

**Table of Contents**

1.0	General Rules
2.0	Supervisory Authority and Responsibility
3.0	General Responsibilities
4.0	Conflicting or Illegal Orders
5.0	Insubordination
6.0	Care and Handling of Property and Equipment
7.0	Use of and/or Possession of Alcohol on Duty or in Uniform
8.0	Possession and Use of Drugs
9.0	Courtesy and Demeanor
10.0	Identification
11.0	Use of Force
12.0	Competence to Perform Duty
13.0	Diligent Performance of Duty
14.0	Reporting for Duty
15.0	Absence from Duty
16.0	Neglect of Duty
17.0	Interventions Into the Duties of Others
18.0	Unbecoming Conduct
19.0	Abuse of Position
20.0	Release of Information, Public Statements and Appearances
21.0	Supplemental Employment
22.0	Radio Communications
23.0	Custody of Prisoners
24.0	Court Related Conduct
25.0	Citizen Complaints
26.0	Legal Processes Brought by or Against Employees
27.0	Uniform and Equipment
28.0	Gifts and Gratuities

## 1.0 GENERAL RULES

- 1.1 The Rules in this Manual of Conduct are created to direct the conduct of all employees.

## 2.0 SUPERVISORY AUTHORITY AND RESPONSIBILITY

- 2.1 All employees shall conduct Departmental business pursuant to the chain of command unless exempted by orders from proper authority.
- 2.2 The duties assigned to the ranks and classes in the Department are described in the formal specifications for the positions pursuant to the approval of the Civil Service Board. All duties will be fully discharged in compliance with Departmental Rules, Orders, and Procedures at the direction of the Chief of Police.

## 3.0 GENERAL RESPONSIBILITIES

- 3.1 All employees shall comply with all Rules, Orders, and Procedures of the Grand Rapids Police Department.
- 3.2 All sworn employees shall take, and abide by, the Grand Rapids Police Department Oath of Office.
- 3.3 Employees will observe and obey all Federal, State, and local laws; General, Special, and Personnel Orders of the Department and of the Unit to which they are assigned; other lawful orders of their supervisors; and all other administrative regulations enacted pursuant to Federal, State, or local laws.
- 3.4 Upon observing or otherwise becoming aware of a violation of the Rules, Orders or Procedures, employees shall report the violation to their Supervisor or the Internal Affairs Unit.

## 4.0 CONFLICTING OR ILLEGAL ORDERS

- 4.1 If any employee receives an otherwise proper order from a supervisor that is in conflict with a previous order, Rule or Procedure, the employee shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor does not alter or retract the conflicting order, the employee will comply with the supervisor's order. Under these circumstances, the responsibility for the conflict shall belong to the supervisor.

- 4.2 Employees shall not obey any order that requires the commission of an illegal act. If an employee possesses doubt about the legality of an order, they may seek a clarification of the order from a higher authority.
- 4.3 Employees who do not understand their duties or responsibilities shall immediately refer to the Order, Rule, etc. and/or shall consult their immediate supervisor for clarification and explanation.

## 5.0 INSUBORDINATION

- 5.1 Employees shall promptly obey any lawful order of a supervisor. The failure or refusal of any employee to obey an order from a supervisor or other designated authority shall be insubordination.
- 5.2 Employees shall not assault or use disrespectful, insulting, threatening, insolent, or abusive language or gestures toward supervisors.
- 5.3 Employees shall not falsify any Department records, reports, statements, or documents.
- 5.4 Employees shall refer to supervisors by their appropriate rank while on duty and in the presence of the general public.
- 5.5 Employees shall not destroy, alter, or remove any Departmental Rules, Orders, Procedures, or general correspondence posted by management.
- 5.6 Employees shall not engage in any restrictive leave, slowdown, or any unauthorized interruption of assigned duties.
- 5.7 No employee of the Department will publicly disparage or ridicule any Rule, Order, or Procedure of the Department.

## 6.0 CARE AND HANDLING OF PROPERTY AND EQUIPMENT

- 6.1 Employees shall not destroy, tamper with, withhold, deface, remove, conceal, or convert to their own use or that of another, any Departmental property, equipment, property or evidence which employees come into possession of in the performance of their duties, or by reason of their positions as employees of the Department.

- 6.2 Property or evidence which has been discovered, gathered, or received in connection with Departmental functions shall be promptly handled and processed in compliance with Departmental Rules, Orders, and Procedures.
  - 6.3 Employees shall utilize Department equipment, including vehicles, only for purposes pursuant to Departmental Procedures and shall not, either willfully or negligently, abuse, damage, or lose Departmental equipment.
  - 6.4 Employees shall utilize Department equipment, including computers, only for purposes pursuant to Departmental Procedures.
    - a. Employees shall be mindful of the City Policy on internet use: “Those authorized to use the internet may browse during meal times, scheduled break times or outside of work hours at the discretion of the Departmental Director.”
  - 6.5 Employees are responsible for the proper care of Department property and equipment. Negligence resulting in damaged or lost property may subject responsible employees to reimbursement charges and/or disciplinary action.
  - 6.6 Accidents involving Departmental employees, property, and/or equipment must be reported pursuant to Departmental Procedures.
  - 6.7 Lost or stolen Department equipment shall be reported pursuant to Departmental Procedures.
  - 6.8 Employees shall not permit any unauthorized person to occupy a police vehicle or to ride in any Department vehicle, unless specifically authorized by their supervisor.
  - 6.9 When employees leave the service of the Police Department in any manner, they shall surrender all Department property in their possession.
- 7.0 USE OF AND/OR POSSESSION OF ALCOHOL ON DUTY OR IN UNIFORM

- 7.1 Employees shall not purchase, possess, and/or consume intoxicating beverages while in uniform or on duty, except in the performance of duty and while acting under proper and specific orders.
- 7.2 Employees shall not appear for duty or be on duty while under the influence of intoxicants.

## 8.0 POSSESSION AND USE OF DRUGS

- 8.1 Employees shall not possess or use any controlled substance or prescription drugs, except when prescribed by a physician or dentist or when possession is necessary in the performance of duty and while acting under proper and specific orders.
- 8.2 Employees shall notify their supervisor if they are using prescribed medication or a nonprescription drug that could interfere with their ability to perform their assigned duty in a safe and efficient manner.
- 8.3 When there exists reasonable suspicion regarding the fitness of employees for duty due to the use of drugs or alcohol, they shall be required to submit to an appropriate chemical test pursuant to the order of a supervisor.

## 9.0 COURTESY AND DEMEANOR

- 9.1 While performing their duties, employees shall not express any prejudiced words or gestures concerning race, national origin, religion, sexual gender, physical or mental handicap, or other personal characteristics.
- 9.2 Employees shall not use or display profane, obscene, or other intentionally insulting or degrading language, gestures, or actions toward any other Department employee or toward any person.
- 9.3 Employees shall be courteous and tactful during the performance of their duties and shall promptly respond to all requests for police services in compliance with Departmental Rules, Orders, and Procedures.

9.4 While on duty or in uniform, employees shall maintain exemplary military bearing and, except when acting pursuant to orders from proper authority, wear uniforms and other clothing and equipment in compliance with established Departmental Rules, Orders, and Procedures.

9.5 Employees shall remain awake and alert while on duty.

## 10.0 IDENTIFICATION

10.1 All agency personnel shall be issued identification with a photograph. All personnel shall possess their police identification on their persons at all times while on duty and shall display said identification as required by Department Procedures except when impractical, dangerous, or harmful to a criminal investigation.

10.2 Officers, when in performance of their duty, shall, at a minimum, verbally provide their last name and badge number upon the request of any person. Officers will display their police identification when requested, unless it is impractical, dangerous, or harmful to a criminal investigation.

10.3 Upon conducting a traffic stop, officers shall offer a greeting and explain the reason or justification for the stop during the initial contact with the driver and/or occupants of the vehicle. This subsection shall not apply when articulable circumstances are present that require immediate officer action in order to establish or maintain officer and/or citizen safety.

## 11.0 USE OF FORCE

11.1 Employees shall use only a reasonable amount of force in the performance of their duties and shall then do so in accordance with Departmental Procedures and the law.

11.2 Employees shall comply with Departmental Procedures concerning the documentation and investigation of the use of physical force.

## 12.0 COMPETENCE TO PERFORM DUTY

12.1 Employees shall professionally and competently perform their assigned duties and the responsibilities of their positions. Employees shall perform their duties in a manner that is compliant

with the highest standards of efficiency and the goals of the Department. Unsatisfactory performance may be demonstrated by:

- a. Lack of knowledge of the applications of laws to be enforced.
- b. Unwillingness or inability to perform assigned tasks.
- c. Failure to conform to work standards established for a rank, grade, or position.
- d. Failure to take appropriate action on the occasion of a criminal act, disorder, or other condition requiring or deserving police response.
- e. The neglect of duty.
- f. The display of cowardice.
- g. Absence without leave.
- h. The physical, emotional, or intellectual inability to perform required duties.
- i. Repeated performance evaluations that do not meet or exceed Departmental standards.
- j. Repeated violations of Departmental Rules, Orders, or Procedures.

### 13.0 DILIGENT PERFORMANCE OF DUTY

13.1 All employees shall perform assigned duties in a diligent and competent manner at all times.

13.2 Employees shall not engage in “horseplay” or any other activities which interfere with their or other employees’ performance of duty or cause unsafe or unsanitary conditions.

13.3 Employees of the Department shall not devote any of their duty time to any activity which does not relate to a police function, nor shall they conduct personal business while on duty or upon City property except with the proper authorization or in accordance with Departmental Procedures.

- a. This includes, but is not limited to: Use of personal electronic devices or cell phone.
- b. It is understood that personal phone calls may be required on duty; however, those calls should be of a limited number as well as a reasonable amount of time.

13.4 Employees shall not make any private purchases when on duty unless for personal maintenance or sustenance, or as otherwise authorized by Departmental Procedures.

13.5 Employees shall report any suspected criminal activity, including those pertinent to the Department of Homeland Security.

13.6 Employees shall completely and accurately record all required information pertinent to police work and other occurrences of importance observed during their tour of duty on the proper Departmental forms and reports.

13.7 Employees shall make prompt reports of any unsafe conditions.

13.8 Employees shall promptly submit all necessary reports in compliance with Departmental Procedures.

13.9 Employees shall submit reports that are accurate and complete.

13.10 Employees shall render prompt and professional responses to all criminal activity or needs for police service.

#### 14.0 REPORTING FOR DUTY

14.1 Employees shall promptly report for all assignments at the time and place required by the assignment, subpoenas, or orders; they shall be physically and mentally prepared, properly equipped, and dressed to perform their duties.

#### 15.0 ABSENCE FROM DUTY

15.1 Employees shall not be absent from duty without permission from their supervisor.

15.2 Employees who are unable to report for duty shall notify their supervisor or the Watch Commander at least thirty (30) minutes

prior to the beginning of their duty shift and shall provide the same advance notification before returning to duty.

15.3 Employees shall not falsely report being sick or injured, or otherwise deceive or attempt to deceive any supervisor of the Department regarding the condition of their health.

15.4 Employees shall not leave their assignment during their tour of duty except as authorized by a supervisory officer.

## 16.0 NEGLECT OF DUTY

16.1 While on duty, employees shall not neglect or be inattentive to their assigned responsibilities.

16.2 Employees shall assist any employee involved in an emergency situation or any other situation in which additional assistance would be critical to the successful performance of a Departmental function or the safety of the employee or other persons.

## 17.0 INTERVENTION INTO THE DUTIES OF OTHERS

17.1 Employees shall not interfere with or take action in cases being handled by other employees of the Department or by another governmental agency unless:

a. Ordered to intervene by a supervisor

b. The intervening employee believes that a manifest injustice would result from failure to take immediate action.

17.2 Employees shall not initiate any investigation or other police activity which is not part of their regular duties without obtaining permission from their supervisor, unless the exigencies of the situation require an immediate police response. Any employee initiating such activity must notify his immediate supervisor as soon as possible after the incident occurs.

17.3 Employees shall not record by video or audio device any person or conversations between persons while on duty except when conducting an official police investigation or acting under proper prior authority of the Chief of Police or designee.

## 18.0 UNBECOMING CONDUCT

- 18.1 Employees shall not conduct themselves in a manner, either on or off duty, including online behavior in regards to social media sites or any online content published, uploaded, or distributed by a Department employee which:
- a. Brings the Department into disrepute.
  - b. Reflects unfavorably upon the employee as a member of the Department and impairs their ability to perform a law enforcement function.
  - c. Damages or affects the reputation of any employee of the Department.
  - d. Impairs the operation or efficiency of the Department or any employee.
- 18.2 Employees shall avoid persons who they know or should know are under criminal investigation or who possess a criminal record, except as necessary to the performance of official duties, or where unavoidable due to family relationships.
- 18.3 Employees shall not knowingly frequent any place wherein the law is regularly violated, except in the performance of duty.
- 18.4 Employees shall not engage or participate in any form of illegal gambling, except in the performance of duties while acting pursuant to proper and specific orders.
- 18.5 Employees shall not effect any arrest, search any person or place, or seize any property which they know or should know violates the constitutional rights of any person or is not in compliance with the law and Departmental Rules, Orders, and Procedures.

## 19.0 ABUSE OF POSITION

- 19.1 Employees shall not use their official position or identification for personal or financial gain or to avoid the consequences of illegal acts.
- 19.2 Employees shall not intimidate any person for personal reasons under the color of their authority, nor shall they use their authority

as an officer to force or in any way influence a settlement or any aspect of matter that is strictly civil in nature.

19.3 Employees, while on duty or acting in their official capacity, shall not recommend or suggest in any manner, the employment or procurement of a particular product, commercial service, or professional service, except government agencies. In cases where such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, employees shall proceed in compliance with Procedures.

19.4 Employees shall not permit the use of their names, photographs, or official titles which identify them as members of the Grand Rapids Police Department in connection with testimonials or advertisements for any political or commercial enterprise without the prior approval of the Chief of Police.

19.5 Employees shall take no part, be it directly or indirectly, in sales promotions, solicitations, fundraising campaigns, or similar activities while representing themselves as employees of the Grand Rapids Police Department, nor shall they authorize others to conduct themselves in any manner that would appear to be representing the Grand Rapids Police Department without the prior approval of the Chief of Police.

19.6 Employees shall not lend to another person their official identification cards or badges, or permit them to be photographed or otherwise reproduced without the prior approval of the Chief of Police.

## 20.0 RELEASE OF INFORMATION, PUBLIC STATEMENTS, AND APPEARANCES

20.1 In public or private discussions concerning the Department, employees shall not:

a. Make any statements that are not factual.

b. Disclose any confidential information.

c. Make any statements which could reasonably be foreseen to undermine official working relationships.

d. Make any statement which directly interferes with the

performance of the employee or that of another employee of the Department.

- 20.2 All communications directed outside the Department stating or interpreting Departmental policy shall be submitted to the Chief of Police for review and approval prior to release.
- 20.3 All communications outside of the Department shall be in compliance with Departmental Procedures.
- 20.4 Employees shall not address public gatherings, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge investigatory reports or information, or release other information concerning the activities of the Department except in compliance with Departmental Rules, Orders, and Procedures and with the prior approval of the Chief of Police.
- 20.5 Employees shall treat the official business of the Department as confidential and shall disseminate information regarding Departmental business or operations only as provided in Departmental Rules, Orders, and Procedures. This includes any information or forms of media gained as an employee of this Department.
- 20.6 Employees shall not alter, deface, falsify, or remove any Department records or information, except as provided by Departmental Procedures.
- 20.7 Employees shall not disseminate or release any criminal history record or juvenile record of any individual except pursuant to law or Departmental Procedures.
- 20.8 Employees shall not knowingly permit the misuse of any police information.
- 20.9 Employees shall not release to anyone information which may delay an arrest, aid a person to escape, destroy evidence, remove stolen or embezzled goods, or in any other way hinder the effective performance of police responsibilities.

## 21.0 SUPPLEMENTAL EMPLOYMENT

21.1 Employees shall comply with all Rules, Orders, and Procedures regarding supplemental or off-duty employment.

## 22.0 RADIO COMMUNICATIONS

22.1 Employees shall operate radio communications equipment only in compliance with Departmental Rules, Orders, and Procedures.

22.2 Employees shall keep their radio communications equipment operating at all times while on duty, unless otherwise permitted by Departmental Rules, Orders, or Procedures.

22.3 Employees shall promptly and courteously respond to and comply with all radio communications directed to them and shall promptly comply with all assignments. Profane, sarcastic, or superfluous radio transmissions are strictly forbidden.

## 23.0 CUSTODY OF PRISONERS

23.1 Employees shall neither intentionally nor through negligence or inattention, permit or assist a prisoner to escape from custody.

23.2 Prisoners shall be live monitored at all times either in person or by electronic surveillance absent exigent circumstances.

## 24.0 COURT RELATED CONDUCT

24.1 Employees involved in cases before the courts shall be punctual in attendance, shall have their cases properly prepared, and shall be responsible for providing all property that is to be used as evidence in all court proceedings.

24.2 Employees called to testify in court shall dress as prescribed by Departmental Rules, Orders, and Procedures.

24.3 Employees shall give the utmost attention and respect to the court at all times.

## 25.0 CITIZEN COMPLAINTS

25.1 Employees shall comply with all Departmental Rules, Orders, and Procedures regarding the processing of citizen complaints.

- 25.2 Employees may attempt to amicably resolve citizen complaints, but they shall not attempt to prevent or discourage any citizen from lodging a formal complaint against any employee or against the Department.

## 26.0 LEGAL PROCESSES BROUGHT BY OR AGAINST EMPLOYEES

- 26.1 Employees shall immediately report, in writing, to the Chief of Police any criminal charges or court actions brought against them as a result of their performance of duty. Employees shall also notify the Chief of Police, in writing, before filing any claims for damages or entering into any legal compromise or settlement regarding events which resulted from the performance of duty.
- 26.2 Employees who intend to file any claim or action against the City of Grand Rapids shall notify the Chief of Police, in writing, within three (3) working days prior to the filing of such action. The aforementioned notice(s) shall contain the name of the case, the case number (if known), a brief statement of the nature of the action, and a statement of whether the action is or is not duty related.
- 26.3 Upon the final conclusion of any of the aforementioned actions, the employee involved shall notify the Chief of Police of the disposition of the matter within three (3) working days.
- 26.4 Employees shall immediately report, in writing, to the Chief of Police the existence of any of the following circumstances:
- a. They are the subject of a personal protective order (PPO) or no contact order or have obtained either against another person.
  - b. They are named as a party to any civil action involving a claim for money damages and their participation is necessary and material to prosecution of or defense to the claim or claims alleged.
  - c. They are arrested, charged, found guilty by a judge or jury, have entered a guilty plea or plea of no contest, or are convicted of a criminal violation.
  - d. Their operator's license is suspended, revoked, or restricted.

- e. They are involved in any off-duty incident that results in being the subject of a criminal investigation.
- f. They are aware of any circumstance or information that might impact their ability to perform assigned duties.

## 27.0 UNIFORM AND EQUIPMENT

- 27.1 Employees assigned to uniformed duty shall wear the uniform of the day as prescribed by Departmental Rules, Orders, and Procedures.
- 27.2 Employees assigned to plainclothes duties shall dress in compliance with Departmental Rules, Orders, and Procedures.
- 27.3 While on duty, employees shall wear or carry all equipment required by Departmental Procedures unless specifically excused for the occasion by a supervisory officer and shall not wear, carry, or utilize any weapon, ammunition, tool, or equipment which is not authorized by Departmental Procedures. The Chief and Deputy Chief(s) of Police, as Executive employees, are exempt from this rule due to the nature of their respective assignment and responsibilities.

## 28.0 GIFTS AND GRATUITIES

- 28.1 Employees shall not use their position of employment in the Department to directly or indirectly gain gifts, favors, money, advantages, privileges, or anything of value other than regular compensation.