

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 12/14/2020	Supersedes Policy Dated: 12/03/2020	Rescinds:	SOG Number:
Accreditation Index: 1.1.2, 1.2.9, 4.2.3, 12.1.3, 12.2.1, 26.1.1			103.1
Part Title: Administration		Chapter Title: Standards of Conduct	
Chief of Police:			

Code of Conduct

I Policy

The Springfield Police Department sets standards of conduct for employees to follow ensuring credibility for themselves, the Department and the City of Springfield. In addition to complying with the law, employees shall comply with the letter and the spirit of the Law Enforcement Code of Ethics, the Springfield Police Department Vision and Values statement as well as the Rules of Conduct.

II Definitions

Chain of Command – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Employees or Members – All personnel performing duties for the Department. This includes both paid employees and volunteer workers.

Public Safety Associate – may include, but is not limited to, members of task forces with which the Department works, members of agencies with shared or concurrent jurisdictions and representatives from support organizations.

III Procedure

- 1 Springfield Police Officers shall regularly commit to and uphold the Law Enforcement Oath of Honor:

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

LAW ENFORCEMENT OATH OF HONOR

HONOR means that one's word is given as a guarantee.

BETRAY is defined as breaking faith with the public trust.

BADGE is the symbol of your office.

INTEGRITY is being the same person in both private and public life.

CHARACTER means the qualities that distinguish an individual.

PUBLIC TRUST is a charge of duty imposed by faith toward those you serve.

COURAGE is having the strength to withstand unethical pressure, fear, or danger.

ACCOUNTABILITY means that you are answerable and responsible to your oath of office.

COMMUNITY is the jurisdiction and citizens served.

On my **honor**,

I will never **betray** my **badge**,

My **integrity**, my **character**, or the **public trust**.

I will always have

The **courage** to hold myself

And others **accountable** for our actions.

I will always uphold the constitution, **my community**, and the agency I serve.

- 1.1 Officers may be called upon to execute written pledges to commit to the Oath of Honor;
 - 1.2 When officers are called upon to publicly recite and declare the Oath of Honor; they shall do so professionally.
 - 1.3 Academy recruits shall initial and sign a witnessed Pledge of Honor declaring commitment to the Law Enforcement Oath of Honor, Law Enforcement Code of Ethics, City of Springfield Merit Rules, and Springfield Police Vision and Values Statement.
- 2 The LAW ENFORCEMENT CODE OF ETHICS shall be the basis for governing the behavior of all Springfield Police Officers and is hereby adopted as follows: (CALEA 1.1.2)

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others.

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret, unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

2.1 All non-sworn personnel shall also abide by the Law Enforcement Code of Ethics, as applicable.

3 ORGANIZATIONAL VALUES AND VISION (CALEA 12.2.1)

3.1 The members of the Springfield Police Department also adhere to a set of specific values they share with the community. In addition to the Code of Ethics, these values guide us in our conduct and delivery of services.

3.2 VISION STATEMENT

3.2.1 “As members of the Springfield Police Department, we are committed to providing **quality service** to our community through **personal integrity, fairness, open communication** and a **helpful attitude.**”

3.3 ORGANIZATIONAL VALUES

3.3.1 Quality Service - We will provide quality, professional service to our community by:

3.3.1(a) Enforcing the law;

3.3.1(b) Preventing crime, thereby improving the quality of life;

3.3.1(c) Responding promptly to calls for service and other public needs;

3.3.1(d) Conducting thorough investigations;

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 3.3.1(e) Providing state of the art training and continuing education programs;
 - 3.3.1(f) Leading by example.
 - 3.3.2 Integrity
 - 3.3.2(a) Having sound moral principles that earn the trust, respect, and confidence of the community and each other through:
 - 3.3.2(a.1) Being honest, and demanding the same from each other;
 - 3.3.2(a.2) Living by the rules we enforce.
 - 3.3.3 Fairness - To provide equal treatment of all persons without prejudice or bias by:
 - 3.3.3(a) Treating all persons with dignity and respect;
 - 3.3.3(b) Expressing compassion in our attitudes and in our communication;
 - 3.3.3(c) Ensuring consistency in decision making without favoritism.
 - 3.3.4 Communication - Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:
 - 3.3.4(a) Actively listening to all concerned;
 - 3.3.4(b) Keeping crime victims informed about their cases and where to go for additional help;
 - 3.3.4(c) Educating the community about crime risks and prevention;
 - 3.3.4(d) Informing the community about the inner workings of our department;
 - 3.3.4(e) Encouraging the open exchange of ideas and information.
 - 3.3.5 Helpful Attitude - A helpful attitude is fundamental to earning the respect and confidence of the community. We will accomplish this by:
 - 3.3.5(a) Treating people's problems as important;
 - 3.3.5(b) Being polite and courteous;
 - 3.3.5(c) Showing empathy and concern for the needs of others;
 - 3.3.5(d) Showing pride in our profession tempered by humility.
- 4 RULES OF CONDUCT - While not all inclusive, the specific following rules shall govern the conduct of all Police Department employees, unless otherwise stipulated.
- 4.1 General Rules
 - 4.1.1 All members of the Department shall be familiar with and adhere to the policies and procedures of the Department and Rules and Regulations of the City.
 - 4.1.2 Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.
 - 4.1.2(a) Unsatisfactory performance may be demonstrated by:
 - 4.1.2(a.1) A lack of knowledge of the application of laws required to be enforced;

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 4.1.2(a.2) An unwillingness or inability to perform assigned tasks;
- 4.1.2(a.3) The failure to conform to work standards established for the employee's rank, grade, or position;
- 4.1.2(a.4) The failure to take appropriate action on the occasion of a crime disorder, or other condition deserving police attention; or
- 4.1.2(a.5) Absence without leave.
- 4.1.2(b) In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:
 - 4.1.2(b.1) A failing evaluation; or
 - 4.1.2(b.2) A written record of repeated infractions of rules, regulations, directives or orders of the Department.
- 4.1.3 Conduct unbecoming police employees, which shall include any act or conduct not specifically mentioned in these regulations which brings the Department into disrepute or reflects discredit upon the individual as a police employee, based on accepted standards of behavior. Conduct unbecoming includes, but is not limited to:
 - 4.1.3(a) intoxication in public places,
 - 4.1.3(b) commission of unlawful acts, or
 - 4.1.3(c) willful false public criticism of the Department or any member.
- 4.1.4 All employees shall be courteous to the public and shall avoid displaying an overbearing attitude or showing disrespect. Employees shall be tactful in the performance of their duties, and shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in furtherance of argumentative discussions, even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane, or insolent language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or personal characteristics.
 - 4.1.4(a) While performing duties, officers shall assess the situation in a neutral, objective manner but shall refrain from exhibiting an attitude of disinterest or that the incident is petty or insignificant.
 - 4.1.4(b) Employees shall answer questions from the public courteously and civilly, giving their name and department serial number to any person upon request except when such action may jeopardize a successful police assignment.
- 4.1.5 Police department employees shall speak the truth concerning police matters. In cases where the employee is not authorized by regulations of the Department to divulge facts within their knowledge, the employee will decline to comment.
- 4.1.6 An employee shall be attentive and alert at all time while on duty and shall devote their entire duty time and energy to the services of the Department.
- 4.1.7 Employees shall cooperate fully with any personnel or internal investigation provided such cooperation is not a violation of law or the employees' Constitutional rights.

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 4.1.8 Employees shall report and/or intervene as appropriate, in the actions of any employee of the Department or public safety associate, engaged in any type of criminal behavior, unreasonable use of force, or inducing another employee to commit an unlawful act or violation of a stated regulation.
 - 4.1.8(a) If an employee witnesses an unreasonable action by another Department employee or public safety associate, that could result in injury, death or violations of constitutional or civil rights, the employee has a duty to immediately intervene.
- 4.1.9 Employees shall not sell tickets or solicit, outside the department, any form of donation or contribution while on duty or in uniform or while representing themselves as Springfield Police Department employees without approval from the Chief of Police.
- 4.1.10 Employees shall report for duty promptly and be fully prepared at the start time for their shift or assignment, or at the time designated by their immediate supervisor.
 - 4.1.10(a) Any employee that is going to be absent for their shift or assignment, or late arriving, and does not have prior authorization, shall notify their supervisor at least 30 minutes prior to the start time, unless an emergency prevents such notification. In an emergency, the employee shall make such notification as soon as possible.
 - 4.1.10(b) Supervisors have the authority to require their employees to notify them of being late or absent more than 30 minutes in advance of the start time, based on an operational need.
- 4.1.11 Employees shall not be careless, negligent, or unsafe in their use of Department property or vehicles, which unnecessarily jeopardizes the safety of themselves, fellow employees, or the safe use of police equipment. (Merit Rule 12 – Separation and Disciplinary Actions)
- 4.1.12 Employees shall not intentionally violate the Chain of Command within the Department without appropriate justification.
- 4.1.13 Employees may suspend patrol or other assigned activity, subject to immediate call, for the purpose of having meals or breaks during their tours of duty, but only for such period of time, and at such time and place, as established by department procedures.
- 4.1.14 Employees shall use leave or sick time in accordance with Merit Rule 20 – Holidays and Merit Rule 21 – Leaves of Absence.
- 4.1.15 Employees shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their duties.
- 4.1.16 Employees shall not destroy, deface or remove any official written notice posted within the Department nor shall they post or cause to be posted any unauthorized material.
- 4.1.17 Department employees shall not accept a law enforcement commission from

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

another agency or jurisdiction without approval from the Chief of Police.

- 4.1.18 Employees shall not terminate their tour of duty or any assignment unless properly relieved or dismissed by an appropriate supervisory authority.
 - 4.1.19 Employees shall not leave the City limits while on duty except in the performance of official duty or approval by their immediate supervisor.
 - 4.1.20 Employees shall not remove from Police Headquarters any departmental equipment, evidence, contraband or property which has been found, on loan, or is being held for safekeeping without prior approval from their supervisors or a court order.
 - 4.1.20(a) Exception: Equipment which has been issued or assigned to the employee.
 - 4.1.21 Employees shall not make purchases or authorize repairs for the Department without first obtaining permission or instructions to do so from a supervisor.
 - 4.1.22 Employees shall not use their private vehicles or equipment for official purposes unless directed or authorized to do so.
 - 4.1.23 Employees shall not be insubordinate toward supervisors and all employees shall treat each other with respect.
- 4.2 Orders (CALEA 12.1.3)
- 4.2.1 Every employee of the Department is required to obey and promptly execute all lawful orders from a superior, including any order relayed from a superior by an employee of same or lesser rank.
 - 4.2.2 Employees shall not carry out an unlawful or unethical order. If an employee receives an order they believe to be unlawful/unethical, they shall respectfully advise the superior issuing the order. If the order is not then rescinded, the employee shall contact a higher authority to confer with the issuing person to resolve the matter.
 - 4.2.2(a) Any employee who refuses to comply with an order will be required to justify their inaction.
 - 4.2.3 An employee receiving an order that is in conflict with a previous order shall notify the supervisor issuing the conflicting order. Responsibility for disobedience to the first order then shifts to the supervisor issuing the second and conflicting order.
- 4.3 Appearance
- 4.3.1 Every employee of the Department, while on duty, must report at all times neat and clean in appearance. Clothing shall be clean and neatly pressed. The clothing worn must conform to Department standards as defined in SOG 304.6 – Police Uniforms and Appearance Regulations.
 - 4.3.2 Employees shall wear the regulation police uniform only with duty- related activities unless approved by the Chief of Police.
 - 4.3.3 Body piercing is prohibited.
- 4.4 Police Actions in Personal Affairs
- 4.4.1 Off-duty employees are discouraged from making arrests or engaging in police actions within their families, neighborhoods, or personal affairs, except when lawfully protecting property, using measures of self-defense or in the immediate

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

defense of others.

4.4.2 On-duty employees, when becoming involved in police situations with relatives or persons, with whom they have a close personal relationship, should request that another employee handle the situation.

4.4.3 Off-duty employees should refrain from becoming directly involved in police situations except when such involvement would likely prevent injury to themselves or others.

4.5 Integrity - Abuse of Authority

4.5.1 Springfield police officers shall never choose to conduct a traffic stop or other enforcement contact based solely on the racial, gender, or socioeconomic characteristics of the driver or subject. (CALEA 1.2.9(a))

4.5.2 Use of racial profiling or enforcement techniques is prohibited. Officers may use behavioral or vehicle descriptors as elements in a profile, but the use of ethnicity, gender, or socioeconomic status of the occupant/subjects are forbidden and will not be tolerated. (CALEA 1.2.9(a))

4.5.2(a) Where race, gender, or socioeconomic status are presented as essential components of a physical description provided by a witness during the investigation of a crime(s), their use and justification for further investigation are necessary and approved.

4.5.2(b) Officers shall impartially enforce the law applying it fairly to all persons regardless of racial characteristics, gender or socioeconomic status.

4.5.3 Officers shall not make any arrest, search, or seizure, which they know or should know, is not in accordance with law and departmental procedures.

4.5.4 Employees shall not accept or solicit any compensation, reward, gift, discount or gratuity, which is provided as a result of their status as a Department employee.

4.5.5 Employees shall not knowingly make false statements or intentionally misrepresent facts.

4.5.5(a) Exception: Officers may employ false statements or misrepresentation as an investigative tool or interrogative technique; however, these actions will always be judged by legal, ethical, and administrative guidelines.

4.5.6 Officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.

4.5.7 Employees shall not affiliate with any organization whose constitution or charge would create a conflict of interest or interfere with the proper performance of their duties.

4.5.7(a) Exception: Undercover officers may, while in the performance of their duties, be required to affiliate with such organizations in order to perform investigations.

4.5.8 Employees shall not furnish, recommend or suggest any attorney, counsel, bondsman or service to any member of the public while in the official course of their duties.

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 4.5.9 Harassment, ridicule, or retaliation in any form against a complainant, employee or any witness for complaining or otherwise offering evidence in an Internal Affairs or criminal investigation involving Police Department employee(s) is strictly prohibited and may result in severe disciplinary action.
 - 4.5.9(a) Any attempt by an employee to pressure or influence a complainant/witness to offer untruthful statements or alter the nature of evidence offered in an internal administrative or criminal investigation shall be deemed official misconduct as provided above.
 - 4.5.10 Political Activity by Police Employees
 - 4.5.10(a) This section supplements and does not replace Merit Rule 2 – General Provisions or other city ordinance impacting political activity by city employees. Police Department employees are strongly encouraged to consult the Law Department prior to engaging in political activity.
 - 4.5.10(b) Employees shall not use their official position with the Department for political purposes or to endorse political candidates.
 - 4.5.11 Employees shall not use the prestige or influence of their official position; or time, facilities, equipment or supplies of the Department for their private gain or advantage of another.
 - 4.5.12 Employees shall not attempt to bring influence to bear upon the Chief of Police, superior officer or elected official for the purpose of promotion, assignment or to avoid corrective action.
 - 4.5.13 Employees shall not withhold any information concerning criminal activity.
 - 4.5.14 Employees shall not make malicious, harassing or frivolous complaints against fellow members of the Department.
 - 4.5.15 Employees shall not intentionally violate any Federal or State law or City ordinance.
 - 4.5.16 Employees shall not feign illness, avoid responsibility, or intentionally fail to perform their duties.
 - 4.5.17 Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employees.
 - 4.5.18 Employees shall not maliciously threaten, strike or assault any other member of the Department nor aid, abet, or incite any altercation between members of the Department.
 - 4.5.19 Employees shall not intentionally expose the identities of undercover officers or the existence of investigative operations.
- 4.6 Alcohol, Intoxicating Liquor, Drugs and Tobacco Use (Merit Rule 26 – Substance Abuse Policy). Department employees shall not:

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 4.6.1 Possess or use any controlled substance while on or off duty, except with the approval and guidance of a licensed physician or in the actual performance of duty.
- 4.6.2 Report for duty under the influence of illegal drugs to any degree or under the influence of any other drug that may cause impairment of the ability to perform their duties.
- 4.6.3 Consume or possess alcoholic beverages of any kind while on duty except in the actual performance of duty.
- 4.6.4 Be under the influence of alcohol, be unfit for duty due to the use of alcohol or have the odor of alcoholic beverages on their breath when reporting for or on duty.
- 4.6.5 While off duty, consume alcoholic beverages to the extent their behavior would bring discredit upon themselves or the Department.
- 4.6.6 While off duty, consume alcoholic beverage to the extent that they are unfit to report for their next regular tour of duty.
- 4.6.7 On-Duty Use of Tobacco Products
 - 4.6.7(a) Use of tobacco products in any form by city employees within the Government Plaza complex is prohibited by City Manager's Administrative Memorandum 22, Tobacco Use Policy.
 - 4.6.7(b) Tobacco use is prohibited inside any Police Department facility. The supervisor(s) of these locations may designate appropriate exterior tobacco use areas with respect for concerns regarding Police Department image.
 - 4.6.7(b.1) Designated exterior tobacco use areas must be at least 25 feet away from the building.
 - 4.6.7(c) Tobacco use is prohibited when in personal contact with citizens in the performance of duties. Employees shall observe *and comply* with tobacco use policies of businesses and organizations when in the performance of duty or when in uniform.
 - 4.6.7(d) Tobacco use is prohibited within the perimeter of crime scenes.
 - 4.6.7(e) The use of tobacco products in any form is prohibited in any vehicle owned or leased by the City, except as appropriate during undercover operations.
- 4.7 Physical Injury and Property Damage Accidents (CALEA 4.2.3)
 - 4.7.1 While working in an official capacity or operating a city-owned vehicle, all employees shall promptly notify their immediate supervisor of any incident which results in a serious physical injury or death of an individual, personal injury of an employee, or damage to or involving any city-owned vehicle, equipment, or property.
 - 4.7.2 Employees who become involved in such incidents shall make no public statement as to nature of the incident or responsibility and shall not advise other parties involved in the incident of any liability for damage or injury.
 - 4.7.3 An administrative review of the incident shall be conducted at the direction of the Chief of Police. (CALEA 4.2.3)
 - 4.7.3(a) Employees shall promptly provide their supervisors with necessary

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

information pertaining to the incident.

- 4.7.3(b) Employees involved in any incident which results in a serious physical injury or death shall be removed from operational assignment, pending an administrative review.¹

4.8 Address and telephone

- 4.8.1 Upon employment, each member of the Police Department is required to provide their correct address and telephone number.
 - 4.8.1(a) Where an exact street address exists, that address must be supplied.
 - 4.8.1(b) If an address consists of a route or box number, directions to the employee's residence must be on file in the office of the Chief of Police.
 - 4.8.1(c) The employee's telephone number may be unlisted in the telephone directory, but must be made available to the Department.
- 4.8.2 Employees who change their residence or telephone must notify their supervisor, in writing, within twenty-four hours after the change.
 - 4.8.2(a) The employee must complete a CAD/RMS Personnel Action Form (SPD Form # 98-AD-0296) and submit it to the Police Services Administrator, via the employee's supervisor, no later than the next scheduled work day of the employee.
- 4.8.3 Employees shall not knowingly use the Police Department as an address for private or personal correspondence.

4.9 Prisoners

- 4.9.1 No member of the Department may release any prisoner without proper authority or allow any prisoner in their charge to escape, whether through neglect or design.
- 4.9.2 When a person is found unconscious or their condition is unexplainable, members shall contact the appropriate physician or take that person to the appropriate medical facility for examination.
- 4.9.3 When lawfully arresting a person, the initiating officer shall ensure that an appropriate and thorough search of that person is completed, seizing all weapons and pertinent evidence.
- 4.9.4 Employees shall be responsible for the safe custody, fair humane treatment, and expeditious transport to the appropriate facility of all prisoners within their custody.
- 4.9.5 Employees shall be responsible for the safeguarding and proper custody of all personal property a prisoner may have in their possession or under their control at the time of arrest or detention.
- 4.9.6 Female prisoners shall be transported in a separated area of a vehicle which is not occupied at the same time by another prisoner of the opposite sex.
- 4.9.7 Juveniles shall be transported and detained separately from any other adult prisoner.

¹ Section 4.7.3(b), changed language to bring into CALEA compliance, per Policy Change Order 20-026.

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

4.10 Court Appearances

- 4.10.1 Employees shall not give testimony as a character witness for any defendant in a criminal trial without knowledge of the Chief of Police.
- 4.10.2 Each employee shall diligently prepare for criminal cases subject to a court proceeding. All employees concerned in criminal cases before a court are to be punctual and report at the designated place and time honoring a witness subpoena.
- 4.10.3 Employees shall report in proper uniform when their assignment requires the wearing of the uniform. Off-duty employees may wear appropriate business attire.
 - 4.10.3(a) When appearing in a civil matter unrelated to their official duties employees are prohibited from wearing a uniform.
- 4.10.4 Police department employees shall not appear as witnesses in civil matters arising from situations encountered in performance of their duties without being subpoenaed by legal process.
- 4.10.5 Employees shall be attentive and courteous toward the court, prosecutor, defense counsel, and other witnesses and testify with a courteous, clear, audible voice, providing accurate facts before the court as requested.
- 4.10.6 Employees shall report to the Chief of Police via the Chain of Command any summons to appear before any officer of the court, regarding any matter in which they or any member of the Department may become a defendant.

4.11 Department Information

- 4.11.1 Employees shall treat the official business of the Department as confidential.
- 4.11.2 Information regarding official business shall be disseminated only to those for whom it is intended.
- 4.11.3 Documents labeled CONFIDENTIAL or FOR LAW ENFORCEMENT USE ONLY shall not be disseminated to non-law enforcement personnel without approval from the Bureau Commander.
- 4.11.4 Crime Information Bulletins and other intelligence information shall ONLY be copied and disseminated by the Crime Analysis Unit.

4.12 Electronic Recording

- 4.12.1 Employees of the Police Department are prohibited from surreptitiously recording fellow employees, through the use of any electronic surveillance device or system, including but not limited to the recording of sound or voice or a closed circuit television system, or any combination thereof, unless specifically authorized by the Chief of Police.
- 4.12.2 Any employee wishing to record a conversation or action of other employees shall have the duty to inform those employees that they wish to record the conversation or action, whether for personal reasons or official business. If any employee sought to be recorded objects to being recorded, the employee operating the recording device shall not record the subject employee.
- 4.12.3 This policy applies to any type of electronic recording, video or audio, or still photo, whether in person or on a phone or radio.

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

- 4.12.4 The provisions of this section shall not apply to an investigator, acting under the authority of the Chief or designee, who is engaged in the investigation of law or policy violation; nor shall it apply to devices generally related to the safety and security of police department facilities, such as perimeter and building security surveillance systems, or the Mobile Video System when used as per SOG 413.4 – Mobile Video Systems.
- 4.12.5 This provision of this section shall also not apply to a police department employee who, while using an electronic surveillance device or recording device to record citizen contacts while on duty, during such citizen contact, incidentally records a fellow employee. However, the Police Department employee using such devices shall take such actions as necessary to avoid or minimize such recording of fellow employees, shall inform any fellow employee recorded by them in the course of such a citizen contact, and shall comply with these provisions in their contact with fellow employees.

4.13 Social Networking

- 4.13.1 Any employee posting information on social networking websites, blogs, public comment sections, or any other electronic media should be aware that their actions will be governed by the Standard Operating Guidelines contained in this manual as well as City of Springfield Merit Rules if the employee identifies themselves, or they can be identified as an employee of the Springfield Police Department as a result of the posting. In addition, it should be made clear that the views expressed are those of the individual and not those of the Springfield Police Department.
- 4.13.2 The posting of any inflammatory, derogatory, ethnically motivated, or confidential information is prohibited.
- 4.13.3 Postings shall not include any inappropriate or unauthorized information regarding the Springfield Police Department, its employees, or its relationship with the community.
- 4.13.4 Employees should not post information regarding on-duty or off-duty activities that might bring their reputation or the reputation of the Springfield Police Department into question.
- 4.13.5 Employees shall not use department computers or equipment to access social networking sites, except in the performance of an authorized duty, and limited to those computers or equipment identified for such use.
- 4.13.6 If an internal investigation of inappropriate posting of information is initiated, employees shall be required to allow access to their social networking sites in cooperation with the investigation.

5 DISCIPLINARY ACTION

- 5.1 An employee of the department who violates a regulation or provision of Department policy, City Merit Rules, or upon conviction in a court of law having criminal jurisdiction; shall be subject to administrative disciplinary action imposed by proper authority under provisions of the Merit Rules of the City of Springfield and SOG 103.8

SOG 103.1

Code of Conduct

Effective Date: 12/14/2020

– Administration of Discipline.

IV Attachments