




City of Manassas Police Department General Duty Manual



Effective Date: 01-04-2001	GENERAL ORDER	Number: 01-03
Subject: Oath of Office		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-15-2017 General Order 1-3 Dated: 1-6-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 1.1.1/1.1.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To document the Oath of Office and the Oath of Honor, taken by all sworn members of the Department when appointed or promoted in the police ranks.

POLICY:

All sworn members of the Department take and abide by the attached Oath of Office. The Oath of Office places members in a position of public trust by ensuring that they subscribe to upholding the United States Constitution and its laws, the Constitution of the Commonwealth of Virginia and its laws, and the Code of the City of Manassas. A copy of the oath is located in Attachment "A."

All sworn members of the Department take and abide by the attached Oath of Honor. The Oath of Honor pledges members to uphold the principles of character necessary to fulfill the Department's vision, principles, values and mission. This oath was developed by the International Association of Chiefs of Police Committee on Police Ethics. It serves as an officer's sworn commitment to a code of ethical behavior. A copy of the oath is located in Attachment "B."

DISCUSSION:

N/A

PROCEDURE:

I. Taking the Oath of Office

- A. All sworn members of the Department swear or affirm to an Oath of Office under the following conditions:
1. Prior to assuming sworn status.
 2. Upon promotion in the police ranks.

II. Administration of the Oath of Office

- A. The Clerk of the City of Manassas maintains the Oath of Office form. The City Clerk prepares the Oath of Office form as needed.
- B. The Oath of Office is administered and certified by the City Clerk.
- C. Once the sworn member swears or affirms to the Oath of Office, the City Clerk completes and certifies the Oath of Office form.
- D. The original signed and certified copy of the Oath of Office form is retained in the member's personnel file in the Department of Human Resources.
- E. A copy of the Oath of Office form is provided to the member.

III. Taking the Oath of Honor

- A. All sworn members of the Department swear or affirm to an Oath of Honor under the following conditions:
1. After assuming sworn status by taking the Oath of Office.
 2. Upon promotion in the police ranks.

Effective Date: 01-04-2001	GENERAL ORDER	Number: 1-3
Subject: Oath of Office		Page: 2 of 2

IV. Administration of the Oath of Honor

- A. The Office of Professional Standards maintains the Oath of Honor.
- B. The Chief of Police or his designee administers the Oath of Honor.
- C. The member swears or affirms to the Oath of Honor.
- D. A copy of the Oath of Honor form is provided to the member.

Attachment: "A" Oath of Office.
"B" Oath of Honor.

Index as: Oath of Office.
Oath of Honor.

References: N/A