

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

104

Subject

Rules of Conduct

Date of Issue

January 28, 2020

Effective Date

January 28, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

Standard Number

1.4.2 / 1.8.1

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I PURPOSE

It is the purpose of this General Order to provide additional specificity to the rules and standards of conduct embodied in the General Order on Police Officer Ethics thereby providing officers of the Lower Providence Township Police Department with a more comprehensive understanding of the prohibitions and limitations pertaining to their conduct as well as activities while on and off duty. The rules of conduct set forth in this General Order do not intend to serve as an exhaustive treatment of requirements, limitations or prohibitions on officer conduct and activities established by this agency. However, they are intended to:

- a) alert officers to some of the more sensitive and often problematic matters involving police conduct and ethics;
- b) specify where possible actions and inactions that are contrary to and conflict with the duties and responsibilities of law enforcement officers;
- c) guide officers in conducting themselves and their affairs in a manner that reflects standards of behavior and professionalism as required by law enforcement officers.

Additional guidance on matters of conduct is provided by specific policies, procedures, memorandums and directives disseminated by this department from officer's immediate supervisors and department commanders.

II POLICY

An action of officers that are inconsistent, incompatible or in conflict with the values established by the Lower Providence Township Police Department negatively affects its reputation and that of its officers. Such actions and inactions thereby detract from this agency's overall ability to effectively and efficiently protect the public, maintain the peace and order as well as conducting other essential business. Therefore, it is the policy of the Lower

Providence Township Police Department that officers conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this General Order and otherwise disseminated by this organization.

III REGULATION

A. Conduct

1. A member will be held responsible for any act or omission which in any way is prejudicial to good order or discipline, or reflects upon the good name or reputation of the police department, or adversely affects its interests specifically mentioned in these or other rules or regulations of Lower Providence Township.
2. A member must promptly obey all lawful and proper orders and instructions, written or otherwise, however transmitted or received.
3. A member shall cooperate fully with all employees of Lower Providence Township in the performance of their official duties.
4. A member shall be civil and respectful to officers of superior rank.
5. A member shall be dignified and courteous in his dealings with other members and other employees of Lower Providence Township.
6. A member in contact with the public shall conduct himself/herself with dignity, courtesy, and efficiency.
7. A member shall not be absent from duty without official leave.
8. A member on duty shall be properly uniformed, neat and clean in his personal appearance.
9. A member shall not wear a mixture of uniform and civilian clothes at any time.
10. A member shall not read or write while on duty unless required in the performance of duty, in a manner that would tend to bring discredit to the Police Department.
11. A member while on duty shall not engage in any normally legitimate act which when performed on duty and in view of the public may reflect discredit upon the Police Department.
12. A member shall not accept awards, gratuities, or any article of value as payment for favors or services rendered in connection with his/her official duties, except public awards and the expenses incurred in the discharge of his/her duties.
13. A member shall not report for a regularly assigned tour of duty with the odor of intoxicants on his/her breath or he/she may be declared unfit for duty.
14. A member off duty is forbidden to use intoxicants to a degree or in such a manner as to discredit the police department.
15. A member shall treat as confidential all official police business.
16. A member shall not have an intoxicant in any police building or in any police vehicle, except in the immediate performance of police duty.
17. A member shall not use time off duty in a manner that renders him/her unfit for the proper and efficient performance of his/her duties.
18. A member, except in the discharge of official duty, shall not knowingly write, print, distribute, store, or possess any object, writing, film, or picture of an obscene, immoral, or defamatory nature.
19. A member shall never brandish a weapon, nor shall he remove his firearm from its holster, other than in the proper performance of duty.
20. A member shall not furnish bail or sign bond for any person arrested.
21. A member shall not recommend or suggest a bondsman or attorney for any person arrested.
22. A member will treat as confidential the official business of the Department. He/she will not impart it to anyone except those for whom it is intended, or as directed by his/her commanding officer, or under due process of law. A commanding officer may impart to representatives of the press, upon establishing their identity, current news providing the ends of justice are not thereby defeated by doing same.

23. No police department employee, sworn or civilian, will solicit any member of the Lower Providence Township Board of Supervisors or Lower Providence Township official concerning police department or township business without obtaining permission through the Chain of Command. Problems and complaints will be channeled through the proper procedure and command.
24. All members of the Lower Providence Township Police Department shall not use, carry, or possess any recording device while on duty except with the permission of the Chief of Police, and pursuant to law.
25. Members shall avoid regular or continuous associations or dealings with persons 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 in the performance of official duties, or where unavoidable because of other personal relationships of the members.
26. A member shall not possess or use any controlled substance, narcotic or hallucinogen except when prescribed in the treatment of the member by a physician or dentist.
27. A member 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 held as evidence.
28. A member 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.
29. A member shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever.
30. Members, when in uniform, may not smoke at any time while they are engaged in contact with the public. Smoking is prohibited in department vehicles and all areas within the Township Building.
31. Members 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) for the benefit of the member or members of the Department, if such is connected with the member's official position and personal gain.
32. Upon the order of the Chief, the Chief's designee or a superior officer, members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.
33. Members shall remain awake while on duty and shall not sleep during an assigned tour except with specific authorization.
34. Officers shall make their residence and current telephone contact information available to the Chief of Police. Any change of address or telephone contact information shall be immediately reported to the Chief of Police.
35. Officers shall not undertake any financial obligations which they know or should know they will be unable to meet. Officers shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause of discipline provided that a good faith effort to settle all accounts is being undertaken. Officers shall not co-sign a note for any superior officer.
36. Officers shall not publicly criticize or ridicule the department, its policies, or other officers by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, and unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth.
37. Officers 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 other matters of the department in such matters without proper authority. Officers may lecture on "police" or other related subjects only with the prior written approval of the Chief.

38. Officers shall accept responsibility for their actions without attempting to conceal, divert or mitigate their true culpability, nor shall they engage in efforts to thwart, influence or interfere with an internal or criminal investigation.
39. Officers who are arrested, cited or come under investigation for any criminal offense in any jurisdiction must report this fact to the Chief of Police as soon as possible.
40. Officers shall not 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.
41. Officers are prohibited from using information gained through their position as police officers to advance financial or private interests of themselves or others.
42. Except in the performance of official duties, officers shall not knowingly enter any establishment where the law is regularly violated.
43. Officers shall not knowingly join or participate in any organization that advances, incites or supports criminal acts or criminal conspiracies.
44. Officers may not, under color of authority, endorse, recommend or facilitate the sale of commercial products or services without the expressed authorization of the Chief of Police. This does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

Michael Jackson

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Chief of Police