



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 Employee**

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 Agency.

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.

### **13.1.2 CODE OF CONDUCT AND APPEARANCE**

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#### **CALEA Standard: 26.1.1, 22.2.7**

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The Code of Conduct and Appearance provides for employee compliance with the directives, policies, and procedures of the Stevensville Police Department as they relate to employee conduct, professionalism, and service to the community. Employees shall obey the Code, policies, and directives and be accountable for any violations. All failures in conduct or appearance not specifically addressed in the Code of Conduct and Appearance shall be referenced to the closest related section for adjudication.

### **Discipline Philosophy**

Law makers and citizens grant peace officers considerable authority to act on its behalf in the effort to create a living environment that is as free of crime, the fear of crime, drug abuse, violence, and disorder as possible. Although in almost all encounters with the public, Officers and non-sworn employees use this authority appropriately, there are times when citizens have legitimate questions about the actions or lack of actions taken by an employee of the Agency. It is essential to have a system of discipline that contributes to minimizing abuse of authority and promotes the Agency's reputation for professionalism.

The most effective disciplinary system is one that combines the reinforcement of the right set of values in all employees with behavioral standards that are established in clear policies, procedures and rules that are fairly applied. All employees of the Stevensville Police Department are expected to conduct themselves, both on-duty and in their personal lives, in a manner that conveys respect, honesty, integrity, and dedication to service.

The Chief of Police shall have the discretion to adjudicate at a higher level of action, any sum of minor violations occurring in the same course of conduct.

When an employee is on disciplinary probation status, any additional violation of the same type that resulted in the probationary status may result in termination. Employees on disciplinary probation status are not eligible for promotions, awards, educational assistance, transfers, or step or merit salary increases.

Violations will apply only to internal administrative actions and will not preclude any criminal actions that might be instituted against an employee.

The Chief of Police has the final Agency disciplinary recommendation and responsibility that is forwarded to the Office of the Mayor and Town of Stevensville Police Commission.

### **Agency Response to Violations**

In cases where an employee is charged with a violation of the Code of Conduct, the employee's supervisor will recommend to the Chief of Police concerning disciplinary action based on the totality of the circumstances. The Chief of Police shall not be bound by such recommendations.

The first line supervisor is responsible for detecting violations of the Code of Conduct and initiating disciplinary action. Recommendations from the designated level of supervision will be used in the decision-making process, but the Chief of Police will make the ultimate decision as to the appropriate action or an appropriate recommendation to the Office of the Mayor and Town Police Commission.

Upon completion of an investigation, disciplinary actions or written reprimands may be instituted against an employee by adhering to the following procedures:

- The supervisor will advise the employee of the policy or procedure the employee is alleged to have violated
- The supervisor will inform the employee of the evidence concerning the violation
- The supervisor will allow the employee an opportunity to comment on the alleged violation
- The supervisor will counsel the employee about what specific behavior is acceptable in the future and under similar circumstances
- The supervisor will inform the employee of the employee's right to file a grievance pursuant to Stevensville Police Department policy and the Town of Stevensville Personnel Policy Manual

The Chief of Police has the discretion to recommend termination or demotion of employees when circumstances not meeting the criteria of the Code of Conduct occur and the employee otherwise fails to meet the conditions of employment for the position. Such examples are:

- An employee's failure to maintain valid licenses or other qualifications necessary to perform the job
- An employee's inability to perform the work required
- An employee's unsatisfactory job performance

These actions are not considered violations of the Code of Conduct, do not fall under the rules for disciplinary conduct, and are not considered punitive for the purposes of this policy.

### **Intra-Agency Relationships**

The Stevensville Police Department adopts and follows policies of the Town of Stevensville Personnel Policy Manual concerning the employment of relatives. For the purposes of this policy, immediate family members include: spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, aunt, and uncle plus various combinations of half, step, in-law, and adopted relationships that can be derived from these named.

Members of an immediate family shall not be employed at the same time or placed in a position if such employment or position would result in the following:

- An employee directly or indirectly supervising a member of the immediate family
- An employee occupying a position which has influence over the family member's employment, promotion, or salary administration
- Operational conflicts within the division or Agency
- Any adverse management or personnel considerations.

The Stevensville Police Department neither promotes nor discourages personal (including dating), platonic or familial relationships involving its employees. However, at no time will such relationships create a conflict of interest or the appearance of conflict of interest including but not limited to unprofessional relationships. Relationships are unprofessional, whether pursued on or off duty, when they detract from the authority of superiors or result in or give the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interest.

Employees with family members who are also employed by the Agency, or who engage in a personal relationship with another employee must adhere to the following guidelines:

- If both are assigned to Patrol duties they shall not be assigned to the same Unit, may if resources allow, be assigned to the same rotation.
- Employees of rank shall not be assigned where the ranking employee directly or indirectly supervises a family member or employee with whom they have a personal relationship.
- Employees engaged in a personal relationship that creates a conflict of interest or adversely impacts efficiency or effectiveness in the workplace, or creates an intimidating, hostile or offensive work environment, either or both employees may be reassigned to another position for which they are qualified and or be subject to disciplinary action.
- Employees shall not approve promotions, disciplinary actions, or other employment related decisions for a relative or employee with whom they have a personal relationship employed in the Agency.

If a personal relationship should develop between a supervisor and a subordinate, then the supervisor shall promptly disclose the existence of the relationship through the chain of command. The subordinate may also disclose the relationship; however, the burden of disclosure is on the supervisor. The supervisor must withdraw from participation in any decisions that involve the subordinate. The supervisor or the subordinate shall be reassigned.

If a personal relationship should develop between non-supervisory personnel who are assigned to the same unit, or division both employees shall notify their supervisor of the relationship.

Failure to comply with this policy can result in disciplinary action up to and including termination.

### **Uniform and Personal Appearance**

Employees of the Stevensville Police Department are expected to present a neat, clean appearance to the general public and to maintain a professional image in hairstyles and dress codes. Therefore, the following regulations will apply to all police personnel while

in uniform or while on duty. For purposes of this section, “uniformed civilians” does not include the casual attire worn by civilian personnel.

### **HAIRSTYLES/FACIAL HAIR**

Employee hairstyles shall not interfere with, nor prohibit the wearing of, required headgear or other safety equipment. Hair bulk should not be excessive or appear unkempt.

The hairstyles of male officers, both uniformed and non-uniformed, shall be neatly trimmed and tapered, rounded, or boxed at the back and shall not extend over the top of the shirt collar when the officer is standing. This includes non-sworn employees who wear a uniform. The length of a sworn male officer’s hair, or any male employee who wears a uniform, shall not fall below the eyebrows in front, nor extend below the top of the ear on the sides. Sideburns will not extend below the ear lobes. Sideburns may not flare wider than their top width.

Male Officers and uniformed civilian employees are permitted to wear mustaches and beards. If worn, mustaches and beards must be neatly trimmed.

Female uniformed Officers and female civilian employees wearing uniforms must wear their hair in a style that does not extend more than six inches below the bottom of the collar when the employee is standing. (Example, the hair may be worn in a pinned-up, off the neck hairstyle.) Pins, barrettes, and hair combs worn while in uniform should be conservative and shall correspond to the employee’s hair color.

Scalp sculpturing, exotic styling, and radical or unusual hair dying is prohibited. (An example of radical or unusual hair dying would be green, purple, or multi-colored patterns or anything in a “punk” style.)

All employees may wear wigs that conform to the above standards.

### **BODY ORNAMENTS AND ACCESSORIES**

Sworn police personnel and other uniformed employees are prohibited from wearing jewelry or other body ornaments while on duty or while in uniform with the following exceptions: Uniformed employees may wear a wristwatch, medical bracelets, and rings on fingers. Religious or other medallions and chain are permitted as long as the medallions and chain are concealed beneath the shirt. Female officers and other uniformed female employees may also wear conservative, post-style earrings while in uniform.

All employees are prohibited from wearing visible jewelry or ornaments that require piercing of the body, with the exception of earrings for women, while they are at work. Perfumes, cosmetics, and personal hygiene must be professional and must not be offensive to the general public or coworkers.

Visible body tattoos are discouraged; however, if worn, they must not be offensive to the general public in regard to race, religion, politics, gender, or sexual content. Both male and female fingernails must be neat in appearance and trimmed to a length that allows the proper discharge of duties without injury to oneself or others.

### **CLOTHING**

All employees shall report to work wearing clean, unwrinkled uniforms or other conservative civilian clothing appropriate to their job. Non-uniformed clothing should not draw unusual attention or present an image that would offend the general public. Clothing containing offensive or unprofessional writings, designs, or messages will not be permitted.

Skirts, dresses, and dressy shorts cut to resemble a skirt (culottes) must not be more than two inches above the knee and must be of appropriate fit projecting a proper public image.

Halter tops or clothing that exposes the torso or can be labeled as provocative will not be permitted. Short pants that are designed for athletic or relaxation purposes are not permitted.

### **UNIFORMS**

All uniformed employees shall report to work wearing clean, unwrinkled uniforms or other prescribed clothing to their job in accordance with the following guidelines:

- The uniforms to be worn by sworn personnel while working in a sworn law enforcement uniform capacity is described in the Stevensville Police Department General Orders, Chapter 19, "Patrol"
- Police Records Clerks shall wear appropriate casual business attire or approved Agency shirts and pants.

### **SOCIAL NETWORKING**

For the purposes of this policy, a social networking site is defined as a web-based service that allows individuals to create groups that share common interests, or affiliations, upload files including pictures, music, or videos, hold discussions in forums, and/or host Weblogs ("blogs") for members of the site. A "blog" is a web-based publication where a user can post informal journals on their thoughts, comments, and philosophies.

Stevensville Police Department employees are authorized to access social networking sites for legitimate, investigative purposes from Agency computers as authorized by the Agency's Computer Use and Privacy Policy. If the site is being used to conduct undercover operations the site should not include any information that would connect the Stevensville Police Department or its' employees to the site.

Employees are prohibited from accessing personal networking sites while on duty. Employees should remember that information posted on these sites is not private and that conduct or commentary which could adversely affect the employee, or the reputation of the Stevensville Police Department is prohibited.

Dissemination of any official, work-related information on a personal networking site is prohibited.

Employees are prohibited from posting, broadcasting, or otherwise disseminating any sexual, violent, racial, ethnically derogatory material or any other type of material that is designed to intimidate, humiliate, denigrate, offend, insult, antagonize or provoke intentionally any other person.

Violation of this policy is Class 1 as covered under 26.1.2 Code of Conduct and Appearance.

### **Voicemail and Email**

The Agency provides all employees with a voicemail and an email account. In order to ensure the best possible service and communication between members of the public, between coworkers, and to prevent excessive build-up of either the voicemail or email account, all employees shall check both accounts at least once daily during the employee's scheduled work shift. Emails and phone messages should be addressed in a timely manner.

### **13.1.3 DISCIPLINARY SYSTEM**

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**CALEA Standard: 26.1.2, 26.1.4**

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The Stevensville Police Department disciplinary system identifies measures to be applied toward employee conduct in the interests of good discipline. The system is designed to be fair and equitable. The disciplinary system shall include:

- The Police Awards Program
- The Code of Conduct and Appearance

The Stevensville Police Department disciplinary system shall include procedures and criteria for:

- Rewarding employees for exemplary behavior
- Using counseling as a function for discipline
- Using training as a function for discipline
- Taking punitive actions as a function of discipline to include:
  1. Oral Reprimands
  2. Written reprimands
  3. Mandatory reassignments



4. Suspension
5. Demotion
6. Dismissal

### **Sworn Personnel Service Awards**

The Stevensville Police Department shall recognize sworn personnel for their service longevity with the Stevensville Police Department. This recognition shall be through the issuance of a certificate to sworn personnel.

## **13.1.4 HARASSMENT IN THE WORKPLACE**

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### **CALEA Standard: 26.1.3**

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The Stevensville Police Department is committed to providing a work environment that is free of harassment, including sexual harassment. This policy establishes guidelines and responsibilities for addressing complaints and incidents of harassment and sexual harassment.

### **Definitions**

**Harassment** -- Includes, but is not limited to, unwelcome conduct -- whether verbal, physical, or visual -- that is based upon a person's protected status, such as sex, sexual preference, color, race, ancestry, religion, natural origin, age, disability, medical condition, marital, veteran, or citizenship status to the extent such conduct violates federal or state law. Harassment includes conduct that denigrates or shows hostility or aversion towards an individual because of his/her protected status or that of his/her relatives, friends, or associates.

**Sexual Harassment** -- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any one of the three criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

## **EMPLOYEE RESPONSIBILITIES**

### **Chief of Police**

The Chief of Police shall make every reasonable effort to maintain a working environment free of unlawful harassment as defined above.

### **Town Attorney**

The Town Attorney shall advise the Chief of Police and members of the Agency on the legal aspects of unlawful harassment. The Town Attorney shall periodically conduct training for the Stevensville Police Department on harassment issues and policies. Such training shall occur as necessary to update personnel on changes in the law and policies surrounding harassment. The Town Attorney shall assist in the development of harassment policies and guidelines. The Town Attorney will also assist in the review of alleged harassment complaints or conduct within the Agency and advise the Chief of Police and appropriate Supervisors on the legal consequences of various courses of action.

### **Internal Affairs**

Internal Affairs shall investigate allegations of harassment and report the findings of such investigations to the Chief of Police, for necessary review or action. Internal Affairs shall receive, document, and investigate all complaints of harassment. If an investigation reveals potential criminal charges are applicable, the Chief of Police shall inform the Office of the Mayor immediately.

### **Training Coordinator**

The Training Coordinator shall, in coordination with the Town Attorney, develop educational and preventive programs designed to prevent harassment within the Stevensville Police Department. The Training Coordinator shall also be responsible for ensuring that required posters and informational materials are properly posted within the Agency.

### **All Employees of the Stevensville Police Department**

All employees shall immediately report all incidents of suspected harassment through appropriate channels. Employees do not have to report alleged harassment by a supervisor to that supervisor but shall report such allegations by other available means to appropriate personnel. All employees shall refrain from sexual harassment of other employees or persons.

### **Complaint Procedure**

It is the responsibility of any employee who believes he or she has been the subject of unlawful harassment to report the alleged act immediately to his or her supervisor, the Chief of Police, the Town Attorney, or Human Resource. If an employee observes another employee being subjected to unlawful harassment, the observing employee has a responsibility to report such observations. The Stevensville Police Department and Town of Stevensville have an established procedure for employees to report allegations of unlawful harassment. Such procedures must be followed by any employee who suspects they have been the subject of unlawful harassment.

If a complaint involves a supervisor within the complainant's chain of command, the complaint should be filed directly with the Chief of Police, or Human Resource. Any

complaints alleging unlawful harassment by the Chief of Police should be filed directly with Human Resource.

All complaints will be handled in a timely and confidential manner. In no event shall information concerning a complaint be released by the Agency to third parties or to anyone within the Stevensville Police Department who is not involved with the investigation or who does not have an official need to know concerning the investigation. Nor shall anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the employee filing a complaint, to encourage the reporting of any incidents of unlawful harassment, and to protect the reputation of any employee wrongfully charged with unlawful harassment.

All complaints of unlawful harassment shall be fully investigated. All complaints of harassment shall be assigned a case number. Unlawful harassment complaints require prompt action and documentation of such complaints by the employee receiving the complaint and an investigation shall be completed without unnecessary delay.

Complaints alleging harassing conduct, which may involve criminal conduct, shall be referred to the Chief of Police immediately, who shall decide whether to initiate an appropriate criminal investigation parallel to any internal administrative investigation.

Internal Affairs shall maintain records of all alleged acts of harassment and sexual harassment reported by complainants or identified by supervisors for a period of time in accordance with state records guidelines. Multiple substantiated or previous alleged incidents of harassment will be considered in assessing disciplinary action subsequent substantiated acts of harassment.

Any complaint alleging sexual assault, forced fondling, unwanted physical contact, rape, or indecent exposure shall be forwarded immediately to the Chief of Police for criminal investigation as discussed above.

Harassment by a supervisor or retaliation for reporting alleged harassment shall also be forwarded immediately to the Chief of Police for investigation.

### **Responding to Complaints**

All personnel receiving a complaint of unlawful harassment are held accountable for the effective administration of this policy. Sensitive handling of a harassment complaint is essential. The disciplinary action taken with respect to each violation of this policy will be determined by the seriousness of the particular offense and in accordance with Chapter 13 of the Stevensville Police Department's General Orders. The following guidelines shall apply when handling actual or alleged harassment situations:

- DO NOT assume the victim asked for the behavior directed toward them
- DO NOT tell the victim to ignore the behavior

- DO NOT tell the victim to try to embarrass or outwit the harasser or harass them back
- DO NOT treat the complaint as insignificant or minor
- DO treat sexual harassment complaints as serious employee misconduct
- DO KEEP the victim informed of the status of the investigation.
- TAKE other appropriate steps as defined by this policy to address the alleged conduct

### **Preventive Measures**

Employees shall keep their work areas free of sexually and other offensive photographs, cartoons, “dirty” pictures, or other offensive items. Such items may be possessed as part of official investigations or as evidence but shall not be displayed in the office or work environment. Such items may be used when necessary, for officially sanctioned training in areas such as rape investigation, sexual abuse, pornography investigations, death investigation, sexual harassment and other appropriate topics, but only with advance approval of the Chief of Police.

Anyone who violates this policy will be subject to disciplinary action, up to and including, dismissal. It is the policy of the Stevensville Police Department that harassment or sexual harassment, if it exists within the Agency, will be curtailed and potentially eliminated by handling it at the lowest level possible. All employees must take immediate action when becoming aware of a situation involving harassment. Retaliation against a person legitimately reporting alleged harassment will not be tolerated. While the reporting of harassment allegations is encouraged and required, false accusations will be subject to disciplinary action, up to and including discharge. Unlawful harassment of any kind or retaliation for reporting unlawful harassment are serious matters and will not be tolerated in the Stevensville Police Department.

### **13.1.5 ROLE OF SUPERVISORS IN THE DISCIPLINARY SYSTEM**

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#### **CALEA Standard: 26.1.5, 26.1.2**

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Supervisors’ direct personnel toward the goals and objectives of the Agency and are accountable for detecting the instances of positive and negative behavior of the employees under their supervision. Supervisors participate in the disciplinary system by:

- Recognizing and documenting instances of exemplary or unacceptable behavior
- Identifying training needs as a function of the disciplinary process
- Implementing commendatory or disciplinary actions
- Investigating allegations of employee misconduct when within the scope of their authority and responsibility, and in conjunction with Internal Affairs as outlined in Chapter 25 of the Stevensville Police Department’s General Orders
- Counseling employees to improve job performance
- Recommending the most effective disciplinary methods to the Chief of Police.

The Chief of Police is responsible for reviewing recommendations for disciplinary actions, sustaining or reducing the actions, and recommending imposing the forms of discipline in accordance with the standards outlined in the Code of Conduct.

### **Supervisor Authority to Act**

Supervisors who identify instances of positive or negative behavior shall have the authority to exercise commendatory and disciplinary actions to include:

- Recommendation to the Chief of Police for a Letter of Commendation or other appropriate reward or recognition following instances of exemplary behavior or action.
- Nomination for a recognition following instances of exemplary behavior or action.
- Written reprimand and/or referral of the instance to Internal Affairs for further investigation for serious violations of policies and procedures in accordance with Chapter 25 of the Stevensville Police Department's General Orders.
- Emergency suspension and referral to Internal Affairs in accordance with the provisions of Chapter 25 of the Stevensville Police Department's General Orders, when negative behavior is so serious that continued immediate service is detrimental to the best interest of the Agency. The supervisor shall immediately inform the Chief of Police when emergency suspension is imposed.

### **13.1.6 APPEALS PROCEDURES**

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#### **CALEA Standard: 26.1.6**

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Section 31 of the Town of Stevensville Personnel Policy Manual describes the Agency grievance and appeals procedures. The manual lists the initiation procedure. Those policies shall apply to employees of the Police Agency.

### **13.1.7 DISMISSAL**

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#### **CALEA Standard: 26.1.7**

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If an investigation of employee misconduct results in the dismissal of an employee, the Department shall provide the employee with information to include at a minimum:

- The reason for dismissal
- The effective date of dismissal
- The status of employee benefits and retirement after dismissal

Section 26.1.6 shall not apply to probationary employees.

### **Statement of Conclusion of Fact**

When a disciplinary investigation has been completed, the supervisor conducting the investigation shall be responsible for issuing a written statement about the investigation that contains the conclusion of facts for each allegation. The conclusion of facts shall address, at a minimum, the following issues:

- Proper Conduct
- Improper Conduct
- Policy Failure
- Insufficient Evidence
- Unfounded Complaint

The supervisor will distribute copies of the conclusion of facts to the employee who was the subject of the investigation and to the Chief of Police.

### **13.1.8 RECORDS MAINTENANCE PROCEDURES**

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#### **CALEA Standard: 26.1.8**

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Records of disciplinary actions shall be kept in accordance with the procedures for Internal Affairs records management as outlined in Chapter 25 of the Stevensville Police Department's General Orders.

Supervisors who document counseling or oral reprimands for use on a performance evaluation and keep the documentation in the unit file should maintain the documentation no longer than one year.