

**Stevensville Police Department
General Orders**

Chapter 1 Law Enforcement Role and Authority

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1.1 LAW ENFORCEMENT AGENCY ROLE

The purpose of this directive is to establish guidelines and formulate policy for the roll of the office of the Stevensville Police Department, the limits of its authority and use of force by its officers. This policy shall apply to all Stevensville Police Department personnel. The policies will not supersede any Town Policy and Procedure or law of the State of Montana

As the agency defines its role, two broad purposes are served. Employees are made aware of the actions and attitudes expected of them and can act without hesitation in accordance with agency policies and procedures. Secondly, members of the public are provided with a general standard by which they can measure the performance of the agency.

This directive sets forth the enforcement policy of the agency, defines the limits of individual discretion and provides the guidelines for the exercise of such discretion. All officers will be trained in how to exercise the broad discretionary authority that they have been granted.

1.1.1 OATH OF OFFICE AND CODE OF ETHICS

CALEA Standard 1.1.1, 1.1.2

Prior to assuming status as a sworn Stevensville Police Officer, each new employee is required to take an Oath of Office (Attachment A). The Oath will be administered by the Chief of Police, Mayor or their designee and must be signed, notarized, and kept as part of the official records of the Stevensville Police Department.

All sworn officers of the Stevensville Police Department shall abide by the Stevensville Police Department Code of Ethics (Attachment B).

Each new civilian employee shall abide by the Civilian Law Enforcement Professional Code of Ethics (Attachment C)

The Stevensville Police Department mandates that ethics training shall be received or instructed by all personnel

1.1.2 CRIMINAL JUSTICE AND SOCIAL SERVICE DIVERSION PROGRAMS

CALEA Standard 1.1.3

The Stevensville Police Department encourages its personnel to use established criminal justice and social service programs to divert individuals from the criminal justice system when such programs effectively accomplish agency objectives. The Stevensville Police Department recognizes and supports criminal justice and social service diversion programs including the diversion of juveniles pursuant to guidelines established in Chapter 22 of the General Orders and diversion programs established and coordinated by the Ravalli County Child and Family Services Division, Ravalli County Courts, and other similar service agencies.

1.1.3 CONSULAR NOTIFICATION

CALEA Standard 1.1.4

Whenever a foreign national is arrested or detained in the United States, there are legal requirements to ensure that the foreign national's government can offer consular assistance. The foreign national has the right of consular notification and access. This notification can be made orally or in writing.

In most cases, the foreign national then has the option to decide whether to have consular representatives notified of the arrest or detention. In other cases, however, the foreign national's consular officials must be notified of an arrest and/or detention regardless of the foreign national's wishes. Whenever a foreign national is taken into custody, the Officer should determine whether consular notification is at the option of the foreign national or whether it is mandatory.

The United States Department of State provides information and instructions regarding consular notification requirements.

If the arrested/detainee chooses to exercise this right, the arresting/detaining Officer will inform the appropriate consulate or embassy and document this notification.

Chapter 29, Section 29.1.3 Special Processing Requirements, establishes procedures for handling traffic law violations committed by foreign diplomats and consular officials.

1.2.1 LEGALLY MANDATED AUTHORITY AND CONSTITUTIONAL RIGHTS

CALEA Standard 1.2.1, 1.2.2, 1.2.3

Legally Mandated Authority

Title 7 Chapter 32, Part 41 of the Montana Code Annotated grants Chiefs of Police in The State of Montana the authority to supervise and control police officers and their subordinates.

The legally authorized jurisdiction of the Stevensville Police Department is throughout the Town of Stevensville and in other locations as provided by the Montana Code Annotated or by any other law.

Police officers should apply themselves diligently to the study of the laws and principles that they are sworn to uphold.

Legal Authority to Carry and Use Weapons

The United States Constitution Bill of Rights, Amendment II, ensures the right of the people to bear arms. Sworn personnel of the Stevensville Police Department have been vested by The State of Montana with the duty and responsibility of obtaining and practicing the skills and knowledge necessary to perform those tasks essential to function in law enforcement, including the use of weapons.

Title 2, Chapter 20 of the Montana Code Annotated empowers the Montana Public Safety Officer Standards and Training Council (POST) to establish minimum standards relating to competence and reliability, including education, training, physical, mental and moral standards, for licensing peace officers.

The Public Safety Officer Standards and Training Council (POST) requires training and proficiency in the use of weapons by law enforcement personnel in the performance of their duties. A minimum firearm proficiency level is required for certification as a peace officer. POST further requires annual in-service firearms training and establishes minimum qualifications for firearm proficiency. Failure to meet the requirements of annual in-service firearms qualifications may result in the suspension of a peace officer's certification.

Title 46, Chapter 46, Part 1 of the Montana Code Annotated establishes that all reasonable means to effect an arrest are permitted to be used to effect it. No greater force, however, shall be resorted to than is necessary to secure the arrest and detention of the accused.

The Montana POST confirms the authority of sworn peace officers to carry and use weapons in the performance of their duties as resulting from the sworn duty to enforce the criminal laws of The State of Montana. The authority to carry and use weapons shall at all times be in accordance with Federal Law and within the parameters of all policies and procedures of the Agency. The "Law Enforcement Officers Safety Act of 2004" (18USCS 926B) permits a qualified law enforcement officer, carrying the photo ID issued by his or her law enforcement agency to carry a concealed firearm anywhere in the United States. Officers shall, however, obey other law enforcement agencies' policies and procedures restricting carrying weapons on their properties

No other Agency personnel are authorized to carry or use weapons in the performance of their duties.

CONSTITUTIONAL REQUIREMENTS

To protect the constitutional rights of persons involved in criminal investigations, the following guidelines shall be followed:

- Police Officers shall not coerce or obtain involuntary confessions from persons suspected of criminal involvement
- When an individual is arrested, the arresting officer shall not unnecessarily delay the arrestee's appearance before a judicial official having jurisdiction over the offense.
- Prior to interrogating or interviewing an individual who is in custody or otherwise deprived of freedom, the officer conducting the interview or interrogation shall first advise the individual of the constitutional rights guaranteed by the U.S. Supreme Court decision of Miranda v. Arizona.
- Once an individual has expressed a desire to exercise the right to counsel, all interrogation and interview efforts shall be stopped until the individual has obtained counsel.

Stevensville Police Department personnel shall not purposely seek pre-trial publicity in an attempt to prejudice a trial. Chapter 27 of the Stevensville Police Department General Orders provides guidelines for the release of information to the public.

1.2.2 PROCESSING FOR SEARCH, SEIZURE AND ARREST

CALEA STANDARD 1.2.4, 1.2.5

Search and Seizure/Arrests

The procedure for search and seizure, and/or arrest, with or without a warrant, are governed by Title 46, Chapter 5 and 6 of the Montana Code Annotated.

Search Warrants

A search warrant is a court order and process directing a law enforcement officer to search designated premises, vehicles, or persons for the purpose of seizing designated items and accounting for any items so obtained to the court that issued the warrant. An item is subject to seizure pursuant to a search warrant if there is probable cause to believe that it:

- Is stolen or embezzled;
- Is contraband or otherwise unlawfully possessed;
- Has been used or is possessed for the purposes of being used to commit or conceal the commission of the crime;
- or
- Constitutes evidence of an offense or the identity of a person participating in an offense.

Each application for a search warrant must be made in writing upon oath or affirmation. Any law enforcement officer acting within his/her territorial jurisdiction may execute a warrant, when their investigative authority encompasses the crime or crimes involved. A search warrant must be executed within 3 days of its issuance, and shall be executed within in a shorter period if so directed in the warrant by the magistrate.

The Officer(s) executing a search warrant must, before entering the premises, give appropriate notice of their identity and purpose to the person to be searched or the person in apparent control of the

premises to be searched. If it is unclear whether anyone is present at the premises to be searched, the Officer must give notice in a manner likely to be heard by anyone who is present.

An Officer may break and enter any premises or vehicle when necessary for the execution of the warrant if the Officer has previously announced their identity and purpose and reasonably believes either that admittance is being denied or unreasonably delayed or that the premises or vehicle is unoccupied or the Officer has probable cause to believe that the giving of notice would endanger the life or safety of any person.

The scope of the search may be only such as is authorized by the warrant and is reasonable necessary to discover the items specified.

Seized Vehicles or Property

Upon seizing items pursuant to a search warrant, an Officer must complete and sign an inventory of seized property as outlined by Title 46, Chapter 5 of the Montana Code Annotated. The inventory shall include a listing of the items taken and the name of the court by which the warrant was issued. If the items were taken from the person, the inventory must be given to that person. If items were taken from a place or vehicle, the inventory must be given to the owner or person in apparent control of the premises or vehicle if the person is present; or if he is not, the Officer must leave the receipt in the premises or vehicle from which the items were taken.

Only the specifically described property or items set forth in a search warrant may be seized. A subsequent search warrant may be issued to search the same person, place or thing subjected to a prior search if the subsequent search warrant is issued by a district court, a court of appeals, the court of criminal appeals, or the Supreme Court.

Arrest

Under the authority of the Title 46, Chapter 6 of the Montana Code Annotated, an Officer may arrest a person pursuant to the existence of a valid arrest warrant. Under the cited authority, a "warrant of arrest" is a written order from a magistrate, directed to a peace officer or some other person specifically named, commanding him to take the body of the person accused of an offense, to be dealt with according to law.

An Officer, who has knowledge that a warrant for arrest has been issued and has not been executed, but who does not have the warrant in their possession, may arrest the person named in the warrant at any time.

In some circumstances, an Officer may arrest without a warrant if probable cause exists. Probable cause has been interpreted as facts and circumstances that amount to more than mere suspicion, but less than proof beyond a reasonable doubt, that would lead a prudent person to believe a crime has been committed, or is about to be committed.

Officers may arrest without a warrant, any person who the Officer has probable cause to believe has committed a criminal offense in the Officer's presence.

An Officer may arrest, without a warrant, any person who the Officer has probable cause to believe has committed a felony or misdemeanor and will not be apprehended unless immediately arrested or may cause physical injury to himself or others, or damage to property unless immediately arrested.

When making an arrest, the Officer must:

- Identify themselves as a law enforcement officer unless their identity is otherwise apparent
- Inform the arrested person that they are under arrest
- Inform the arrested person of the reason for the arrest, unless the cause appears to be evident

An arrest is complete when the person submits to the control of the arresting Officer who has indicated their intention to arrest or the arresting Officer, with intent to make an arrest, takes a person into custody by the use of physical force. After the arrest is completed, the arresting Officer will take the arrestee, without unreasonable delay, before a judicial official. When the arrest is made without a warrant, the Officer shall obtain a warrant, through the filing of charges, for the arrest.

Immunity

The Stevensville Police Department, General Orders, Chapter 29, Section 29.1.3 addresses procedures for handling individuals having immunity from arrest.

1.2.3 ALTERNATIVES TO ARREST

CALEA Standard 1.2.6

Under the authority of the Chief of Police, Officers may exercise discretion in certain situations to the extent that an alternative to an arrest may be employed to resolve the situation. Warnings, referrals, informal resolutions, and citations shall be considered approved alternatives to arrest. Alternatives to arrest must respect the rights of the parties involved and must accomplish a police purpose. Alternatives to arrest may include, but are not limited to the following.

Citations

These are enforcement procedures that constitute alternatives to arrest solely by the fact that they may be used to preclude physical custody or are less severe enforcement options. Citations may also be used as an enforcement option for nonmoving traffic and equipment violations.

Warnings

Officers may exercise discretion in minor traffic violations by delivering oral and/or written warning. Officers are reminded that voluntary compliance is the goal of minor enforcement actions.

Referrals (In Lieu of Formal Action)

Referrals may be made to Ravalli County components, to other police or governmental agencies, to social service agencies, or to other organizations better suited to address and to resolve specific problem(s).

Informal resolutions

Often, the interests of the parties involved are better satisfied by a mediated settlement on the scene rather than a formal prosecution in court. Resolutions of this nature should be by agreement with the affected parties and should not be employed as an excuse for not affecting an arrest. As a rule, informal resolutions should be documented by an incident report to record the Officer's motivation for using this particular alternative to arrest.

Pretrial Release

Stevensville Police Department Officers shall appear and testify in pretrial proceedings as necessary.

1.2.4 DISCRETION

CALEA Standard 1.2.7

The purpose herein is to establish guidelines for the use of discretion by the officers of the Stevensville Police Department. Many instances of public contact will occur where an arrest may be made, but should not be affected, due to mitigating circumstances. Generally, it is not the role of law enforcement to decide whether an offender should be prosecuted; that decision lies with the County Attorney's Office.

It is the policy of the Stevensville Police Department that any decision by an Officer not to arrest should be made only after careful consideration of the following:

- The arrest would cause a greater risk of harm to the general public than not arresting the offender;
- The arrest would cause harm to an offender who poses no threat of danger to the public;
- The seriousness of the crime committed.

A decision not to arrest when there are grounds for arrest is, at times, considered good law enforcement practice. Public empathy can be enhanced by the careful use of discretion and potential ill-will can be avoided.

Should questions arise concerning a particular situation, the Officer involved should confer with a supervisor.

1.2.5 RECORDING ARREST INFORMATION

CALEA Standard 1.2.5

Preparing Reports

The arrest report is designed for recording single or multiple charges on each person arrested. When a juvenile has been arrested or otherwise processed and released to the parents, a report documenting the juvenile contact shall be completed.

Fingerprinting and Photographing

Title 44, Chapter 5, Part 2 of the Montana Code Annotated, allows that a person arrested may be photographed and fingerprinted for law-enforcement records

The Montana Department of Justice is responsible for recording data and establishing and maintaining a data base for a corrections tracking system. The Montana Department of Justice is responsible for recording data and maintaining a data base for a computerized criminal history system that serves as the record creation point for criminal history information maintained by the state.

All prisoners arrested will be processed through the Automated Fingerprint Identification System (AFIS) irrespective of the charge and detention facility.

1.2.6 STRIP AND BODY CAVITY SEARCHES

CALEA Standard 1.2.8

When an Officer has lawfully and briefly detained an individual and the Officer has articulable reasonable suspicion that the Officer's safety may be in jeopardy, the Officer may conduct a pat down search of the suspect as defined in Section 1.2.2. This search is of the exterior clothing of the suspect. If weapons are discovered, they can be seized. When a suspect is in custody, the Officer can search the entire body, except body cavities, including clothing and inside pockets.

A **Strip Search** shall be defined as any search of an individual requiring the removal of all clothing to permit the visual inspection of skin surfaces including genital areas.

A **Body Cavity Search** shall be defined as any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

Strip Search

Individual(s) arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting Officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to, one or more of the following criteria:

- The nature of the offense charged.
- The arrestee's appearance and demeanor.
- The circumstances surrounding the arrest.
- The arrestee's criminal record, particularly past crimes of violence and narcotics offenses.
- The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.
- Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.

Field strip searches of prisoners shall be conducted only in the rarest of circumstances under exigent circumstances where the life of Officers or others may be placed at risk. The strip search is limited to only those actions necessary to remove the life-threatening risk and only with the explicit approval of a Supervisor.

Where articulable, reasonable suspicion exists to conduct a strip search, the arresting Officer shall make a request for such action to a supervisor with clearly defined basis for suspicion.

When authorized by the supervising authority, strip searches may be conducted only:

- By personnel trained on that procedure;
- In conformance with approved hygienic procedures and professional practices;
- In a room specifically authorized for this purpose;
- By the least number of personnel necessary and only by those of the same sex;
- Under conditions that provide privacy from all but those authorized to conduct the search.

Following a strip search, the Officer performing the search shall submit a written report to the Chief of Police that details, at a minimum, the following:

- Date and place of the search;
- Identity of the Officer conducting the search;
- Identity of the of the individual searched;
- Those present during the search;
- A detailed description of the nature and extent of the search;
- Any weapons, evidence or contraband found during the search.

Body Cavity Searches

Should visual examinations of a suspect during a strip search and/or other information lead an Officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

- The Officer shall consult with a Supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search. If probable cause exists, the final decision to seek a search warrant shall be made by the Chief of Police or his designee. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of Officers or others, and/or the security of an agency's detention operations.
- If probable cause exists for a body cavity search, an affidavit for search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the Officer's probable cause.
- On the basis of a search warrant, a body cavity search shall be performed only by physician or by other medically trained personnel at the physician's direction.
- For safety and security reasons, the search shall be conducted at a temporary detention area designated by the Chief of Police, by existing law or in cooperation with another law enforcement agency or other authorized facility and in the room designated for that purpose.
- Body cavity searches shall be performed with due recognition of privacy and hygienic concerns previously addressed in this policy.

- The authorized individual conducting the search shall file a report with the Stevensville Police Department as the requesting law enforcement agency. The witnessing Officer shall cosign that report and comply with information requirement specified above.

1.2.7 BIASED BASED PROFILING

CALEA Standard 1.2.9

The Stevensville Police Department recognizes the value of criminal profiling as a useful tool to assist Officers in carrying out their duties. Officers are prohibited, however, from practicing bias based profiling in any manner. This includes the use of biased based profiling in traffic enforcement, suspect and vehicle searches, property seizures and field contacts.

Biased based profiling is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, culture or any other identifiable groups. All complaints of biased based profiling will be routed to the Stevensville Police Commission through the Stevensville Chief of Police.

1.3.1 USE OF FORCE

CALEA Standard 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.13

For the purposes of this directive, the following definitions apply:

ACTIVE RESISTANCE: This means that the subject is making physically evasive movements to defeat the Officer's attempt to arrest or gain control including, but not limited to, bracing, antagonizing, pushing, striking, kicking, or verbally signaling along with physical actions of the intent to avoid or prevent from being taken into custody or retained in custody.

DEADLY FORCE: Deadly force is that force that is **intended to or likely to** inflict serious bodily injury or death.

EXCESSIVE FORCE: Excessive force is **any force** that is **unreasonable or unnecessary** under the circumstances. Excessive use of force is never called for or appropriate and will not be tolerated.

FORCE: Force is **any degree** of conduct beyond mere restraint. Authorized uses of force are restricted to amounts of force that are both reasonable and necessary to affect the objectives set out above.

IMMINENT/IMMEDIATE THREAT: Imminent threat is quantified by the courts as a **reasonable belief** that there is an immediate probability of an act or consequence occurring. Taken in the context of this section, the focus rests on subjective evaluation of whether a suspect's actions, if allowed to continue unchecked, are likely to result in death or serious bodily injury to an Officer or third person.

LAWFUL ARREST: A lawful arrest is one that is supported by probable cause and conducted in accordance with prevailing interpretations of the law.

MERE RESTRAINT: Mere restraint is the physical limitation of a person's freedom to come and go as that person desires. Whether scuffling, holding, or similar actions qualify as mere restraint depends on the circumstances of a specific situation.

NECESSARY FORCE: Necessary force is the minimum amount and degree of force sufficient to achieve a legitimate police objective. The kind and amount of force necessary and reasonable for self-defense and control of an aggressive suspect will not be the same for all Officers. Differences in a Officer's size, strength, skill level, defensive equipment, experience, and the number of peace officers involved, may justify different kinds and levels of force in overcoming a threatening suspect.

NON-DEADLY FORCE: Less-lethal force is force that is not reasonably likely to cause death or serious bodily harm. Police canines are considered a form of less-lethal force.

PHYSICAL FORCE: Physical force may be deadly or non-deadly force. Physical force may take many forms, including the use of hands, less-lethal weapons, or even deadly force. Striking of any kind, as well as forms of restraint in which injury occurs, shall be considered the use of physical force. The pointing of any firearm directly at any person or the use of **Chemical Mace or OC spray** shall be deemed the use of physical force. For the purposes of this policy, physical force is any degree of physical action beyond mere restraint.

REASONABLE BELIEF: Reasonable belief depends specifically on when the facts or circumstances known to the Officer, or which should be known, are such as to the cause the courts (whether Judge alone or jury) or an ordinary and prudent person to act in a similar way under similar circumstances.

SERIOUS BODILY (PHYSICAL) INJURY: A bodily injury that creates a substantial risk of death causes serious, permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ.

General Policy

Officers will use only the amount of force necessary and reasonable under the circumstances to control a situation, effect an arrest, overcome resistance to an arrest, to gain control of a subject or protect themselves or others from bodily harm. In considering the force to be used, the Officer will consider the severity of the crime at issue, whether the individual(s) pose an immediate threat to the Officer or others including the individual, and whether the individual is actively resisting arrest or attempting to evade arrest. When it becomes necessary to use force, only the amount of force necessary to overcome resistance or control the situation shall be used. Any force used must be in direct proportion to the resistance of the individual or suspect so that the Officer can control the situation and prevent harm or injury to the individual, Officer, and others. No Officer may use excessive or unreasonable force toward any person, whether that person is a suspect or not.

In situations where the subject is mentally ill, or shows behavior that may indicate a mental illness, EMS may be called to transport a subject. If there are no commitment papers and/or the person has not demonstrated intent to harm themselves, then Officers are not authorized to physically force a subject to be transported by EMS, even if a doctor has ordered EMS to transport.

The use of force by Officers of the Stevensville Police Department will be progressive in nature whenever possible. This force may be in the form of the following:

- Verbal Commands- communication
- Less-lethal Physical Force (Primary or Intermediate Force)
- Deadly force

The use of a choke hold, which is a physical maneuver or technique that restricts an individual's ability to breathe for the purpose of incapacitation, is prohibited unless deadly use of force is authorized; this pertains to vascular neck restraints as well.

Rendering Aid After the Use of Force

Force shall not be used in a punitive manner and Officers will discontinue its use when the reason that justified its use no longer exists. At any time, deadly or less-lethal force is used against an individual and the individual claims injury, whether or not that injury is apparent to the Officer or Officers involved, the involved Officer will immediately request an EMS response to the scene. The involved Officer will render first aid to the individual until the arrival of EMS unit.

Sufficient and appropriate medical aid shall be summoned as soon as reasonably possible after the use of force or deadly force resulting in injury or serious bodily injury.

- Officers are to ensure that any person injured or believed to have been injured as a result of a use of force incident, receives appropriate and timely first aid and/or professional medical attention.
- The injuries, or possible injuries, and the treatment administered shall be included in the appropriate Stevensville Police Department report.
- Whenever a subject has visible injuries as a result of a use of force incident, or complains of injuries as a result of use of force at the hands of an Officer or employee, the employee shall:
 1. Call EMS
 2. If the subject is transported to a medical care facility, the Officer will accompany EMS to the medical care facility and remain with the subject until properly relieved. Under no circumstances will the suspect be left to the care, custody and control of hospital personnel unless authorized by a supervisor.
 3. Document the incident

Reporting Use of Force

The Stevensville Police Department will carefully examine all incidents wherein its personnel have applied force to ensure that each event is properly documented and investigated for the following reasons:

- To assure the community that the policies of the Stevensville Police Department are followed.
- To ensure proper and accurate documentation of the incident in the event of civil action being brought against the Stevensville Police Department or the Officer.
- To evaluate the training needs of the Stevensville Police Department.
- Unauthorized or indiscriminate use of physical force may result in disciplinary action being taken against any Officer or employee.

All incidents involving the use of force shall be documented, reviewed by the immediate supervisor, and forwarded to the Chief of Police. Examples are as follows:

- Expandable baton, or other impact/restraint device - when the person is forcibly restrained, struck or jabbed. Striking – when a person is struck with an open or closed hand or any other object. Chemical Weapon – OC Spray Canine – when suspect is or alleges to have been injured (While the Stevensville Police Department does not have a Canine Program, the complaint will be accepted and investigated when other than Officers are involved in police actions initiated by the Stevensville Police Department.
- Anytime a firearm is discharged except on the range or under practice conditions.
- Motor Vehicle
- Any object or instrument used to forcibly stop a person or motor vehicle
- Any employee's action that results in, or is alleged to have resulted in, any injury or death of another person.
- Physical force – any action taken by an employee that has an imminent potential for injury or death to another person.

Annual Analysis of Use of Force Reports

The Chief of Police shall review all reports generated by employees under his/her command involving Use of Force.

The Chief of Police shall conduct an analysis of these reports to determine any trends, patterns, or tendencies that may indicate a need for training, counseling, or further administrative review.

The Chief of Police shall submit an annual report, not later than March 1 of each year, to the Mayor and the Stevensville Police Commission detailing any patterns or trends involving use of force which may require additional training, equipment, or policy modifications.

Use of Verbal Force

In dealing with individuals, each employee must attempt to inspire respect and generate cooperation and approval of the public. Employees will be courteous and civil in their relationships with the public. The manner in which an employee speaks can be an effective means of exerting verbal force in order to control a situation. Verbal force may be in the form of warnings, advice, or persuasion. Volume and tone control in and of itself may be progressive in nature depending upon the circumstances. By using reasonable and necessary verbal force, employees may not have to resort to the use of other forms of force.

Use of Less-Lethal Physical Force

Use of reasonable physical force is justified when the Officer reasonably believes that force is necessary under the circumstances to take an individual or suspect into custody where the individual or suspect is actively resisting and/or there is an immediate threat of harm to the Officer or others.

Primary Force

Primary force involves actual physical bodily contact with a person and forcibly subduing that individual until resistance is overcome. Primary force excludes the use of weapons or objects that could be used as weapons. In no instance will employees use primary force in excess of that which is

reasonable and necessary to lawfully and properly neutralize an unlawful assault or overcome resistance by a person being taken into custody.

Intermediate Force

Intermediate force is the use of less-lethal weapons against a person to forcibly subdue that individual with the assistance of these weapons until resistance is overcome. These weapons should be employed in a manner that is consistent with the resistance that the Officer is attempting to overcome.

Approved Stevensville Police Department non-lethal weapons include:

- OC-Spray
- Expandable Baton
- Conducted Electrical Weapon - Taser

Oleoresin Capsicum (OC) Spray

OC-Spray is an aerosol spray designed to incapacitate a resisting subject(s) so that they may be taken into custody. The Stevensville Police Department only approves and authorizes the use of non-flammable OC spray. If OC spray has been used against an individual, the individual will be provided appropriate decontamination materials and assistance as soon as the scene is secured and officer safety and the safety of bystanders is no longer a concern. If the individual continues to complain following decontamination, the Officer will immediately request an EMS response to the scene. Prior to carrying OC-Spray, Officers must be certified in its use.

The mere presence of a crowd or failure of the group to disperse upon immediate command of an Officer shall not justify the deployment of OC spray into a gathering of people. Justified use of OC spray in crowd control situations are listed below:

- The crowd is agitated or growing agitated and actively voices intent to not disperse and their actions lead the Officer to believe that allowing the crowd to remain would result in property damage or injury to themselves or others.
- The crowd is actively engaged in fighting or agitating language that is about to erupt into fighting or a riotous situation.
- The crowd is actively engaged in damaging property or attempting to injure others.
- A detailed Use of Force Report will be submitted anytime OC spray is used.

Expandable Baton

The expandable baton is a defensive weapon and may be used as such. It is effective in open areas, for crowd control, for "come-along" techniques, and as a visual deterrent. Except in deadly force situations, the expandable baton should never be used to strike a person about the head or neck. Prior to carrying the expandable baton, all Officers must be certified in its use and attend recertification annually thereafter.

Conducted Electrical Weapon - Taser

The CEW may be used in situations where a subject presents a risk of immediate danger to the officer or another person(s), and, whenever practical, be accompanied by loud verbal pronouncement of its use to alert officers and persons nearby.

Use of Deadly Force

An Officer may use deadly force only when that Officer reasonably believes that the action is in defense of human life, including the Officer's own life, or in the defense of any person, including him or herself, in immediate, imminent danger of serious bodily injury. An Officer will fire his or her weapon under these circumstances only as a last resort, and, where practicable, will first give a verbal warning. Excessive use of force will not be tolerated.

Prohibitions

- Deadly force will not be used when less force would be sufficient to affect an arrest.
- Deadly force will not be used when there is substantial danger of innocent bystanders being injured.
- Firing into buildings, doors, windows or other openings when the target is not clearly identifiable is prohibited.
- Officers will not discharge a firearm at or from a moving vehicle except as a necessary measure of self-defense or defense of another when the suspect is using deadly force.

Use of Force When Suspect Resists or Flees Arrest

Deadly force may be used only when necessary or appears to be reasonably necessary to:

- Protect against deadly force that the arrestee is using to resist arrest
- Take into custody, or keep in custody, a person who is either using a deadly weapon in an attempt to escape, or presents an imminent threat of death or serious physical injury to others unless apprehended immediately

Warning Shots

The discharge of a firearm for the purpose of a "warning shot" is prohibited without exception.

Animals

The killing of an animal is justified under the following circumstances:

- Self-defense
- To prevent imminent death or serious injury to the Officer or other people;
- When the animal is so sick or badly injured that humanity requires its relief from further suffering and an Animal Control Officer is not immediately available, and with the approval of a supervisor.
- In accordance with Montana Statute

Deadly and Less-Lethal Weapons

Any employee that has occasion to use any physical force to any extent other than a crowd-restraining action, a blocking action where there is no bodily contact with the baton, or a "move-along" or "come-along" technique, will make a complete written report to his or her supervisor on the Use of Force form. A Use of Force form shall be completed by the employee and submitted to an on-duty supervisor in the following instances:

- An Officer discharges a firearm other than in training, for recreational purposes, or during the euthanasia of a sick or injured animal.

- Any action by any employee results in an injury or death to the person(s) arrested or other person(s); or injury to the employee.
- An employee applies any physical force
- An employee applies any force through the use of lethal or less-than-lethal weapons.

The Chief of Police will be notified immediately when there is an Officer firearms discharge or an employee action that results in death or a serious injury.

Criminal Investigation Procedures

The on-duty supervisor receiving a Use of Force report(s) shall forward the original report with any written comments or recommendations to the Chief of Police.

Use of Force reports shall be disseminated as follows:

- Original: Chief of Police
- Copies:
 - Mayor
 - Town Police Commission

In the event any of the instances cited above occur while the employee is off-duty, the employee shall immediately notify the supervisor on duty. The on-duty supervisor will gather pertinent facts and make the necessary notifications.

1.3.3 TEMPORARY REMOVAL FROM LINE DUTIES

CALEA Standard: 1.3.8

Any Stevensville Police Department employee, whose use of force results in a death or serious physical injury, shall be removed immediately from any line duty assignment pending administrative review of the incident. Counseling services may be offered to any employee(s) involved in such a situation. Temporary removal from line duties may result from other types of critical incidents or traumatic situations, such as serious motor vehicle crashes, at the discretion of the Chief of Police.

1.3.4 AUTHORIZED DUTY WEAPONS

CALEA Standard: 1.3.9

Stevensville Police Department employees are only authorized to carry and use weapons, lethal and non-lethal, approved by the Chief of Police or designee. Officers may carry a non-issued pocketknife, or tactical knife. However, use of such a knife as a weapon is prohibited, unless it is used as a last resort for the safety of the officer, and the use of deadly force is authorized.

Semi-Automatic pistols are provided by the Stevensville Police Department for its officers, which are a Glock 22 of a .40 caliber. If an officer should choose to carry a firearm of a different make or caliber, that

officer will be responsible for the purchase of their own holster and ammunition to be approved by the Chief of Police and the agency's firearms instructor

On Duty Carry Firearms.

The following are specifications for authorized on duty firearms:

Revolvers. All revolvers carried on duty by Officers of Stevensville Police Department shall:

- Be manufactured by reputable companies and listed on Attachment #1 of the firearms policy for the Stevensville Police Department. (The Chief of Police or designee may authorize firearms produced by other manufacturers on a case-by-case basis);
- Be double-action;
- Have a four inch barrel; and Be chambered for one of the following calibers of ammunition:
 - .38 Special
 - .357 Magnum
 - .45 caliber

Semi-Automatic Pistols. Semi-Automatic pistols are provided by the Stevensville Police Department for its officers. Only the following semi-automatic pistols have been approved by the agency as an alternative to those issued:

All semi-automatic pistols carried on duty by Officers of the Stevensville Police Department shall:

- Be manufactured by reputable companies and listed on Attachment #1 of the firearms policy for the Stevensville Police Department. (The Chief of Police or designee may authorize firearms produced by other manufacturers on a case-by-case basis);
- Be chambered in one of the following calibers:
 - 9 millimeter;
 - 10 millimeter;
 - .40 caliber, or
 - .45 caliber.

Back Up Firearms.

Back up firearms are defined as secondary firearms carried on duty in addition to departmentally approved or issued duty firearms. Back up firearms, if carried, **must be concealed at all times when in public.**

- Revolvers. Revolvers carried as back up firearms by Officers of the Stevensville Police Department shall be weapons of quality workmanship with appropriate safety features and demonstrated reliability. There are many reliable weapons produced today in this category, however, it is recommended that Officers choose quality firearms as backup weapons using the same standards as for on duty carry.
- Criteria for backup weapons shall be that the final approval shall be made by the Chief of Police or his/her designee;
- The weapon must have a barrel length of two inches minimum; and it must
- Be chambered for one of the following calibers of ammunition:
 - .38 Special;
 - 357

- Semi-Automatic Pistols. Semi-Automatic weapons carried as back up firearms by Officers of the Stevensville Police Department shall be weapons of quality workmanship with appropriate safety features and demonstrated reliability. There are many reliable weapons produced today in this category, however, it is recommended that Officers chose quality firearms as backup weapons using the same standards as for on duty carry.
- Criteria for backup weapons shall be That the final approval shall be made by the department firearms instructor:
- Be chambered for one of the following calibers of ammunition:
 - .380 caliber;
 - 9 millimeter;
 - .40 caliber;
 - 45 Caliber
 - 357
 - 357 Sig or
 - .38 caliber.

Off Duty Firearms.

Off duty firearms are defined as firearms carried while the Officer is not on duty. Off duty firearms must be concealed at all times when in public. Off duty firearms may include weapons qualified with as duty weapons if appropriate.

Revolvers. Revolvers carried as off duty firearms by Officers of the Stevensville Police Department shall:

- Be manufactured by reputable companies. (The Chief of Police or designee may authorize firearms produced by other manufacturers on a case-by-case basis);
- Have a minimum of a two inch barrel; and Be chambered for one of the following types of ammunition:
 - .38 Special;
 - 40 Caliber
 - 9 millimeter
 - .45 caliber; or
 - .357 Magnum

Semi-Automatic Pistols. Semi-automatic pistols carried off duty by Officers of the Stevensville Police Department shall:

- Be manufactured by reputable companies and listed on Attachment #1 of the firearms policy for the Stevensville Police Department. (The Chief of Police or designee may authorize firearms produced by other manufacturers on a case-by-case basis);
- Be one of the following calibers:
 - .380 caliber;
 - 9 millimeter;
 - 357 Sig
 - .40 caliber, or
 - .45 caliber.

Shotguns

Officers who carry shotguns will qualify annually in a manner dictated by *range personnel* and will demonstrate a working knowledge of the specific shotgun. *Range personnel* will inspect shotguns at the time of annual qualification for compliance and unauthorized modifications.

Only shotguns having all of the following features will be approved by the Agency:

- 12 gauge
- Pump or semiautomatic
- Dual action bars (applicable to pump action shotguns)
- Cross-bolt safety
- Black or silver finish
- Bead or iron sights
- Loading and ejection through two different ports
- No optical devices

Shotguns may have folding or retractable stocks. Pistol-grip only shotguns are not approved. Shotguns are provided by the Stevensville Police Department for its officers. Only the following shotguns have been approved by the agency as an alternative to those issued:

Benelli: 12 gauge, models M1 Super 90 and M2 Super 90

Remington: 12 gauge, model 870

Officers will successfully complete an agency approved Firearms Training shotgun course before carrying a semiautomatic shotgun on duty. Officers who desire to carry shotguns not currently approved by the agency will submit their requests in writing to the Chief of Police for approval.

Each shotgun submitted to the Chief of Police for approval must meet a list of requirements and be inspected and approved by *range personnel*. The *range personnel* will maintain the list of requirements.

Patrol Rifles and Carbines

Only Officers and Supervisors assigned to perform patrol functions who successfully qualify with the patrol carbine course will carry approved carbines on duty. Once qualified, Officers and Supervisors will attend an annual patrol carbine re-qualification course in order to maintain their carbine qualification.

The Stevensville Police Department provides patrol rifles for its officers. Only the following carbines with a barrel length of 16 to 20 inches and an overall length of more than 26 inches will be used for qualification and deployment.

- AR-15 type carbine, .223 caliber
- Ruger Mini-14, .223 caliber

Only .223 caliber, 55-grain soft point ammunition will be used for deployment. Approved carbines may have retractable or folding stocks. No Officer will carry a rifle or a carbine of any other type or configuration unless specifically authorized by the Chief of Police in writing.

Officers will transport carbines in the trunk of the patrol vehicle inside a case. Carbines will be stored with a magazine seated in the magazine well, on safe, and with the chamber empty. Officers may respond and deploy with an approved carbine in any high-risk patrol situation in which a suspect:

- a. Possesses a rifle, assault rifle, machine gun, or shotgun.
- b. Possesses or uses body armor.
- c. Employs measures that put any officer at a tactical disadvantage which cannot be overcome with a side arm.

Officers may also respond with a carbine at any special threat situation as long as the requirements of Special Threat Situations are also satisfied. Officers will not volunteer or participate in preplanned high-risk warrants with their carbines without the expressed consent of the Chief of Police

At the end of a high-risk patrol situation, Officers will immediately render the carbine safe and place it back in the patrol vehicle. No Officer will carry a fully automatic weapon

Restrictions To Carrying of Firearms Off Duty.

Firearms shall not be carried at locations where the primary business activity is the service of alcoholic beverages or while the Officer is consuming alcoholic beverages.

Discretion should be exercised in determining the appropriateness of carrying firearms at other locations.

Less-Lethal Weapons

The Stevensville Police Department has authorized the use of the expandable batons, and OC spray as non-lethal weapons that an Officer may carry while on duty. Officers are prohibited from carrying or using blackjacks, saps, weighted gloves, bludgeons, metal knuckles, switchblade knives, and “Nanchaku”. Officers may carry a standard pocketknife.

Ammunition

All ammunition carried by Officers employed by the Stevensville Police Department on or off duty, shall be of standard manufacture that can be purchased over-the-counter or for police use. Ammunition shall be ball, full metal jacket, or jacketed hollow point. Specifically and regardless of manufacturer, no custom loads, reloads, fragmenting rounds, target ammunition, or Blazer ammunition shall be carried.

Except upon approval of the Chief of Police, no Officer will carry any of the following types of ammunition in any weapon.

- Armor piercing
- Tracer ammunition
- Glaser safety slug
- Rat shot
- Frangible ammunition

The following is authorized for use by the officer of the Stevensville Police Department:

Handgun:

Speer CCI Gold Dot	9mm + p	124 gr
Speer CCI Gold Dot	.40 Cal	165 gr

Speer CCI Gold Dot	10mm	200 gr
Winchester Ranger T-Series JHP	.40 cal	165 gr
Speer CCI Gold Dot	45 cal	185 gr
Winchester Ranger T-Series	45 cal	230 gr

Shotguns:

Remington Reduced Recoil	00 Buckshot	12 ga
Federal Tactical	00 Buckshot	12 ga
Remington Reduced Recoil Rifled	1oz Slug	12 ga
Federal Reduced Recoil Rifled	1oz Slug	12 ga
Federal Tactical Rifled Hydra-Shok HP	1oz Slug	12 ga
Federal Classic Tactical load	Buckshot 9 pellet	12 ga
Winchester Super X Rifled	Slug Hollow Point	12 ga

Patrol Rifle:

Winchester Soft Point	223/5.56	55 gr
Federal Tactical Bonded	223/5.56	62 gr
HSM HPBT Match	223/5.56	55 gr
HSM Boat Tail Hollow Point	223/5.56	55 gr

Slugs may be used after Officers have successfully completed a *firearms range's Select Slug* course.

Additional Firearms and Ammunition.

Additional firearms and ammunition not listed above may be used for specifically approved activities as designated by the Chief of Police.

The Chief of Police or designee, if assigned, will approve special firearms and ammunition for specific emergency scenarios in advance.

- The Training Officer will be provided with and will maintain all special firearms qualification information.
- The Training Officer responsible for the firearms and ammunition shall maintain documentation on the condition and readiness of equipment.
- Secure storage and maintenance of an inventory of equipment and ammunition will be the responsibility of the Training Officer assigned the equipment and shall be subject to audit by the Chief of Police, or designee with or without notice.

Maintenance and Inspection of Weapons

Serviceability of Firearms

All firearms carried by any Officer, on or off duty, shall be clean, safe, and functional at all times. Any supervisor or departmental firearms instructor may inspect the firearm(s) carried by any Officer to ensure compliance at any time.

No weapon that has been functionally modified shall be authorized for use. Officers must disclose any alterations to the weapons qualified with. Nonfunctional modifications shall be approved on a

case-by-case basis. A nonfunctional modification is an alteration that does not affect the manufacturers listed characteristics for that particular firearm. An example of this would be nickel or gold plating.

All firearms authorized for use by The Stevensville Police Department, either on or off duty, shall be inspected before initial use and at least annually thereafter by a departmentally assigned POST certified firearms instructor to determine serviceability. Documentation that a firearm has been determined to be unserviceable shall be retained in the Training file of the respective Officer.

If a firearm is determined to be unserviceable, it shall not be carried either on or off duty until it has been repaired or it has been examined by an armorer or gunsmith who must certify in writing that the weapon is serviceable. Documentation that a firearm has been repaired or has been examined and been determined to be serviceable shall be retained in the training file of the individual Officer. If a firearm is determined to be sufficiently unserviceable and/or unrepairable as to create a hazard, it must be replaced. Informal notice that a firearm is unserviceable and/or unrepairable shall be given to the Officer affected immediately along with the direction that he or she may not carry the firearm in question either on or off duty. A memorandum shall be provided to the Officer referencing the above mentioned conversation as formal notification, and another placed in the respective Officer's Training File.

An ongoing record of unserviceable and/or unrepairable firearms shall be maintained, and this record is designed to prevent these firearms from being reentered into the system by another person without valid documentation that the weapon has either been repaired or has been declared to be serviceable.

Replacement Firearms.

Any Officer replacing a firearm shall be required to qualify with the replacement firearm before it may be carried either on or off duty. Replacement firearms shall meet all previously listed departmental standards and shall be inspected before initial use and at least annually thereafter by a departmentally assigned POST certified firearms instructor to determine serviceability.

Required Training.

Officers will be issued copies of and be instructed in all policies pertaining to "Use of Force" before being authorized to carry either lethal or less-than-lethal weapons. The issuing of the policy to the individual Officers and the performance of the instruction shall be documented in departmental POST training records. This may be accomplished during required firearms qualification or other sessions.

Annual Re-qualification Policy.

The Montana Public Safety Officer Standards and Training (POST) Bureau requires that each department who employs two or more persons mandate each Officer to successfully complete the current firearms proficiency requirements at least once each year. All Officers shall complete a department mandated firearms training course annually in accordance with POST rules.

Safe and Proper Storage of Agency Authorized Firearms.

Officers shall be responsible to safely store and control access to weapons, both on and off duty. Storage methods may vary.

Transportation of Rifles and Shotguns in Agency Vehicles.

Long guns including rifles, shotguns and other long guns must be stored and transported in a “Cruiser Ready” manner at all times. Weapons are to be:

- carried with the bolt in the closed position and with an “EMPTY” chamber;
- selector on **SAFETY**;
- magazine inserted; and
- the ejection port cover to be closed.

1.3.5 WEAPONS PROFICIENCY, TRAINING, AND QUALIFICATIONS

CALEA Standard: 1.3.10, 1.3.11

The Stevensville Police Department personnel are only allowed to carry authorized weapons for which they have been approved to carry and which they have demonstrated appropriate proficiency.

Annual Firearms Qualifications

All Department personnel authorized to carry lethal weapons will qualify to Departmental standards on the firing courses identified in this directive. All weapons qualifications will be based on courses of fire designed and monitored by a certified instructor certified to POST standards.

All Officers are required to qualify as follows:

- Duty Weapon Annually
- Secondary Weapon Annually
- Shotgun Annually
- Patrol Rifle

All Officers will be required to pass a “Use of Force” written test with a minimum score of 70 percent. Unless otherwise specified in this directive, Officers will qualify using service ammunition provided by the Department. Officers qualifying with secondary weapons will be required to supply their own ammunition.

Only personnel demonstrating proficiency with the weapon by meeting the requirements of the shooting courses will be allowed to carry the weapon. Any Officer that fails to meet Departmental standards of qualification will be provided remedial training by a certified firearms instructor. The Officer will not return to normal duty and will remain assigned to the range until a passing qualification score is met. This remedial training will include a review of basic shooting skills and shooting drills to identify and correct deficiencies. At the completion of remedial training, the Officer will be required to re-qualify with the weapon to document satisfactory performance before returning to normal duty.

Officers are permitted and encouraged to practice with their weapons on their off-duty time to maintain proficiency and improve qualification scores. This could include the practice of drawing the weapon from the holster at home with an empty weapon or actual range firing practice with their duty weapon at a facility approved for gunfire. Officers need not obtain permission to practice with their duty weapon but must keep in mind that all safety rules recognized during departmental training should also be applied during off-duty practice. The Stevensville Police Department does not provide off-duty practice ammunition and Officers will not be compensated for time spent at a firing range during scheduled time off.

Training and Proficiency Monitoring and Documentation

These general requirements are to be followed, unless otherwise specified by the Chief of Police. The Firearms Instructor shall:

- Provide training, technical assistance, weapon inspections, range qualification schedules, and other services relating to the shooting qualification program, which are consistent with the position description of the Training Coordinator and the goals of the shooting program;
- Complete a Weapons Qualification Report whenever an Officer qualifies on a course of fire as designated in this directive.
- Maintain complete control and supervision of all personnel while on the range;
- Notify the Chief of Police of any Officer experiencing difficulty in qualifying;
- Consult with the appropriate supervisor to determine the training measures needed to develop the shooting ability of the Officer in question to Departmental standards;
- Notify the Chief of Police of any Officer who fails to qualify;
- Maintain completed Weapons Qualification Report in each Officer's training file.

The Training Coordinator shall prepare a report, due annually, that contains the following:

- A review of the Training Coordinator's log to determine which Officers need additional training and initiate appropriate training measures.
- A review of the Weapons Qualification Program, including less-lethal weapons, and make changes as necessary to ensure the program achieves training and qualification standards consistent with current legal requirements.

1.3.6 POLICY DISTRIBUTION

CALEA Standard: 1.3.12

All personnel authorized to carry lethal and less lethal weapons shall be instructed in the Department's policies and procedures regarding the use of force, both lethal and less-than-lethal, before they are authorized to carry a weapon. The issuance of policy and the instruction shall be documented.

All personnel shall be provided access of the agency's policies and procedures regarding the use of less-than-lethal force and the use of deadly force before they are authorized to carry a weapon. Each

Officer will receive an instructional review of the Stevensville Police Department Use of Force directive during the annual in-service firearms training.

In the name and by the authority of
The State of Montana
OATH OF OFFICE

I, _____ , do solemnly swear that I will support, protect and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of _____ of the Town of Stevensville with fidelity, so help me God.

LAW ENFORCEMENT CODE OF ETHICS

“My fundamental responsibility as a public safety officer is to serve the community, safeguard lives and property, protect the innocent, keep the peace, and ensure the constitutional right of all are not abridged.

I shall perform all duties impartially, without favor or ill will and without regard to status, sex, religion, creed, political belief or aspiration. I will treat all citizens equally and with courtesy, consideration, and dignity. I will never allow personal feelings, animosities, or friendship to influence my official conduct.

I will enforce or apply all laws and regulations appropriately, courteously and responsibly.

I will never employ unnecessary force or violence, and will use only such force in the discharge of my duties as is objectively reasonable in all circumstances. I will refrain from applying unnecessary infliction of pain or suffering and will never engage in cruel, degrading, or inhuman treatment of any person.

Whatever I see, hear, or learn, which is of confidential nature, I will keep in confidence unless the performance of duty or legal provision requires otherwise.

I will not engage in nor will I condone any acts of corruption, bribery, or criminal activity; and shall disclose to the appropriate authorities all such acts. I will refuse to accept any gifts, favors, gratuities, or promises that could be interpreted as favor or cause me to refrain from performing my official duties.

I will strive to work in unison with all legally authorized agencies and their representatives in the pursuit of justice.

I will be responsible for my professional development and will take reasonable opportunities to improve my level of knowledge and competence.

I will at all times ensure that my character and conduct is admirable and will not bring discredit to my community, my agency or my chosen profession. “

Civilian Law Enforcement Professionals Code of Ethics

As a civilian employee, I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will remain professional in the face of conflict, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. I recognize the position of my office as a symbol of professionalism and integrity, and I accept it as a public trust to be held so long as I am true to the ethics of law enforcement civilian service. I will never engage in acts of corruption and bribery, nor will I condone such acts by others. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.