

WEBSTER GROVES POLICE DEPARTMENT
RULES AND REGULATIONS

SUBJECT: EMPLOYEE CONDUCT

AMENDS / SUPERSEDES: ALL PREVIOUS VERSIONS

NUMBER: CON 03-02

CALEA STANDARDS: 22.2.7, 26.1.1

INDEXED AS: CONDUCT
STANDARDS OF PERFORMANCE

Initiated by: _____
Reviewed by: Jan 17
Approved by: _____
Effective Date: 01/13/03

Revised by: Lt. J. L. 107
Approved by: _____
Effective Date: 06/10/2020

This policy is for internal use only and does not enlarge an Officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard for safety or care in an evidentiary sense with respect to third party claims. Violations of this policy, if proven, can only form a basis of complaint by this department, and then only in a non-judicial administrative setting.

PURPOSE:

The public confidence and trust placed upon all those in the Police service, including commissioned Officers and non-commissioned personnel, requires standards of conduct higher than those expected of ordinary citizens. Conduct, on and off duty, must meet the standards of professional employees. These standards are not promulgated as an oppressive instrument of this Department or as a means of placing those in the Police service above the general citizenry, but they are established to maintain the respect for laws and the democratic processes upon which this country was founded.

POLICY:

This order shall provide this Department with standards of discipline, conduct, and ethical practice by which all Department personnel will lead their professional and personal lives to better serve and maintain the existing confidence of the citizens of Webster Groves, Missouri.

I. REQUIRED CONDUCT AND DUTIES

A. Employees Covered

All Police and civilian employees of the Webster Groves Police Department are subject to the rules and regulations of this manual.

B. Knowledge of Laws, Rules and Regulations

All employees are presumed to have knowledge of the laws of the United States and the State of Missouri, the ordinances of the City of Webster Groves, and the rules and regulations of this Department.

C. Duties and Obligations

1. Duties of All Employees: In addition to the specific duties of each individual rank and position, the following general duty provisions are applicable to all members of the Department and must be observed:
 - a. All rules and regulations set forth in this Manual, Special Orders and all amendments thereto, must be obeyed.
 - b. Each employee shall properly inform themselves about all orders, regulations, and memorandums governing their duties.
 - c. Name, rank or position, DSN, and similar identifying information shall be given in a civil manner to any person who may inquire. Upon request, all personnel will display in a civil manner their Department issued identification to any person who may inquire. ¹
 - d. Aid shall be promptly given to persons requesting service, in so far as is consistent with duty obligations.
 - e. No Police information, of any nature, shall be disclosed unless it is proper and necessary under the circumstances.
 - f. Interfering with the course of justice in any fashion whatsoever is forbidden.
 - g. With the exception of routine traffic stops / violations, any officer who has taken an action or engaged in conduct that results in contact with or arrest by another law enforcement agency shall immediately contact and inform the Division of Investigation and Support Commander of the event / incident. If the officer is unable to make contact with the Investigation and Support Commander, immediate notification should be made to the Division of Field Operations Commander. Should neither Division Commander be available, the Chief of Police will be notified immediately. In the event contact cannot be made with any of the three within 24 hours of the event / incident, the On-Duty Commander or Supervisor must be notified.
 - h. No advice or information shall be given to any arrested person, or to others for that person, in relation to the defense or prosecution against them.
 - i. An employee shall not fail to notify his superior of information concerning Police matters that comes into their possession.
 - j. An Officer shall remain neutral to both parties in any civil case or dispute and shall act only to prevent a breach of the peace or to suppress a disturbance.

¹ CALEA 22.2.7a

- k. Every Officer must assist and protect, and come to the aid of, other members of the Department in need of aid or assistance.
- l. Neglect of duty, improper performance of duty, sleeping or loitering while on duty, is prohibited.
- m. All employees will maintain expected standards of competent performance. Those employees consistently performing below the expected standard are subject to disciplinary action.
- n. All employees shall maintain a courteous, professional demeanor at all times.

D. Duty to Intervene and Report

Police officers who witness any type of due process violation, especially related to the Use of Force, have a duty to intervene and take any action necessary to protect a victim's rights. Any such occurrence must be reported as soon as practical to a supervisor or commanding officer.

E. Standards of Performance

1. The Police Department has the authority and responsibility to establish standards of performance expected from all employees. All employees are expected and required to consistently accomplish these standards. The Department recognizes that individual differences, unique circumstances, and performance opportunities will create reasonable variations in performance. However, as long as work conditions and circumstances are reasonably comparable in nature, it is reasonable for the Department to expect similar performance from employees in exercising their duties.
2. Employees that fail to perform adequately on any assigned task or consistently fail to accomplish acceptable levels of performance for their position should expect to be replaced, disciplined, or terminated.
3. All employees are expected to take affirmative steps to contact their superiors to clarify expectations for performance which they do not understand.

F. Prohibited Conduct²

1. General Article: Any neglect or disorder, though not otherwise mentioned herein, which is to the prejudice of good order and discipline of the department, is in violation of any Federal or State Law, Municipal Ordinance, or is of a nature to bring discredit upon the department. This shall be considered "Conduct Unbecoming an Officer."
2. Insubordination:

² CALEA 26.1.1

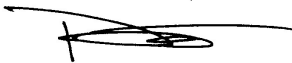
- a. Violates or fails to obey any lawful order or regulation, verbal or written (including electronically conveyed messaging, i.e. email), or
 - b. Disobeys a lawful command of a supervisor, or treats with contempt or is disrespectful in language or manner toward a superior.
3. Maltreatment of Subordinates: Oppresses, maltreats, or is cruel toward a subordinate employee; or treats with contempt or is abusive in language or manner toward any subordinate employee in the execution of Departmental duties.
4. Unlawful or Oppressive Exercise of Authority:
- a. Knowingly arrests any person unlawfully; or
 - b. Uses excessive or unreasonable force or violence upon any prisoner or other person with whom he may be brought into contact in the execution of Police duties; or
 - c. Treats with contempt, or is abusive in language, manner, or action toward any member of the public.
5. Failure to Exercise Supervisory Responsibilities:
- a. Willfully or through culpable neglect fails to ensure compliance by subordinates with all Federal and State Laws, Municipal Ordinance, and any and all departmental rules and regulations; or
 - b. Is ineffective in the discharge of their supervisory responsibilities.
6. Neglect of Duty:
- a. Becomes absent from a place of duty at which they are required to be, or fails to be at an appointed place of duty at the time prescribed; or
 - b. Feigns illness, physical disablement, mental lapse, or derangement, or intentionally inflicts self-injury; or
 - c. Without proper authority, releases any prisoner in their duty or charge, or through neglect or design, allows any prisoner in their custody to escape; or
 - d. Fails to uphold any law, statute or ordinance; or
 - e. Fails to take action to protect life, property, or preserve the peace; or
 - f. Fails to perform their prescribed duties as set out by this manual, department directives or oral instructions.
7. False Official Statement:

- a. Knowingly signs any false, misleading, or inaccurate Police report, record, return, regulation, order or other official document; or
 - b. Knowingly makes any other false, misleading, or inaccurate official statement.
8. Altering Department or Public Records: Without proper authority, alters, conceals, removes, mutilates, obliterates, or destroys any public record or other record of the Department, or of which the Department has possession.
9. Corrupt Practices: Knowingly solicits, accepts, or agrees to accept any direct or indirect benefit in return for:
- a. their official opinion, recommendation, judgment, decision, action, or exercise of discretion as a Police Officer; or
 - b. their violation of a known legal duty as a Police Officer.
10. Conflict of Interest:
- a. Transacts any Departmental business in behalf of the Department with any person, partnership, corporation, or other business entity of which such employee is an Officer, agent, or member or in which such employee owns or has a real, considered, valuable, or otherwise substantial interest; or
 - b. Enters into any private business transactions with any person, partnership, corporation or other business entity which will create or tend to create, a real, considered or otherwise substantial conflict with any Department duty, policy, order, rule, regulation, or interest; or
 - c. Suggests, advises, recommends, or otherwise counsels any person, with whom contact occurs during, or as a result of, the performance of department duties to retain, employ, or hire any attorney, bail bond broker, except members of the employee's immediate family.
11. Entering Certain Premises: Knowingly enters or remains upon any premises which are being used for illegal purposes when such presence in or upon such premises is not required in the execution of departmental duties.
12. Improper Use of Intoxicants:
- a. Officers will not consume or possess any intoxicating beverage while on duty or in uniform, unless such is a part of a line duty assignment,
 - b. Officers shall not consume intoxicating beverages less than eight (8) hours prior to duty.
 - c. Officers will not consumes alcoholic beverages on the property of the Police Department, unless at a Department sanctioned event.

- d. Immediate supervisors shall be notified in writing of the use of ANY mood, conscious or physically altering medications, whether prescribed or over the counter in nature.
13. Unclean or Improper Uniform, Arms or Attire: Appears for duty or in a public place with any unclean, unkempt, or improper uniform or related attire.
 14. Improper Appointment: Procures employment with the Department by knowingly making false representations or deliberately concealing any disqualification for employment.
 15. Improper Disposition or Damage of Departmental Property:
 - a. Sells or otherwise disposes of; or
 - b. Willfully, or through neglect, damages, destroys; or
 - c. Willfully, or through neglect, suffers to be lost, damaged, destroyed, wrongfully disposed of;
 - d. Any property of the City of Webster Groves or of this Department or in the possession of this Department.
 16. Misconduct During the Promotional Process: Commits any dishonest act, makes any false statement, or conceals any material facts from examining officials during any part of the promotional process.
 17. Improper Involvement in Politics: Employees may not be involved in the active support of any candidate for a City of Webster Groves elective office. Active support means circulating petitions, financial or any other type of contributions, or soliciting any other persons to provide such support.

This Order supersedes all previous written and unwritten policies of the WEBSTER GROVES POLICE DEPARTMENT on the above subject.

By Order Of,



**Dale Curtis
Chief of Police**

C		entering certain premises	5
		failure to exercise supervisory responsibilities	4
CALEA		false official statement	4
22.2.7a	2	general article	3
26.1.1	3	improper appointment	5
CONDUCT		improper involvement in politics	6
Required	1	improper use of intoxicants	5
Conflict of Interest	5	insubordination	3
D		maltreatment of subordinate	3
		neglect of duty	4
Department or Public Records		promotional process misconduct	6
Altering of	4	unclean/improper uniform	5
Duties and Obligations	2	unlawful or oppressive exercise of authority	3
I		R	
Improper Use of Intoxicants	5	Required Conduct and Duties	
N		duties and obligations	2
Neglect of Duty	4	employees covered	1
P		knowledge of laws, rules and regulations	1
Prohibited Conduct	3	prohibited conduct	3
altering department or public record	4	standards of performance	3
conflict of interest	5	S	
corrupt practice	4	Standards of Performance	3
department property	5		

