



## COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

<b>TITLE: RULES OF CONDUCT</b>	<b>GENERAL ORDER NUMBER: 500</b>
<b>REFERENCES: M.S. §§ 10A.074, 471.895, 609.344, 609.345, 6700.1600; General Order 401; General Order 404; MN Board of Peace Officers Standards and Training (POST) Policies</b>	<b>EFFECTIVE DATE: 06/01/2016</b>
<b>ATTACHMENTS: <a href="#">Attachment A</a> – Smoke Free Workplace Policy</b>	
<b>REVIEW DATE: 01/01/2019</b>	<b>DISTRIBUTION: A</b>

These rules of conduct are intended as a guideline for employees, setting forth the high standards of integrity, trust, morality, and ethical behavior demanded from all employees of the Columbia Heights Police Department. Licensed personnel shall comply with the POST Board policies regarding conduct of peace officers referenced in this General Order. All personnel shall also comply with the Columbia Heights Police Department Rules of Conduct described in this General Order.

### 500:1 Definitions

- Allegations  
Reports of interpersonal associations with offenders that are said to have happened, but have not yet been verified. An allegation includes information or rumors that employees have heard from either offenders or other employees.
- Current Criminal Offender  
Any person currently housed in a jail facility as a result of an action in federal court, or who is serving a felony sentence, or any person who is currently under indictment for a felonious offense.
- Family Members  
Family members include the offender's spouse, the parents/step parents, children/stepchildren, brothers, or sisters of the offender.
- Former Felony Offender  
Individuals who, after being convicted of a felony and are serving to expiration of their sentences, have been discharged from supervised release, parole, probation, or from a facility for less than two years.
- Interpersonal Association  
Includes any interaction with current or former offenders other than as required by departmental work assignments, including but not limited to, sexual, financial, business, or personal relationships, regardless of whether the association existed before, during, or after the current or former offender's incarceration or release. An occurrence of momentary, coincidental contact while in a public place shall not be deemed as an interpersonal association.

**500:1 Rules of Conduct****500:1-1 Conduct**

Employees of the Department shall conduct themselves at all times in a manner that exemplifies high standards of integrity, trust, morality, and ethical behavior.

**500:1-2 Conduct Unbecoming an Employee**

Employees, on duty or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior. The following shall constitute conduct unbecoming an employee:

- Violating their oath;
- Violating the City of Columbia Heights Personnel Rules and Regulations;
- Violating any rules or regulations, general orders, policies, or procedures of this Department;
- Committing a crime punishable under the law, statute, or local ordinance;
- Committing acts of moral turpitude; or
- Committing other acts of misconduct that may discredit the Department.

**500:1-3 Conformance to Law**

Employees shall obey all laws of the United States, and any local and state jurisdiction in which they are present. Employees shall report to their shift supervisor or the Captain or Chief within twenty-four (24) hours, or prior to reporting to work, if they are arrested, cited, or charged by complaint for a crime punishable under the law, statute, or local ordinance, excluding parking or traffic violations other than DUI.

**500:1-4 Judgment**

Employees shall use good judgment in carrying out their duties and responsibilities. Employees need to weigh the consequences of their actions.

**500:1-5 Reports**

Employees shall complete and submit all necessary reports, consistent with divisional policy, before going off duty, or at the

discretion of the shift supervisor. Reports submitted by employees shall be truthful. No employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

**500:1-6 Securing Property and Evidence**

Property or evidence that has been discovered, gathered, or received in connection with official duties shall be properly inventoried and secured consistent with department policy before going off duty.

**500:1-7 Mishandling Property and Evidence**

Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence relating to an investigation or other law enforcement action, except in accordance with established Department procedures.

**500:1-8 Duties Outside the City of Columbia Heights Jurisdiction**

Officers on duty outside the City of Columbia Heights shall take only necessary job related law enforcement actions unless authorized by their supervisor, or when exigent circumstances are present which requires immediate action.

**500:1-9 Keeping Supervisors Informed**

Employees shall keep their supervisors informed of any activity that may affect the well-being of the Columbia Heights Police Department or the community.

**500:1-10 Use of Tobacco**

It is the belief of the Columbia Heights Police Department that physical and mental wellness is critical to the health and success of all employees. It is the goal of the Columbia Heights Police Department to create a culture and atmosphere that encourages a healthy lifestyle through education, activities, and opportunity.

- Police Department employees are strongly encouraged to refrain from using any tobacco product at all times.

- Use of any tobacco product is prohibited by all department employees in all buildings, on any property and vehicles owned or leased by the City of Columbia Heights.

**500:1-11 Court Appearance**

Work related appearances at a court or quasi-judicial hearing as required by subpoena are duty assignments. Permission to be excused shall be obtained from the judicial officer who issued the subpoena, or other competent court official. When appearing in court, either the uniform or non-uniform clothing indicated in General Order 404 shall be worn. Employees shall avoid any comments or mannerisms that might imply disrespect to the court.

**500:1-12 Citizens in Police Cars**

No person shall be allowed to ride in Department vehicles, except:

- In the performance of the officer's duty; or
- In conformance with an authorized *Ride-Along* program.
- As authorized by the supervisor or in accordance with the vehicle take-home policy.

**500:1-13 Accountability**

Employees shall be held accountable for adhering to established practices as presented through authorized training, and as set forth in the Department policy manual.

**500:2 Reporting-for-Duty Issues**

**500:2-1 Reporting for Duty**

Employees shall report for duty at the time and location required by assignment or orders. They shall be in the appropriate uniform or non-uniform attire, and properly equipped. All Officers working uniform patrol duties shall wear body armor. Employees shall stay up to date on information pertaining to their assigned duties.

**500:2-2 Reporting Fit for Duty**

Employees shall report in a condition fit for duty to perform such tasks as assigned or required. "Fit for duty" shall include, but are not limited to, the following:

- Properly groomed and bathed;
- Adequate rest;
- Proper uniform of the day;
- Chemical free (alcohol/drugs); and
- Medically, physically, and psychologically fit to perform assigned duties.

**500:2-3 Reporting Use of Sick Leave**

An employee using sick leave shall report as soon as practicable their absence to the shift supervisor. Employees shall provide their supervisor with regular status updates, and an expected return to duty date.

**500:2-4 Falsifying Sickness or Injury Reports**

Employees shall only use sick leave for illness or injury. Employees shall not falsely report themselves ill or injured, or otherwise deceive any official of the Department as to the condition of their health.

**500:2-5 Certificate from Physician for Illness or Injury**

An employee absent from duty because of sickness or injury in excess of three (3) consecutive days may have to provide a document from the attending physician, if required by the shift supervisor. The document shall state when the physician was called to attend the case, the cause of the sickness or injury, and the number of visits since last report. Sickness or injury for periods shorter than three (3) consecutive days may require documentation from a physician, should a shift supervisor find extenuating circumstances.

**500:2-6 Returning to Work Following Medical Attention**

Employees missing work due to on-duty or off-duty injuries or medical conditions may be required to see a medical authority designated by the Department prior to returning to work to determine their medical fitness to perform all the duties to which they are assigned. Employees shall obtain and take copies of all relevant medical reports to the appointment with the Department's medical authority. Employees may also be required to present documentation from their private physician.

**500:2-7 Absence from Duty**

An employee who fails to report for duty at the date, time, and location scheduled without proper authority is "absent without leave." Any supervisor aware of such absence shall report it in writing to the Captain.

**500:2-8 Unexplained Absence**

Employees with an unexplained absence in excess of three (3) consecutive days shall be deemed to have voluntarily resigned.

**500:2-9 Change of Residence & Contact Information**

Employees shall report any change in residence to the Office Manager in advance of the move, or as soon as possible thereafter. If the employee's mailing address is a post office box or mail route box, the employee shall provide a street address or written directions to the residence. Employees shall maintain current address and contact information (i.e. phone number, e-mail, text number) and shall report any change as soon as possible.

**500:2-10 Telephone**

Employees shall maintain a telephone, and shall immediately report to the Office Manager any change of telephone number.

**500:2-11 On-Duty Availability**

Employees, while on duty or on call, shall be available by normal communications, or shall keep the Department or supervisor informed of the means by which they may be reached.

Employees on duty shall not conceal themselves, except for some law enforcement purpose.

When the need arises for the police department to fill required shifts in an emergency or short notice situation, the One Call Now Op Memo shall be followed.

**500:2-12 Disaster Response/Emergency Duty**

Off-duty employees, after caring for the needs of their immediate families, shall contact the Department to determine reporting responsibilities in the event of a major disaster.

In the event of a major disaster or emergency situation, inability of the Department to notify each off-duty employee does not excuse any employee from reporting for disaster duty.

**500:2-13 Emergency Duty**

Employees of the Department while on scheduled time off are subject to recall to duty by a supervisor. Off-duty employees shall report for duty immediately upon receipt of the notification, and comply with instructions given at the time of communication.

**500:3 Work Ethics****500:3-1 Sleeping on Duty**

Employees shall not sleep while on duty. Employees having difficulty staying awake shall report to their supervisor, who will determine the proper course of action.

**500:3-2 Authorized Breaks**

Employees shall have the ability to quickly respond to emergency calls while on break.

**500:3-3 Loitering**

Employees shall not loiter in restaurants, offices, or other public or private locations. Employees shall not give the appearance of spending excessive non-productive time while on duty.

**500:3-4 Duty Activity**

Employees shall remain accountable for their on-duty time.

**500:3-5 Shopping in Uniform**

Employees shall not do personal shopping, bartering, or trading while in uniform except for short personnel breaks to obtain food or refreshments at area retail vendors.

**500:3-6 Unsatisfactory Performance**

Employees shall maintain sufficient competency to effectively and efficiently perform the duties and responsibilities of their positions.

Incompetence and unsatisfactory performance may include, but not be limited to:

- A lack of knowledge of the application of laws required to be enforced;
- An unwillingness or inability to perform assigned tasks;
- A failure to conform to work standards established for the employee's rank, grade, or position;
- Neglect of duty;
- A failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention;
- Absence without leave; or
- A written record of repeated infractions of rules, regulations, directives, or orders of the Department, and repeated poor evaluations.

**500:3-7 Alcohol/Drugs in Department Facilities**

Employees shall not store or bring into any facility or vehicle under the control of the Department, alcoholic beverages, controlled substances, or hallucinogens, except when such items are held as evidence or in accordance with an assignment, or while acting under proper and specific orders from a supervisor. Evidence shall include found property items and items to be destroyed. Prescription medications in appropriate containers are allowed.

**500:3-8 Possession and Use of Drugs**

Employees shall not possess, store, or use any controlled substances, narcotics, or hallucinogens, except when prescribed by a licensed medical authority.

**500:3-9 Use of Alcohol On Duty or in Uniform**

Employees shall not be under the influence of intoxicants, or with an odor of intoxicants on their breath while on duty. Employees shall not consume intoxicating beverages while in uniform or on duty, except in accordance with an assignment, and while acting under proper and specific orders from a supervisor.

**500:3-10 Truthfulness**

Employees shall be truthful whether under oath or not, except when deception is used to accomplish a law enforcement purpose. Employees shall not make false statements in conjunction with official duties or investigations.

**500:3-11 Gifts, Gratuities, and Rewards**

Only the city council, on behalf of the Chief, is authorized to accept items donated to the Department.

- Accepting or Soliciting Gifts:

Employees of the Department, individually or collectively, shall not solicit or accept rewards for performance of duties, nor seek or solicit letters of commendation, nor accept gratuities or gifts of any kind. Employees shall not collect or accept reward money or other considerations for services rendered in the line of duty.

Employees are reminded that Minnesota Statutes § 471.895, Subdivision 2 states "*a local official may not accept a gift from an interested person.*" 'Interested person' is defined in Minnesota Statutes § 471.895, Subdivision 1, (c) as "*a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.*" Gift is defined in Minnesota Statutes § 10A.074, Subdivision 1, (b) as

*"money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return."*

- **Fees and Compensation:**  
Department employees shall not accept any fees or compensation from any person, business, or organization, except when such fees and compensations are specifically provided and authorized by law.
- **Notification and Handling:**  
Employees shall not retain an unauthorized gift, gratuity, loan, fee, reward, or any item of value. Unauthorized gifts shall be forwarded to the Chief together with a written report providing specifics as to the donation.

**500:3-12 Abuse of Position**

Employees shall not use their position, identification cards, business cards, or badges:

- For personal or financial gain;
- For the benefit of others;
- For obtaining privileges not otherwise available to them, except in the performance of duty; or
- For avoiding consequences of illegal acts.

**500:3-13 Abuse of Process**

Employees shall not falsely accuse persons of a criminal or traffic violation.

**500:3-14 Endorsements and Referrals**

Employees shall not authorize the use of their identity as a Department employee (i.e. name, photograph, or title) in connection with testimonials or advertisements of any commodity or commercial enterprise without the written approval of the Chief.

Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or

procurement of a particular product, professional service, or commercial service such as an attorney, ambulance service, towing service, bonding company, or mortician.

In the case of an ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established Department procedures.

**500:3-15 Associations**

The Columbia Heights Police Department is committed to maintaining a credible and trustful relationship with the community.

Employees shall maintain a professional association with, and a personal detachment from current criminal offenders or former felony offenders. Employees shall not initiate or maintain any interpersonal association with current criminal offenders, or with known former felony offenders of any jurisdiction unless specifically approved of by the Chief.

The Columbia Heights Police Department shall investigate all allegations of improper or unapproved relationships between Department employees and current criminal offenders or former felony offenders.

Employees who have or may initiate relationships with family members of offenders or former offenders are encouraged to make such relationships known to the Chief.

**500.3-15.2 Procedures: Disclosure**

A. New Employees

1. Candidates being considered for employment with the Columbia Heights Police Department, after completing their interviews and as part of their background packet, shall be asked to provide information regarding the candidate's interpersonal associations with any current criminal or former felony offender.

2. The Chief shall determine whether the interpersonal association constitutes a hazard to the security of the Department, or to the safety of employees. If such a relationship exists and is deemed to be a hazard, the candidate shall not be selected for employment.

3. A candidate who knowingly fails to report an interpersonal association and is subsequently hired may be discharged from employment upon discovery of the association.

#### B. Current Employees

1. Employees who become aware that they have an interpersonal association with a current criminal or former felony offender of this or any other jurisdiction must immediately report it in writing to their shift supervisor. The shift supervisor shall forward the report to the Chief for review.

2. Employees shall not divulge or provide any home telephone numbers, addresses, or other personal information to current criminal or former felony offenders regarding themselves or other employees without the approval of the Chief.

3. Giving or accepting gifts, articles or special favors to or from current criminal or former felony offenders or their families are a violation of this policy. Any attempt on the part of any current criminal or former felony offenders or their families to visit, write, or otherwise communicate or send gifts to an employee shall be immediately reported in writing to the Chief.

4. Employees wishing to establish, encourage, or maintain an interpersonal association with current criminal or former felony offenders shall submit a written request to the Chief.

a) Requests shall specify the type of association the employee wishes to establish, the duration of the relationship, and the name of the current or former offender.

b) The Chief shall either approve or deny the request in writing.

c) Any change or intent to change the association shall be immediately reported in writing to the Chief.

d) An employee who fails to report an interpersonal association may be disciplined. Discipline may include discharge from employment.

#### **500:3-15.3 Procedures: Reporting**

A. Any employee who receives information concerning, or is aware of an interpersonal association between an employee and an offender or former offender, shall immediately inform the Chief. Such information may include rumors from staff or offenders.

B. The Chief or his designee shall gather basic information from the reporting party, and shall forward, in the case of the designee, a written report to the Chief who shall assign the report for official investigation.

C. Failure to report information about inappropriate interpersonal associations shall result in disciplinary action, up to and including discharge from employment.

#### **500:3-15.4 Procedures: Investigation**

Upon receipt of a complaint of a violation of this policy, the Chief shall direct an investigation of the allegations. The investigation shall be completed within twenty-eight (28) calendar days. If necessary, and based upon the recommendations of the investigator, the Chief may expand the investigation time frame. The investigation shall be completed, even if the accused employee resigns during the investigation.

**500:3-16 Criminal Organizations**

Employees shall not associate with any organization that attempts to achieve its goals by advocating the use of criminal activity.

**500:3-17 Dissemination of Information**

Public and private information shall be disseminated in accordance with the Minnesota Government Data Practices Act and Department policy (General Order 900).

Employees may remove or copy official records or reports from this Department only in accordance with established Department procedures. Original records or copies may not be stored or retained off the employer's site unless specific to a court ordered proceeding. Records belong to the city of Columbia Heights, and any misuse or improper dissemination is a violation of Department policy. Employees shall not divulge the identity of persons giving confidential information, except as authorized by proper authority.

**500:3-18 Interference with the Criminal Justice System**

Employees shall not interfere with cases being handled by other employees of the Department, or by other governmental agencies unless:

- They are ordered to intervene by a supervisor; or
- The intervening employee has sufficient reason to believe that an injustice would result from failure to take immediate action.

Employees shall not interfere with the proper administration of criminal justice, except where an injustice might otherwise occur. Employees shall not attempt to have any traffic citations, notices to appear, or final warnings reduced, voided, or stricken from records or files. Any employee having knowledge of such action and failing to inform

his/her superior officer thereof shall be subject to discipline.

**500:3-19 Seeking Influence**

No employee shall attempt to unduly influence or intervene on behalf of himself or herself, or any other person or organization for purpose of promotion, advantage, transfer, or advancement.

**500:3-20 Buying or Selling Property**

Employees are prohibited from buying, selling, or receiving as a gift anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case that has come to his/her attention, or that arose out of his/her Department employment. This does not prohibit employees from normally conducting business with local vendors or engaging in the normal exchange of gifts with relatives or friends just because those vendors, relatives, or friends may have had contact with this Department as part of a prior investigation.

**500:3-21 Retaining Information**

Employees with knowledge of facts or information relative to any criminal offense shall not hold secret this information for ulterior motive, or for personal credit. Employees shall report and file the facts or information in accordance with Department procedure. No employee shall, for personal purpose, sell or retain in their personal possession any Department pictures, reproductions, diagrams, daily logs, accident reports, or information that is evidence or official Department business, except where authorized by the shift supervisor.

**500:3-22 Personal Investigation**

Employees shall not undertake any investigation or other official action not part of their regular duties without supervisory approval, unless the exigencies of the situation require immediate police action.

**500:3-23 Relationships with Persons in Custody**

Employees shall not engage in any of the following activities with persons who are in their custody, except as necessary for the performance of authorized Department duties:

- Criminal Sexual Conduct, as defined by Minnesota Statutes §§ 609.344, 609.345;
- Sexually explicit or suggestive jokes;
- Sexually oriented dialogue;
- Intervening in any official or legal processes on behalf of persons in custody;
- Giving gifts to, or receiving gifts from, persons in custody regardless of the value;
- Provision of any personal information about any employee of the Department;
- Provision of personal letters, telephone numbers, e-mail addresses, or photographs of any employee, employee's relative, or employee's friend.

Employees working in the jail facility shall not engage in any of the following additional behaviors with persons in custody:

- Granting of special requests or favors;
- Allowing any person in custody to be in an unauthorized area, or away from an assigned area;
- Accepting personal phone calls;
- Making personal phone calls;
- Sharing food;
- Intervening in the personal affairs of the person(s) in custody.

**500:4 City Property****500:4-1 Use of Department Equipment**

Employees shall use Department equipment only for official business, in accordance with established Department procedures and training. They shall not intentionally abuse, damage, or lose Department equipment. Department equipment issued to employees shall be maintained in proper order. Employees shall safeguard against loss, theft, or damage to Department property in their possession. Conservation of resources shall be the responsibility of each employee.

**500:4-2 Loss or Damage to City Property**

Employees shall report loss or damage to any City property by submitting the appropriate form to a supervisor before the end of their shift. If City property is discovered lost or bearing damage that has not been reported, it shall be the responsibility of the employee discovering the loss or damage to report it.

**500:4-3 Possession of Keys**

Employees shall not possess keys to any business or commercial premises that they do not own, unless authorized by their shift supervisor. This shall not prohibit employees from possessing keys to a business or commercial premise where a personal relationship exists, and where the owner has given permission.

**500:4-4 Office Keys/Access Cards**

Employees shall not lend or give Department keys or access cards to any person who is not authorized to have such. Replacement or additional keys shall be handled by the shift supervisor. Lost keys or access cards shall be reported in accordance with departmental policy, and within twenty-four (24) hours to the shift supervisor through the chain of command.

**500:4-5 Operating Vehicles**

Employees on duty, or in authorized possession off-duty, shall operate Department vehicles in a cautious manner, and shall obey all laws and orders pertaining to such operation. Loss or suspension of any driving privilege on or off duty shall be reported to the shift supervisor within twenty-four (24) hours, or prior to reporting for duty.

**500:5 Public Relations****500:5-1 Courtesy**

Employees shall be courteous to the public, tactful in the performance of their duties, control their tempers, exercise the utmost patience and discretion, and shall not engage in argumentative discussions, even in the face of extreme provocation.

**500:5-2 Profane Language or Gestures**

In the performance of their duties, employees should avoid using coarse, violent, profane, or insolent language or gestures. Employees shall not express any prejudice concerning race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance, or national origin.

**500:5-3 Requests for Assistance**

When any person requests assistance or advice, or makes a complaint or report either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner. All such requests shall be acted upon consistent with established Department procedures.

**500:5-4 Response to Calls**

Employees of the Department shall respond without delay to all calls for assistance. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws.

**500:5-5 Treatment of Persons in Custody**

Employees shall not willfully violate any constitutional guarantees, laws, policies, or procedures regarding treatment of persons who are in their custody.

**500:5-6 Referral to an Elected Municipal Official**

No employee acting in their official capacity shall refer any citizen to an elected official for the purposes of filing a complaint. Employees are expected to take appropriate actions to address citizen complaint issues without referral outside the Department. This does not prohibit employees from making appropriate referrals to other state, county, municipal, or service agencies for the citizen's benefit.

**500:5-7 Employee Identification**

Employees conducting Department business shall provide their name to any person requesting that information, unless the withholding of such information is necessary for the performance of undercover law

enforcement duties, or authorized by a supervisor.

**500:5-8 Citizen Complaints**

Employees shall courteously and promptly explain to any citizen who wishes to file a complaint against an employee of the Department, the proper procedures for filing that complaint. Employees may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging the complaint. Employees shall follow established Department procedures for processing complaints outlined in section 501:2 of General Order 501, Complaint Handling and Investigation. If the employee is the subject of the complaint, the citizen shall be referred immediately to a supervisor. The employee shall then immediately notify a supervisor of the referral.

**500:6 Co-Worker Relations****500:6-1 Assistance to Other Employees**

Employees shall take appropriate action to aid an employee exposed to danger or impending danger. Every employee shall be respectful, considerate, and cooperative when dealing with other employees.

**500:6-2 Conduct Toward a Supervisor**

Every employee shall respect and promptly obey lawful orders of a supervisor regardless of division assignment. Employees shall not publicly criticize or make derogatory comments on orders received from a supervisor. This includes orders relayed from a supervisor by an officer of the same or lesser rank.

When in the presence of the public, employees shall address law enforcement supervisors, of this or another agency, by using their proper title. Individual supervisors may elect to advise personnel under their command of more informal rules when not in the presence of the public.

**500:6-3 Conduct Toward Subordinates**

Supervisors shall treat subordinates with respect. Supervisors shall not discipline or ridicule a subordinate in the presence of other persons. Any employee that feels that he/she has been injured or discredited by a supervisor through unreasonable, unjust, or arbitrary conduct including abusive language or gestures shall complain in writing through the chain of command, starting with the next step above the offending rank.

**500:6-4 Insubordination**

Employees shall not refuse or fail to obey a lawful order given by a supervisor. Ridiculing a supervisor, or his/her orders, whether in or out of their presence, constitutes insubordination. Disrespectful, rebellious, or abusive language or gestures toward a supervisor is insubordination.

**500:6-5 Conflicting Orders**

When receiving conflicting orders from a supervisor, other than from the employee's own division or current assignment, the employee shall notify their shift supervisor. If he/she is not available, the order shall be carried out and then reported to the employee's shift supervisor, informing him/her of the details.

**500:6-6 Illegal or Unethical Orders**

Employees shall not obey an order that they know or should know would require them to commit any illegal or unethical act. Employees shall request the issuing officer to clarify the order, or to confer with higher authority.

No commanding or supervisory officer shall knowingly issue an order that violates a statute, ordinance, departmental policy, or practice.

**500:7 Personal Conduct Off Duty****500:7-1 Employment Outside the Department**

No employee shall engage in any law enforcement work or private employment without the specific approval of the Chief.

Employees shall follow the directives regarding off-duty employment as set forth in General Order 401, Off-Duty Employment.

**500:7-2 Visiting Prohibited Establishments**

Employees shall not knowingly visit, enter, or frequent a location where statutes or ordinances are known or should have been known by the employee to be violated, except in accordance with assignment and while acting under proper and specific orders from a superior officer.

**500:7-3 Use of Alcohol Off Duty**

While off duty, employees shall refrain from consuming intoxicating beverages to the extent that it results in illegal, obnoxious or offensive behavior that discredits them or the Department, or renders the employee unfit to report for their next scheduled duty assignment.

**500:7-4 Gambling**

Employees shall not engage or participate in any form of illegal gambling; except in the performance of duty, and while acting under proper and specific orders from a supervisory officer. Employees shall not engage in legal gambling while on duty, except while acting under proper and specific orders.

**500:7-5 Payment of Debts**

The Department shall not be involved in any personal financial disputes, except as required by law. Employees shall not use their official position to collect, or attempt to reduce or extend any personal financial obligations.

**500:7-6 Off-Duty Service**

Off-duty officers shall perform necessary law enforcement action only when, in their best judgment, a law enforcement response is needed to maintain or preserve the public safety. Off-duty officers shall avoid becoming involved in neighborhood quarrels or disputes. These disputes shall be handled by disinterested persons or on-duty officers. Officers shall refrain from taking action outside their jurisdiction except where permitted under rule 500:1-8 of this General Order.

**500:8 Politics**

**500:8-1 Prohibited Political Activity**

An employee shall not:

- Use the authority of the Department or official title to compel any other employee of the City to take part in any political activity; or
- Engage in political activity during compensable hours of work, or while in uniform.

**500:8-2 Holding Political Office or Appointment**

An employee may be elected to and hold political office, or accept appointment while continuing in a City position. It shall be required, however, that the employee continues to fully and satisfactorily perform all of the duties and responsibilities of his/her position during assigned working hours. Upon election or appointment to a political or governmental office, an employee is required to immediately notify the Chief in writing.

If the appointing authority of the employee/office holder determines that the duties and obligations of the governmental office conflict with the proper discharge of the employee’s City responsibilities, or that a conflict of interest exists, separation or a leave of absence from City service will be required. Conflict of interest is not easily defined. While potential conflicts may be present under specific circumstances, each potential conflict shall be considered on a case-by-case basis.

**500:9 Violations**

**500:9-1 Disciplinary Action**

Disciplinary action or progressive disciplinary action for repeat offenses may be taken against employees for any of the following reasons:

- Violating one’s oath and trust by committing a crime punishable under federal law, state statute, or local ordinance;
- Violating the City of Columbia Heights Personnel Rules & Regulations;
- Violating any provision of the rules and regulations, general orders, or policies and procedures of the Columbia Heights Police Department; or
- Performing his/her duties incompetently.

**500:9-2 Convictions and Non-Convictions:**

An employee need not be convicted in a court of law to be disciplined under these rules if the evidence and subsequent investigation show a violation occurred.

**BY ORDER OF:**  
Scott Nadeau, Chief of Police

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