

Standards of Conduct

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide employees of this department with guidelines for their conduct in order that they may participate in meeting the goals of this department in serving the community. This policy shall apply to all sworn and non-sworn members of this department (including part-time employees). This policy is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient department service.

319.2 POLICY

Police Department employees are granted a public trust which requires they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure their professional conduct is above reproach, members of the Police Department must abide by high ethical standards.

Employees shall recognize the primary responsibility of their profession is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States and the Constitution of the State of California. Employees are expected to protect the civil rights and civil liberties of all persons.

The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on-duty or off-duty, may be cause for disciplinary action.

An employee's off-duty conduct shall be governed by this policy to the extent that it is related to act(s) that may materially affect the employee's ability to perform official duties or to the extent that it may be indicative of unfitness for his/her position.

319.3 CAUSES FOR DISCIPLINE

319.3.1 ATTENDANCE

- (a) Leaving a job assignment during duty hours without a viable reason and proper permission or approval.
- (b) Unexcused or unauthorized absence or tardiness on scheduled day(s) of work.
- (c) Failure to report to work or an assignment at a time specified, fully prepared to perform duties.
- (d) Using sick leave for other than legitimate medical reasons.

319.3.2 CONDUCT

- (a) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily injury on another.

Redding Police Department

RPD Policy Manual

Standards of Conduct

- (b) Engaging in horseplay or mischievous behavior at the workplace resulting in injury or property damage.
- (c) Unauthorized possession of, use of, loss of, or damage to City property or the property of others or endangering said property through unreasonable carelessness or maliciousness. Wrongfully loaning, selling, giving away, theft or appropriating any City property for the personal use of the employee or any unauthorized person(s).
- (d) Failing to report criminal behavior or actions which may violate policy.
- (e) Failing to promptly and fully report activities that have resulted in official contact by any other law enforcement agency. This includes, but is not limited to, being a suspect, or defendant in a criminal case, including traffic misdemeanors. This does not include casual contact with law enforcement, to include warnings, traffic infractions, or parking violations.
- (f) Using or disclosing one's status as an employee with the department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-departmental business or activity.
- (g) Disclosing or soliciting for financial or personal gain any information, photograph, or video obtained or accessed as a result of employment with the Department (Penal Code Section 146g). Unauthorized, intentional release of designated confidential information, materials, data, forms or reports.
- (h) Conducting themselves in a manner which discredits the department. Employees shall be courteous and respectful, including avoiding the use of offensive language, in their official dealings with the public, fellow employees, superiors, and subordinates. In certain circumstances, it may become necessary to use profane language in a tactical manner to gain control or compliance from a suspect in a potentially volatile or unstable situation. This should be for extreme circumstances, not normal circumstances.
- (i) Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
- (j) Engaging in on-duty sexual relations including, but not limited to sexual intercourse, excessive displays of public affection or other sexual contact.
- (k) Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.
- (l) Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. If action is/was necessary, officers shall summon on-duty police personnel and a supervisor.
- (m) Off-duty officers shall not detain, arrest, issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action. If action is/was necessary, on-duty personnel shall be notified.

Redding Police Department

RPD Policy Manual

Standards of Conduct

319.3.3 DISCRIMINATION

Employees shall not discriminate against any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability or medical condition. Employees shall follow the principles of integrity, fairness, and impartiality in connection with their duties. Employees shall not allow their personal convictions, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

319.3.4 PERFORMANCE

- (a) Unauthorized sleeping during on-duty time or assignments.
- (b) Unsatisfactory work performance, including but not limited to, failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a legal and valid reason.
- (c) Insubordination including refusal or deliberate failure to carry out or follow lawful directives and orders from any supervisor. Any knowing or negligent violation of the provisions of department policy, operating procedures, or other written directive of an authorized supervisor.
- (d) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose. The unauthorized use of any badge, uniform, identification card, or other department equipment or property for personal gain or any other improper purpose.
- (e) Knowingly make false, misleading, or malicious statements that are reasonably calculated to harm or destroy the reputation, authority, or official standing of the department or the City.
- (f) The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper, or document. Failure to disclose, or misrepresenting material facts, or the making of any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation. Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor, or other people in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (g) The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the employee's duties.
- (h) Criminal, dishonest, inappropriate conduct adversely affecting the employee/employer relationship, whether on or off duty. Violating any misdemeanor or felony statute. Any other on-duty or off-duty conduct which any employee knows or reasonably should know is unbecoming a member of the department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the department or its members. Employees will conduct their public and private life such that they exemplify the high standards of integrity and morality demanded of a member of the department. Employees shall not participate in any incident involving moral turpitude. Employees shall not engage in any activity which would create a conflict of interest.

Redding Police Department

RPD Policy Manual

Standards of Conduct

- (i) Failure to take reasonable action while on-duty and when required by law, statute, resolution, or approved department practices or procedures.
- (j) Substantiated, active, continuing association with or membership in organized crime and/or criminal syndicates, except as specifically directed and authorized by the department. Excluding immediate family members, substantiated, active, continuing association on a personal basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee knows or reasonably should have known of such criminal activities, except where specifically directed and authorized by the department.
- (k) Misappropriation or misuse of public funds.
- (l) Engaging in political activities during assigned working hours.

319.3.5 SAFETY

- (a) Violating departmental safety standards or safe working practices. Failure to observe posted rules, signs, and written or oral safety instructions while on duty and/or within department facilities or to use required protective clothing or equipment.
- (b) Employees shall make every effort to report on-the-job or work-related injuries within 24 hours or as soon as known. Accidents are to be reported immediately.
- (c) Any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving habits or actions in the course of employment.

319.3.6 SUPERVISION RESPONSIBILITIES

- (a) Failure of a supervisor or commander to take appropriate action to ensure that employees adhere to the policies and procedures of this department and the actions of all personnel comply with all laws.
- (b) The Chief of Police shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their officers.

319.3.7 SUBSTANCE ABUSE

Various types of substance abuse are prohibited as listed in the Substance Abuse Policy attached to the Memorandums of Understanding for the Redding Police Managers Association, Redding Peace Officers Association, and Redding Peace Officers Association, Miscellaneous, and the City of Redding Alcohol and Drug Abuse Policy.

319.3.8 HARASSMENT

Harassment in the workplace in the form of verbal, physical, visual, and sexual are strictly prohibited and detailed in General Order A-61.