

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "STANDARDS OF CONDUCT"		ORDER NUMBER: 16-1	
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RE-ISSUE DATE: 11/05/2015	EFFECTIVE DATE: 11/05/2015	ANNUAL REVIEW DATE: NOVEMBER	RESCINDS: ALL PREVIOUS	AMENDS: 101-4	

1.0 POLICY OR PURPOSE

- 1.1 The purpose of this policy is to reinforce the Pittsburgh Bureau of Police’s commitment to the standards of conduct embodied in General Order #10-1, The Law Enforcement Code of Ethics. This policy will enable members of the Pittsburgh Bureau of Police to better understand how the PBP’s commitment to The Law Enforcement Code of Ethics regulates their conduct and activities while on- and off-duty.
- 1.2 This policy is not intended to serve as an exhaustive treatment of requirements, limitations or prohibitions on officer conduct and activity. Additional guidance on matters of conduct is provided in specific policies, procedures and directives disseminated by the Bureau of Police and from the immediate supervisors and senior supervisors within the Bureau of Police.
- 1.3 The Pittsburgh Bureau of Police’s commitment to the Code of Ethics requires that officers conduct themselves at all times in a manner that reflects the highest ethical standards, and which is consistent with the rules and expectations contained in this policy and otherwise disseminated by the Pittsburgh Bureau of Police.

2.0 DEFINITIONS

- 2.1 **Accountability** – In the context of this policy, accountability means that it is the duty of all members of the Pittsburgh Bureau of Police to truthfully acknowledge and detail the reasons for their actions and decisions when requested to do so by an authorized member of the Bureau without deception or subterfuge. The PBP commitment to Accountability confirms that every member, at every level of command, will hold themselves and each other to the highest standards of ethical conduct.
- 2.2 **Supervisor** - Any management or non-management police officer with oversight responsibility for other officers including sergeants, lieutenants and other members with similar responsibilities. A member who is authorized to act in the capacity of a supervisor may be held to the same standards as those members who hold the permanent rank of supervisor.
- 2.3 **Senior Supervisor** - Any management or non-management police officer with oversight responsibility for other officers including commanders, assistant chiefs, Executive Officer, civilian manager, the Chief of Police and other members with similar responsibilities. A member who is authorized to act in the capacity of a senior supervisor may be held to the same standards as those members who hold the permanent rank of senior supervisor.
- 2.4 **Authority** – For the purpose of this policy, one who is in a position of “authority” shall include, but not be limited to any senior supervisor, supervisor, acting supervisor, Training Academy Instructor, Field Training Officer, Intoxilyzer Operator, officer conducting an investigation, etc. It is recognized that having a position of authority means that the member is responsible for the actions of other members.
- 2.5 **Bureau of Police Facilities** – Shall include all duty locations under the direct control of the Bureau of Police, as well as those locations not under the direct control of the Bureau of Police, but which contain Police Bureau offices such as the Allegheny County Courthouse, City County Building, Municipal Courts Building, etc.

3.0 STANDARDS OF CONDUCT

3.1 Obedience to Orders and/or Laws

3.1.1 All members and employees of the Bureau of Police must obey and enforce all Federal, State and Local laws and ordinances; rules and regulations and orders of the Bureau of Police; and all lawful written or verbal orders of a superior officer.

3.2 Accountability and Responsibility

3.2.1 All members are directly accountable for their actions through the chain of command to the Chief of the Pittsburgh Bureau of Police. Every member of the PBP, through and including the Chief of Police, will hold themselves and their fellow officers to the highest ethical standards, and can expect to be held accountable for violating those standards.

3.2.2 All members shall accept responsibility for their actions without attempting to conceal, divert or mitigate their true culpability. Members shall not engage in efforts to thwart, influence or interfere with an internal or criminal investigation.

3.2.3 In the process of an investigation into an alleged violation of the Standards of Conduct, a member will be afforded the opportunity to explain and justify their actions so that, while still being held responsible, the member may provide a view of the totality of the circumstances surrounding the incident/event.

3.3 Liability for a Violation by Pleading Ignorance

3.3.1 Members and employees shall not escape liability for a violation of any rule, any regulation, order or procedure, or any policy statement by pleading ignorance or by claiming that they thought it did not apply to them.

3.4 Members and Employees to Read and Understand All Written Directives

3.4.1 It will be the duty and responsibility of every member and employee to read and understand all rules, regulations, orders and other written directives.

3.4.2 If a member is in doubt as to the meaning, content or application of any rule, regulation, order, procedure, policy statement or any other written directive they will consult their immediate supervisor or senior supervisor for an explanation or clarification.

3.5 Superior Officers And Supervisors To Instruct And Disseminate Oral And Written Directives

3.5.1 It will be the duty and responsibility of all supervisors to disseminate any and all information which they may receive in the form of rules, regulations, orders, procedures, policies or other written or oral directives, to subordinates under their command. The supervisors shall instruct their subordinates, or ensure instruction is given by the Field Training Officers, in their meaning and application. Because it is one of the primary duties of the first-line supervisors to instruct and enhance the abilities of their subordinates, those supervisors who fail to perform the above actions shall be held in neglect of duty and may be subject to disciplinary action.

3.6 Conduct Unbecoming A Member Or Employee

3.6.1 A member will conduct her/himself at all times, whether on- or off- duty, in a manner that is not detrimental to the reputation or good name of the Bureau of Police.

3.6.2 Conduct justifying disciplinary action against a member or employee of the Bureau of Police is not limited to a criminal act, nor must it be proven beyond a reasonable doubt.

3.6.3 Conduct unbecoming a member or employee of the Bureau of Police is any conduct which adversely affects the morale, effectiveness or efficiency of the Bureau, or which has a tendency to destroy public respect for its members and employees and to diminish confidence in the operations of the Bureau of Police.

3.7 Conduct Toward The Public

3.7.1 The PBP recognizes that a solid working relationship between our members and the community is vital to the cooperation that will ensure that we can accomplish our mission, and that the community can maintain the highest level of trust in the PBP.

- 3.7.2 In the performance of his/her duties, a PBP member or employee shall be professional, polite, and civil. Members will maintain decorum and command of temper and refrain from the inappropriate use of harsh, coarse, profane or uncivil language.
- 3.7.3 In the performance of his/her duties, a PBP member or employee will not use negative ethnic designations, insults or other derogatory terms at any time when addressing any person, or in any communication.
- 3.7.4 When on duty or identifiable as a member of the PBP, employees are not permitted to make any statements or speeches, whether in the public sphere, the traditional media, or on social media, that may be deemed to be unlawful, obscene, defamatory, or would tend to destroy the respect or diminish confidence in the operations of the Bureau of Police.
- 3.7.5 When requested by any person, a member will give his/her name and badge number in a courteous manner.

3.8 Conduct Toward Superior Officers and Other Employees

- 3.8.1 A member or employee will address all supervisors and senior supervisor by title or rank at all times while on duty and in the presence of others. Proper respect to superior officers will be rendered at all times. The use of indecent, profane, ethnic, or insolent or uncivil language is prohibited.
- 3.8.2 Members or employees at every level of the chain of command shall conduct themselves in a manner that fosters cooperation among all members and employees of this Bureau, and will at all times be expected to show respect, courtesy and professionalism in their dealings with one another.
- 3.8.3 No member or employee shall maliciously threaten, strike, or assault any other member or employee of the Bureau of Police. Members or employees, who aid, abet, incite, or agitate any altercation between members and/or employees shall be held responsible along with those actually involved.

3.9 Insubordination

- 3.9.1 No member or employee will be insubordinate to any superior officer, his/her civilian supervisor or to one in a position of duly constituted authority as defined in Section 2.0 of this policy.
- 3.9.2 A member or employee shall be considered insubordinate when he/she is unwilling to submit to authority, will not follow lawful orders, is willfully disobedient, or uses disrespectful, mutinous, insolent or abusive language or actions toward a supervisor.

3.10 Superior Officers Conduct Toward Subordinates

- 3.10.1 Superior officers will be consistent in their supervision of subordinates and will avoid as far as possible censuring them in the presence of others. Supervisors at all levels of the chain of command, up to and including the Chief of Police, are forbidden to injure or discredit those under their command or authority by tyrannical or capricious conduct or by abusive language or actions.

3.11 Disciplinary Action to be Taken By Superior Officers

- 3.11.1 When circumstances warrant, superior officers or supervisors will initiate disciplinary action according to the policies and procedures of the PBP and in accordance with the Working Agreement between the City and the FOP, or take such other appropriate corrective action as is necessary to maintain the highest standards of conduct in their command. Because fair, equal, and just discipline is essential to the successful operation and reputation of the PBP, superior officers or supervisors who fail to perform the above actions will be held in neglect of duty and may be subject to disciplinary action.

3.12 Incompetency

- 3.12.1 A member will perform his/her official police duties in a competent manner. A member will be considered incompetent when that member is incapable of the satisfactory performance of police duties.
- 3.12.2 The lack of any of the following qualities will constitute evidence of incompetence: courage, honesty, sound judgement, emotional stability, industry, alertness, decisiveness, power to observe, initiative, intelligence, technical skills, tactical skills and the ability to get along with people. This list should not be considered as "all inclusive."

3.13 Neglect Of Duty

- 3.13.1 A member or employee will not neglect his/her official duties.

3.13.2 A member will be considered in neglect of duty when he/she creates a situation that is detrimental to the safe and/or efficient operation of the PBP through their failure to give suitable attention to the performance of duty or failure to perform the duties prescribed in Bureau rules, regulations, orders, procedures or other Bureau directives.

3.14 Cooperation

3.14.1 A member or employee will promptly and sincerely cooperate with other members or employees of the Bureau in the performance of duties or with any other person or agency which will enable the objectives of the Bureau of Police to be accomplished.

3.15 Devoting Entire Time To Duty

3.15.1 Members are expected to devote their complete time and attention to the requirements of their assignment while on duty. Members shall not cause their assigned duties to be delayed or fail to complete assigned tasks because of the performance of unofficial or personal tasks.

3.15.2 If a member needs to go home (other than meal break) or other location, due to an emergency or an unofficial personal task, the member should seek permission from a supervisor (and/or follow a similar process as outlined in Section 40-2, 4.2)

3.16 Ceasing To Perform Before The End Of Tour Of Duty

3.16.1 A member or employee will not cease to perform before the end of the tour of duty without the prior approval of his/her supervisor.

3.16.2 A member should work the designated shift and number of scheduled hours and should not leave before the end of their shift, unless released by a supervisor.

3.17 Leaving Post Or Assigned Duties

3.17.1 A member or employee will not leave his/her post, zone or assigned duties during his/her tour of duty except to respond to a police emergency or when directed or permitted by a supervisor. A member will not leave his/her post or assigned duties at the end of the tour of duty until properly relieved.

3.18 Leaving the City While On Duty

3.18.1 A member or employee will not leave the City of Pittsburgh, whether on police business or otherwise, while on duty without the authorization of his/her supervisor except while in hot pursuit or to facilitate routine patrol on the periphery of the city.

3.19 Truthfulness

3.19.1 Members and employees are expected to be honest and truthful at all time, whether under oath or otherwise, except in rare cases where investigative purposes would be jeopardized by complete honesty. In instances where a member or employee is not permitted to divulge facts or circumstances, the inquiry will be directed to a supervisor, senior supervisor, or the Public Information Officer for official comment.

3.19.2 A member shall be make every effort to be accurate, complete and truthful in all matters.

3.20 Sleeping While On Duty

3.20.1 A member or employee will not sleep while on duty except in particular instances where the Chief or his/her designee may issue instructions granting permission to sleep while on duty.

3.21 Participating In Games Of Chance

3.21.1 Members or employees will not gamble nor participate in any illegal games of chance while on duty unless authorized to do so by his/her supervisor. Members are not permitted to frequent legal gaming establishments while on duty, except in the performance of their official duties.

3.22 Watching Television or Reading Newspapers or Other Literature While On Duty

3.22.1 In accordance with Section 3.15 of this order, members and employees are not permitted to allow the practice of watching television or reading literature/newspapers to interfere with the performance of their official duties.

3.23 Carrying Canes, Packages, Umbrellas While On Duty

3.23.1 Members and employees are not permitted to carry canes, umbrellas, packages, etc. while on duty, except as required for the performance of their official duties.

3.24 Improperly Seeking Admission to Public Places Of Amusement

3.24.1 Members or employees will not attempt to use the power and authority afforded to them by their position to seek to obtain admission for her/himself or others to any theater or other public place of amusement.

3.25 Frequenting Bureau of Police Facilities

3.25.1 Members or employees, either on- or off-duty, shall not frequent Bureau of Police facilities except as duty requires, upon orders or with the express permission of the supervisor of the said duty location.

3.25.2 Any member or employee who ~~is~~ has been suspended from duty, placed on extended leave, or who has been terminated from service with the Bureau of Police is not permitted access to any Bureau of Police facility except on those occasions when it has been approved by a senior supervisor or when summoned by a supervisor to appear.

3.25.3 A member who has been terminated does not have the right or authority to enter any Bureau of Police facility other than the rights or privileges enjoyed by any other private citizen.

3.25.4 Members or employees who have been suspended from duty, placed on extended leave, or who have been terminated from service with the Bureau of Police are strictly prohibited from using any Bureau of Police equipment.

3.26 Use Of Private Automobile For Police Business

3.26.1 A member or employee shall not use a private automobile for official police business or duties except with permission of his/her supervisor.

3.26.2 Members of specialized units are occasionally required to respond to emergency scenes in their own personal vehicles. Once the member is a permanent member of the specialized unit, this emergency response is considered to be pre-authorized, provided that all requirements of Title 75 – PA Vehicles Code are observed.

3.26.3 Except for authorized Travel/Training requests, the use of a personal vehicle shall not be considered a reimbursable expense, unless specifically authorized by a Senior Supervisor.

3.27 Reporting Hazardous Conditions

3.27.1 Members shall report all hazardous conditions that they may see or discover whether on patrol or at their assigned place of duty, and shall respond to protect the public safety and interest until such condition is corrected.

3.28 Telephone - Use and Answering Of

3.28.1 Members or employees shall not use the Bureau telephone service for personal calls, nor shall they receive personal calls at zone headquarters, division offices or at any other facility of the Bureau except in emergencies.

3.28.2 Members and employees shall be prompt and courteous at all times when answering the telephone, being sure to give his/her name, rank or title and the station, division, section or unit to which the officer is assigned.

3.29 Fingerprints and Photograph To Be On File

3.29.1 All members and employees of the Bureau of Police shall have their fingerprints and photograph recorded, filed and renewed as required by the Bureau of Police.

3.30 Operators (Drivers) License

- 3.30.1 All members and employees of the Bureau of Police are required to carry their current and valid Pennsylvania operator's license with them while on duty. If for any reason the member's operator's license should become invalid by suspension, revocation or expiration, regardless of the length of such suspension, revocation or expiration, the member shall report the fact to the Chief of Police, in writing and through the chain of command.
- 3.30.2 Supervisors will conduct checks for current and valid Pennsylvania operator's licenses of members under their command concurrent with semi-annual Performance Evaluations. This will be accomplished by physically viewing the member's operator license, and by entering the Operator License Number in the "Remarks" section of the Performance Evaluation.

3.31 Telephone Or Telephone Number To Be Maintained

- 3.31.1 All members and employees shall maintain an operable telephone number where they can be reached or contacted in the event of an emergency, or for any other notifications required by the PBP.

3.32 Report Change Of Address Or Telephone Number

- 3.32.1 Members and employees are required to notify the PBP of any changes to residential address or telephone number, in writing and on the prescribe forms, as soon as possible – but definitely before the end of their next regularly scheduled shift or duty period.
- 3.32.2 Post Office boxes shall not be considered as "residential" addresses.

3.33 Working Hours And Duties

- 3.33.1 A member or employee of the Bureau shall work such hours and perform such duties as may be prescribed by his/her Commander.
- 3.33.2 Members or employees are reminded that although they may be assigned to a particular division, zone, section, unit, etc., they may be assigned anywhere within the Bureau, or within the City, where their services may be needed. Every effort will be made to ensure that these reassignments are made in accordance with the PBP rules and regulations and the Working Agreement between the City and the FOP, but certain emergency situations may require rapid adjustment of working hours or duty locations.

3.34 Punctuality

- 3.34.1 Members and employees shall be punctual in reporting for duty at the time and place designated by the Commander. A member or employee anticipating the inability to report for duty on time shall notify either the desk officer or their immediate supervisor at least 10 minutes before the start of the tour of duty that he/she anticipates being late.

3.35 Private Arrangements with Other Members Or Employees

- 3.35.1 A member or employee shall not make any private arrangement with any other member or employee to work in his/her place beyond the proper relieving time without first obtaining permission from their supervisor according to the rules and regulations and the Working Agreement between the City and the FOP .

3.36 Members Not To Be Used For General Police Duties for Private Concerns While On Duty

- 3.36.1 On-Duty members and employees of the Bureau of Police shall not be used for general police or traffic duty on grounds maintained by private interests as a commercial enterprise unless with the express permission of a senior supervisor, and according to the Working Agreement between the City and the FOP. This shall not be construed as to prohibit performance of duty at public functions attracting large public assemblages, or to affect the policing of public highways leading to and from such private enterprises.

3.37 Discharge for Conviction Of Felony

3.37.1 In accordance with Pennsylvania state law, and in an effort to maintain the highest standards of ethics and integrity, the Pittsburgh Bureau of Police shall immediately dismiss and discharge from duty any member or employee who is convicted of a crime that would require the suspension of his/her MPOETC Certification (i.e. – any Felony charge and certain Misdemeanor charges).

3.38 Strike-Sickouts-Work Slow Downs

3.38.1 Under applicable State and Federal laws, members or employees of the Bureau of Police shall not participate in a strike. Members and employees are further advised that they are not permitted to take part in any sick out, to deviate from policies, procedures, or orders, or to stage a work slowdown for the purpose of inducing or coercing a change in the terms and conditions of employment, or in their compensation or over any labor dispute.

3.39 Confidential or Privileged Information

- 3.39.1 Members and employees are not permitted to provide any copies of official instructions, orders, reports, or other written correspondence to unauthorized persons, except as authorized by a senior supervisor or as required by law.
- 3.39.2 Members and employees shall not divulge any personal data of another member or employee such as address, phone number, social security number, fingerprints, photographs, etc., without first obtaining proper authorization from a senior supervisor.
- 3.39.3 Members or employees of the Bureau of Police are prohibited from using confidential or privileged information gained through their position as law enforcement officers to advance financial or other private interests, whether their own or those of other people.
- 3.39.4 Members and employees are only permitted to keep permanent files of their own work. All other official PBP reports and files must be maintained within the control of the PBP.
- 3.39.4.1 This section shall not apply to the temporary retention of files by a member as needed for pending prosecutorial purposes.

3.40 Jeopardizing Undercover Operations

3.40.1 No member shall engage in any course of action that may disclose or jeopardize an ongoing undercover investigation. This can include, but is not limited to, divulging any knowledge or facts of an ongoing undercover investigation to unauthorized persons or publicly acknowledging the identity, position or responsibilities of an undercover detective if encountered in public.

3.41 Statements – Speeches

- 3.41.1 According to the rules set forth in this policy and other applicable rules and regulations, members and employees of the PBP are reminded that anything that they say in the public reflects directly back upon themselves, the PBP, and the City of Pittsburgh. Remembering that we must always present the highest level of professionalism, members and employees are not permitted to make any statements or speeches, whether in the public sphere, the traditional media or on social media, that is deemed to be unlawful, obscene, or defamatory or that would impede with the operations of the PBP.
- 3.41.2 This section is in no way attempting to restrict the constitutionally guaranteed freedom of speech of members and employees. It is simply reminding all members of the PBP that we are held to a higher standard, and that we must continually achieve that higher level of ethical behavior.

3.42 Participation in Radio - Television - Public Programs

- 3.42.1 Members or employees shall not, while on duty, participate in scheduled radio, television or other public programs as a representative of or using the official uniform of the Pittsburgh Bureau of Police without the permission of the Chief of Police. This shall not apply to interviews or statements given to the media regarding crime scenes, etc.
- 3.42.2 Members or employees shall not participate in any television, radio or other public programs during their off-duty time while wearing the official uniform of the Pittsburgh Bureau of Police without first requesting the permission of the Chief of Police.

3.43 Endorsements

- 3.43.1 Members or employees may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services without the written permission of the Chief of Police or his/her designee. This includes, but is not limited to, the use of tow services, repair firms, attorneys, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

3.44 Withholding Information

- 3.44.1 Members and employees shall not, under any circumstances, withhold any information under their control that is essential to the investigation and/or prosecution of any criminal activity, or that may further the mission of the PBP.

3.45 Conducting Self-Assigned Investigations

- 3.45.1 Members shall not undertake any self-assigned investigations at any time. Investigations shall only be conducted at the request, direction or instruction of a supervisor.

3.46 Visiting Suspected Establishments

- 3.46.1 A member shall not visit or frequent any location or establishment wherein he/she suspects that a violation of the law is being committed except in the performance of duty, and shall take such action as is prescribed by the Bureau of Police concerning the violations.

3.47 Bribes

- 3.47.1 No member or employee shall accept any bribe or gratuity for permitting illegal acts. A member or employee shall report in writing to the Chief of Police any and all offers of bribes or gratuities to permit illegal acts.

3.48 Gratuities - Awards - Rewards - Ticket Sale -Soliciting Contributions – Disposition of Property

- 3.48.1 No member of the Bureau of Police shall collect or attempt to collect gratuities in any form whatsoever for the performance or non-performance of his/her sworn duty. Salary, awards and rewards as permitted by law are an exception to this section.
- 3.48.2 No member or employee shall accept any award (excluding plaques, certificates, medals or ribbons), compensation, reward or gift resulting from or connected in any way with the performance of duty except with the permission of the Chief of Police or his/her designee.
- 3.48.3 No member or employee shall solicit or accept contributions for the Bureau of Police, or for any other agency, organization, event or cause while representing oneself as a member of the Bureau of Police, without the express consent of the Chief of Police or his/her designee.
- 3.48.4 No member or employee shall purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.

3.49 Bail - Bonds - Security - Forfeits

- 3.49.1 No member or employee shall make bail or bond for any prisoner or assist in the same without the permission of his/her Commander and informing the arresting officer(s). Nor shall they intervene in any way toward a bond reduction without permission from the Commander and informing the arresting officer(s).
- 3.49.2 No member shall make bail or bond for any prisoner that he/she has arrested, without the permission of his/her Commander. Members or employees shall not recommend or suggest or solicit for any bondsman, attorney or other businesspersons or firms.
- 3.49.3 Zone stations or divisions shall not accept security from any arrested person or from any other person for an arrested person.

3.50 Entering Into Contracts or Agreements

- 3.50.1 No member or employee shall represent himself to be a party to or enter into any agreement, negotiation or contract to purchase or otherwise procure any article or material of any description to be used by the Bureau of Police without the authority of the Chief of Police or a senior supervisor.

3.51 Political Matters

- 3.51.1 No member shall run for or hold political office.
- 3.51.2 Members of the Bureau of Police shall not jeopardize the impartial position of the Bureau in political matters by championing the cause of or campaigning for any political party or candidate by representing themselves as members of the Bureau of Police, whether on or off duty or while in uniform.
- 3.51.3 According to both Pennsylvania and Federal law, no police officer in commission, whether in uniform or civilian clothing, shall be within one hundred (100) feet of a polling place during the conduct of any primary or election, except in the exercise of his privilege of voting or for the purpose of serving warrants, or unless called upon to preserve the peace. A member who is in violation of this act shall be guilty of a misdemeanor and upon conviction thereof, shall be sentenced to pay a fine not exceeding \$500.00 or to undergo imprisonment of not more than one (1) year or both in the discretion of the Court (1937, June, P.L.I. 1333, Article xviii).

3.52 Compounding Offenses - Withdraw of Complaints by Members

- 3.52.1 No member of the Bureau of Police shall compound any offense committed against his person or property or withdraw any complaint except upon a written request to the District Attorney or his designee, and with the approval of the District Attorney's Office.

3.53 Entering, Visiting, Loitering in Establishments/Locations Which Adversely Affect the Bureau Of Police

- 3.53.1 No member shall enter, visit, or loiter in any establishment or location wherein the activities are not in accordance with law or where the reputation of such establishment may destroy public confidence. Frequenting such establishments diminishes the reputation of the PBP, and may adversely affect the morale and efficiency of the Bureau of Police or cause such controversy as to affect the neutrality of law enforcement.

3.54 Prohibited Associations

- 3.54.1 No member shall knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community except as necessary to the performance of official duties, or where unavoidable because of familial relationships.
- 3.54.2 No member shall commence social relations with the spouse, immediate family member or romantic companion of persons in the custody of the Bureau of Police.
- 3.54.2.1 A person shall be considered "in the custody" of the Bureau of Police until the completion of arraignment proceedings.
- 3.54.3 No member shall knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.

3.55 Meals

- 3.55.1 Meal breaks will be restricted to 30 minutes or as set forth in the contract
- 3.55.2 Meal breaks should not be taken at the beginning or end of the shift
- 3.55.3 All meal breaks will be considered in service
- Personnel will notify radio of the location of meal break
 - Stay in radio contact with dispatch during meal break (can be called back to service, if necessary to respond to emergency calls)
- 3.55.4 The location of meal/break period will be restricted to:
- Restaurants or areas within the members work zone or area
 - Employees home if it is located within work zone or area
 - Restaurant outside of work zone but with permission of a supervisor
 - In general, no more than two marked vehicles will be permitted at a location at the same time (unless permitted by a supervisor)
- 3.55.5 No alcohol consumption
- 3.55.6 Supervisors should monitor the amount of officers who are out of service at any one time, to ensure adequate Personnel are available for service.

Approved By:



Cameron McLay
Chief of Police