

# UW Whitewater Police



## Expectations of Conduct

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## I. Purpose

The Purpose of this General Order is to establish and maintain uniform expectations of conduct governing the members of the UW-Whitewater Police Department (UWWPD).

## II. Policy

Employees of UWWPD are among the most visible representatives of UW-Whitewater. To the majority of people, police officers are symbols of stability and authority upon whom they rely. The conduct of employees of UWWPD is closely scrutinized, and when actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than the comparable conduct of persons in other walks of life. Since an employee's conduct, both on and off-duty, may reflect directly upon UWWPD, employees should conduct themselves in a manner which does not bring discredit upon themselves, UWWPD, or UW-Whitewater, and in a manner, which exhibits the highest degree of professionalism. These professional standards are designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of all employees of the police department.

## III. Procedure

The provisions of the code of conduct shall be observed by all employees in order to maintain the confidence, respect and support of the public. Violations of the Code of Conduct subject offenders to disciplinary actions. Action taken on violations depends on the degree of severity, record of the offender, and seriousness of consequences of the action. All disciplinary actions are based on substantive evidence. Proof 'beyond a reasonable doubt' is not required.

### A. PROFESSIONAL CONDUCT AND PERSONAL BEARING

1. Employees are required to learn and perform all functions listed under their job description.
2. Officers shall respond to all calls for service from citizens or officers. Emergency calls shall take precedence; however, all calls are to be answered as soon as possible.
3. All employees shall consider themselves on-duty even when they are taking compensable breaks.

# UW Whitewater Police

4. While on duty, employees shall:
  1. remain alert, observant, and occupied with police business during their tour of duty;
  2. not exhibit cowardice or shirk their duty, and
  3. not sleep while on-duty.
  4. Any exceptions to this rule shall be only with the approval of a supervisory officer or the chief of police.
5. While on duty, no employee shall recommend or suggest (or recommend against) any specific legal counsel to any citizen in any way when it concerns any legal proceedings involving any law enforcement agency in this county.
6. While on duty, under color of law, or on the premises of UW-Whitewater, employees shall not:
  1. conduct themselves in such a manner as to bring discredit upon themselves or UWWPD or violates any UW-Whitewater rule, policy or regulation;
  2. use racially derogatory remarks and or conduct, or address anyone in harsh, derogatory, or belittling terms.
7. Employees shall not intentionally misrepresent any matter, sign any false official statement or report, perjure themselves, or give false testimony before any court, grand jury, board, commission or official hearing.
8. Untruthfulness will not be tolerated. Employees are required to speak the truth at all times and under all circumstances whether under oath or otherwise. In cases where they are not allowed, by rules and regulations of the service, to divulge facts within their knowledge, they shall say nothing. The exception to this is officers involved in an investigation where his/her investigation may be hampered.
9. No employee shall be involved in the usage of illegal drugs at any time. Employees shall report to their supervisor any known adverse effects of prescriptions drugs that they are taking that directly affect their ability to safely operate a vehicle, firearm or any other issued weapon.
10. Employees shall not report for duty, or be on-duty, while under the influence of intoxicants to any degree whatsoever. An exception to this rule may apply in certain under cover circumstances. An exception may only come directly from the Chief of Police.
11. Employees shall ensure the proper use and care of all departmental equipment.
12. Employees shall not solicit gifts, rewards, fees or reduced prices, unless offered to all members of the profession or public, from any source for any service rendered in the performance of duty. Any gift, reward, fee or reduced price should be reported through the chain of command so the appropriate disposition may be decided.

# UW Whitewater Police

## B. PUBLIC RELATIONS – GENERAL

1. Employees shall be cognizant that public relations are the sum total of the attitudes, impressions and opinions of the public in relation to the police department.
2. Employees shall understand the mutual advantages of a friendly relationship between the citizens and department personnel. The success of the department, in the performance of duties, is measured largely by the degree of support and cooperation received from the people it serves. It is of great importance, therefore, to secure the confidence, respect and approval of the public. An attitude of insolence on the part of the member or employee will gain ill will for the department.
3. Courtesy toward the public is demanded of all employees. An employee shall be civil, orderly and courteous in his/her conduct. Even in the face of great provocation, he/she shall be diplomatic in the performance of his/her duties, controlling his/her temper and exercising the utmost patience and discretion. An employee, when required, shall act with firmness and sufficient energy to properly perform his/her duties.
4. An employee shall maintain a strictly professional attitude toward both complainants and violators. An employee shall not speak derogatorily of any race, nationality, creed or belief of any person. Officers will treat all persons fairly and equally in the enforcement of the law without regard to race, gender, sexual preference, religion, or ethnic origin.
5. In dealing with the public, employees should do their best to win the approval of all citizens by an impartial discharge of their duties.
6. Employees shall remember that tact and consideration are important parts of police work. Employee's shall cultivate the ability to meet and interact with people easily.

## C. ELECTRONIC MEDIA

This covers all forms of electronic media, including social networking, blogging, email, texting including any future forms of digital and/or electronic communication.

Except in the performance of an authorized duty:

1. Employees shall not use the agency's name, logo, patch, badge, uniform, marked vehicles and other identifying symbols on any internet site or any forum (public or private).
2. Employee's shall not use agency e-mail addresses to register for or to respond to social media sites.

Posting the following types of criminal justice information to social networking sites is explicitly prohibited (and may be in violation of federal and/or state laws):

## **UW Whitewater Police**

1. Confidential, sensitive, or copyrighted information to which you have access due to your employment with the University.
2. Data from an ongoing criminal or administrative investigation including photographs, videos, or audio recordings.
3. Personal statements about an on-duty use of force incident.
4. Comments related to pending prosecutions.
5. Employees are encouraged to voluntarily refer work-related complaints to their supervisor or follow the appropriate procedure for filing a complaint or grievance with UWWPD before blogging or posting about complaints.