



BETHLEHEM POLICE DEPARTMENT

Ethics	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable New Hampshire Statutes:	
CALEA Standard: 1.1.1; 1.1.2;	
Date Implemented:	Review Date:

- I. **Purpose:** Law enforcement employees, both sworn and non-sworn who are representing government; bear the heavy responsibility of maintaining their own conduct, and the honor and integrity of the government entity that they represent. It is the purpose of this policy to provide additional guidance to the standards of conduct embodied in the law enforcement officer's code of ethics, this agency's mission statement and core values so that employees of this agency will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty.
- II. **Policy:** This Department will maintain the highest standard of integrity by never violating the community's trust. All departmental employees must recognize that they are held to a higher standard than the private citizen because, in addition to representing the Department, they also represent the law enforcement profession. Conduct, on and off duty, must be beyond reproach. Agency employees must avoid any conduct that might compromise the integrity, morale, operations or efficiency of the Department.
- III. **Definitions:** Ethical Conduct: In the context of this policy, ethical conduct means the duty of all employees to conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules and values published by this agency.
- IV. **Personal Conduct:**
 - A. **Oath of Office:** All sworn employees will take and abide by an oath of office before assuming sworn status. The oath of office is administered by the agency head or his representative.
 - B. **Ethical Conduct:** The Department will maintain the highest standard of integrity by never violating the community's trust. All departmental employees must recognize that they are held to a higher standard than the private citizen because, in addition to representing the Department, they also represent the law enforcement profession and their local government. Conduct, on and off duty, must be ethical conduct.
 - C. All sworn officers shall abide by the Law Enforcement Code of Ethics. Attached



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- D. Abuse of position:** Employees shall not use their departmental position, identification card, or badge for:
1. Personal or Financial gain
 2. Obtaining privileges not otherwise available except in performance of official duty
 3. Avoiding consequences of illegal acts
 4. Employees shall not under any circumstance solicit any gifts, service, gratuity, discount, or anything of value where there is any direct or indirect connection between the solicitation and their Departmental membership, without the expressed written permission of the agency head.
 5. Employees shall not accept any gift, service, gratuity, discount or anything of value, the acceptance of which might tend to influence directly or indirectly their actions in any police business; or which might tend to cast an adverse reflection on the Department or any employee thereof.
- V. Associating with criminal element:** No employee, except in the discharge of duty, may knowingly associate with persons engaged in unlawful activities.
- VI. Informants:** Employees shall maintain a professional relationship with agency informants and shall not have any social, business or any other relationship beyond that required for purposes of agency business with the informant.
- VII. Violations of ethical standards:** Ethical conduct violations will be investigated by the appropriate authority to determine the validity of complaints and to report findings as prescribed by existing policies and procedures.
- VIII. Employee responsibilities:** Employees must exercise judgment, initiative, and sound reasoning in all official transactions; strive for efficiency and effectiveness, exercise restraint in difficult situations, seek self-improvement through formal and informal training, and assist fellow officers whenever possible. In situations where no written directive or supervisory guidance is available, employees are expected to analyze the situation and react in accordance with the mission statement and the core values of this agency.
- IX.** In the performance of their duty, officers are called upon to make difficult decisions and must exercise discretion in situations where rights and liabilities are affected by conduct and judgment. Decisions are not made easily and involve choices which may cause hardship or discomfort. Police Officers must be faithful to their oath of office, the mission statement of this agency, the principles of professional police service, and the objectives of the Department. In the discharge of duty, they must not allow personal motives to govern decisions and conduct.



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- X. Conduct Unbecoming an Officer:** The conduct of a public employee, on and off duty, reflects upon the Department. Employees must avoid conduct which might discredit themselves or adversely affect the morale, operations or efficiency of the department.
- XI. Courtesy:** Effective law enforcement depends on a high degree of cooperation between the Department and the public. While the urgency of a situation might preclude ordinary social amenities, discourtesy under any circumstance is indefensible. Employees shall be courteous and civil to the public and others, avoiding harsh, violent, profane, or insolent language or manner, and shall maintain objective attitudes regardless of provocation.
- XII. Attention to duty:** As most police work is performed without close supervision, responsibility for proper performance of duty lies primarily with the officer. An officer has a responsibility for the safety of the community and his or her fellow officers, and discharges that responsibility by faithful and diligent performance of duty.
- XIII. Financial Obligations:** Employees should avoid incurring financial obligations which are beyond their ability to satisfy.

Note: Training-The department will strive to include a component of ethics in all in-service training. The department shall conduct annual in-service training on ethics.