

# Burleson Police Department

## Administrative Policy and Procedures

Number: 01-001

Reference: Departmental Philosophy

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CALEA Standards: 1.1.1, 1.1.2, 1.1.3; 1.2.1; 11.2.1; 12.1.3; 12.2.1

ISSUING AUTHORITY: \_\_\_\_\_

Billy Cordell, Chief of Police

### I. **Organization Values** [12.2.1]

We of the Burleson Police Department recognize our contribution to the quality of life and a safe environment in our community through the provision of professional law enforcement services. We will meet the challenge of providing these services by basing our thoughts and actions on the following shared values:

#### **Core Values:**

**Ethical** - Service with honesty, integrity and trust

**Committed to Protect** - Working to reduce the fear and presence of crime

**Professional** - Attaining the highest level of training and service

**Cooperation through Communication** - Listening to one another's concerns and opinions

**Diversity** - Reaching out to all members of the community

### II. **Vision Statement**

“In Partnership with the Community”

### III. **Department Mission** [12.2.1]

The Burleson Police Department is committed to protect the lives, property and rights of all. We will enforce all laws impartially while maintaining the highest degree of ethical behavior and professional conduct. We will strive to continue to build our partnership with the community that has empowered us to serve.

#### **A. Objectives**

1. In order to fulfill this mission, every member of the Department must continually direct their efforts toward these objectives:
  - a. Recognizing the spirit of the Burleson Police department is one of helping people and providing assistance at every opportunity; [1.1.3]

- b. Enlightening citizen attitudes toward public safety, and striving to gain community support in the suppression of criminal activity;
- c. Developing police leadership throughout the Department in order to effectively utilize allocated resources for maximum productivity;
- d. Aggressively responding to criminal activity throughout the City of Burleson in a manner consistent with safeguarding the rights of all citizens; and
- e. Consistently demanding the highest degree of integrity and professionalism from all employees.

#### **IV. Oath of Office [1.1.1]**

- A. All personnel, prior to assuming sworn status, will take and subsequently abide by an Oath of Office to enforce the laws of the City and State and to uphold the Constitution of the United States and the Constitution of the State of Texas.
- B. Signed Oaths of Office will be maintained in the files maintained by the Department Administrative Secretary and updated as required by state law.

#### **V. Oath of Honor**

- A. On my Honor, I will never betray my badge, my integrity, my character or public trust.
- B. I will always have the courage to hold myself and others accountable for our actions.
- C. I will always uphold the constitution, the City of Burleson and the Burleson Police Department that I serve.

#### **VI. Code of Ethics [1.1.2]**

- A. Officers of the Burleson Police Department shall conduct themselves in a manner, which is consistent with the policies and philosophies of the Burleson Police Department. During the performance of their duties, they will strive to project a professional image and abide by the Law Enforcement Code of Ethics to govern their conduct.
  - 1. 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 against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.
  - 2. 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. I will be honest in thought and deed in both my personal and official life, and I will be exemplary in obeying the law 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.

3. I will never act officiously or permit personal feelings, prejudice, 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.
4. 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 of law enforcement.

B. All employees of the Burlison Police Department will receive ethics training at least biennially.

C. **Canons of Police Ethics** [1.1.1 / 1.2.3]

1. Primary responsibility of Job

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always respects the whole of the community and its legally expressed will and is never the arm of any political party or clique.

2. Limitations of Authority [1.2.1]

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon them in enforcing it. Because they represent the legal will of the community, be it local, state, or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. They must recognize the genius of the American system of government which gives to no person, groups of people, or institutions, absolute power, and they must insure that, as a prime defender of the system, does not pervert its character.

3. Duty to be familiar with the law and with responsibilities of self and other public officials. [1.2.1]

The law enforcement officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in the matters of technicality or principles when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

4. Utilization of proper means to gain proper ends.

The law enforcement officer shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of the officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must be honored by those who enforce it first.

5. Cooperation with public officials in the discharge of their authorized duties.

The law enforcement officer shall cooperate fully with other public officials in the discharge of personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from their superior officer.

6. Private conduct

The law enforcement officer shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, special privilege, cannot but reflect up on the police officer and the police department. The community and the department require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives no person special prerequisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather they will so conduct their private life that the public will regard themselves as an example of stability, fidelity and morality.

7. Conduct toward the public

The law enforcement officer, mindful of their responsibility to the whole community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus they will neither be overbearing nor subservient, as the individual citizen neither an obligation to stand in awe of them nor a right to command them. The officer will give service where they can, and require compliance with the law. They will do neither from personal preferences or prejudice, but only as a duly appointed officer of the law discharging their sworn obligation.

8. Conduct in arresting and dealing with law violators.

The law enforcement officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will

minimize the possibility of having to use force. To this end they shall cultivate a dedication to the service of people and equitable upholding of their laws whether in the handling of the law violators or in dealing with the law abiding.

9. Gifts, favors and gratuities

The law enforcement officer, representing government, bears the heavy responsibility of maintaining in their own conduct, the honor and integrity of all governmental institutions. They shall, therefore, guard against placing themselves in a position in which any person can reasonably assume that special consideration is being given. An officer shall not ask for or accept any gift or gratuity, including food or drink for themselves or others from any individual, business establishment, or organization, which in any way results from their position as an officer. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

An officer shall not ask for or accept any fee, reward or other direct or indirect reimbursement or benefit for the performance or nonperformance of their official duties, except as directed by the Chief of Police. An officer shall immediately report any such offer which may have occurred in an effort to affect their official conduct.

10. Presentation of evidence

The law enforcement officer shall be concerned equally in the prosecution of the wrong doer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In doing so, they will ignore social, political, and other distinctions among the persons involved, strengthening the tradition of the reliability and the integrity of an officer's word.

11. Attitude toward profession

The law enforcement officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to [self-improvement](#) they shall strive to make the best possible application of science to the solution of crime, and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office; hold police work to be an honorable profession rendering valuable service to their community and the country.

## VII. Obedience

Members of the department, whether on or off duty, shall respect and obey all laws, ordinances and the provisions of the department's policies.

- A. As a general rule, a member will be required to take direct orders from, and be directly responsible to, one superior. Superiors, however, shall exercise direct command over subordinate members outside their usual command in all

situations where the police purpose or the reputation of the department is jeopardized. [11.2.1]

- B. Members shall comply with the rules and instructions of the training person regulating their conduct. Officers shall follow the rules and instructions of the Range Master regulating their conduct on the range regardless of their rank.
- C. Members shall obey the lawful orders of their superiors, and regardless of their rank, they shall obey the instructions given by the dispatcher. They shall perform all duties required of them by their superiors, regardless of whether such duties are specifically assigned to them by any duty manual or departmental order. Disagreeable duties shall be performed and unpopular orders obeyed. No member shall publicly criticize an order given by a superior.
- D. Should an order conflict with any previous order issued by any other superior or with any department policy, the member's to whom such an order is issued shall respectfully call attention to the conflict. If the superior giving the order does not make changes to alleviate the conflict, the order shall stand; the member obeying the order shall not be held responsible for disobedience of the conflicting order. It is sufficient for them to know that the person giving the order is in proper command. Should any lawful order appear unjust or improper to the member to whom it is directed, they shall carry out the instructions first, and afterward, they may call the matter to the attention of their superior by the appropriate grievance procedure [12.1.3]
- E. Officers who receive an unlawful order shall not obey that order but will inform that supervisor the order is unlawful. If the supervisor is still insistent, that officer should contact a higher ranking supervisor for clarification. [12.1.3]
- F. A member filling the position of a superior in an acting capacity, shall be vested with all the authority and responsibilities of the superior, but shall not interfere with, countermand, or modify the orders previously issued by the superior, except in extreme emergency.
- G. All lawful orders of superiors shall be promptly obeyed and enforced without question or argument. If a member to whom an order is given does not clearly understand it, they shall ask for such information as may be necessary for a clear understanding, but under no circumstances shall they question the authority of the superior or engage in any argument concerning the orders given.
- H. Members shall obey any lawful order relayed from a superior through another employee. The employee relaying the order may be of the same or lesser rank than the superior giving the order.
- I. When the question of seniority arises, such seniority shall be determined according to the criteria set forth in the glossary under the term Superior Officer. Such seniority shall not be exercised except in an emergency necessitating it, unless one member has been designated by a competent authority as in command.
- J. All members shall be governed by policies as set forth by the Office of the City Manager and such policies shall take precedence over that which is set forth by the police department in the event of conflict.

**VIII. Accountability**

The responsibilities and authority attached to the police professions carry a heavy burden. In as much as the decisions made by a police employee can directly affect the lives of those involved (directly or indirectly) they must use great discretion and judgment. Inappropriate use of the authority or operation of City equipment/vehicles is something that must not be condoned or its significance understated. Recognizing the ultimate use of authority rests with each agency member, they will be held strictly accountable for their actions and performance. [1.2.1]

**IX. Honesty**

No member shall be guilty of oppression, favoritism, willful wrong, or any form of injustice.

- A. Each member shall be truthful when testifying, making reports, or conducting any departmental business.
- B. Unless such action is likely to jeopardize the successful completion of a police assignment, **undercover assignment or officer safety** a member shall **produce their departmental credentials** when requested by persons met in the line of duty. [22.1.8 a / 42.2.4 f]
- C. Members shall not use another member's badge or official police credentials, nor shall they knowingly permit any person not appointed in this department to use a Burlison Police badge or official credential.
- D. Members shall not directly or indirectly seek personal publicity through the public press or other mediums. Business or personal cards which refer to the department shall be used by each member only in connection with official business.
- E. Members of the department shall not abuse the use of city equipment or privilege, or place a long distance phone call on a department phone unless it is in the course of their official duties.

**X. Loyalty**

In the execution of their mission to serve society, an officer is often required to make difficult decisions. An officer's decisions are not easily reached and may occasionally necessitate an outcome which conflicts with their personal beliefs and values. An officer must be faithful to their oath of office, the principles of professional police service, and the objectives of the department, and must not let personal motives interfere with the performance of their duty. [1.1.1]

Every member of the Burlison Police Department has a responsibility to be loyal to their community, their superiors, and the administration of the department. Although there must be binding loyalty among all members of the department, dedication to the welfare of the department as a whole must supersede individual loyalty. All members, therefore, have a duty to report any employee who is guilty of illegal, unethical or departmental misconduct.