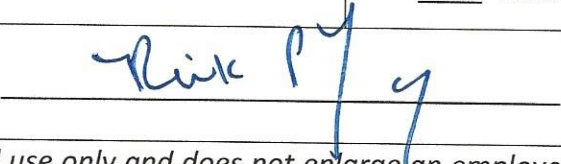


**ESSEX POLICE DEPARTMENT**  
Department Directive



Date Issued: May 22, 2000	Number: 1.1.3
<b>CODE OF CONDUCT</b> <b>Class 3</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds
Authorized Signature:	 _____ Chief of Police
<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>	
Date Implemented: 5/22/2000	Review Date: 5/1/2021

1.0 ABSENCE FROM DUTY

1.1 A member shall not be absent from duty or, except in an emergency, leave an assigned area while on duty without having first obtained permission from his/her supervisor.

2.0 ALCOHOLIC BEVERAGES IN OR ON DEPARTMENT PROPERTY

2.1 Members shall not store or bring into any Department building, facility, or vehicle, alcoholic beverages except as required in the performance of duty.

3.0 CARRYING FIREARMS AND OTHER WEAPONS

3.1 While on duty, members shall carry only such firearms and other weapons as are approved by the Department, and shall carry such approved firearms and other weapons in accordance with established Department procedures.

4.0 DISCOURTESY

4.1 In their routine dealings with the general public, members shall be courteous and respectful, shall refrain from using coarse and profane language.

5.0 DEFAMATORY EXPRESSION

- 5.1 Members shall not publicly criticize or ridicule any person by speech, writing, or other expression which is defamatory.

6.0 EMPLOYMENT OUTSIDE OF THE DEPARTMENT

- 6.1 No member shall engage in off-duty employment outside of the Department without having first obtained permission from the Chief of Police or his/her designee.
- 6.2 Permission may be denied if it appears that the outside employment might render the member unavailable during an emergency, physically or mentally exhaust the member to the point that his/her performance of duties might be affected, or require that any special consideration be given to scheduling the member's regular duty hours. Without having first obtained permission from the Chief of Police no member shall join or otherwise commit himself/herself to any volunteer organization or activity, such as a rescue squad or volunteer fire department, if one could reasonably foresee that to do so could interfere with that member's availability for duty or ability to perform his/her duty.

7.0 GIFTS

- 7.1 No member shall accept from any business or organization any gift, including money, tangible or intangible property, food, beverage, loan, promise, service, or entertainment, without having first obtained permission from the Chief of Police.

8.0 IDENTIFICATION

- 8.1 Members shall carry their identification cards on their person at all times, while on duty, except when to do so would be impractical or might jeopardize their safety or their ability to properly perform their duties. Members shall furnish their name, rank, and duty station to any person requesting that information, except when to do so would jeopardize their safety or their ability to properly perform their duties.

9.0 INDEBTEDNESS

- 9.1 A member shall not undertake or incur any financial obligations which he/she knows or should know that he/she will be unable to meet. A member shall strive to pay all just and proper debts within a reasonable time after they become due.

## 10.0 INFLUENCING LEGISLATION

10.1 While members may express their own personal opinions concerning proposed or pending legislation, unless authorized to do so by a Commanding Officer, no member shall hold himself/herself out as representing the position of the Department, in attempting to influence proposed or pending legislation.

## 11.0 NEGLECT OF DUTY

11.1 No member shall malingering or shirk his/her duties. While on duty, no member shall undertake personal business which would interfere with his/her performance of duties or ability to perform his/her duties without having first obtained permission from his/her supervisor.

## 12.0 OFF DUTY RESPONSIBILITIES

12.1 Members are subject to being called to duty at all times. A member has both the authority and responsibility to take all necessary action with regard to serious matters brought to his/her attention while off duty.

## 13.0 PERSONAL APPEARANCE

13.1 While on duty, a member shall maintain a neat, clean, and well-groomed appearance, unless his/her duty assignment requires otherwise. Uniforms and accessories shall be worn in accordance with established Department procedures.

## 14.0 REPORTING FOR DUTY

14.1 A member reporting for duty shall report at the time and place required by assignment or orders, shall be physically and mentally fit to perform his/her duties, and shall be properly attired and equipped.

## 15.0 SOLICITING

15.1 A member shall not use his/her official position in soliciting subscriptions, selling tickets, or collecting donations for any purpose.

## 16.0 TESTIMONIALS FOR COMMERCIAL USE

16.1 No member shall authorize the use of his/her name, photograph, official title, or membership in the Department in connection with any testimonial or advertisement of any commodity or commercial enterprise without having first obtained permission from the Division Commander.



17.0 TIMELY REPORTS

17.1 Members shall submit all administrative, investigative, and other official reports in a timely manner and in accordance with established Department procedures.

18.0 USE AND MAINTENANCE OF DEPARTMENT PROPERTY AND EQUIPMENT

18.1 Members shall use, maintain and care for all Department property and equipment issued to them or under their care and control in a careful and prudent manner and in accordance with established Department procedures.

19.0 VIOLATION OF RULES

19.1 Members shall not commit any act or omit any act which constitutes a violation of any Department Rule or Regulation, Policy or Procedure, or other directive.