

Burleson Police Department

Administrative Policy and Procedures

Number: 03-005

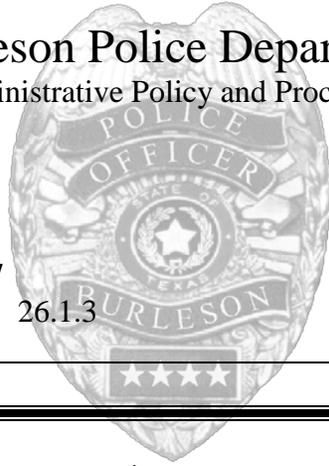
Document Title: Conduct

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CALEA Standards Referenced: 26.1.3

ISSUING AUTHORITY: _____



- I. A police officer is the most conspicuous representative of Government, and to the majority of the people, they are a symbol of stability and authority upon who they can rely. An officer's conduct is closely scrutinized. When their actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable behavior of persons in other professions. Since the conduct of a member on or off duty may reflect directly upon the department, members must at all times conduct themselves in a manner which does not bring discredit to themselves, to their profession, the department, or the City.
- II. Officers in plainclothes, with the consent of a superior officer, may drink alcoholic beverages while on duty when it is necessary to accomplish a police purpose. Otherwise, the odor of an alcoholic beverage emitting from their breath while on duty will be cause for suspension.
 - A. While in uniform, members of this department shall not unnecessarily patronize any place where beer or liquor is sold.
- III. Members shall not undertake any financial obligation which they know or should know they will be unable to meet. They shall pay all just debts when due. Repeated instances of financial difficulty may be just cause for disciplinary action.
- IV. Members while in any part of the police station shall not use loud, boisterous, or profane language, nor shall they resort to horseplay on the premises. Members, on or off duty, who are not conducting official business within the police station shall not loiter in areas open to or frequented by the general public. Unless they have official business at the police station or they are summoned by the dispatcher or superior officer, officers in the field shall not return to the station.
- V. Employees will not covertly record the conversations or activities of other employees unless all persons being recorded are aware and all persons agree to being recorded.
 1. This does not apply to Department authorized recordings, which are approved by one or more Command Staff member.

- VI. Members shall at all times be courteous and civil to the public and to one another. They shall be quiet, orderly, attentive and respectful, and shall exercise patience and use discretion in the performance of their duties. At no time shall they use coarse, profane or insolent language to any citizen, nor shall they speak disparagingly of any nationality, race, creed, religion, or political belief.
- VII. Officers with rank of Corporal and above will be addressed with proper rank when conducting police business. Personnel with rank of Officer will be addressed with Officer and their last name when conducting police business. Members may address an Officer or ranking Officer by their first name if given permission; while keeping in mind the setting and others around them.
- VIII. Members shall obey all policies of the City of Burleson Personnel Manual.
- IX. Members shall abide by the City of Burleson policies regarding sexual harassment. [26.1.3]