

Standards of Conduct

339.1 PURPOSE AND SCOPE

Best Practice

This policy establishes standards of conduct that are consistent with the values and mission of the Homewood Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

339.2 POLICY

Best Practice

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

339.2.1 RULES OF CONDUCT

Agency Content

[See attachment: Rules of Conduct.pdf](#)

339.3 DIRECTIVES AND ORDERS

Best Practice

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

339.3.1 UNLAWFUL OR CONFLICTING ORDERS

Best Practice

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall

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respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

339.3.2 SUPERVISOR RESPONSIBILITIES

Best Practice

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

339.4 GENERAL STANDARDS

Best Practice

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

339.5 CAUSES FOR DISCIPLINE

Best Practice

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action

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for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

339.5.1 LAWS, RULES AND ORDERS

Best Practice

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or Village manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

339.5.2 ETHICS

Best Practice

- (a) Using or disclosing one's status as a member of the Homewood Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

339.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Best Practice

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

339.5.4 RELATIONSHIPS

Best Practice

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

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- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

339.5.5 ATTENDANCE

Best Practice

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without a reasonable excuse.

339.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

Best Practice

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing active or protected investigation information to any unauthorized person.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

339.5.7 EFFICIENCY

Best Practice

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- (a) Neglect of duty.
- (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 the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers.
- (f) Failure to notify the Department of Human Resources of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.

339.5.8 PERFORMANCE

Best Practice

- (a) Failure to disclose or misrepresenting material facts, or making 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.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.

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3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
 - (h) Engaging in political activities during assigned working hours except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
 - (i) Any act on- or off-duty that brings discredit to this department.

339.5.9 CONDUCT

Best Practice

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Village.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.

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- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

339.5.10 SAFETY

Best Practice

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic crash.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

339.5.11 INTOXICANTS

Best Practice

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

339.6 SECTION TITLE

Agency Content

339.7 SECTION TITLE

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339.8 SECTION TITLE

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Attachments

Rules of Conduct.pdf

HOMEWOOD POLICE DEPARTMENT

RULES of CONDUCT

Revised: May 6, 2009

Violation of any of these rules shall be sufficient cause for counseling, reprimand, suspension, and/or dismissal of any member of the Homewood Police Department. Members shall hold their positions during good behavior and efficient service.

The terms "Police Department and Department" applies to the Homewood Police Department. The term "members of the Police Department" applies to all employees of the Homewood Police Department, both sworn and non-sworn. The term "officer" applies only to sworn police officers of the Homewood Police Department. The term "civilian members" applies only to non sworn personnel employed by the Homewood Police Department.

Rule 101 Violation of Rules:

Members of the Police Department shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the Department, whether stated in this rule or elsewhere.

Rule 102 Unbecoming Conduct:

Members of the Police Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Unbecoming conduct shall include that which brings the Department into disrepute or reflects discredit upon the individual as a member of the Police Department, or that which impairs the operation or efficiency of the Department or the individual.

Rule 103 Immoral Conduct:

Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

Rule 104 Conformance to Laws:

Members of the Police Department shall obey all laws of the United States and of any state or local jurisdictions in which the members are present. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

Rule 105 Reporting for Duty:

Members of the Police Department shall report for duty at the time and place required by assignment or orders and shall be properly equipped and cognizant of information required for the proper performance of duty, so that they may immediately assume their duties. Judicial subpoenas and Department approved off-duty details shall constitute an order to report for duty under this section.

Rule 106 Neglect of Duty:

Members of the Police Department shall not commit any acts expressly forbidden or omit any acts that are specifically required by the laws of this state, the ordinances of this Village, these Rules of Conduct, or any other orders, policies, procedures or directives of the Police Department. Members shall not engage in any activity or personal business which could cause them to neglect or be inattentive to duty.

Rule 107 Fictitious Illness or Injury Reports:

Members of the Police Department shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

Rule 108 Sleeping on Duty:

Members of the Police Department shall remain awake while on duty. If unable to do so they shall so report to their superior officer, who shall determine the proper course of action.

Rule 109 Leaving Duty Post:

Members of the Police Department shall not leave their assigned duty post during a tour of duty except when authorized by proper authority.

Rule 110 Meals:

Officers shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tour of duty, but only for such period of time and at such time and place as established by Department procedures.

Rule 111 Unsatisfactory Performance:

Officers shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Officers shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following, will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

Rule 112 Unsatisfactory Performance - Civilian Members:

Civilian members of the Police Department shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Civilian members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of Department policy and procedures; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the civilian member's or position; the failure to take appropriate action within the responsibilities of the civilian member's assignment; or absence without leave. In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

Rule 113 Alcoholic Beverages and Drugs in Police Facility:

Members of the Police Department shall not store or bring into the police facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens, except alcoholic beverages, controlled substances, narcotics, or hallucinogens which are to be submitted into evidence for safekeeping, or for disposal.

Rule 114 Possession and Use of Drugs:

Members of the Department shall not possess or use any controlled substances, narcotics, or hallucinogens which could affect or impair their ability to function in their job, except when prescribed in the treatment of members by a physician, dentist, or in the performance of official police duties. When any controlled substance, narcotics, or hallucinogens are prescribed, members shall notify their superior officer.

Rule 115 Use of Alcohol on Duty or in Uniform:

Members of the Police Department shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a superior officer. Members of the Police Department shall not appear for duty or be on duty while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

Rule 116 Use of Alcohol Off Duty:

Members of the Police Department while off duty shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the members unfit to report for their next regular tour of duty.

Rule 117 Use of Tobacco:

Officers when in uniform may use tobacco as long as they are not in a formation, they do not have to leave their assignment or post for the sole purpose of doing so, and they are not engaged in traffic direction or control. When they are in direct contact with the public, officers must obtain permission to use tobacco from the public with whom they are in direct contact.

Rule 118 Insubordination:

Members of the Police Department shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by any member of the police department.

Rule 119 Conflicting or Illegal Orders:

Members of the Police Department who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, or direction shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the last given order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued. Members of the Police Department shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of the order, officers shall request the issuing officer to clarify the order or to confer with higher authority in accordance with procedure #1.003.

Rule 120 Gifts, Gratuities, Bribes or Rewards:

Members of the Police Department shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

Rule 121 Abuse of Position:

- A. Use of official position or identification. Members of the Police Department shall not use their official position, official identification cards or stars for:
1. Personal or financial gain;
 2. Obtaining privileges not otherwise available to them except in the performance of duty; or
 3. Avoiding consequences of illegal acts. Members shall not lend to another person their identification cards or stars or permit them to be photographed or reproduced without the approval of the Chief of Police.
- B. Use of name, photograph, or title. Members of the Police Department shall not authorize the use of their names, photographs, or official titles which identify them as officers or employees of the Police Department in connection with testimonials or advertisements or any commodity or commercial enterprise without the approval of the Chief.

Rule 122 Endorsements and Referrals:

Members of the Police Department shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such

service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall proceed in accordance with established Department procedures.

Rule 123 Identification:

Officers should carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and star number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

Rule 124 Identification - Civilian Members:

Civilian members of the Police Department shall furnish their name and unit assignment to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

Rule 125 Citizen Complaints:

Members of the Department shall courteously and promptly record, in writing, any formal complaint made by a citizen against any member of the Department and refer it to a command officer for handling. Members taking the complaint may attempt to resolve the complaint but shall never attempt to dissuade any citizen from lodging a complaint against any member of the Department. Members shall follow established Department procedures for processing complaints.

Rule 126 Personal Appearance:

Members of the Police Department on duty shall wear uniforms or other clothing in accordance with Procedure # 3.104, except when acting under proper and specific orders from a superior officer. Members on duty shall maintain a neat, well-groomed appearance in accordance with Procedure #3.601.

Rule 127 Political Activity:

- A. Officers shall be permitted to:
1. Register and vote in any election.
 2. Express opinions as individuals privately and publicly on political issues and candidates.
 3. Attend and address political conventions, rallies, fund raisers, and similar political functions.
 4. Assume active roles, as candidates, officers, management, organization, or financial activities of partisan, or nonpartisan, political parties.
 5. Initiate, circulate and sign political petitions as individuals.

6. Solicit votes in support of, or in opposition to any partisan candidate.
7. Make financial contributions to political organizations.
8. Serve as a delegate to a political party convention.
9. Endorse or oppose a partisan candidate for public office.

B. Officers are prohibited from:

1. Engaging in any permitted political activity while on duty as a Police Officer.
2. Using their official capacity to influence, or interfere with or affect the results of an election.
3. Otherwise engaging in prohibited political activity on the federal, state, county, or municipal level.

Rule 128 Telephones and Addresses:

Members of the Police Department shall have telephones in their residence and shall immediately report any changes in telephone numbers or addresses to their superior officers and to such other persons as may be appropriate.

Rule 129 Intervention:

- A. Officers shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:
1. Ordered to intervene by a superior officer, or
 2. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
- B. Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their superior officer, unless the urgency of the situation requires immediate police action.

Rule 130 Departmental Reports:

Members of the Police Department shall submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by members shall be truthful and complete and no member shall knowingly enter or cause to be entered any inaccurate, false, or improper information, or alter, remove, or destroy any report once filed for the purpose of obstructing justice, misleading superior officers, or altering the natural order of information.

Rule 131 Processing Property and Evidence:

Property or evidence which has been discovered, gathered, or received in connection with departmental responsibilities will be processed in accordance with established Department procedures. Members of the Police Department shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Department procedure.

Rule 132 Abuse of Process:

Officers shall not intentionally make false accusations of a criminal or traffic charge.

Rule 133 Use of Department Equipment:

Members of the Police Department shall utilize Department equipment only for its intended purpose in accordance with established departmental procedures and shall not abuse, damage, or lose Department equipment. All Department equipment issued to members shall be maintained in a proper order.

Rule 134 Operating Vehicles:

Members of the Police Department shall operate official vehicles in a careful and prudent manner and shall obey all laws and all Department orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the Department immediately.

Rule 135 Carrying Firearms:

Officers shall carry firearms in accordance with the law and established Department procedures.

Rule 136 Truthfulness:

Upon the order of the Chief of Police, the Chief's designate, or a superior officer, members of the Police Department shall fully and truthfully answer all questions specifically directed and narrowly relating to the performance of official duties or fitness for office which may be asked of them.

Rule 137 Medical Examinations, Photographs, and Line-Ups:

Upon the order of the Chief or the Chief's designate, members of the Police Department shall submit to any medical, ballistics, chemical or other tests, photographs, or line-ups. All procedures carried out under this section shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department.

Rule 138 Treatment of Persons in Custody:

Members of the Police Department shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with the law and Department procedures.

Rule 139 Use of Force:

Officers shall not use more force in any situation than is reasonably necessary under the circumstances. Officers shall use force in accordance with the law and Department procedure #2.000.

Rule 140 Use of Weapons:

Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with the law and Department procedures.

Rule 141 Arrest, Search and Seizure:

Officers shall not make any arrest, search, or seizure which they know or should know is not in accordance with the law and Department procedures.

Rule 142 Ethics:

Members of the Police Department shall not conspire or knowingly engage in any activity which deprives any person of their civil rights, due process, equal opportunity for employment, advancement, job opportunities, or any constitutionally or statutory guaranteed right. No member of the Police Department shall disseminate confidential police related information to any unauthorized person for any purpose.

Rule 143 Courtesy:

Members of the Department shall be courteous to the public. Members shall be tactful in the performance of their duties; shall control their tempers and exercise the utmost patience and discretion; and shall not engage in argumentative discussions, even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, sex, religion, politics, national origin, life style, or similar characteristics.

Rule 144 Requests for Assistance:

When any person requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Department procedures.

Rule 145 Associations:

Members of the Homewood Police Department shall avoid regular or continuous associations or dealings with persons and or organizations whom they know or should know are persons under criminal investigation or indictment or who have a reputation in the community, or the Department, for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the members.

Rule 146 Visiting Prohibited Establishments:

Members of the Police Department shall not knowingly visit or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, the State, or local

jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.

Rule 147 Gambling:

Members of the Police Department shall not engage or participate in any form of illegal gambling at any time except in the performance of duty and while acting under proper specific orders from a superior officer.

Rule 148 Public Statement and Appearance:

Members of the Police Department shall not publicly criticize or ridicule the Department, its policies, or other members by speech, writing, or other expression where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. Any other speech, writing, photograph, video or other expression, including computer social networking sites, that bring discredit upon the Homewood Police Department are also prohibited. Members of the Police Department shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information or any matters of the Department while holding themselves out as representing the Department in such matters without proper authority. Members may lecture on police or other related subjects only with prior approval of the Chief of Police.