

The Uniform Standards of Conduct
For the
North Little Rock Police Department

Revised March 1, 2008

THE UNIFORM STANDARDS OF CONDUCT Of the North Little Rock Police Department

The Standards of Conduct of the North Little Rock Police Department are promulgated by the Chief of Police and approved by the legislative body of the City of North Little Rock, pursuant to Arkansas Code Annotated 14-51-302.

These revised Standards of Conduct become effective on March 1, 2008 at which time the previous version is superseded.

The previous version of the Standards of Conduct will remain in full force and effect for any violations that occur prior to the effective date of this revision.

If any section, sentence, clause, or phrase of these Standards of Conduct is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions.

THE UNIFORM STANDARDS OF CONDUCT Of the North Little Rock Police Department

Unlike policy and practices, these standards are *performance mandates*. They serve as the rules and regulations of the police department and do not permit deviation. When members violate standards, they should expect to be disciplined or terminated--regardless of cause or fault--according to the established policies and practices of this Department.

Violating a Standard of Conduct has serious consequences for members. It is important, therefore, that members interpret the spirit of the standards and their literal meaning uniformly. Standards are concepts and are often subject to individual interpretation, which in turn is heavily influenced by individual motives and desires. Therefore, the examples of violations and non-violations contained in this manual should help those members with the ability and desire to understand and follow the rules. Members who do not understand the standard's meaning or management's intent are responsible for contacting a supervisor for clarification. Members who fail to seek clarification of any Department directives after they are published may not use lack of understanding as a defense if charged with violating the directive.

Like all Department directives, these standards are subject to change with appropriate notice as conditions warrant.

Twenty-One Uniform Standards of Conduct

01 Affirmatively Promoting a Positive Public Image

Members will conduct themselves (on duty as well as off duty) in a manner that does not damage or have the probably expectations (in the mind of a reasonable person) of damaging or bringing the public image, integrity or reputation of the North Little Rock Police Department into discredit or disrepute.

Business Necessity for this Standard

Members will accept full responsibility for their behaviors and the results of their behaviors on duty as well as off duty. Behavior that may not be considered wrong in private employment could be wrong in the public sector because of the nature of the public service mission.

Historically, citizens are quick to criticize and require that public safety members be right as well as look right in their conduct and behavior. Management recognizes its responsibility to balance standards of conduct designed to promote public trust while at the same time to avoid unnecessary infringements on the member's right to privacy. At the same time, members who wish to hold the honor of a public position and enjoy the privileges of public trust share an affirmative responsibility to conduct themselves (on duty as well as off duty) in a manner that does not bring public image or trust into question. The member's right to privacy does not create an obligation on management to insure this right at the expense of effective, efficient, or safe operations of this Department.

02 Aiding Other Members

Members will, during the line of duty, come to the aid of another member when a request or need is made known.

Business Necessity for this Standard

The nature of public safety work frequently requires the support, assistance and safety of other members. Knowing this support will be rendered in time of need promotes and maintains morale and a sense of well-being among all members.

03 Alcohol Use and Related Conduct

Members will not possess or consume alcoholic beverages on duty or while in uniform on duty or off duty, nor will any member consume alcoholic beverages in proximate time to the reporting time for duty or report for duty showing evidence of having consumed any alcoholic beverage.

Business Necessity for this Standard

The consumption or possession of alcoholic beverages by public safety officials is highly scrutinized by members of the public. Improper and excessive use of such chemicals leads to severe criticism of this Department and of all its members. Because a large portion of public safety work depends on the member's ability to evaluate critical situations and make judgments that often affect public confidence, life, liberty and safety, it is critical that judgments be as unimpaired as practicable. The effects of alcoholic beverages interfere with this decision making ability.

04 Maintaining an Acceptable Level of Availability for Work

Each member must maintain a level of availability for work during any regular reporting period that is at least that of the work unit's calculated average for the reporting period.

Business Necessity for this Standard

Public safety work requires team effort, and each member plays an important part as a member of the team. Unless members are regularly available for duty, work cannot go on effectively or efficiently. Excessive absenteeism causes unnecessary increases in official operating expenses. Members who are excessively unavailable for work (regardless of the cause) force others to carry their extra loads as well as tie up job opportunities and positions for more available personnel.

05 Committing or Condoning Illegal or Forbidden Harassment

Illegal or forbidden harassment i.e. sex, race, religion, national origin, ethnic, disability or age, is prohibited as a basis for conduct, behavior, or decisions affecting another member's or potential member's terms or conditions of employment. Members will not use sex, race, religion, national origin, ethnic background, disability or age in their words, actions, gestures, conduct or behavior that could reasonable be construed or perceived by another member or potential member as hostile, offensive or intimidating.

Business Necessity for this Standard

It is management's right and responsibility to channel, control, and otherwise prohibit member behavior or conduct that has the potential to cause employer liability or disruption in the work force or to subject management to civil liability for violations of a member's civil rights.

On-the-job or job-related sexual, ethnic, racial, national origin, or religious harassment is a serious violation of a member's or potential member's civil rights.

Civil courts hold employers and members highly accountable and liable for controlling behavior and conduct in these areas.

06 Committing Unsafe Acts or Endangering Self or Others

Members will not commit acts or behave in a manner that has the potential for endangering or injuring themselves, property, or another person.

Business Necessity for this Standard

Safe behavior in public service work is paramount due to the level of public trust and the nature of the equipment involved i.e. firearms, motor vehicles, impact tools, chemicals etc. Unsafe behavior and unsafe use and handling of equipment significantly increase the risk of injuries to citizens and personnel plus increase the risk of potential liability for this Department.

07 Conflicts of Interest

Members will not create conflicts of interest or potential conflicts of interest with the duties and obligations of their positions within this Department.

Business Necessity for this Standard

Public service work requires that members do not compromise the authority, integrity, trust, or confidence inherent in their offices.

Public safety officials have easy and often uncensored and unquestioned access to people, information, resources and positions of trust not easily available to the general citizen. This "freedom of office" must be governed and controlled if the public trust is to be preserved. Failure to do so will severely restrict the ability of this Department to provide its services in an effective and efficient manner. When conflicts of interest occur between the members' private rights as citizens and the privileged rights attributed to the members' positions with this Department, management will attempt to bring about a reasonable balance, if possible. When this balance cannot be made and the members' interests are in promoting their own personal interests, management must initiate action designed to promote the mission of this Department.

08 Cooperation with Members and Other Officials

Members are required to affirmatively seek ways to cooperate and work with other members, other public officials, and members of any organization with whom the member or this Department needs to have a good working relationship in order to deliver lawful, effective, efficient, and safe services.

Business Necessity for this Standard

The need to work in a cooperative manner with members of other agencies and public officials is self-evident. In today's society, the effective, efficient and safe delivery of public services requires a coordinated effort of all members and public service agencies.

09 Supervisors Will Display Respect Toward Subordinate-Ranked Personnel

Supervisors will treat subordinates with the same courtesy and respect that subordinates are required to display to supervisors. Criticisms of a member or a member's performance will be made directly to the subordinate and, when practicable, in a private setting.

Business Necessity for this Standard

Members who are treated with respect, concern, and courtesy are typically better performers and have higher morale. Supervisors who respect subordinates and limit criticisms to unsatisfactory work performances obtain higher levels of member cooperation than those who direct their criticisms at the member's person.

10 Discriminating or Establishing Patterns of Discrimination in the Performance of Duties

In words, deeds, gestures, performance of jobs, duties, tasks and delivery of services, members will not discriminate, nor will they establish a pattern of adverse impact in the delivery of services when such discrimination has a basis in such areas as a person's sex, ethnic background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

Business Necessity for this Standard

Public members must strive to maintain neutrality in the performance of duties and delivery of services to all persons regardless of their personal characteristics, social status, or work conditions. Discriminatory services and discriminatory treatment of citizens create a serious threat to the well being of all, as well as exposes this Department to the possibility of civil and/or criminal action.

11 Dishonest or Untruthfulness

Members will not lie, give misleading information, or falsify written or verbal communications in official reports or in their actions with another person or organization when it is reasonable to expect that such information may be relied upon because of the member's position or affiliation with this Department.

Business Necessity for this Standard

Public work is based on public trust and confidence. Performance standards in this area are much higher for public members than for the ordinary citizen. History has shown that having lost trust in its elected or appointed officials, the public is quick to react, often resulting in reductions in operating budgets, external review boards, replacement of officials, and in some cases, abolishment of the organization.

12 Displaying Competent Performance and Achieving Competent Performance Results

Members will willfully display competent performance and consistently achieve competent performance results on all assigned or assumed job responsibilities, duties and tasks.

Business Necessity for this Standard

In a public safety organization where much of the work effort involves the liberties and physical safety of citizens, incompetent performance cannot be tolerated. When incompetent performance is discovered, its source must be dealt with effectively and efficiently, or the potential of damage or injury exists. When this potential occurs, the organization runs the risk of incurring severe criticism, the loss of public trust, and the creating of civil liability.

NOTICE: As the term is used here, "competency" is a characteristic of a performance outcome, not a characteristic of an individual. Members are hired to achieve results; and if members bring about an acceptable performance outcome, they have displayed the ability to apply their combination of knowledge, skill and attitude within the context of the situation to bring about a useful outcome for the Department. Knowledge, skill and attitude are useless to the Department if the member is unable to apply them in a productive manner.

13 Establishing Patterns of Absenteeism

Members will not establish patterns of absenteeism. Establishing a pattern of absenteeism is a violation of official standards regardless of whether any part of the absenteeism within the pattern has been approved or disapproved by management.

Business Necessity for this Standard

All absenteeism affects the effective, efficient and safe operation of this Department. The nature of public safety/security work requires a cadre of workers capable and ready to handle any established or expected service demanded by the public. Public personnel have specialized and specific training; therefore, they cannot be easily replaced or substituted by other persons, and replacements or

substitutions are usually difficult for management.

Management accepts the fact that a certain amount of "planned absenteeism" will occur in any organization, and in many cases is justified by the nature of the individual and specific circumstances existing at the time; however, when a member establishes patterns of absenteeism, management interprets this as substantial evidence of abuse and violation of this standard.

14 Physical and Mental Readiness to Perform Primary Duties and Tasks

Members will report to work and while working will remain mentally, physically, and emotionally ready to assume and competently perform all responsibilities, duties and tasks.

Business Necessity for this Standard

Effective, efficient and safe public service depends on members being ready to perform competently and effectively at a moment's notice. Weakened public trust and threats to member safety can occur in a public safety organization if management has to wait for nonperformance to occur before testing and monitoring for readiness. It is reasonable and logical to assume that members who are physically and mentally ready to perform will be better performers than those who are not as physically and mentally prepared.

Members who lack the physical and mental capabilities to assume the responsibilities and duties expected of their jobs create a public safety hazard for themselves as well as others who may depend on their performance to provide an effective, efficient and safe protective service.

Job tasks that are performed on a regular basis will be used to determine in part the expected level of the member's fitness and mental and emotional readiness. For example: It is reasonable to expect a uniformed member (law enforcement officer) who encounters physical exertion on a regular basis to maintain a higher level of physical and mental readiness than perhaps an administrative member whose regular duties are more sedentary in nature.

Conversely, the non-uniformed member who deals daily with administrative decisions is expected to be able to handle higher levels of administrative stress than perhaps the street officer. It is reasonable to expect differences in their levels of performance because of the priority and repetitive nature of their daily tasks.

15 Giving a Full Day's Work for a Full Day's Pay

Members will give a full day's work for a full day's pay and not establish patterns of nonproductive work time.

Business Necessity for this Standard

The concept of expecting members to give a full day's work for a full day's pay is heavily imbedded in American labor management. Although public work is typically reactive in nature, a large portion of non-responsive work time can be spent performing self-initiated work. It is during self-initiated work periods that the preventive and deterrent nature of protective and safety services is achieved and provides the greatest opportunities to effectively and efficiently deliver such services.

The concept of a full day's work for a full day's pay does not mean members are expected to have identical levels of work from one day to the next; however, work patterns do exist and an analysis of data on a monthly, quarterly, semi-annual, or annual period provides a descriptive picture of the amount and type of work that can be reasonable expected from members who are truly giving a full effort.

16 Insubordination

Members will willfully observe and obey the lawful, verbal and written, rules, duties, policies, procedures, and practices of the North Little Rock Police Department. They will also subordinate their personal preferences and work priorities to the lawful, verbal and written, rules, duties, policies, procedures and practices of this Department, as well as to the lawful orders and directives of supervisors and superior command personnel of this Department. Members will willfully perform all lawful duties and tasks assigned by supervisory and/or superior-ranked personnel. Direct, tacit or constructive refusal to do so is insubordination.

Business Necessity for this Standard

Employment is a mutual exchange of interests and benefits between management and its members. In exchange for the privilege of employment and paid compensation, management has the right to expect members to willfully perform the duties and tasks of their positions or any other task lawfully assigned and achieve effective and efficient performance results. It is reasonable to expect members to obey operational directives and the orders of the Department's supervisors. When disagreements between management and members occur, management has the right to expect members to follow the accepted labor principle of "obey now and grieve later."

Insubordination and insubordinate behavior are recognized by labor practices to be among the most serious offenses. If insubordination is allowed to go unchecked, management loses control and authority over its work force.

17 Knowing, Observing, and Obeying All Directives, Rules, Policies, Procedures, Practices and Traditions

Members will display an affirmative, consistent effort to observe and comply with the directives, rules, policies, procedures, practices and traditions established for the effective, efficient, and safe operations of this Department. This standard applies to policies, procedures, and practices that are written as well as those established by past patterns or practices.

Business Necessity for this Standard

Policies, procedures, and practices are management's tools to achieve overall official efficiency and effectiveness in day-to-day operations and decision making. They are designed to communicate management's intent and to help management focus its resources.

18 Lawful, Civil, and Professional Conduct

Members will uphold the constitution of the United States and of the State of Arkansas and will obey the criminal and civil laws of the city, state and federal government. A violation is not conditioned on the legal charge or adjudication of guilt of any law but on the conduct itself. The law is adopted by reference in this standard as rules of conduct with which members are expected to comply. The determination as to the violation of this standard is made through administrative and not judicial processes.

Members will perform their duties in compliance with established professional police practices and procedures that are designed to assure citizens just and humane treatment.

Business Necessity for this Standard

Service and protection of the public, impartial administration and carrying out of duties, observing and obeying the very laws they have sworn to uphold, and providing equal service and just treatment to all are covenants public officials have with citizens and are bound to honor if they wish to remain in public office. Officials who violate those very laws and canons that they have sworn to uphold and observe destroy public faith and respect for this Department and weaken this Department's ability to perform its service mission

19 Courteous and Respectful Behavior Toward Positions of Authority

Members will be subordinate and display courtesy and respect in words, deeds, gestures, and actions towards personnel holding higher levels of official authority.

Business Necessity for this Standard

The purpose of supervisory positions is to reasonably ensure that the mission, goals and directives of this Department are carried out in an efficient, effective, and safe manner, as well as to provide accountability for the performance of the work unit.

Management requires subordinates to display respect and courtesy to higher positions because this provides a sense of order as well as serves as a tangible indication that subordinates are willing to subordinate personal priorities, goals, and objectives to the needs and mission of this Department. In addition, the willingness and ability of a member to subordinate personal interests and to display respect and courtesy to a supervisor is a reasonable reflection of the member's capabilities to set aside personal feelings and priorities when dealing with citizens.

20 Use of or Unlawful Sale or Possession of Illegal or Unauthorized Drugs

Members will not unlawfully possess, sell, consume, use or assist in the use of any illegal or unauthorized drugs or medications while on duty or off duty, nor will any member consume any unauthorized drug or medication in proximate time to reporting for duty, or will the member report to duty showing evidence of having consumed such drugs or medication.

NOTE: "Unauthorized" means any substance, drug or medication that is illegal to possess, as well as any legal substance, drug or medication that is used without medical approval.

Business Necessity for this Standard

The illegal and improper use of drugs is a national problem. Public officials who are known to use illegal drugs or use authorized drugs in an improper manner subject this Department to severe public criticism and damage the image of the total Department. By its very nature, public safety work depends on the member's ability to evaluate critical situations and make judgments that affect public confidence and often citizens' lives, liberties and safety. It is critical that judgments be as unimpaired as practicable and free from the adverse effects of any drugs.

21 Use and Care of Property and Equipment

Members are accountable for the proper use and care of any property or equipment assigned to them, used by them, or under their direct or constructive care.

Business Necessity for this Standard

"Constructive care" means caring for equipment not being used, found, left unattended, or unsupervised. All members are accountable for assuming the care for such equipment and are required to take affirmative action to return it to its place of proper storage.

"Property" means tangible and intangible ownership of goods, rights, or privileges of this Department i.e. tools, weapons, copyrights, logos, etc. Equipment is the tool

by which this Department is able to accomplish its objectives and mission and represents a capital investment of public resources.

Management has the specific right and inherent interest to assure the public that is equipment will be cared for and used in an effective, efficient and safe manner. Part of this responsibility includes designating what equipment will be used, how it will be used, who will and will not use Department equipment or property, and how it will be cared for while entrusted to a member.

ILLUSTRATIVE EXAMPLES OF VIOLATIONS AND NON-VIOLATIONS

On the next several pages are non-exclusive listings of what management considers to be illustrative examples of non-violations and violations of the Uniform Standards of Conduct. A non-inclusive listing means that management, by publishing these listings, is not attempting to state all possible examples. Others may be applied, and the list is subject to periodic revision as deemed necessary by management.

These examples are provided for the sole purpose of assisting member understanding of the types of actions that management intends to prohibit or command.

**Uniform Standards of Conduct
Non-Exclusionary Listing of Non-Violations**

IMPORTANT NOTICE -- EMPLOYEES MUST READ:

By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

NON-VIOLATIONS:

01 Affirmatively Promoting a Positive Public Image

Conduct off duty outside the Little Rock/North Little Rock metropolitan area when the employee is not identified with this department may be an exception if the conduct is not discovered by the general public or does not appear on the record associated with this department.

Off duty conduct or behavior (non-criminal in nature) that has no impact or probable impact on the effectiveness or efficiency of this agency.

On duty conduct or work behavior that is questioned by a citizen and through a formal administrative response can be honestly explained and justified by the business necessity of the situation existing at the time.

Knowingly associating with persons of immoral character, convicted felons or other persons who habitually commit violations of the law when necessary to carry out official police duties or if the person is a member of the member's immediate family.

02 Aiding Other Members

Attempting to avoid responding to a call (giving a supervisor the reasons) if a prisoner is in the car.

Attempting to avoid responding to a dispatched emergency call when the member's vehicle has insufficient fuel to respond appropriately and the efficiency is not the responsibility of the employee involved.

Being injured to such an extent that physical assistance would be impossible or impractical.

Not backing up another when enough other members closer to the scene are available. (NOTE: The member always accepts the responsibility for the consequences of failing to back up should it be found judgment used was in error.)

Not responding to situations in which a similarly trained and experienced member (based on the facts known at the time) would believe assistance was unnecessary.

Refusing to assist another in what would amount to a violation of law.

03 Alcohol Use and Related Conduct

Lawful possession through duty necessity is not a violation of this standard.

Uniform Standards of Conduct Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Non-uniformed assignments where alcoholic consumption is necessary to facilitate a case investigation or protect a law enforcement identity or activity.

Off duty consumption within the privacy of the employee's residence, or in a café or tavern when the conduct has no probably adverse impact on the department's image.

Special events(out of uniform and off duty) when no reasonable expectations of assuming enforcement duties exist and the purpose is to establish work contacts or promote public relations (e.g., social events or gatherings).

04 Maintaining an Acceptable Level of Availability for Work

Approved bereavement leave.

Approved time in training, special work, or educational assignments.

Earned vacation time.

Minimal required military commitment time as permitted by law.

Personal days when used according to policy.

Time off for jury duty.

Time off on approved disability (e.g., serious injuries in the line of duty).

05 Committing or Condoning Illegal or Forbidden Harassment

Language (not slang) in reports or other communications that provides standard descriptions of witnesses, suspects, and others. For example: Three black males, one white female.

The telling of stories or jokes that do not have an illegal basis (such as sex, race, ethnic, national origin, religion, sexual preference, age, handicap).

06 Committing Unsafe Acts or Endangering Self or Others

An act where risks occur because the employee has not received training comparable to that of others.

Assigning a member a task or duty for which reasonable training was received or assigning equipment that is considered adequate under a reasonable standards rule.

Equipment malfunctions when such malfunctions are beyond the control of the member.

Uniform Standards of Conduct Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Life-threatening situations where the probable consequences or actual consequences (as judged by a reasonable member) of committing the unsafe act are less dangerous than the actual or probable consequences of failing to perform.

07 Conflicts of Interest

Authorized off duty employment that does not have a reasonable potential of interfering with work schedules, performance of job tasks, or the department's mission.

Freedom of speech and associated issues, provided the exercise of such rights does not conflict with this agency's business necessity (the member must establish the elements of "public concern").

Refusal to follow management's request to discontinue a conflict of interest situation is not a violation of this standard; these incidents are violations of the insubordination standard.

Responding to an emergency of a personal nature while on duty (e.g., plumbing leak at home) if the supervisor verifies and approves the necessity and another's safety or public services are not an issue.

The right to associate with any person whose reputation, criminal history, moral character, or vested interest is not in conflict with the goals, objectives, ethics, or mission of this agency.

The right to join any group or association that does not have as its political doctrine the unlawful overthrow of the United States government or does not advocate unlawful criminal or civil actions against any individual or social group.

The right to vote in public elections, primaries, or referendums.

Providing bail or acting as principal or surety on a bail bond or bail bond application for members of the member's immediate family.

08 Cooperation with Members and Other Officials

Directing requests through the established chain of command when their approvals are necessary.

Members are not required to compromise professional integrity to gain the cooperation of another individual or organization.

Supervisors who use legitimate supervisory authority to direct and inform members of the consequences of their failure to comply with management's lawful directives are not in violation of this standard, provided comments are directed at the member's performance shortcomings and not

Uniform Standards of Conduct Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

at the employee's persona.

09 Supervisors Will Display Respect Toward Subordinate-Ranked Personnel

Humor, in a non-offensive or legal manner, to relieve tension or stress, is not intended to be a violation of this standard. (NOTE: Should a particular member become the victim of targeted harassment, a violation of this standard exists.)

Performing supervisory duties with respect to reprimands, counseling, etc., is not a violation of this standard as long as it conforms to good personnel relations practices.

Reacting during the excitement stage of an emergency to a subordinate without courtesy when the member initiates disrespectful, offensive, or threatening behavior toward the supervisor.

10 Discriminating or Establishing Patterns of Discrimination in the Performance of Duties

After a crime involving a black man, woman, Hispanic, etc., with personal identifying characteristics, the officer stops suspects with similar characteristics.

Concentrated enforcement activity because of previously established violation patterns.

Selective enforcement programs for specific violations of codes or ordinances.

11 Dishonesty or Untruthfulness

Filing information that proves to be wrong when the member can provide substantial evidence that there was no intent to be in error.

Minor omissions or errors on reports or cases that have no significant impact on the outcome; and when the member has not been working with or has not worked with such reports or cases for a period of time.

Redirecting a criminal suspect's attention or focus in order to reduce the threat of injury or jeopardizing of an important investigation is not a violation of this standards.

12 Displaying Competent Performance and Achieving Competent Performance Results

A member who asks questions and is not able to competently perform a duty or task due to the member not having the training or experience available to the typical successful performer who does similar duties or tasks.

This standard is not intended to include those times when productive performance drops for a short period of time because of personal problems, provided that the member recovers in a reasonable period of time (e.g., a few days or weeks).

Uniform Standards of Conduct Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

13 Establishing Patterns of Absenteeism

Absenteeism due to restricted or light duty because of job-related injuries, provided the associated time off does not establish an unapproved attachment pattern with regularly scheduled time off.

Annual pre-planned vacation time.

Attendance at periodic training or special details that are prearranged, recognized, and approved by management.

Observance of scheduled days off.

Sick time used by members who have a serious (life-threatening) illness or injury to self or immediate member of the family will not be calculated into any pattern as long as such illness or injury is properly documented, the nature of the injury or illness is certified by a licensed physician approved by the department and such use is approved by management. (NOTED: All such approvals are subject to management audit and change.)

14 Physical and Mental Readiness to Perform Primary Duties and Tasks

Failing to occasionally perform at peak performance, especially after a recent shift change, is expected; however, the member never relinquishes the responsibility for adequate performance regardless of conditions.

15 Giving a Full Day's Work for a Full Day's Pay

Low productivity of a short-term nature (e.g., a day, week and perhaps even month) when atypical work conditions or situations exist.

Members given compensated time for the interruption of time off for such things as testifying in court, coming out to work early, etc., are not in violation of this standard.

Short-term (not exceeding 30-45 days) situations where the member has undergone a traumatic personal event (e.g., death in the family, divorce, severe injury on the job, involvement in the taking of a life, etc.).

16 Insubordination

Leaving an assigned area in situations where duty requires it, and a reasonable effort to contact a supervisor has failed.

Refusing to obey unlawful (criminal or unconstitutional) directives. Mere belief on the part of the member that a directive was criminal or unconstitutional will not protect a member's job if such belief fails to be established as reasonable in a later hearing.

Uniform Standards of Conduct Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Refusing to perform tasks that create an unreasonable safety hazard for which a member has not been trained or adequately equipped to handle safely.

17 Knowing, Observing, and Obeying All Directives, Rules, Policies, Procedures, Practices and Traditions

Deviations from policies, procedures, and practices (but not rules) may be permitted provided the member can provide (in writing) substantial proof that such deviations were justified by business necessity.

Members who by virtue of inexperience (e.g., probationary members or totally new job assignment) could not be reasonably expected to know the directives associated with the performance.

18. Lawful, Civil, and Professional Conduct

A minor infraction of a law (e.g., the failure to renew a license plate, motor vehicle inspection) would not normally be considered a violation of this standard, provided this does not thwart management's goals to promote a positive public image.

Legislated exemptions. (e.g., the operation of emergency vehicles under emergency conditions, the right to use force to effect a lawful arrest or detention, emergency medical response or hazardous materials spill).

The violation of constitutional or procedural law when the actions are committed in good faith or when the violation was not previously well-established in the law.

A good faith search that is later found to be illegal. (Note: This could be a violation of Standard 12 or 17).

19 Courteous and Respectful Behavior Toward Positions of Authority

Going to a federal, state, or local civil rights commission to report a legitimate violation of civil rights without going through the chain of command.

Merely asking questions concerning a supervisor's directions is not a violation; however, consistently challenging management's directions does display disrespect for authority.

Not following the chain of command when the immediate supervisor is part of the problem (particularly in cases of harassment), provided the member follows established procedures to bring the problem to the attention of another management member.

20 Use of or Unlawful Possession or Sale of Illegal or Unauthorized Drugs

Prescription medicine permitted for use by an approved physician and that is used in the manner in which it is permitted.

Uniform Standards of Conduct
Non-Exclusionary Listing of Non-Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of non-violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Lawful possession through duty necessity is not a violation of this standard.

Possession or sale during authorized undercover operations.

21 Use and Care of Property and Equipment

Damage to any equipment that was properly placed, secured, stored, or handled that has been torn loose or damaged as a result of an altercation is not a violation of this standard.

Unique uses of equipment under abnormal or emergency conditions to facilitate the saving of a life or prevention of further injury or serious damage to another person or property.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

VIOLATIONS:

01 Affirmatively Promoting a Positive Public Image

Causing a scene in a restaurant when a discount on meals is not given. (NOTE: This may also be a conflict of interest, see Standard #07.)

Consistent complaints from the member's neighbors concerning the member's behavior as it relates to violations of the law.

Controversial conduct displayed on or off duty that brings public criticism and causes management or supervisory personnel to spend an atypical amount of time and management cost to investigate or respond to the criticism, including participating in disruptive or controversial protest demonstrations.

Becoming a member of any organization, association, movement or group that commits acts of force or violence to deny others their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means.

Knowingly associating with persons of immoral character, convicted felons or other persons who habitually commit violations of the law.

Failing to render proper salute to the United States flag and national anthem at appropriate times. Failing to identify self, badge, and identification card and number to any member of the public. (NOTE: This does not include identifying one's self if working undercover or when the member's safety would be endangered.)

Failing to keep equipment clean and in proper order, particularly when such equipment is exposed to public view.

Failing to present proper grooming, uniform or dress appearance while on duty or representing this department.

Failing to speak and/or act courteously to members of the public (e.g., failing to give badge number when requested to do so, not letting a violator(s) ask questions about points of law or about the nature of the offense).

Loud and crude language in front of the public when such language has a direct and detrimental impact on public image.

Public criticisms of departmental operations by the member when such actions cause the department to suffer the public's loss of faith, and the member is unable to provide substantial evidence that such actions were in the public's best interest.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Smoking or chewing smokeless tobacco while meeting the general public, particularly while in non-smoking areas, operating or riding in public vehicles.

Using profane or abusive language in front of members of the public.

Making derogatory comments about the department, management, or the city while on-duty or in such a manner that degrades the member's ability to positively represent the department and city.

02 Aiding Other Members

Establishing a pattern of habitually being unavailable or unable to respond to a request for assistance or to take a call.

Failing to self-initiate an immediate and appropriate response in an emergency situation where another comparably trained employee with similar job responsibilities would self-initiate an immediate response without waiting to be told to do so by a supervisor, peer or dispatcher.

Failing to participate as a backup for another member or the repeated dependence on another member to take the lead in potentially injurious or dangerous situations.

Failing to respond in a timely manner when a request for a backup is made by another member, particularly if the failure was due to an unauthorized absence from duty or being out of an assigned work area.

Through lack of self-preparation, failing to know enough about what is going on to do a job efficiently or effectively, or causing others to be inefficient or ineffective in the performance of duties.

03 Alcohol Use and Related Conduct

Alcohol consumption during assignments or authorized social events when the blood alcohol level exceeds the State's presumptive level for being under the influence of alcohol or the member's behavior indicates that the member is under the influence of alcohol.

Any unapproved consumption of alcohol while in uniform (on or off duty).

Consumption of alcohol off duty while on work standby and, if called out, not being able to report to duty without violating this standard, regarding alcohol use.

Reporting to or remaining on duty with the smell of an alcoholic beverage on one's breath or exhibiting erratic behavior that would indicate the member is under the influence of an alcoholic beverage or is suffering from a hangover.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

04 Maintaining an Acceptable Level of Availability for Work

All unauthorized absences.

Consistently scheduling personal appointments that coincide with scheduled duty time.

Failing to attend a scheduled training course or being absent for any period of time from a scheduled training course without direct approval from appropriate authority.

Being late reporting for duty after receiving notice to correct; habitually unavailable--more so than the typical employee--for the assignment of overtime.

Time lost because of reporting to duty unfit or not ready for duty. This includes physical or mental unfitness and/or the failure to bring or wear necessary equipment or uniform.

Time lost doing work again because such work was not completed properly the first time.
Time lost sleeping, loafing or watching television during duty hours.

Time spent conducting personal business on work time.

Time spent correcting deficient work after receiving notice to improve.

Time spent on extended lunch or work break after receiving notice to correct.

05 Committing or Condoning Illegal or Forbidden Harassment

Observing or condoning through actions or inactions prohibited harassment by failing to properly report it to designated management authorities. This is particularly serious if a supervisor is found in violation.

A supervisor giving an unwarranted number of preferable or non-preferable job assignments or favorable or unfavorable considerations to a member with whom he/she has had or currently has a personal relationship.

Continually asking a member for dates even though the member has expressed no interest in starting or continuing a personal relationship.

Failing to demonstrate positive efforts to get along with a member of the opposite sex, another religion or other national origin or refusing to work with such members.

Inability to get along with members of another race, sex, religion or national origin, or refusing to work with such members.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Making slurs based on sex, race, religion, national origin, age, physical disabilities, sexual preference or ethnic background to or about members.

Posting derogatory graffiti, cartoons, or script on bulletin boards, chalkboards, walls, locker room, or vehicles, or failing to remove or arrange for the removal of such prohibited graffiti, cartoons, or illustrations.

06 Committing Unsafe Acts or Endangering Self or Others

All behaviors regulated or prohibited by specific guidelines, policies, procedures and practices of the Department that are designed to prohibit unnecessary risk to all persons.

Allowing untrained or inexperienced members or civilians to use equipment that has the potential for being damaged or for injuring any person.

Being assigned to assist as a backup and habitually failing to provide support or assistance in substantial evidence that the member is violating this standard.

Being on patrol, dispatch, or backup and failing to keep informed of events and circumstances developing during the shift that may affect the safety of the member(s) or others.

Failing or refusing to wear a seat belt and wear it properly.

Failing to drive defensively, resulting in a chargeable motor vehicle accident, or nearly causing a motor vehicle accident or in the department receiving a substantiated complaint.

Failing to notify the dispatcher of member's location, particularly on a traffic stop or encounter with a suspicious person.

Failing to provide known information or withholding information that results in another member or person being injured or subjected to an unnecessary safety or health risk.

Failing to report damage or dysfunctional equipment that may endanger self or others.

Handling, aiming, firing, unloading or loading a weapon contrary to established policies or procedures (includes accidental discharges of firearms, drawing weapons on citizens without lawful reason).

Horseplay (e.g., the use of equipment for purposes not specifically designed for or pranks that create the possibility of injury).

Leaving security doors open, ajar, or defeating the locking mechanism.

Leaving a weapon or potential weapon unsecured or improperly stored.

Making one's self unavailable for duty (e.g., leaving the station without notifying the dispatcher and

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

immediate supervisor, not answering a radio when called, or unplugging the telephone to avoid taking a call, consistently taking longer than normal comfort breaks).

Purposefully going out of service (e.g., not answering a radio when called, unplugging the telephone to avoid taking a call, logging out of service) when substantial evidence indicates another member or person needs assistance.

Unauthorized as well as unnecessary divulging of information, communications, or correspondence that identifies or suggests the identification of an informant or undercover member of this agency or any other investigative official.

Unsafe and/or improper handling of equipment that carries a reasonable risk of endangering persons or property.

07 Conflicts of Interest

Accepting gratuities from any business or person for performance or nonperformance of law enforcement duties, especially when the giver has a personal service to gain from providing the gratuities or where there is the potential for gaining a personal service. A gratuity may be accepted only if it is tendered absent of the recipient's solicitation and is done as a matter of standard practice or corporate policy by the tendering establishment.

Engaging in an illegal work slow-down, sit-down, or strike.

Failing to perform a duty because of personal interests (e.g., cite a relative, cite a member, investigate a case because of its incriminating effect on a friend, relative, etc.).

"Fixing" or attempting to have "fixed" a citation. (NOTE: A supervisor who uses discretion to recommend a citation that was written contrary to departmental policies be voided is not violating this standard, provided the facts are properly documented in accordance with departmental policy and the member violating the policy is properly notified and sanctioned.)

Giving out unauthorized information or information in violation of policy to any person (e.g., news media, attorneys, bondsmen, parents, patients).

Incurring financial liability or obligations for the department without job authority or written permission to do so.

Owning a business in whole or part that provides a service or product that conflicts with or jeopardizes the mission, goals or objectives of the department.

Providing bail or acting as principal or surety on any bail bond or bail bond application.

Performing a secondary job or private work while on duty (such as making business contacts, conducting follow-ups on outside work, delivering correspondence, selling).

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Substandard performance on duty and holding a secondary job is substantial evidence that the secondary job is a conflict of interest in part or in whole.

Providing a secondary employer or employees of a secondary employer with special governmental services or treatment.

Purchasing from or for a prisoner or giving or accepting gifts from or for a prisoner.

Recommending the private or professional services of an attorney, bondsman, wrecker driver, hospital, doctor, etc., to a citizen, victim or prisoner.

Releasing or providing access to administrative or public information and/or documents or records without complying with established administrative procedures or laws governing the release or controlled release of such information.

Soliciting for any purpose on public premises without proper authorization.

Soliciting or accepting rewards for performance of service.

Supervisors who place themselves in a financial obligation to a subordinate violate this standard if the subordinate attempts to use such circumstances to gain special favors.

Using information gained from professional duties for personal gain.

Using one's position as entrance into places of amusement, for free meals, drinks or other gratuities.

Holding public office or being a member of any board or commission that regulates, controls or has review power over the member's position.

Working for an individual or establishment that has a community or departmental reputation for violence, crime, vice, illegal drug trafficking, or an establishment that holds a liquor license for on premises consumption of alcohol and the primary business purpose is serving alcohol.

Using or attempting to use police authority to resolve a personal conflict.

Developing or attempting to develop a personal relationship with a victim or suspect from an official contact with the person.

08 Cooperation with Members and Other Officials

Failing to seek affirmative ways to establish a working relationship with a department member or a member of another organization when such failure results in ineffective, inefficient or unsafe performance of the member's duties and responsibilities.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Failing to seek affirmative ways to establish a working relationship or share work-related information with a member of another section, division, bureau or work unit when such failure results in ineffective, inefficient, or unsafe performance of any member's duties and responsibilities.

Refusing to turn over a scene or incident to another agency that has greater or more appropriate jurisdiction.

Refusing to turn over care of an injury victim to certified emergency medical personnel when no substantial evidence exists to doubt the personnel's ability to handle the victim competently.

Threatening, intimidating, coercing or interfering with the work performance of another.

09 Supervisors Will Display Respect Toward Subordinate-Ranked Personnel

Criticisms directed at the member and not the member's performance or performance results (e.g., "there is no place in public service for your kind," etc.).

Failing to find a private place to speak with a member about performance problems or criticizing the member or the member's performance in front of others who have no need to know about the problem.

Gossiping or condoning the continued gossip of others about a member to other members or supervisors.

Having a problem with a subordinate and failing to go directly to the subordinate and address the problem, but rather having someone else convey dissatisfaction with the subordinate's performance.

Supervisor who consistently admonishes a subordinate without having full knowledge of a situation or circumstances of the situation or problem.

Using group meetings to criticize other members. (NOTE: This does not prohibit discussing important information of a performance nature when others at the meeting need to know the information to perform their jobs.)

10 Discriminating or Establishing Patterns of Discrimination in the Performance of Duties

Not patrolling in select neighborhoods compared to other members responsible for patrol of a particular neighborhood provides substantial evidence that this standard is being violated.

Taking sides in a dispute among citizens, witnesses or members of other departments.

The enforcement activities of an officer when compared to the typical activities of the department show a disproportional impact on a specific demographic group or against a specific individual or group of individuals.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Making official decisions or taking actions that are primarily motivated by one of the factors indicated in this standard.

11 Dishonesty or Untruthfulness

Conducting a performance evaluation in a manner that does not comply with the policies governing performance evaluations or does not comply with the spirit or intent of the evaluation process.

Covering up or purposefully failing to report damage or loss of equipment.

Failing to conduct a professional investigation which results in an innocent person being prosecuted. (NOTE: This may also be a violation of STANDARD #12, Competency.)

Falsifying a job application, activity records, activity reports, attendance records, certification records, public documents, etc.

Falsifying a sick leave report, worker's compensation or accident claim.

Falsifying any report in part or whole or failing to provide a complete and accurate report or account when it is evident to a reasonable and prudent person that a complete report would lead to a different conclusion.

Giving untruthful or misleading statements or partial truths during a legal proceeding, agency investigation, or administrative proceeding.

Intentionally claiming higher than appropriate damage to property on an official report to boost higher insurance payments. (NOTE: When intent is not an element, this behavior is an example of STANDARD #12, Competency.)

Making untruthful or misleading statements or partial truths about any employee, supervisor, command staff or their operations.

Providing citizens with misleading or false information to avoid performance of duties or delivery of an expected service.

Removing or destroying any report, document or record without proper authorization.

Requesting others change or withdraw a report or notice, or causing the delay of any official communications.

12 Displaying Competent Performance and Achieving Competent Performance Results

A regular member having to be repeatedly told how to do the routine tasks of the job.

Failing to take corrective action, and/or submit a written report to a supervisor when learning of a

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

violation of these standards of conduct, the Civil Service Commission's Rules and Regulations, North Little Rock City Ordinances, or laws of the State of Arkansas or United States by any member of the police department.

A supervisor failing to correct a subordinate's infraction when such infraction is first made known or when the supervisor could have been expected by management to be aware of the problem.

Accepting and/or reporting information related to duties as true or factual without taking reasonable steps to verify the correctness and accuracy of the information.

Consistent failure to appear in full uniform.

Consistent failure to enter accurate report data on reports or into information storage files.

Consistent failure to pass regular qualifying exams or tests within the established time periods (e.g., firearms, knowledge of policies or procedures, certification examinations).

Consistent inability to comprehend or understand supervisory instructions, explanations, or directions for work performance through the normal communication channels or communications flow of the department.

Consistently taking work breaks at times when this fails to promote the most effective and efficient flow of work.

Consistently failing to achieve a minimum level of typical productivity on assigned tasks or management's chosen priority work tasks for the member or the members of the work unit.

Failing to conduct a performance evaluation according to procedure if the failure is not due to actual or constructive intent (i.e., an act of insubordination).

Failing to demonstrate competent performance results on any assigned or assumed duty or task after receiving comparable training and experience as the typical member.

Habitually making the same types of mistakes and being defensive about accepting constructive criticism of performance.

Lacking purposeful intent, a member who consistently fails to respond to calls in a normal and timely manner displays incompetency in the ability to manage autonomous work time and work loads.

Losing temper or composure and overreacting to another's verbal comments.

Not being equipped with proper tools, forms or equipment to perform expected ob duties and tasks when such items are available.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Failing to complete reports when necessary information is available, after receiving notice to correct.

Taking frustrations out on others or failing to prevent such frustrations from leading to injury or damage to persons or property.

Failing to appear for hearings or trials without good cause and without giving advance notice to the appropriate officer of the court.

13 Establishing Patterns of Absenteeism

Absences beginning or ending with specific shifts or time periods (e.g., preceding holidays, sports events, seasonal events).

Absences of short duration (less than 3 days) due to alleged sickness that are attached to scheduled days off or other scheduled absences.

Consistent use of sick leave days soon after leave time is earned.

Establishing a pattern of scheduling doctor's appointments during busy or critical times without displaying substantial written evidence that other times could not have been more appropriately arranged.

Use of sick leave at a rate that consistently leaves the employee at or near zero (less than 16 hours.)

14 Physical and Mental Readiness to Perform Primary Duties and Tasks

Behavior that would lead a reasonable person to suspect that the member's mental ability, attitude, or demeanor are atypical (e.g., hostile or offensive behavior, profuse anger beyond normal agitation).

Excessive use of sick leave or time off taken due to illness or injury is direct evidence of the member's unreadiness to assume the duties, tasks and performances of the job.

Failing to pass any test or examination (e.g., fitness, drug, psychological) that is directly associated with the nature of the member's job tasks is substantial evidence of a state of unreadiness to assume the duties and responsibilities of the member's position.

Failing to perform an assigned task, followed by an investigation into the matter that reveals a lack of physical or mental readiness. This is substantial evidence of a violation of this standard.

Sleeping on duty. (NOTE: Acts of this nature usually violate other rules; e.g., Standard #04, Maintaining Availability for Work; Standard #16 Insubordination.)

15 Giving a Full Day's Work for a Full Day's Pay

Acting or behaving in such a manner that it unnecessarily disrupts the member's own performance

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

or the performances of other members of the work force.

An analysis of a member's work record showing an established pattern of work productivity or non-productivity that is consistently associated with specific periods of time.

Consistently taking a longer than normal time on a task or job assignment which results in others having to handle the extra work load thereby "milking" the job to avoid carrying a fair share of the work load.

Failing to commence productive work at the beginning of the shift or stopping productive work prior to the end of the shift.

Failing to immediately resume normal duties after completing a call, normal break or other assigned detail (e.g., continuing to hang around for an additional period of time).

Consistently failing to self-initiate designated priority work during time not committed to demand tasks (e.g., dispatched calls, supervisory requests for sudden need-to-do work).

Nonproductive work period grouped around pay days; the last day of the work week; the first day back from normal weekly time off; days preceding, following or in between holidays, etc.

Parking or hiding in out-of-the-way locations avoiding the public when not on declared surveillance. (NOTE: Declared surveillance means the surveillance was prearranged with the supervisor or the dispatcher has been notified.)

Productivity patterns that are grouped around the first hours of the work day with the rest of the work period showing significantly declining work output.

Spending an atypical amount of time at the station, leaving the field work for others to do.

Spending an atypical amount of time out of the station, leaving the in-station work for others to do.

The habitual nonproductive member who consistently performs substandard work or performs below expectations, or the member who works "hot" for a month or two and then works "cold" for a month or two.

16 Insubordination

Being absent without leave (AWOL) for a scheduled reporting time or from an assigned duty. (NOTE: See Standard #4 for a nonexclusive listing of examples that constitute AWOL.)

Deliberate defying of management's legitimate exercise of its rights.

Inciting others to react negatively to a lawful management directive or criticizing management's decisions behind management's back, causing disruption of the work force or creating a substantial risk of disrupting the work of another or affecting morale of others.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Leaving an assignment or assigned duty area without permission of the supervisor in charge.

Not responding to a call or delaying response to a call for service.

Refusal to accept (directly or constructively) management's lawful directives or decisions. (NOTE: This standard does not require that the member agree with management's directives; however, it does require that members comply.)

Refusing to comply positively (directly or constructively) with the lawful rules, policies, procedures, practices or directives of management.

Refusing to follow the requirements for the use of light duty or sick leave (NOTE: If sick leave is abused, the employee may expect to face departmental charges as well as criminal charges for theft in public office.)

Refusing to perform assigned work duties or tasks for the position being held.

Refusing to perform the assigned work duties or tasks performed by the typical member in like or similar positions.

Refusing to report to a place of duty at the designated time and location.

Refusing to sign a performance evaluation review.

Refusing to submit to a lawful examination of body fluids or a chemical test when directed to do so by a supervisor.

Refusing to subordinate personal preferences to a supervisor's lawful directives or work instructions.

Refusing to turn in a report as specifically directed to do so by a supervisor or by a member in a superior-ranked position.

Refusing to work reasonable amounts of overtime or refusing to work overtime in an emergency situation. (NOTE: Having an established pattern of sick use that includes suddenly calling in sick prior to such assignments is substantial evidence of a violation of this rule.)

Repeatedly being unreachable or unavailable for call-out when given standby notice.

Habitually asking for specific clarification of rules or directives that has the effect of slowing down work or frustrating supervisors or other members of the work unit. (NOTE: If circumstances indicate other conditions, Standard #12 may be used.)

Continued criticism about the department and/or management without attempting to address the grievance through the chain of command or after the matter has been considered by management

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

and a decision rendered.

17 Knowing, Observing, and Obeying All Directives, Rules, Policies, Procedures, Practices and Traditions

Consistently failing to know information in operational manuals, files, and agency directives. Being the member who consistently gives the excuse, "I did not know it or see it," when no such problem exists for other members.

Establishing a pattern of deviation from directives that is significantly different from the compliance rates of other members.

Failing to care for or protect the rights of all prisoners whether such prisoners are in the member's custody or the custody of others when it is known or should be known that such rights are not being observed by others.

Habitually challenging and/or deviating from policies, procedures, or practices without providing objective and documented facts (in written form) to support justification for such challenge and/or deviation.

18 Lawful, Civil, and Professional Conduct

Committing an unlawful search, seizure, or detention of another person or person's property.

Committing non-exempted infractions of traffic codes (e.g., driving over the speed limit, failing to observe traffic control devices, parking in unauthorized locations, failing to wear seat belts, etc.).

Inflicting punishment or mistreatment (includes both physical and mental) upon a prisoner or person in custody or detention.

Inflicting punishment or mistreatment (includes both physical and mental) upon any member of the public.

Non-exempted violations of any local, state, or federal criminal or civil codes or ordinances.

Refusing to or failing to protect a prisoner's well-established civil rights when such need is made known or would have been known by a competent officer.

Unprivileged publication of a false statement intending to harm the reputation of another member of this agency or any person in general (verbal or written).

Using excessive force to hold, effect an apprehension, arrest or detain any person.

Using any firearm that is unauthorized by policies or procedures or using any authorized firearm in a manner that is not authorized by policy or procedures.

Uniform Standards of Conduct Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

Using prohibited devices, procedures, tactics or techniques to effect a holding, apprehension, arrest or detention of another. Members will be acting out of color of office without agency protection from civil liability in such independent actions.

Intentional use of false accusations to arrest and incarcerate a person.

19 Courteous and Respectful Behavior Toward Positions of Authority

Failure to address a superior-ranked member by title after being instructed to do so, particularly while in public.

Failing to follow the designated chain of command to achieve work goals, objectives, mission or otherwise resolve individual work-related differences. (NOTE: Does not apply when the person in the member's chain of command is violating the member's civil rights.)

Failing to keep a superior in the direct line of supervision informed of pertinent information that affects or has the probability of affecting the effectiveness, efficiency or safety of any member, including self.

Using abusive language or gestures at, toward, or about a superior-ranked member. This is particularly serious if committed in the presence of other members or made known to other members or to members of the public.

20 Use of or Unlawful Possession or Sale of Illegal or Unauthorized Drugs

Involvement, either directly or indirectly, in the sale or distribution of any illegal drug, substance of abuse or related paraphernalia.

Not being able to account (through proper documentation) for any drug or substance handled by the member.

Possession of illegal drug or substances of abuse or using a substance in an abusive manner.

Reporting to duty or remaining on duty while displaying erratic behavior or actions that would lead a reasonable and prudent supervisor to believe the member was under the influence of drugs or medication.

The continued taking of a prescribed drug once the medical reason is no longer valid.

Use or possession of any unapproved drugs while on duty.

Uniform Standards of Conduct
Non-Exclusionary Listing of Violations

IMPORTANT NOTICE. MEMBERS MUST READ: By providing these examples, management does not intend to create an exclusive listing of all possible examples of violations of its standards. Examples are used to promote the connotative meaning of standards and other examples may apply. Standards and examples are subject to periodic change as deemed necessary by management.

21 Use and Care of Property and Equipment

Failing to avoid damaging equipment or purposefully damaging equipment.

Failing to perform routine and regular maintenance on assigned equipment.

Failing to report damaged or dysfunctional equipment. (NOTE: If the failure to report results in injury or high-risk danger to another person or self, Standard #6 is the more appropriate charge.)

Leaving a departmental vehicle running and unsecured.

Misuse of radios by transmitting slang or other non-official communications.

Private use of equipment without the approval of appropriate supervisory personnel.

Purposefully disabling or damaging equipment, or allowing equipment to be used by another without authorized cause.

Testing or using equipment in an unauthorized manner that results in damage.

Use of another's equipment without gaining the other member's prior approval.

Using a badge or credentials that represent the department to gain free admission or privileges into any public or private gathering, event or establishment.

Using special or restricted equipment without gaining proper supervisory authorization.