



CITY OF MARICOPA POLICE DEPARTMENT

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Code of Conduct

1. POLICY

It is the policy of the Maricopa Police Department (MPD) to apply the disciplinary process in a fair and just manner, to correct and improve employee conduct, and to ensure the performance of its employees and volunteers are lawful police actions that are carried out in a professional manner.

In addition to complying with the law, employees shall comply with the letter and the spirit of the Law Enforcement Code of Ethics as stated below.

2. LAW ENFORCEMENT CODE OF CONDUCT

“As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land 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, animosities or friendships to influence my decisions. With no compromise for crime and with 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 constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.”

3. GENERAL GUIDELINES

In addition to the Code of Ethics, employees and volunteers shall obey all MPD orders, policies, official communications, and lawful commands of a ranking officer or supervisor.

Employees and volunteers shall also obey all City of Maricopa (COM) Management Policies, Personnel Rules, and other official COM communications.

Violation of any of the foregoing will result in disciplinary action which may include remediation, written reprimand, disciplinary probation, suspension, demotion, termination or any other penalty the Chief of Police or designee may lawfully direct.

While any violation of these policies and orders may subject employees and volunteers to disciplinary action, such discipline may or may not be invoked when, at the discretion of the Chief of Police, extenuating circumstances exist, or the best interest of MPD would not be served.



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Any violation of the Code of Conduct may be subject to disclosure under Brady v Maryland, 373 US 83 (1963) and/or the Arizona Court Rules.

4. VIOLATIONS

The following acts are in direct violation of MPD policies, procedures, and/or orders. The violations listed are not all-inclusive, do not prohibit an employee or volunteer from being charged, counseled, or disciplined for violation(s) of any other MPD policies and/or orders or COM policies and/or rules, and are listed in no particular order.

#	List of Violations
1.	Failure to perform duties in an impartial manner.
2.	Disparaging or demeaning the age, disability, ethnicity, gender, and nationality of any person, or race, religion, or sexual orientation.
3.	Engaging in conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.
4.	Cowardice.
5.	Communicating or giving police information to any person concerning the business of MPD, which is detrimental to MPD.
6.	Divulging official MPD confidential information to anyone except the person for whom it is intended, or as directed by the commanding officer, or under due process of law.
7.	Misuse of ACJIS, NCIC, and/or any MPD or other law enforcement database.
8.	Giving or making transcripts of MPD records, photographs, official correspondence, communication tapes, or permitting such records to be removed from any departmental unit except by permission of the Chief of Police, or designee, or as required by law.
9.	Engaging or attempting to take police action in personal controversies or in controversies arising between friends, relatives, and/or neighbors (except in self-defense, to prevent injury to another or serious threat of injury).
10.	Interfering with a departmental, criminal, or governmental investigation, or act in a manner which might aid any person in escaping arrest, delay the apprehension of a criminal, or to secure the removal or concealment of contraband.
11.	Withholding any information relative to suspicious persons or places, or any occurrence or circumstances bearing on crimes or attempted crimes.
12.	Suggest, recommend, advise, employ or otherwise counsel the retention of an attorney or bail bondsmen, by name or otherwise, to any person coming to their attention as a result of police business (does not apply when a relative of the employee is seeking such service or to advise an employee as a function of a labor organization).
13.	Interfering or using the influence of one's position in elections (does not apply to a union official acting within his or her official capacity).
14.	Participating in political activities; soliciting for or contributing money or other things for political purposes, while on duty and/or in uniform unless previously authorized by the Chief of Police or designee (does not apply to union official acting in his or her official capacity).
15.	Display, distribute, transport or store political literature, political bumper stickers, or other political paraphernalia in or on MPD vehicles, equipment, buildings or property.



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16.	Use any MPD involved meeting as a means of expressing, implying acceptability, or rejecting of any candidate or political issue; whether it be national, state, or local, including any issue that directly impacts MPD.
17.	Engaging in a collective effort or circulating a petition(s) to effect the promotion, transfer or restoration to duty of any person (does not apply to a union official acting within his or her official capacity).
18.	Selling tickets or soliciting contributions/subscriptions/ fundraising efforts for any purpose while on duty, while off duty in uniform, or in any MPD building at any time without written permission of the Chief of Police or designee.
19.	Using authority or position for financial gain or for obtaining privileges or favors.
20.	Accepting bribes of money, valuables, services, or any other form of compensation, benefit or consideration.
21.	Obtaining personal information related to any citizen or MPD employee for other than departmental use.
22.	Failure to exercise care or control in the use of MPD equipment, property, materials, forms and facilities.
23.	Failure to secure, or loss of, MPD firearm.
24.	Improper application or careless use of a firearm.
25.	Improper application or careless use of less lethal weapon.
26.	Failure to promptly report lost, stolen, misplaced or damaged MPD equipment to the employee in charge of the unit to which the employee is assigned. Such loss or damage through carelessness shall be deemed prima facie evidence of misconduct.
27.	Granting or facilitating unauthorized access to any MPD building, equipment, materials, forms, facilities.
28.	Operating an MPD vehicle for a purpose other than official department/city business.
29.	Operating an MPD vehicle in an unsafe manner when such carelessness causes damage to city property, or brings negative attention to MPD.
30.	Operate an MPD vehicle in such a manner as to become involved in a traffic accident/collision classified as preventable.
31.	Permitting unauthorized persons to ride in police vehicles.
32.	Violation of the vehicular pursuit policy.
33.	It shall be a violation to obstruct, hinder, or impede MPD investigations, or any other MPD proceeding, or to knowingly conceal or misrepresent any fact, material or not, relating to the subject matter of the inquiry, or to fail to fulfill any of these described duties and responsibilities.
34.	Giving oral or written endorsement, or granting permission for the use of name or photograph in any endorsement of any commercial product or service while representing oneself as an employee or representative of MPD without written approval of the Chief of Police or designee (does not apply to union official acting in his or her official capacity).
35.	Making any public appearance or public speaking appearance representing MPD without prior approval from the Chief of Police or designee.
36.	Bringing, storing or keeping alcoholic beverages in any MPD building or vehicle (except when authorized by the Chief of Police or possessed in the performance of duty).



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37.	Entering or frequenting a house or place where illegal activities are being conducted except in the performance of duty.
38.	Entering or frequenting public places on duty or in uniform such as bars, taverns or theaters except in the performance of duty.
39.	While on duty, consuming alcoholic beverages except in the performance of duty (must be an approved undercover operation).
40.	While on call-out or stand-by status, becoming intoxicated to an extent, which renders the employee unfit for duty.
41.	Conviction in a court of criminal jurisdiction (except for minor traffic violations).
42.	Taunting or harassing persons.
43.	Discourtesy; using disrespectful, vulgar, obscene, profane or insolent language or gestures to any MPD employee, or any citizen, directly or indirectly, face to face, or by telephone, electronic communication (e-mail), CAD, or to purposefully use disrespectful, vulgar, obscene, profane or insolent language on the police radio.
44.	Appearance; failure to maintain professional personal appearance, failure to carry department approved firearm, badge and/or police identification card, failure to wear a complete authorized uniform in the approved manner.
45.	Smoking in an MPD uniform or MPD vehicle, and/or in public while identified as an MPD Officer/Employee.
46.	Failure to provide proper care of any person in the custody of MPD.
47.	Mistreatment of any person or prisoner.
48.	Failure to properly search a prisoner.
49.	Exhibit insubordination, disrespect, gestures, or language of a coarse, profane or insolent nature to any ranking employee or supervisor.
50.	Willful disobedience of MPD rules or orders.
51.	Ignorance of MPD rules, orders or policies.
52.	Failure to notify the employee's commanding officer of any circumstance that affects an employee's ability to perform their duties (i.e., suspended license, medical condition, medication, arrests or detentions).
53.	Failure to obey COM Management Policies and/or Personnel Rules or official City communications.
54.	Failure to attend court, training or mandatory meeting.
55.	Taking excessive meal break without purpose or permission.
56.	Attendance; being absent from duty without permission, failure to report for duty without proper authorization, failure to be punctual in attendance to all duties including briefing, court appearances, training, meeting, failure to notify supervisor as directed or an on duty supervisor or officer in charge of anticipated tardiness or absence.
57.	Incompetence.
58.	Neglect of duty.
59.	Neglecting to report any employee of MPD who engages in violation(s) of any rule, regulation or order issued for the guidance of MPD or performing assigned duties.
60.	Failure of an employee to report any use of force to a supervisor.
61.	Unnecessary use of force.
62.	Improper disposal of seized property or evidence.



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| 63. | Neglecting to turn over all property found, seized, or taken from persons arrested to the proper entity prior to the end of shift unless otherwise directed or approved by a supervisor. |
| 64. | Failure to secure and/or control property belonging to a person detained or arrested by an employee. |
| 65. | Failure to notify a supervisor when involved in a matter that would concern MPD. |
| 66. | Excessive personal use of cellular phone (talking or texting) while on duty and/or in uniform, except during emergencies and breaks. |
| 67. | Engaging in personal business against COM Personnel rules. |
| 68. | Failure to appear or complete controlled substance testing as directed. |
| 69. | Failure to complete written report as directed by policy. |
| 70. | While off duty, utilize social networking sites, blogs, Twitter, Facebook, or other forms of electronic communication with an appropriate level of professionalism and conduct as to not broadcast in a manner which is detrimental to the mission and function of the MPD or has the potential to adversely impact MPD, its employees, volunteers, or its operations. |
| 71. | While on or off duty, MPD employees and volunteers are prohibited from posting or broadcasting information on the Internet or any other form of electronic communication of any photographs, videos, audio recordings, images, documents, logos, badges, uniforms, or any other types of identifiable MPD equipment, MPD property, MPD workspace including desk, locker, etc., or MPD employment without approval by the Chief of Police or designee. |
| 72. | Failure to provide name and/or badge number in writing to a citizen upon request unless it would jeopardize the safety of the employee. |
| 73. | Conduct unbecoming an Officer/Employee. |
| 74. | Unsatisfactory performance. |
| 75. | Untruthfulness. |

5. CONCLUSION

This policy applies to all employees and volunteers and is intended to provide direction in the carrying out of lawful policy actions in a professional manner. Violations of this order may result in disciplinary action up to and including termination.