

<b>GENERAL ORDER</b> CAMPBELL POLICE DEPARTMENT	<b>DATE STAMPED</b> 02/15/2021	<b>CHAPTER</b> 7	<b>ORDER NUMBER</b> 7.2
	<b>TITLE</b> <b>CODE OF CONDUCT</b>	<b>WORD CODE</b> <b>CONDUCT</b>	<b>TOTAL PAGES</b> 5 with Annex A
History: Updated: 07/2013, 02/2021			

**1. PURPOSE AND SCOPE**

This order establishes specific rules/regulations, codes of conduct, general rules and guidelines for Department personnel.

**2. PROCEDURES**

The Code of Conduct order is composed around the Department’s core values that all employees are expected to operate by.

**A. Accountability:**

1. All employees have the responsibility to familiarize themselves with and abide by the General Orders, Directives, Notices, SOPs, and all other rules and orders specific to their respective assignments. The General Orders and Directives of the Department are accessible to all employees electronically at all times.
2. All personnel must promptly notify a supervisor of a violation of order/directive.
3. Failure to promote the Departments efforts to implement/maintain policies/goals is prohibited; prohibits any omission/failure to act by a member which would be reasonably required, it applies to those who fail to implement orders and directives.
4. Sworn personnel shall be knowledgeable of State Statutes, Town Codes, and fundamental rules of evidence so they may properly investigate and refer a case to the appropriate authority for disposition.
5. All sworn personnel, while on duty and within the jurisdiction of the Town, shall protect life and property, preserve the public peace, prevent crime, detect and arrest violators of the law, and enforce all Statutes and Ordinances of the State of Wisconsin and the Town of Campbell.
6. Personnel shall be punctual and alert when reporting for duty, roll call, or briefings at the time and place required by assignments and orders. They shall be properly equipped and prepared to immediately perform their duties.
7. When required to appear in court, be punctual and appear in uniform or appropriate plainclothes specified in orders; be properly prepared and have property to be used as evidence available.
8. Failure to testify or give evidence before any hearing, etc. when there is no properly asserted constitutional privilege or when immunity has been granted is prohibited; failure to cooperate when called to give evidence statements by a supervisor or the Town Board when evidence/statements sought relate specifically to police duties is prohibited; if constitutional privilege is asserted, required to cooperate if advised that statements given cannot be used in a criminal case.

**B. Communication:**

1. Upon completion of an assignment or call for service, sworn personnel shall immediately report back in-service advising Dispatch of the disposition.
2. Do not leave an assignment without permission except for police necessity; if required to leave, notify supervisor or dispatcher.
3. Personnel will communicate promptly to a supervisor/dispatcher crimes, important public occurrences, complaints, and relevant data brought to their attention; don't withhold data.
4. Failure to report to the Chief/Supervisor that a member is under investigation by another agency is prohibited.
5. Personnel will not publicly engage in political talks while on duty.
6. Do not engage in public statements/etc. pertaining to the Department which may impair its efficiency or the confidence in it or its members by: false statement, defamatory/abusive language, invective or epithets.
7. Personnel shall not discuss Departmental business that is confidential information and is not to be given to anyone except those for whom it is intended, as directed by a supervisor or due process.
8. Personnel shall promptly inform the Chief of Police whenever there is any knowledge or intent to organize any association, society or club that could affect Department operations.
9. Do not commence civil action related to duty without filing a report of the incident and/or communicating with the Chief.

**C. Community Policing:**

1. All personnel, while on duty and within the jurisdiction of the Town, shall report and take the appropriate action on issues of community concern including public nuisances, hazardous conditions, traffic problems, and any other circumstances requiring police action.
2. Personnel shall respond to those who seek assistance in an efficient, understanding, and professional manner. Personnel shall cooperate with and afford other government agencies all the assistance and authorize information they are entitled to receive in order to promote a professional working environment.
3. All personnel shall assist the public within the scope of their duties, being always mindful of positive police community relations.

**D. Dedication:**

1. Personnel shall have general knowledge of the town, including its geography, names and locations of streets, all city, county, state, and federal buildings. Personnel shall also be familiar with the organizational structure of this Department and the relative duties of all its Divisions.
2. Personnel are not allowed to engage in outside employment while on sick leave.
3. Personnel are not allowed to engage in outside employment while on Family Medical Leave unless they have received permission from the Chief.
4. Personnel shall have assigned duty hours and when not so employed, shall be considered off-duty. Off-duty personnel shall be subject to recall at the direction of supervisory personnel. Hours are dependent on assignment and labor agreement.
5. Sworn personnel will assist, as trained, to protect the public and fellow officers in time of danger or under conditions where danger may be impending.
6. Officers who are off-duty and witness criminal activity within the Town of Campbell shall notify the Department as soon as possible and have the discretion to take appropriate police action. Any officer unable to take action because he/she is not properly equipped and/or the officer feels it is tactically not safe to act, will not be subject to discipline.
7. While on duty, personnel shall not engage in personal business. Personnel shall give their entire attention to their respective duties and/or carry out, without delay, all assignments and responsibilities.
8. Personnel are prohibited from sleeping/idling/loafing or leaving duty assignment without authorization.

**E. Employee Safety & Wellness:**

1. Personnel shall not, by act or omission, create a situation of unnecessary risk of injury to themselves, other employees, or any other person. Personnel shall wear/use all required safety equipment.
2. Personnel shall act together to assist/protect each other. All personnel will treat each other professionally.
3. Personnel subjected to discrimination or personnel witnessing discrimination will immediately advise a supervisor; complaints will be made to the Chief.
4. Personnel may carry authorized items by holder/briefcase which is not detrimental to the Department by design or composition; the Department may open/inspect items in member's possession; members must cooperate with inspections.

**F. Integrity:**

1. Personnel will conduct themselves at all times, both on and off duty, in a manner that reflects most favorably upon the Department. They shall not conduct themselves in a manner that brings the Department into disrepute or reflects discredit upon the employee as a member of the Department or which impairs the effective operation of the Department or employee.
2. Personnel will not use their position for personal gain.
3. Personnel shall not engage in conduct that could constitute a violation of the State or Federal Criminal Codes, or an Ordinance that corresponds with a State Statute, which constitutes a crime.
4. Personnel shall be truthful at all times. This section does not apply to untruthfulness as part of legitimate investigative activity or negotiation techniques undertaken in the course of duty, such as in undercover work, critical incidents and in accordance with and as permitted by law. Do not speak with disregard for the truth or with lies.
5. Personnel will not make a false/misleading oral or written report.
6. Testify with truthfulness and accuracy and neither suppress/overstate. Answer with readiness/civility in support of the charge.
7. Personnel will not negotiate/arrange for anyone, anything which may allow escape; do not suggest or recommend an attorney.
8. Personnel will not communicate data which may enable persons engaged in (quasi) criminal acts to escape the law or which may permit disposal of evidence.
9. Personnel shall not accept or solicit any form of gratuity for any purpose or reason. Although not all inclusive, a gratuity is defined as money, gift(s), tangible or intangible property, food, beverage, loan,

promise, service, or entertainment for the sole benefit of the employee. This section does not prevent an employee from accepting a gift of insignificance or of token value such as a meal provided at a presentation, coffee mug, pen or hat in accordance with the Town of Campbell Ethics Code and Guidelines. This section shall not apply to solicitations or fund-raising activities that have received the prior written approval of the Chief of Police.

10. Do not sell items/collect money while on duty without permission from the Chief of Police or designee.
11. Criminal Associations - Personnel shall avoid regular or continuous association, fraternizations, or dealings with persons who they know or should know are under criminal investigation or who have an ongoing reputation for involvement in criminal behavior. Personnel are exempt from the above restriction if such an association is specifically required as a matter of police duty or unavoidable because of family relationships.
12. Render aid in civil cases when the Town is a party and do not testify in civil cases related to duty unless summoned.

**G. Professionalism:**

1. Insubordination/disrespect to supervisors is prohibited; a charge of insubordination shall result against any employee refusing to answer questions when lawfully ordered to do so by a supervisor. A charge of insubordination shall result against any employee for refusing to comply with a lawful order or instructions issued by a supervisor. A charge of insubordination may result in dismissal.
2. All Department personnel shall be civil, orderly, discreet, courteous, patient, and respectful in any situation while on duty. Personnel shall not engage in any unjustified altercation, physical or otherwise, and shall make every effort to refrain from using profanity, insulting, or inflammatory language and gestures.
3. Personnel will not interfere unnecessarily in the private business of any person. Nor shall any personnel use their position with the Department to promote or advertise for a private business without the authorization of the Chief.
4. Sworn personnel will not post bail for persons other than immediate family.
5. Personnel shall not encourage/participate or support strikes/demonstration/work slow-downs or other action against the Department.
6. Personnel will not use their position within the agency in an attempt solicit political votes; nor shall they allow the use of their photos/names, referencing their employment – for advertising or by testimonial or recommendation of a political candidate.
7. If a member runs for political office, they shall notify the Chief; while running, do not approach anyone for political purpose while on duty; do not use the police position to attempt to influence persons for a political purpose.
8. No illegal game of chance for wagers will be played while on duty or in a Department building or vehicle.
9. No personnel while on duty or when acting in an official capacity, shall conduct union related business, except as allowed by contract.
10. Personnel will not use their position with the Campbell Police Department to process or serve civil papers on or off duty unless directed by the Department/supervisor.

**H. Respect:**

1. Member receiving an in-house call will give rank/title/name.
2. Member getting an outside call: answer "Campbell Police Department", rank-title/name.
3. Employees, while on duty, shall not express to the public any prejudice, bias or disparate treatment based upon a person's race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic.
4. Personnel shall not promote rumors or engage in criticism which is defamatory, clearly undermines or impairs the operation of the Department, or displays a reckless or knowing disregard for the truth.
5. No employee shall post, mark, deface, or alter, any document (written, electronic or printed) or alter any item within the Department that creates an offensive, obscene, threatening, or derogatory message.
6. Personnel shall not audio and/or video record conversations or communications with another department member without the knowledge of all parties involved in the conversation/communications, unless otherwise authorized by the Chief/designee.

**I. Transparency:**

1. If requested by a member of the public, all personnel shall verbally provide their complete name (first and last) and Department 4-digit identification/badge number in a courteous manner.
2. Personnel will keep notes to enter data relative to their assignment.
3. Money received as reward, etc. for services on duty, other than salaries, are routed to a supervisor with a memo of how why money was received; it is routed to Chief of Police. With the Chief's approval, said reward will be turned over to the Town Clerk unless the donor specifies a program.

4. Witness fees paid to personnel for data acquired on the job will be brought to his/her supervisor's attention.
5. Personnel charged with a crime, taken into custody, placed under indictment, identified as a suspect of a crime, or cited for a violation of the law will report such incident to the Chief of Police, as soon as practical.
6. Personnel shall immediately report in writing any loss, suspension or revocation of their driving privilege to the Chief of Police.
7. On-duty employees will remain neutral during any political activity. No nomination or endorsement papers will be left to sign in the Department.
8. Personnel will not hide vehicles unless for a specific police purpose.

# Mission, Vision, & Values

## **Mission:**

The Campbell Police Department will protect and serve its community by judiciously enforcing laws, exhaustively investigating complaints, and vigilantly pursuing and apprehending criminals. We will remain steadfast in our commitment to improve the quality of life in the Town of Campbell by fostering strong community relationships, and modeling leadership and professionalism.

## **Vision:**

The Campbell Police Department will strive to provide excellent police service, and are committed to constant improvement through continued education and training. We will adapt to meet the changing needs of our community and become a national leader in community policing by building strong relationships and collaboration with all community stakeholders.

## **Core Values:**

- STRENGTH
- HONOR
- CORAGE