

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 19, 2015		<b>Amended Date</b>		<b>Directive</b> 2.02.1	
<b>Subject</b> Professional Conduct and Code of Conduct					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Recognition Program Reference</b> 2.02; 2.12; 2.14; 2.15; 2.17; 2.18; 2.19; 2.20; 2.21		<b>Review Date</b> January 22, 2019	
				<b>Pages</b> 10	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to define departmental expectations for on and off-duty personal behavior. This order applies to all employees both sworn and non-sworn. (TPCA 2.12)

**SECTION 2 POLICY**

It is the policy of the department that all employees will conduct themselves in a professional and proper manner at all times. Conduct which tends to bring discredit upon the employee or the department will not be tolerated.

**SECTION 3 PROCEDURES**

**A. MISSION STATEMENT**

We, the members of the Lancaster Police Department, as proud representatives of **OUR** community, are committed to protect the lives, property, and Constitutional Rights of all residents and visitors of **OUR** community by providing professional law enforcement and public safety services. Our mission is to work together with our members of the community to foster a safe environment and enhance the quality of life for all of our citizens, while building trust and **PRIDE** in our city.

**B. CODE OF ETHICS (TPCA 2.02)**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided

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to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. 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 performances 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...law enforcement.

**C. GENERAL STANDARD OF CONDUCT (TPCA 2.12)**

1. Employees shall conduct themselves in their private and professional lives in such a manner as to avoid bringing themselves or the department into disrepute. Employees shall cooperate with employees of other divisions or sections of the department and employees of other governmental and law enforcement agencies.
2. Actions not specifically set out herein which may bring discredit upon the employee or the department, or which conflict with policies of the department, will be addressed and disciplinary action shall be taken according to the seriousness of the violation in the same manner and degree as if the action had been specifically addressed in this policy.
3. Employees shall maintain an impartial attitude toward all persons coming to the attention of the department, regardless of race, creed or degree of influence. Unwarranted interference in the private business of others when not in the interest of justice is prohibited.

**D. PROHIBITED ON-DUTY ACTIVITIES**

1. Employees are prohibited from engaging in the following activities while on duty:
  - a. sleeping;
  - b. gambling, except in the performance of a police duty by direction of one of the Assistant Chief of Police and not in uniform;
  - c. any sexual conduct

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**E. PROHIBITED ASSOCIATIONS**

1. Except in a police capacity or as a department function, employees are prohibited from associating with individuals whose character, reputation or backgrounds are such as to bring discredit upon the employee or the department. Business relationships with such individuals must be avoided unless it can be demonstrated that such dealings are absolutely necessary, legal, ethical, and cannot be made with some other party. Individuals with whom contact and dealings are prohibited include, but are not limited to, persons with:
  - a. felony arrests or convictions;
  - b. numerous misdemeanor arrests or convictions;
  - c. vice arrests or convictions;
  - d. organized crime syndicate membership, employment or connections;
  - e. no apparent legitimate means of support;
  - f. employment in gambling or vice establishments;
  - g. serious habit of alcoholism, narcotic addiction or gambling;
  - h. debased moral character
2. If an employee feels that he must have contact with such a person due to social, business or personal reasons, a request for permission shall be made in writing to the Chief of Police prior to such contact. In case of blood or marital relationships, a memo detailing the relationship should be submitted to the Chief of Police so that an understanding may be reached regarding such associations.

**F. PROHIBITED ESTABLISHMENTS**

1. Employees are prohibited from visiting, attending, entering, patronizing or having business dealings with establishments, concerns, or companies which fall under the following categories, unless it is required in the line of duty at the direction of one of the Assistant Chief of Police:
  - a. where illegal activities are known, believed, or suspected to take place, whether the illegal action is open or secret and covert;
  - b. establishments catering to narcotic addicts, sexual deviates, or criminals, and members of the organized crime syndicate;

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- c. whose crime syndicate ownership or affiliation has been published in the press, department publications, court trials, government investigative hearings, or in other public forums

**G. MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS**

1. Employees shall not knowingly become members of, or connected with, any subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police. "Subversive Organization" shall refer to any organization on the subversive list of the Attorney General of the United States.

**H. ASSOCIATION WITH POLICE DEPARTMENT CLIENTS (TPCA 2.18)**

1. Employees are prohibited from establishing or maintaining what a reasonable person would believe constitutes an inappropriate social relationship with any person who is a known victim, witness, suspect, or defendant of a case being investigated by the department during such time that the case is being investigated or being prosecuted as a result of the investigation.

**I. PROHIBITED TRANSACTIONS**

1. Employees are prohibited from buying any service or item of value from, or selling any service or item of value to, a complainant, witness, defendant, prisoner, or other individual known by the employee to currently be involved in a police matter, wherein such buying or selling may affect or influence the outcome of said police matter. Employees shall not enter into any financial or business transaction with any arrestee or individual currently under investigation, or any person acting on behalf of such parties.

**J. OTHER PROHIBITED ACTIVITIES**

1. Although certain prohibited activities are enumerated in this policy, it is not possible to comprise a policy that addresses all detrimental conduct. Conduct not specifically mentioned herein, which may bring discredit upon the employee or the department or which violates any policy of the department will be addressed in the same manner as if the conduct had been specifically addressed in this policy.

**K. TRUTHFULNESS (TPCA 2.14)**

1. Employees are to be truthful in all written reports, memorandums, and all other department communications. Employees shall not spread rumors, which may be detrimental to the department or to any member of the department. Employees are to speak the truth at all times unless lawfully permissible during the course of an investigation.
2. In cases where it is not allowed by law or by department regulations to divulge facts and/or opinions within their knowledge, employees shall not speak on the subject.

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**L. ATTITUDE TOWARD GENERAL PUBLIC (TPCA 2.17)**

1. Officers, when dealing with the community shall conduct themselves in procedurally just ways, procedurally just behavior is based on four central principles:
  - a. treating people with dignity and respect,
  - b. giving individuals "voices" during encounters,
  - c. being neutral and transparent in decision making and
  - d. conveying trustworthy motives
2. These principles lead to relationships in which the community trusts that officers are honest, unbiased, benevolent, and lawful. The community therefore feels obligated to follow the law and the dictates of legal authorities and is more willing to cooperate with and engage those authorities because it believes that it shares a common set of interest and values with the community.
3. Employees shall be courteous and efficient in their dealings with the general public. Employees shall maintain a pleasant, respectful attitude at all times. In situations where control is necessary, employees shall maintain a firm and impersonal attitude, avoiding any impression of rudeness. Employees shall refrain from using harsh, violent, profane or insolent language, and shall remain calm regardless of provocation. When requested, employees shall supply their name, rank and badge or employee number, as applicable, in a courteous manner.
4. Officers shall provide all people within the community fair and impartial police services consistent with procedural justice, constitutional and statutory mandates.
5. Employees shall not discriminate, oppress or show favoritism to any person.
6. Employees shall assure the highest standard of integrity and ethics among all our members.
7. Employees shall respect the diversity and the lawful cultural practices of all people.
8. Officers shall take positive steps to identify, prevent, and eliminate any instances of biased policing and racial profiling by our members.
9. Employees shall continue our commitment to community based policing and problem solving, including vigorous, lawful and nondiscriminatory enforcement that promotes public safety and strengthens public trust, confidence, and awareness.

**M. RESPECT FOR FELLOW EMPLOYEES**

1. Employees shall treat fellow employees, regardless of rank or position, with respect. They shall be courteous and civil in their relationships with one another at all times. When on duty and in the presence of the general public, employees shall refer to each other by title or rank.

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**N. APPEARANCE OF IMPROPRIETY OR INSTABILITY**

1. Employees shall avoid actions which give the appearance of impropriety. Activities engaged in by employees on or off duty which indicate instability of character or personality shall subject the employee to disciplinary action.

**O. COMMERCIAL USE OF EMPLOYEE NAME AND/OR PHOTOGRAPH**

1. Employees shall not permit their name or photograph to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not allow their name or photograph to be used in any commercial testimonial which alludes to their employment with the department.

**P. PERSONAL INVOLVEMENT IN NEIGHBORHOOD QUARRELS, DISPUTES, OR OTHER INCIDENT WHICH PROVOKES A RESPONSE FROM A LAW ENFORCEMENT AGENCY**

1. Employees shall not intentionally become personally involved in neighborhood quarrels or minor disputes when off duty. In emergency situations, such as family violence or weapons offenses, officers may take control of the situation only until on-duty officers arrive to assume control.
2. Any employee on duty or off duty, who is involved in a disturbance or altercation of any type during which any party violates a law or when the incident provokes or reasonably would provoke a response by a law enforcement agency, shall immediately report the incident to their first line supervisor. This verbal report to a supervisor shall be followed by a written report explaining the details of the incident and providing information about witnesses and suspects involved whenever known. This written report will be forwarded to the Chief of Police via the employee's chain of command.
3. Supervisors shall immediately report an employee's involvement in any disturbance or other incident where the employee or another person violates a law or provokes a response by a law enforcement agency. Supervisors shall notify the employee's Division Chief, and the Division Chief shall immediately verbally notify the Chief of Police of the incident.

**Q. PERSONAL INVOLVEMENT IN CRIMINAL INVESTIGATIONS**

1. Employees shall not conduct any criminal investigation, make any criminal arrest or participate in any incident related to the job function of the employee where any blood or marital relationship exists between the employee and the victim or suspect, except in an emergency situation, and then only until other officers can be summoned to assume control.
2. In the event an employee is uncertain whether or not a conflict of interest exists he should contact his supervisor for clarification.

**R. INVOLVEMENT IN CIVIL MATTERS**

1. Due to the nature of our society, an employee may find himself involved in matters of a civil nature which are unrelated to his employment with the department. In these situations,

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employees shall not allow their position with the department to become a factor in any civil proceeding.

**S. PREFERENTIAL TREATMENT**

1. Employees shall not seek influence or intervention from any person outside the department for the purpose of preferment, advantage, transfer or advancement.

**T. USE OF NARCOTICS AND ILLEGAL DRUGS (TPCA 2.20)**

1. Employees shall not possess nor consume any controlled substance, narcotic, dangerous drug or hallucinogen, on or off duty except when prescribed by a physician for an illness or injury, and then only for the specific time period established by the physician.
2. Employees are prohibited from being under the influence of any controlled substance, narcotic, dangerous drug or hallucinogen while on duty which might impair their judgment, physical condition, or their ability to perform any job related function. Employees who are taking any type of drug which might affect their ability to perform a job related function are required to notify their supervisor prior to their tour of duty.
3. The definition for controlled substance, narcotic, dangerous drug and hallucinogen will be the definition located in Section 481.002, Texas Health and Safety Code.

**U. USE OF PROHIBITED ENHANCEMENT SUBSTANCES**

1. The Anabolic Steroids Control Act of 1990 placed anabolic steroids into Schedule III of the Controlled Substances Act. Under this legislation, anabolic steroids are defined as any drug or hormonal substance chemically and pharmacologically related to testosterone (other than estrogens, progestin's, and corticosteroids) that promotes muscle growth.
2. Employees shall not use an anabolic steroid for any purpose unless prescribed by a physician for an illness or injury, and then only for the specific time period established by the physician. Employees performing in a "safety-sensitive" position are subject to random drug testing with or without cause in accordance with Section A-2, City of Lancaster PRIDE Policies and Procedures.

**V. ALCOHOLIC BEVERAGES (TPCA 2.19)**

1. Employees shall not consume intoxicating liquor while on duty, unless necessary in the performance of a police duty, and then only under specific direction of the Division Commander.
2. Employees shall not consume intoxicating liquor on premises occupied by any division or section of the department. Employees shall not bring or keep intoxicating liquor on department premises, except when necessary in the performance of a police duty. In this event, the intoxicating liquor shall be properly identified, inventoried, and stored according to established policy.
3. Employees shall not consume intoxicating liquor while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform duty is in any way impaired. The odor of alcohol on the breath at roll call or during any period when the

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employee is on duty is strictly prohibited. Intoxication is not a defense to charges of violating department rules or regulations.

**W. USE OF TOBACCO PRODUCTS**

1. Employees shall not use tobacco products while in direct contact with the public or in department vehicles. This includes, but is not limited to, conducting interviews, transacting business, or conversing with a citizen under conditions when the use of tobacco may be detrimental to good health and appearance.
2. Department employees are the most prominent representatives of government and, as such, must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco and snuff is offensive to the public and co-workers, and detracts from the professional bearing of the employee. For these reasons, the use of chewing or dipping tobacco or snuff is prohibited while in uniform and in direct contact with the public, inside or outside any department building or in department vehicles.
3. In accordance with Section T-2, City of Lancaster PRIDE Policies and Procedures, use of tobacco products is prohibited in all city-operated facilities and city vehicles.

**X. DAMAGE TO BUILDINGS AND FIXTURES**

1. Employees shall not mark or deface any surface in any department building.
2. Employees shall not stand with one foot placed against the wall of a building in a manner which may cause surface damage to the property.

**Y. POLITICAL ACTIVITIES WHILE ON DUTY OR IN UNIFORM (TPCA 2.15)**

1. Any member of the department, either individually or as a member of a group or political organization, may take part in a campaign of any political organization seeking the election of candidates or any individual political candidate for office provided that the department member is off duty and not on the department's premises. Uniformed members may not be in uniform when engaging in such activity. No such political activities by a member of a group or organization shall be carried on in the name of the city or any department, bureau, division or agency thereof, or by any group of employees in the police department.
2. No member of the department shall use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, and no member of the department shall directly or indirectly coerce, attempt to coerce, command, or advise another member of the department, or any employee of the city, to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
3. No employee of the department shall continue in such position, after being elected to any public office in the City of Lancaster.

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4. No sworn officer shall continue in such position, after becoming a candidate for nomination or election to any public office in the City of Lancaster.
5. Department members shall not use department or city funds, supplies for political purposes or solicitation for activities or causes not related to their job.
6. Electioneering in any city office, building or premises during working hours is prohibited.
7. Employees shall not join or belong to any organization, which has as a purpose the overthrow by force of the established government.

**Z. FINANCIAL OBLIGATIONS AND INDEBTEDNESS**

1. Employees shall promptly pay all just debts and legal liabilities incurred by them. Neglect to pay a just indebtedness within a reasonable time after it was incurred shall be cause for disciplinary action. Employees shall not incur debts beyond their reasonable means to repay such debts.
2. Employees may be disciplined for failure to pay just debts. However, no employee shall be disciplined for failing or refusing to pay any of the following:
  - a. an unjust or justifiably disputed debt or exorbitant interest;
  - b. a deficiency claim for property repossessed by a vendor, unless such deficiency has been entered as a court judgment after an opportunity was provided for the debtor to appear and contest the claim;
  - c. a debt barred by a discharge in bankruptcy or by the statute of limitations
3. No employee shall be forced by the department to enter into an arrangement with one creditor which would make it impossible for him to pay his other creditors a fair and proportionate amount, or to reasonably provide his family with the necessities of life.
4. Employees shall not solicit fellow employees to cosign or endorse any promissory note or loan, nor shall employees offer to act, or act as, a cosigner or endorser of any promissory note or loan for a fellow employee without the approval of the Chief of Police.

**AA. GIFTS AND GRATUITIES (TPCA 2.21)**

1. Employees shall not solicit "kickbacks" in direct or indirect connection with their employment or any activity connected with said employment. Employees shall not accept kickbacks when such acceptance might tend to influence the employee's actions in a police matter or might tend to cast

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an adverse reflection on the department. Kickbacks shall mean any gift, service, gratuity, loan, fee or item of value when offered on an individual basis.

2. Employees inadvertently receiving a kickback shall immediately forward it to the office of the Chief of Police, where all reasonable attempts shall be made to return the item to the donor. Failing in this, the item shall be donated to a charitable organization.

**BB. MILITARY HONORS**

1. Uniformed employees shall render full military honors to the national colors and anthem when appropriate. Proper military honors shall include coming to full attention, performing a military salute in the direction of the flag, and holding this position until the National Anthem is completed.
2. Employees in civilian dress shall render proper civilian honors to the national colors and anthem, when appropriate, by coming to attention until the anthem is completed.

**CC. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.