



CITY OF SUN PRAIRIE POLICE DEPARTMENT POLICY AND PROCEDURE



SNPD Code of Conduct

Code of Conduct Policy No. CC-1

Eff. Date: 03/12/18

Policy

The Sun Prairie Police Department hereby establishes a Code of Conduct comprised of our Law Enforcement Code of Ethics, Vision Statement, Mission Statement, Core Values, and Policy and Procedures. The Code establishes fundamental conduct and performance expectations consistent with the highest professional standards of policing.

Our vision statement describes what we as a police department seek to achieve. Our mission statement describes how we as department members will achieve that vision. Our core values shape our conduct and performance both on and off duty. Our policies and procedures guide our actions for situations most likely to be encountered in the course of our duties.

The Sun Prairie Police Department recognizes the inherent complexity of policing and the use of legitimate discretion by members to confront that complexity. Discretion is, however, limited. Discretion cannot be arbitrary or used as an excuse for personal inclination when members fail to perform properly. When members confront situations that are so unique that no policy or procedure can guide them, their decisions and interactions must always be consistent with our core values.

Department members shall at all times conduct themselves - to the extent their position requires – in accordance with the provisions of this Code. Any conduct, whether on or off duty, may be investigated in order to establish whether or not a breach of the code has occurred and any department member may be subsequently corrected or disciplined if deemed appropriate.

The Code is not intended to make every irregular, mischievous or improper act a disciplinary offense. When department members are investigated for a breach of this Code, they have the right to expect that the investigation be conducted in accordance with the Professional Standards Policy. The Code shall be applied in a reasonable and objective manner. Due regard shall be given to the degree of negligence or deliberate fault of a member and to the nature and circumstances of the member's misconduct.

Objective

“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 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 to my chosen profession . . . law enforcement.”

Definitions

Vision

A Sun Prairie where all can live safely and are empowered to share responsibility for public safety solutions, protected by a police department that is trustworthy and offers hope.

Mission

We will build relationships and solve problems.

Procedure

Exceptional Service and Problem Solving (Competence)

We are committed to providing high quality policing services and striving for continuous improvement. We are responsive to community priorities and expectations, while educating the community on our capabilities and limitations. We measure our success by the number of problems we eliminate through community-based, problem-oriented, data-driven policing strategies.

1. We cooperate with our colleagues, other agencies and citizens to ensure public safety, improve the quality of life, protect those who cannot protect themselves and enforce the law.
2. All department members shall willingly render service to the community in a prompt, efficient and helpful manner. When not answering a call for service, members shall use their time to accomplish the mission of the department.
3. All department members shall be diligent in identifying chronic or persistent problems and take responsibility for and action towards appropriate resolution, using all available resources and strategies.
4. Investigations shall be conducted and reports shall be prepared in a prompt, thorough, impartial and careful manner so as to ensure accountability and responsibility in accordance with the law.
5. All department members shall be held responsible for the proper performance of any and all duties assigned to them.
6. All department members shall be familiar with department policy and procedures and shall conduct themselves accordingly.
7. All department members shall report for duty at the time designated by their supervisors.
8. All department members shall report to court at the time designated by their subpoena.

9. All department members shall report fit for duty, with no measurable level of alcohol or controlled substance in the body, and not be impaired by medication or other substances.
10. No department member shall consume or purchase any intoxicating liquor and/or fermented malt beverage while on duty or in uniform except with the approval of the Chief of Police or designee.
11. All department members are responsible for the condition of their personal and department issued equipment. Department members shall not deface, damage, modify or destroy any department property or use any department property for private purposes without permission.
12. No department member shall, by specific action or omission, create a situation of unnecessary risk of injury to themselves, other members, or the community.
13. Department members shall treat the public and each other with courtesy, dignity and professionalism.
14. Members shall promptly obey any proper or lawful order emanating from any officer of higher rank without speaking critically or derogatorily to other members regarding the order. Any improper or unlawful order should be reported to a supervisor of higher rank, including the City Administrator should the order be issued by the Chief of Police.
15. A conflicting order shall be brought to the attention of the member giving the order. If this member does not change the order, the order shall stand and this member shall bear full responsibility.

Professionalism (Character)

We understand that public trust is the foundation of our profession. We are accountable to ourselves, each other, and the community for our words and actions.

16. Members shall oppose and, if possible, prevent any violation of the Code of Conduct and report violations if they occur. Members will not be punished solely for reporting, but will be protected and supported for reporting a violation of the Code of Conduct, unless the report is shown to be malicious or ill founded.
17. Our behavior shall inspire and sustain the confidence of our community. Whether on or off duty, department members shall not behave in such a way that a reasonable person would expect discredit to be brought upon themselves or the department, or impairs the department's efficient and effective operation.
18. Department members shall exercise their authority only when it is lawful, necessary, reasonable and proportionate to do so.
19. Department members shall treat the official business of the department as confidential, not imparting it to anyone except those for who it is intended or when doing so under due process of law.
20. Department members shall obey local ordinances and state and federal laws, whether on or off-duty.
21. Department members shall not use their official position to unnecessarily interfere with the affairs of any person or agency.
22. Department members shall not accept nor solicit, either directly or indirectly, any gratuity, money, reward, gift, fee, loan or special consideration as a consequence of their office.
23. No department member shall intentionally or with reckless disregard for the truth make an untrue statement, either orally or in writing in connection with any investigation, assignment or inquiry.
24. No department member shall knowingly or with reckless disregard for the truth sign any false official statement or report, commit perjury or give false testimony before any court, board or commission, or in any judicial or administrative hearing whether or not under oath.

25. Department members are required in their reports to be complete, honest and accurate with respect to all relevant facts and information pertaining to any investigation, whether criminal or administrative, or pertaining to any other matter for which the member provides a report, either orally or in writing.
26. Department members shall act with fairness, self-control, tolerance and impartiality when carrying out their duties.
27. Police members shall exercise restraint in the use of force and act in proportion to the seriousness of the offense and the legitimate law enforcement objective to be achieved.

Note: The provisions of #23 do not apply to a member's questioning or interrogation of a person involved in a criminal investigation or where the member is engaged in an approved undercover role where such representation is not inconsistent with law or is accepted professional practice.

Employee Fulfillment (Leadership)

We view all our members as leaders with each offering a valuable contribution to our department. We are all responsible for the performance, reputation, and morale of the department. We recognize and celebrate the accomplishments of our members.

28. We will work together and set an example which embodies respect, compassion, integrity and efficiency.
29. We are dependent upon and responsible to each other. Department members shall conduct themselves in a manner that promotes teamwork, does not burden others with additional work, demonstrates courage to tactfully address important issues and personal differences, and reveals the willingness and leadership to make adjustments for the good of the department
30. Department success depends on all members being engaged and making positive contributions, focusing on continuous evaluation and providing constructive feedback. Department members shall not engage in abusive, frivolous, or disruptive criticism of our operation or each other.
31. Any department member feeling aggrieved at the treatment or orders of a supervisor, or who wishes to call attention to any matter of department operations, or who wishes to make a suggestion for improvement, after considering the chain of command, may communicate with the Chief of Police.
32. Leadership is not solely positional and no rank has unique privileges. The only privilege of rank is increased responsibility.
33. Supervisors shall be role models for delivering truly professional, impartial and effective police service. Supervisors shall ensure that the individuals for whom they are responsible carry out their professional duties correctly.
34. Supervisors shall ensure the individuals for whom they are responsible are supported, guided on the professional performance of their duties and encouraged to further their professional development. Supervisors have a particular responsibility to secure, promote, improve and maintain professional standards and integrity through the provision of advice and guidance. Supervisors have an obligation to commend exemplary behavior, a responsibility to correct substandard behavior and a requirement to discipline when needed.

Original Release & Replaces: Rules & Regulations