

GREELEY POLICE DEPARTMENT

General Order 400.00

Reviewed: 03/19

400.00 EMPLOYEE CONDUCT

400.01 Standards of Conduct:

Sworn employees will adhere to Ethics Code, listed below, as well as to all department and city policies and procedures. Civilian employees will adhere to the City of Greeley Ethics Code and all department and city policies and procedures.

• Code of Ethics:

Officers of the Greeley Police Department shall abide by the "Law Enforcement Code of Ethics":

"As an employee, 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 against violence or disorder; and to respect the constitutional rights of all men 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 or carry out my assignment 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."

• Rules: "Code of Conduct":

All employees shall be subject to the provisions of the "Code of Conduct."

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Violations of the rules promulgated within the "Code of Conduct" will result in disciplinary action against the offending employee.

400.02 Greeley Police Code of Conduct

GREELEY POLICE DEPARTMENT **CODE OF CONDUCT**

CHAPTER I - AUTHORITY AND PURPOSE

- 1.1 The Code of Conduct of the Greeley Police Department is promulgated by the Chief of Police by authority of Article 14, Section 2, of the Charter of the City of Greeley, and takes precedence over other regulatory directives of the Police Department.
- 1.2 The Code of Conduct of the Greeley Police Department is designed to promote efficiency, discipline, and good community relations by setting forth policies governing the conduct of every employee of the Police Department, both on and off duty. The terms "sworn member" and "officer" refer to any person commissioned as a police officer under ordinances of the City of Greeley and qualifying as a peace officer under statutes of the State of Colorado.
- 1.3 The provisions of the Code of Conduct, City of Greeley Employee Handbook and administrative rules, and departmental regulations, shall apply to all officers and civilians of the Police Department. Sworn members will also abide by the rules and regulations with the Civil Service Commission Rules and Regulations.

CHAPTER II - SCOPE

- 2.1 The provisions of the Code of Conduct shall be observed by all employees of the Department in order to maintain the confidence, respect, and support of the public.
- 2.2 Disciplinary action under the Code of Conduct will be in accordance with the Civil Service Commission Rules and Regulations. All disciplinary actions will be based on clear and convincing evidence.

Definition of clear and convincing: More than a mere preponderance, but below that of beyond a reasonable doubt, "such that it will produce in the mind of the finder of fact, a firm belief as to the facts sought to be established."

- 2.3 It shall be the duty of all employees to take corrective action as appropriate and/or submit a written report to the Chief of Police or his designee, whenever they learn, through personal observation or report, of any violation of the Code of Conduct, General Orders, the City of Greeley Employee Handbook and administrative rules, the Charter of the City of Greeley, the ordinances of the City of Greeley, and/or laws of the State of Colorado or the United States by any sworn member of the Department.

- Should the violation involve an incident of serious nature, the supervisor or

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commander observing or informed of the violation shall have authority to impose emergency relief from duty for an officer or civilian accused of a violation, when it appears that such action is in the best interest of the employee and/or the Department. Should the observing or informed supervisor be of lesser rank than the accused officer, he shall notify a supervisor of equal or superior rank to that of the accused officer.

- A written report of the incident shall be submitted by the observing or informed supervisor to the Chief of Police via the Chain of Command.
- 2.4 Pursuant to the authority granted by Article 14, Section 2, of the Charter of the City of Greeley and subject to the collective bargaining agreement in force, the Chief of Police shall be in direct command of the Department of Police. He shall assign all members of the Department to their respective posts, shifts, details and duties. He shall make rules and regulations affecting his department, and in conformity with the ordinances and resolutions of the City, concerning the operations of the Department and conduct of all employees. He shall be responsible for the efficiency, discipline, and good conduct of the Department and for the care and custody of all property used by the Department.
- 2.5 Employees of the police Department holding the position of Probationary Police Officer may be terminated from the employment by the Chief of Police when they fail to meet the minimum standards of employee performance or when they violate the Code of Conduct, the City of Greeley Employee Handbook and administrative rules, the Civil Service Commission Rules and Regulations, the Charter of the City of Greeley, the ordinances of the City of Greeley and/or the laws of the State of Colorado or the United States. Such employees have no right of appeal under the provisions of the Employee Handbook and administrative rules or the Civil Service Commission Rules and Regulations. The decision of the Chief of Police shall be final in these cases.
- 2.6 No officer shall procure appointment in the Department by means of willful misrepresentation or omission of any fact concerning his personal history, qualifications for employment, or physical condition.
- 2.7 No promotion of any member of the Department shall be deemed complete until a period of one year shall have elapsed following said promotion. At any time during this one-year probationary period, the Chief of Police may rescind the promotion.
- 2.8 Should any employee who has successfully completed the probationary period and subsequently be discharged, suspended, demoted, or reprimanded because he has violated any rule of the Code of Conduct, the General Orders, the City of Greeley Employee Handbook and administrative rules, the Civil Service Commission Rules and Regulations, the Charter of the City of Greeley, and/or the laws of the State of Colorado or the United States, he shall receive a letter of discharge, suspension, demotion, or reprimand that shall set forth the rule violated and the details of said violation. Should the employee desire to appeal, he shall follow the appeal procedures set forth in the Employee Handbook and in the Greeley Municipal Code (Civil Service Commission Rules

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and Regulations).

- 2.9 Employees are required to establish and maintain a working knowledge of this Code of Conduct, General Orders, all laws and ordinances in force in the City of Greeley, and the written rules and policies of the Department and each division thereof. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule, or policy in question.
- 2.10 Any employee who, by an act or conduct, attempts to violate or conspires with any person to violate the Charter of the City of Greeley, the Code of Conduct, provisions of the Employee Handbook and administrative rules of the City of Greeley, the Civil Service Commission Rules and Regulations, general orders, or policies of the Department, shall be subject to the same discipline as though the actual violation had been accomplished.

CHAPTER III - UNIFORM, EQUIPMENT, AND APPEARANCE

- 3.1 Police employees for the City of Greeley must present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained employees who demonstrate disciplined conduct, regimentation, and strict adherence to regulation and authorized detail. Therefore, employees shall be subject to, and must comply with, the uniform and appearance standards prescribed by the Chief of Police.
- 3.2 Uniforms shall be kept clean, in good repair, and well pressed at all times. While wearing the uniform, employees shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets. The wearing of the uniform hat is optional, except at the direction of the Chief of Police.
- 3.3 Normally, employees shall wear the duty uniform on a tour of duty. However, commanding officers may authorize other clothing to be worn as required by the nature of the duty to which a particular officer is assigned.
- 3.4 No employee while in uniform will wear on the uniform any item not specifically authorized by written order of the Chief of Police.
- 3.5 All employees shall carry their identification cards at all times when armed.
- 3.6 All firearms used by an officer must first be approved by the Chief of Police, or his designee, prior to use. Officers may be armed in an off duty capacity, with a department approved firearm. Officers desiring to carry a personally-owned firearm shall follow the procedures outlined in G.O. 521.
- 3.7 No officer when dressed in civilian clothes shall wear a weapon in such manner that it will be open to the view of the public without a police department badge being visible. Officers will also carry their police identification.

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- 3.8 No officer or civilian shall wear the uniform, be armed with a duty weapon or concealed weapon, or carry his badge or identification card while under suspension or administrative leave unless otherwise indicated by the Chief of Police. Such officer shall immediately surrender his badges, identification card, and city-issued weapon to the supervisor or commanding officer notifying the offender of his suspension.
- 3.9 Improper or negligent handling of or willful damage to City property is a violation of this Code.
- 3.10 Employees who have lost, damaged, or destroyed any equipment issued to them by the Department may be required to make restitution if the loss or damage is the result of negligence on their part. Employees shall report lost, damaged, or stolen issued equipment to their supervisor immediately.
- 3.11 Employees shall promptly report the need for repairs of any City-owned property issued to, used, or possessed by them to the City department officially charged with the maintenance of such property.
- 3.12 No employee shall alter, repair, or in any way change, add to, or remove any parts or accessories of any City-owned property without the permission of the Chief of Police or designee. This includes, but is not limited to, buildings, employee equipment, machines, clothing, firearms, communications equipment, and motor vehicles.

CHAPTER IV - PROFESSIONAL CONDUCT AND PERSONAL BEARING

- 4.1 Dereliction of duty or other conduct on the part of any employee detrimental to the proper performance of the functions of the Department is cause for disciplinary action. The offender will be punished according to the degree of severity of the violation, the results brought about by the dereliction, and the effect it has upon the discipline, good order, and best interest of the Department. The following subsections constitute dereliction of duty or other improper conduct:
- Failure of a supervisor to immediately take appropriate action when a violation of rules or regulations comes to his or her attention, regardless of the supervisor's or violator's assignment or rank within the Department.
 - Failure to complete any assignment without justifiable cause.
 - Failure to observe and adhere to the policies, written procedures, and directives of the Department.
 - Failure to deliver to the official departmental custodian any property found by, confiscated by, or relinquished to employees of the Department without undue delay and, in any event, before the tour of duty is ended.
 - Failure to place evidence in its officially designated place for preservation and

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storage without undue delay and, in any event, before the tour of duty is ended.

- Failure to give name and badge number to any person upon request, unless serving in an undercover assignment.
 - Usage of drugs that are illegal under federal and/or state law. In addition, abuse of drugs which are prescribed by a physician or dentist or purchased over the counter shall also constitute dereliction of duty or other improper conduct. Employees shall not report for duty while their ability to function is impaired by the use of any prescribed, recommended, or over the counter drug.
 - Use of unnecessary violence toward any person.
 - Disrespect shown to any person.
 - Use of indecent, profane, derogatory racial or ethnic terms; or terms which trigger a violent emotional response or harsh language, in the performance of duties.
 - Acceptance, agreement to accept or solicitation of a bribe. (A bribe shall be defined as a gift, emolument, money, thing of value, testimonial, appointment or personal advantage, or the promise of solicitation of it for the purpose of obtaining special privileges or personal gain by the donor or other person).
 - Cowardice or failure to perform police duties because of danger.
- 4.2 No employee shall engage in any personal conduct or act that, if brought to the attention of the public, could result in justified unfavorable criticism of that employee or the Department. Employees shall not engage in any conduct which constitutes conduct unbecoming an employee or neglect of duty.
- 4.3 Employees shall treat sworn and non-sworn personnel (supervisors, subordinates, and associates) with respect. They shall be courteous and civil at all times in their relationships with one another. Employees will not make malicious, false, or unsubstantiated statements with malice or reckless disregard of their truth or falsity that may damage the integrity or reputation of the City, the Police Department, or its employees.
- 4.4 Employees shall not publicly criticize or ridicule the Department, its policies, supervisors, the City Manager, City Council members, Mayor, members of appointed commissions or other employees by talking, writing, or expressing in a manner which:
- Is defamatory.
 - Is obscene.

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- Is unlawful.
 - Tends to impair the operation of the Department or the City by interfering with its efficiency, by interfering with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- 4.5 No employee shall at any time ridicule, mock, deride, taunt, or belittle any person. Neither shall he willfully embarrass, humiliate, nor shame any person nor do anything that might incite any person to violence.
- 4.6 No employee shall conduct himself in the offices, buildings, and vehicles of the Department in a manner that would discredit the police service.
- 4.7 No employee shall use loud, indecent, profane, or harsh language in the presence of the public.
- 4.8 Employees shall not under any circumstances solicit any gift, gratuity, loan or fee where there is any direct or indirect relation between the solicitation and their departmental membership except as provided by law and approved by the Chief of Police.
- 4.9 Employees shall not accept a reward or any gift, gratuity, reward, loan, fee, discount, rebate, or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence them in the discharge of their official duties.
- 4.10 Employees shall not accept a reward or any gift, favor, privilege, or employment from any business, corporation or licensee, the granting of whose license is subject to regulation or approval by the police department.
- 4.11 Employees shall not buy anything from or sell anything to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention through their employment with the Department; nor can they act as an intermediary in the payment of a reward for the return of stolen property without prior written authorization by the Chief of Police.
- 4.12 Any reward paid or sent to any employee shall be promptly turned in by that employee to the Office of the Chief of Police, which shall deposit it with a suitable charitable fund of the department (example: flower fund).
- 4.13 Uniformed employees shall render a military salute to the United States flag and National Anthem at appropriate times when wearing a class A hat. Employees in civilian dress or in uniform without a hat shall render honors by placing their right hand over their heart.

CHAPTER V - RESPONSIBILITIES AND GENERAL CONDUCT ON DUTY

- 5.1 For the purpose of protecting life and property, officers shall always be

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considered on duty while in the City of Greeley and shall be prepared to act at any time circumstances indicate their services are required. When such circumstances arise, officers will comply with all rules and regulations applicable to any on-duty officer.

- 5.2 Employees shall respond without delay to all calls for police assistance from citizens or other members of the Department. Emergency calls take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no employee shall fail to answer any call for service directed to him.
- 5.3 Within the City of Greeley, employees shall at all times take appropriate action to:
- Protect life and property.
 - Preserve the peace.
 - Prevent crime.
 - Detect and arrest violators of the law.
 - Enforce all federal, state and local laws and ordinances coming within the department's jurisdiction.

NOTE: The above shall not be construed to include enforcement of laws of a misdemeanor nature or traffic enforcement when out of uniform and off duty.

- 5.4 The ranking on-duty supervisor at the scene of any police incident shall be responsible for the proper conclusion of that incident and may assume command of a scene if conditions require it. The assigned employee shall be in charge and responsible for the handling of the incident. The supervisor shall remain at the scene until such time as the incident is under control, and ensure the incident is being properly handled in accordance with existing policies, and sufficient instructions have been issued to result in the proper conclusion of that incident, if necessary.
- 5.5 Supervisors in each division, section or unit have a responsibility to ensure that all investigations initiated by or assigned to their respective division, section, or unit are satisfactorily concluded.
- 5.6 Employees shall, at all times, respond to the lawful orders of superior members and other proper authorities as well as requests for police assistance from citizens. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the Department does not relieve employees of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Employees assigned to special duty are not relieved from taking enforcement

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action outside the scope of their specialized assignment when necessary. All members shall perform their duties as required or directed by law, departmental rule, policy, or by order of a supervisor.

- 5.7 Failure or deliberate refusal of any employee to obey a lawful order given by a supervisor shall be considered insubordination. However:
- Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting order and shall not be held responsible for the disobedience of the order, rule, regulation or directive previously issued.
 - Employees shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, employees shall request the issuing supervisor to clarify the order or to confer with higher authority.
- 5.8 Employees are required to take appropriate police action to aid a fellow officer exposed to danger or in a situation where danger might be impending.
- 5.9 The hours of all employees shall be regulated by the Chief of Police, who has the authority to call any employee back to duty, regardless of the hours assigned to that employee.
- 5.10 No employee shall be absent without leave. (Absent without leave shall mean either a failure to report to duty at the time and place of duty or leaving of a place of duty or assignment without proper authorization).
- 5.11 Unless otherwise directed, employees shall report to daily roll call briefing at the time and place specified in proper uniform and equipment. They shall give careful attention to orders and instructions.
- 5.12 It shall be the responsibility of employees who cannot report for duty due to illness to notify an on-duty supervisor at least one hour prior to their report time.
- 5.13 Employees shall report any change in address or telephone number within twenty-four hours of such change to the Sr. Administrative Assistant of the Chief of Police and to their immediate supervisor.
- 5.14 When employees do not expect to be available for more than seventy-two hours at their listed telephone number and address for an emergency call, they shall notify an appropriate supervisor of the time of departure, expected time of return and other information as to how they may be reached in an emergency.

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- 5.15 Employees shall not work at any off-duty or extra-duty employment on the same calendar day that they fail to report for duty due to illness or injury.
- 5.16 Employees shall remain alert, observant, and occupied with police business during their tour of duty.
- 5.17 Employees are prohibited from engaging in the following activities while on duty:
- sleeping, loafing, or idling;
 - recreational reading or recreational use of electronic devices (except at meals);
 - conducting private business without prior approval of a supervisor;
 - carrying, using or displaying any articles, which distract from the proper performance of police duty;
 - drinking intoxicating beverages (except in the performance of a police duty, and then only with the specific consent of a commanding officer, and never in uniform);
 - gambling (except in the performance of a police duty, and then only with the specific consent of a commanding officer, and never in uniform);
 - any sexual conduct;
 - surreptitious audio and/or video recording of personal interactions with, and among, fellow employees and/or supervisors for the express purpose of 'personal documentation'. If an employee desires to record a peer conversation or a supervisory contact, it must be done with the full knowledge of the other party (ies) engaged in the exchange.
- 5.18 Employees are prohibited from following any other vocation that might conflict or interfere with their responsibility to the Department. Employees must receive permission from the Chief of Police or his designee to engage in off-duty employment or operating a business. Employees are prohibited from holding a deputation or commission from any other law enforcement agency without express permission from the Chief of Police.
- 5.19 Employees shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information.
- 5.20 Employees shall have prior approval of their supervisors before initiating undercover investigations. In cases where employees are already deployed in an undercover capacity and they begin another assignment unrelated to the

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existing assignment, they shall notify their supervisor as soon as possible.

- 5.21 Employees shall not be intoxicated while on duty. They shall not at any time, on or off duty, be intoxicated in public in a manner that violates laws or ordinances.
- 5.22 No employee while in uniform shall purchase, possess, be under the influence of, or drink intoxicants whether on or off duty.
- 5.23 Employees shall not bring or keep any intoxicating liquor on departmental premises, except for the purpose of bringing liquor on departmental premises in the furtherance of a police task in which case such liquor shall be properly identified and stored according to policy.
- 5.24 Employees on duty or in uniform shall not enter taverns except to perform a police service.
- 5.25 No employee shall chew tobacco while making personal contacts with citizens in the performance of his or her duties. No employee shall smoke in the presence of any person contacted.
- 5.26 Conflict of Interest – In the course of their duties, employees/supervisors may encounter a situation that involves either an immediate relative or a close family friend. In these cases, the employee/supervisor should recuse themselves from the situation and request another employee/supervisor handle the incident. However, a situation may arise when the employee/supervisor is not able to recuse himself/herself from their involvement. In these cases, the employee/supervisor shall notify their supervisor of the conflict and the reason they are not able to remove themselves. The supervisor, who has been notified, will in turn notify the appropriate Deputy Chief of the investigation, the nature of the conflict of interest, and the reason the employee/supervisor was not able to remove themselves from the investigation. If their supervisor is not available the On-call Commander will be notified

CHAPTER VI - PROTECTION OF PRISONERS, THEIR RIGHTS, AND THEIR PROPERTY

- 6.1 No officer shall arrest any person or search any premises or person except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant under the laws of the State of Colorado, the United States, or the ordinances of the City of Greeley, or by consent.
- 6.2 All employees shall protect the constitutional and civil rights of any person held in custody and no employee shall verbally abuse or use any unnecessary violence against any person.
- 6.3 No employee shall falsely arrest, imprison, or direct any malicious prosecution against any person.

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- 6.4 No employee shall willfully mistreat or give inhumane treatment to any person in custody.
- 6.5 Employees shall use only such force as is necessary in effecting an arrest.
- 6.6 Employees shall use deadly force only as is necessary and only as authorized in the Statutes of Colorado and as prescribed by the General Orders and other orders of the Department.
- 6.7 Any employee who has lost, damaged, or destroyed any property or equipment belonging to a person in custody or which has come into possession of said employee by reason of his office may be required to make restitution if the loss or damage is the result of negligence on the part of the employee.

CHAPTER VII - PUBLIC ACTIVITIES

- 7.1 No employee shall engage in political activity as defined in the Ordinances of the City of Greeley or the Statutes of the State of Colorado while on duty or acting in an official capacity with the exception of voting on duty.
- 7.2 No employee shall seek the influence or intervention of any person outside the department for purposes of personal preferment, advantage, transfer, or advancement. Should any employee learn of any intervention in his behalf, he or she shall notify his or her Deputy Chief immediately.
- 7.3 No employee shall become a member of any organization, association, movement, or group which advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.
- 7.4 No employee shall participate in any type of disruptive protest demonstration nor shall any employee act as a spokesman, representative, or agent for any group engaged in or planning to engage in any type of disruptive protest demonstration.
- 7.5 Except for official police duties, no employee of this Department shall associate with persons of immoral character, convicted felons, gamblers, or other persons who habitually commit violations of the law. This does not exclude an employee of this Department from associating with immediate members of his or her family if they fall within the aforementioned categories.
- 7.6 Employees shall not permit their name or photograph to be used to endorse any product or service that is in any way connected with law enforcement without the permission of the Chief of Police. Employees shall not, without the permission of the Chief of Police, allow their name or photograph to be used in any commercial testimonial, which alludes to their position or employment with the Department.

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7.7 Debts - incurrence and payment.

- Employees shall not solicit subordinate employees to co-sign or endorse any promissory note or other loan.
- Employees shall pay all debts and legal liabilities incurred by them.

CHAPTER VIII - CIVIL, CRIMINAL, JUDICIAL AND INVESTIGATIVE ACTIONS

8.1 The Department has jurisdiction in criminal cases only. No employee shall render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. Employees may recommend that citizens consult with the attorney of the citizen's choice.

8.2 No employee shall investigate any criminal case or personally file any criminal charge in a court of law against any person for a criminal offense committed against him or any member of his family except misdemeanors occurring in the officer's presence while on duty. Other offenses that may be committed against him or members of his family shall be reported to the division of the Department having responsibility for the investigation of such offenses. The personnel of the division shall investigate and file such charges as may be proper.

8.3 Employees shall be truthful at all times, whether under oath or not, when conducting any official police business. Exception: The Department recognizes the necessity in undercover investigations and during interrogations to use approved methods of deception.

8.4 Employees shall answer questions by or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed. When questioned, employees will be forthright with information available to them. Employees will keep their answers free from ambiguity or evasiveness and go straight to the point.

8.5 No employee shall willfully misrepresent any matter, sign any false statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or departmental hearing.

8.6 No employee shall knowingly falsify any report, document, or record or cause to be entered any inaccurate, false, or improper information on records, documents, or reports of the Department or of any court; or alter any record, document, or report except by a supplemental record, document, or report. No employee shall remove or destroy or cause the removal or destruction of any report, document, or record without authorization.

8.7 Employees must be present and available to testify in any court or before any grand jury when officially notified to appear. In criminal cases outside Weld County and in all civil cases, employees shall respond to a legal subpoena only.

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- 8.8 Employees who, for a valid reason, are unable to answer an official summons must be excused by the court or grand jury prior to the time they are scheduled to appear. The reason for the excused absence shall be reported to the employee's supervisor. In case the supervisor is not available, employees shall report their reason for being absent to their Commander.
- 8.9 Any employee who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or against the City or Department in any hearing or trial shall notify his supervisor in writing of receipt of the subpoena or of his intention to testify prior to his appearance as a witness.
- 8.10 No employee shall accept a fee as a witness in a criminal or civil case, which arises out of his employment in any court, whether municipal, county, state, or federal court. Any monies received will be turned in to the Department to be forwarded to the City of Greeley general fund.
- 8.11 Employees shall not engage in any of the following conduct:
- Interfering with the service of lawful process.
 - Interfering with the attendance or testimony of witnesses through coercion, bribery, or other means.
 - Attempting to have any Notice to Appear or traffic citation reduced, voided, or stricken from the calendar without approval of their Deputy Chief or his designee.
 - Recommending a dismissal, reduction of charges or other disposition of a pending criminal case that has been previously filed in any criminal court or before any grand jury except by written approval of their respective Deputy Chief or his designee.
 - Taking any other action that interferes with the efficiency or integrity of the administration of criminal justice.
 - Having knowledge of such interference and failing to inform a supervisor in writing.
- 8.12 Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney, bail bond broker, Tow Company, Body Shop, Glass Company, or any other business interest to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the employee seeks such service. In no case may such advice be given where a fee, gratuity, or reward is offered by, solicited, or accepted from the attorney or bail bondsman.
- 8.13 No employee shall give any lawyer, bondsman, or the agency of either, or any other person unauthorized information regarding prisoners in confinement,

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property in custody, or records of the Department.

- 8.14 Employees shall not furnish bail or act as a principal or surety on any bail bond application for any person charged with any type of criminal offense except members of their immediate family.
- 8.15 No employee shall reveal any confidential information to anyone unless authorized by Department policy to do so and then only to a person or persons authorized to receive such confidential information.
- 8.16 No employee shall make known any information concerning the progress of an investigation, a known or reported law violation, a condition against which action is to be taken at a future time, or any proposed police operation to any person not authorized to receive it.
- 8.17 Employees shall not communicate in any manner, either directly or indirectly, any information which may assist persons guilty or accused of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or conceal evidence of unlawful activity, money, merchandise, or other property unlawfully obtained.
- 8.18 No employee shall release any police report, police record, arrest report, prosecution report, criminal history file, mug shot picture, or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by a Deputy Chief or his designee.

400.03 Conduct That May Result in Disciplinary Action:

Any employee who has committed violations of the laws of the United States and the State of Colorado, the Charter of the City of Greeley, the Code of Ordinances of the City of Greeley, the Civil Service Commission Code of Rules and Regulations, the City of Greeley Employee Handbook and administrative rules, and the General Orders and Standard Operating Procedures may be the subject of disciplinary action.

General Order 400.00	<u>EMPLOYEE CONDUCT</u>	Reviewed: 03/19
Authorized by Mark Jones, Police Chief		
Effective Date: March <u>5</u>, 2019		
 _____ Signature	Date: <u>March 5, 2019</u>	