO HAVE LEAVE PROPERLY AUTHORIZED

Members of this Department shall take leave only when properly authorized by a supervisor.

XVII. ABSENCE FROM WORK WITHOUT LEAVE (A.W.O.L.)

Absence from assigned workstation without permission is prohibited.

XVIII. EXCESSIVE ABSENTEEISM

The habitual or patterned use of sick leave, or leave without pay, not supported by competent medical evidence or other proof of necessity is prohibited.

XIX. ILLNESS / CONDITION (PHYSICAL / MENTAL) SICK LEAVE

Failure by an employee to notify their immediate supervisor when he / she becomes ill or injured and cannot report for work, or if there are any changes in his / her physical / mental health that could impair one's abilities to carry out job assignments is prohibited. Notification shall be no later than one hour prior to start of shift. The use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member of the Department is also strictly prohibited.

XX. UNAUTHORIZED PARKING

Parking in designated handicap permit parking spaces or marked fire lanes, unless responding to an actual emergency, or picking up or discharging passengers, is prohibited as well as in violation of State and local laws.

XXI. DUTY WITH REGARD TO MEMO BOARDS

Documents of official City or Department business should be posted on the memo boards in the squad room. Members of the Department are responsible for reading the memo boards each working day and signing the appropriate forms for all department related memos. Other items, not relating to business, may be posted only on the authority of the Chief of Police.

1. Destroying or defacing any official written notice relating to Department or City business is prohibited. The posting of or circulation of any notices of a non-official derogatory character relating to any person, group, or police activity is prohibited.
2. Members of this Department shall not remove any item from a memo board except by approval of the Chief of Police.

XXII. PROHIBITED ASSOCIATION / FREQUENTING

Frequenting or associating with person(s), organization(s), or place(s), known to be involved in criminal activity, unless necessary for police business, where such associating or frequenting would be detrimental to the image of the Department or the City, is prohibited.

XXIII. SUBVERSIVE ORGANIZATIONS

No employee shall knowingly be a member of, or affiliated with, any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county, or municipal government. Exceptions may be made when necessary, in the performance of duty and only with the express permission of the Chief of Police.

XXIV. DUTY NOT TO BE DEPUTIZED

No member of this Department shall be sworn as a peace officer, deputy, marshal, constable, or institutional officer without the approval of the Chief of Police. In the event such request is approved, full-time members

should bear in mind that their primary responsibility is to the City of Helen Police Department.

XXV. DUTY TO REFRAIN FROM RECOMMENDING CERTAIN SERVICES

Members of this Department shall not, in their official capacity, recommend any legal counsel, bonding company, or wrecker service.

XXVI. DUTY TO IMPOUND VEHICLES INVOLVED IN TRAFFIC ACCIDENTS

Anytime a vehicle is involved in a traffic accident, and the driver is not able to care for its contents (i.e. - he is injured, being transported to the hospital, and no one else is coming to get the vehicle or its contents), that vehicle is to be impounded by the officer handling the accident.

XXVII. DUTY TO RESPOND TO CALLS

Members shall respond to all dispatched calls for police services without argument and unnecessary delay. No officer shall fail to aid, assist, or fully protect a fellow officer or citizen to his / her professional capabilities in time of need and in accordance with the policies and procedures of the Department.

XXVIII. UNAUTHORIZED PERSONS IN VEHICLES

Allowing unauthorized persons to ride in Helen Police Department vehicles is prohibited. Only the Chief of Police or his designated agent may grant such authorization, and only after a waiver has been signed and a criminal history has been reviewed.

XXIX. USE OF FORCE

Use of force that is excessive to accomplish one's lawful purpose is prohibited.

XXX. MISCONDUCT KNOWN TO DEPARTMENTAL PERSONNEL

Failure to report an employee's violation of a law, rule or regulation, policy, or procedure, or a general or special order is prohibited. Therefore, all such violations shall be reported into a supervisor of the appropriate level of the chain of command.

XXXI. DUTY WITH REGARD TO CIVIL PROCEEDINGS

No member of this Department shall start any civil proceedings arising out of a law enforcement activity without first notifying the Chief of Police. Private civil actions, which have no connection with a member's department position or official action, are not within the scope of this rule.

XXXII. DUTY TO REPORT SUMMONS AS DEFENDANT

Members of this Department shall immediately report, in writing, the facts of the matter to their immediate supervisor whenever they learn they are about to become a defendant in any criminal or job-related civil case. Members shall also report the facts of the matter to their immediate supervisor whenever they learn that any fellow member is about to be or is a defendant in any job-related civil case. The supervisor will contact the effected employee for validation of the information.

A copy of the papers served should be furnished at the time of notification. The paperwork should then be forwarded through the chain-of-command to the Chief of Police who will notify the appropriate City departments.

XXXIII. COURT APPEARANCE

Members of this department who are subpoenaed to any judicial hearing (criminal or civil) will honor said subpoena and notify their immediate supervisor in a timely manner.

XXXIV. DUTY REGARDING ISSUED ITEMS

Members of this Department have the responsibility to maintain all issued items with diligence. Members have the responsibility to report all losses, thefts, or damage of items consistent with Department policy.

Members deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the Department for the loss or damage in a manner prescribed by the Chief of Police or his/her designee. Negligence must be shown on the part of the member before compensation is required.

Failure to immediately report in writing all damage to vehicles, property, and equipment or to file such report which contains all known facts surrounding the cause and nature of the damage is prohibited. Additionally, members shall return all equipment owned by the Department upon separation and shall return any equipment when ordered to do so by a supervisor.

XXXV. DUTY IN REGARD TO USE OF DEPARTMENT SUPPLIES

Members of this Department shall not draw city supplies or resources for their personal use. The use of the time, facilities, equipment, or supplies of the Department for private gain or advantage is prohibited.

XXXVI. ALTERATION OR MODIFICATION OF CITY EQUIPMENT

Members of this Department shall not alter or modify any city equipment issued to them, or to which they have access, except as provided below.

Any necessary modification or alterations may be made on the authority of the commander of the effected section.

This rule shall not apply to the tailoring of uniforms.

XXXVII. USE OF PRIVATE EQUIPMENT

Use of private equipment for official purposes or while on duty, unless directed / authorized to do so by the Chief of Police or his / her authorized agent, is prohibited.

XXXVIII. POSSESSION / USE OF ALCOHOL

No member of this Department shall purchase, possess, use, or be under the influence of, or have the odor on their person, of an alcoholic beverage while in uniform, on-duty, or in a city-owned vehicle, except in the line of duty.

Possession and / or use of alcohol or alcoholic beverages on duty other than as authorized by specific job function or assignment is prohibited. At no time will an on-duty employee of the Department use or be under the influence of alcohol to any degree or percentage, unless authorized by the Chief of Police.

(To determine one's fitness for duty, all evidence and / or circumstances up to and including the results of an intoxilyzer, urinalysis, or blood test may be considered. In administering an intoxilyzer test, only a State certified operator, using a State certified instrument capable of printing test results will be used.)

XXXIX. POSSESSION OF CONTROLLED SUBSTANCES

Because of the safety sensitive nature of police work and the implications concerning the operation of a police vehicle, weapons, and other instrumentalities, every officer must be able to perform his/her duties in a safe and effective manner at all times while on duty. An officer shall not

be under the influence of a controlled substance or medication where such use impairs the ability of the officer to perform his/her duties.

Any officer who possesses any concerns about his/her fitness to perform his/her respective duties has an affirmative obligation to report such concerns and/or limitations to his/her immediate supervisor who will decide concerning whether to modify that officer's duties and whether a reasonable accommodation can be made. Any officer taking a controlled substance prescribed by a duly licensed practitioner and/or over-the-counter medication which contains warning labels or instructions which implicate conduct which is part of the officer's normal duties shall obtain a medical release from his/her physician stating that such officer will be able to perform his/her assigned duties while taking such medication. Such physician shall also note any limitations if applicable.

If the Chief or designee has further concerns regarding the officer's fitness, the Chief or designee may seek further clarification or another opinion from a duly certified physician. Upon such additional opinion or clarification, the Chief or designee may (1) require the officer to submit to a fitness for duty medical examination performed by an outside physician familiar with police work; (2) reassign the officer to alternate work; (3) place the officer on medical leave in accordance with the department's policy; or (4) relieve the officer from duty. The Department will bear any medical expenses incurred other than those of the officer's primary physician.

Notwithstanding the necessary transmittal of records between the respective physicians and an inquiry as to how the condition may affect the officer's safe and effective performance on duty; the Chief, designee, or officer's supervisor shall not inquire into the officer's medical condition without the officer's consent.

XL. REPORTS

Failure to promptly submit reports as are required by performance of an employee's duties, or by constituted authority is prohibited. All reports shall be turned in at the employee's end of the duty day, unless specifically authorized not to do so by a supervisor.

XLI. DEPARTMENTAL RECORDS / REPORTS / CITATIONS

Stealing, forging, tampering with, or unauthorized altering of any Helen Police record, report or citation is prohibited. To this end, the removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Chief of Police or a supervisor is prohibited. Additionally, the obtaining / duplicating or attempted obtaining / duplication of any information from department files,

sources, or reports, other than that to which one is properly entitled in accordance with one's duties / assignments, is prohibited.

All police department documents will be shredded prior to being discarded.

XLII. DEPARTMENT FORMS

The appropriate departmental forms will be used for all required reports. All requests for modification or implementation of forms shall be made through the chain-of-command, to the Chief of Police.

XLIII. RECOVERED PROPERTY / EVIDENTIARY MATERIAL

Failure to relinquish to the designated agent of the department or properly handle all lost, stolen, recovered, abandoned, or evidentiary material which comes into the possession of a department member as a result of the performance of departmental duties is prohibited. To this end, all such material shall be turned over prior to the completion of the tour of duty unless otherwise instructed by a supervisor.

XLIV. VIOLATION OF LAW

Violation or attempted violation of any Federal, State, County, or Municipal law or ordinance is prohibited (whether criminal proceedings are instituted or not).

XLV. COOPERATING WITH ADMINISTRATIVE AND/OR INTERNAL INVESTIGATIONS

Failure to fully cooperate with administrative investigations as described in this Manual is prohibited.

Failure to answer questions, respond to lawful orders, or render material and relevant statements in an internal department investigation, when such orders, questions, and statements are directly related to job responsibilities, is prohibited.

(Nothing in this section shall violate of one's Federal or State constitutional rights.)

XLVI. DUTY WITH REGARD TO E-MAIL AND INTERNET ACCESS

- A. All E-Mail that is sent must be of professional nature and will be of good taste. Anything that one does not wish for the general public, attorneys, or court system to see should not be put on E-Mail. Department E-Mail should be checked at the beginning and at the end of day of duty.

- B. E-Mail and Internet access will be limited to city related business and not for personal use.
- C. The use of E-Mail and the Internet for the purposes of accessing offensive representations or descriptions of sexual acts is prohibited and subject to disciplinary action.
- D. The loading or downloading of any material must be approved by competent personnel (Information and Technology advisor) prior to the completion of the task.

XLVII. BUILDING SECURITY

Each Employee is issued a key code and key to gain access to the police department and areas within the building. If an employee's key code or key is stolen or lost that employee must report it immediately. All issued key codes and keys will be returned at the time the employee ceases to be employed by the police department and removed from access. Any person allowing another to gain access without the proper authority will be subject to disciplinary action.