



Sheridan Police Department
Policies and Procedures
8.2
Chapter 8 – Employee Conduct
Section 2 – Conduct

Date: January 1, 2013
Updated: 11/8/2021

Signature:

Police department employees, as representatives of government, are required to work within the law. Members must always conduct themselves in a manner that maintains the integrity and reputation of themselves and the department.

8.2.1 General Rules of Conduct

- A. Employees shall conduct their private and professional lives by the ordinary and reasonable rules of good conduct and behavior, and shall avoid bringing discredit upon the department and the City of Sheridan by scandal, spectacle, or ridicule.
- B. Employees shall be respectful, helpful, and professional in dealing with the public, and shall not use coarse, profane, or insolent language or behave in an abusive manner. They shall maintain an even disposition and remain imperturbable regardless of the provocation.
- C. Employees shall treat their superior officers, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationship with one another, and particularly in the presence of the public. It is strictly forbidden for members of the department to argue or show disrespect for one another in the presence of the public. When on duty, and in the presence of the public, officers shall be addressed by their rank or their rank and last name.
- D. Loyalty to the department and to other employees is an important factor in department morale and efficiency. Employees shall, insofar as is consistent with the law and personal ethics, be loyal to the department, being quick to defend it from unjust criticism and unfounded accusations.
- E. All employees of the department shall pay their just debts promptly when due. They shall not sell or assign their salaries or income or contract any debts or liabilities which they are unable or unwilling to pay. They shall not refuse to promptly pay all legal indebtedness, claims and judgments and satisfy all executions that may be held or issued against them.
- F. No employee shall borrow money or otherwise become financially indebted to another employee of the department at any time.
- G. Officers shall not use their positions with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the officer.
- H. The sustaining of individual or organizational integrity requires that departmental employees shall neither seek nor accept service-connected gratuities in any form. The proper standard of payment for any service or commodity is the price paid by the public. Employees of the department shall not accept favoritism in receiving any goods or services of material value. When such favoritism is offered, it will be politely and firmly refused.

8.2.2 Department Information

- A. Employees of the department shall not communicate in any manner, directly or indirectly, any information which may enable persons guilty of criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete any evidence, money, goods, or other valuables unlawfully obtained.
- B. Except as otherwise provided, employees shall communicate promptly to the shift supervisor all information on crimes or other important happenings of which the department takes cognizance, which may come to their attention. No employee shall withhold tips or information with a view to personal achievement or for any other reason.
- C. Officers will not divulge the identity of persons giving confidential information to the department except as authorized by proper authority. Employees will not release information to persons outside the department that is confidential by law or that could be detrimental to department operation unless such release has been approved by the chief of police.
- D. No employee of the department shall advise, counsel, order, or otherwise dissuade any other employee from making a lawful or proper report, whether on criminal or disciplinary matters.
- E. No employee of the department shall falsely make any type of official report or knowingly enter or cause to be entered any inaccurate, false, or improper information into the records of the department.
- F. Employees shall not divulge to any person not connected with the department information acquired by their employment if the information might discredit or imperil the efficiency of the department, unless under due process of law, departmental order, or an order of a commanding officer.
- G. Employees of the department shall not remove any official records of the department, except as directed by the chief of police or under due process of law.
- H. Employees shall not use department letterhead for their own private correspondence, nor shall they send official correspondence out of the department using their signatures without the general permission of the chief of police.
- I. Employees of the department shall not take part or be concerned either directly or indirectly in making or negotiating any compromise or arrangements for any person, with a view of permitting such person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts.
- J. No officer shall buy or accept any article for personal disposition from a suspect or prisoner, or from any associate of any suspect or prisoner.

8.2.3 Activities

- A. No officer of the department shall, while on duty, engage in any activity that will bring disrespect upon the department, unless authorized in conjunction with his or her assignment.
- B. Employees, when on duty, shall not enter taverns, theaters, or other public amusement places except when necessary in the performance of duty.
- C. Employees, when off-duty and not on any official standby, shall not loiter in or around the police department or other areas where officers are assigned in the performance of their official duties.

8.2.4 Off-Duty

- A. Even while officially “off-duty”, officers of the department will always be subject to orders from competent authority and to emergency requests for assistance from citizens. The fact that they are technically off-duty shall not relieve them of the necessity to take police action on any serious police matter coming to their attention at all times.
- B. Employees shall avoid becoming personally involved in any neighborhood quarrels or disputes, either on or off-duty.
- C. When a minor misdemeanor comes to the attention of an off-duty officer, the officer will attempt to avoid involvement and will contact the appropriate law enforcement agency for necessary services, if the incident so justifies. Officers will not exercise their official authority in disputes to which they are a party except in cases where there is an immediate danger to themselves or others.
- D. Employees of the police department are required to have a working telephone.
- E. Employees of the police department will only release employee phone numbers to other members of the department. If a source outside the department requests an employee phone number, the identity of the caller will be relayed to the employee being sought. That employee can decide whether to call the person requesting phone contact.

8.2.5 Misconduct

- A. Any act of misconduct by police department personnel must be reported immediately upon coming to the attention of any police department employee.
- B. A member of the department convicted of a felony shall be dismissed from the department. A member of the department found guilty of any violation of the rules, regulations, and procedures, or convicted of a misdemeanor may be dismissed from the department, or suffer such other discipline as the chief of police may direct.
- C. Members of the department who fail to report violations of the rules, regulations, procedures, laws, or untruthfulness shall be subject to disciplinary action up to and including termination.