



Colorado Springs Police Department General Orders

1650 Employee Conduct (Sworn and Civilian)

Section 1600 – Professional Ethics and Discipline

Active Date: 11/25/2019

Supersedes Date: 3/12/2019

Last Review Date: 11/14/2019

.01 Purpose

The purpose of this directive is to assist department employees, both sworn and civilian, to conduct themselves in a professional manner.

.02 Cross Reference

[GO 612 Protective Orders](#)

[GO 1605 Orders and Discretionary Judgment](#)

[GO 1655 Police Officer Conduct](#)

.03 Discussion

The complex nature of the law enforcement profession makes the agency's success dependent upon the individual character of each employee. Each employee's character determines the character of the department, which is reflected in the services provided to the community. Department personnel must combine personal integrity with commitment. From this union will come the character necessary to maintain ethical standards that will ensure equitable treatment for all citizens, and that will reflect positively upon the department and the community.

.04 Policy

It is the policy of the Colorado Springs Police Department (CSPD) that all personnel conduct themselves professionally and in accordance with all laws, rules, directives, and orders as specified in section .10 of this directive.

.05 Definitions

This section intentionally left blank.

.08 CSPD Identification Card & Providing Identification upon Request

All employees will provide their title/rank, name, employee number, and duty assignment to any person who is properly entitled to this information. All employees will display or present their CSPD identification card and/or badge upon request, unless one or more of the exceptions below prevent them from doing so.

When speaking with a person or leaving a voice message via the telephone while on duty, employees will verbally identify themselves as officers, detectives, or civilian employees of the Colorado Springs Police Department, unless one or more of the exceptions below prevent them from doing so.

EXCEPTIONS: An employee is not required to display an identification card, or provide verbal identification over the phone, when such an action would jeopardize the employee's safety or a criminal case (e.g., undercover operation).

.10 Laws and Directives

Employees shall obey all:

- Federal, state, and local laws;
- Lawful orders of superiors (regardless of method of delivery; e.g., whether delivered in person, by phone, by electronic communication)/ See [GO 1605 Orders and Discretionary Judgment](#);
- Official directives of the Colorado Springs Police Department and any of its organizational components to which they are assigned. Official directives include bulletins, written directives, and standard operating procedures;
- Official directives of the city of Colorado Springs; and
- As applicable, Civil Service Rules

Department employees shall not omit any acts which are required of them nor commit any acts which violate the regulations listed above.

A conviction for the violation of any law shall be prima facie evidence of a violation of this section.

Duty to Report

Upon observing or otherwise becoming aware of a violation under this section, a department employee is required to promptly report such violation to a superior.

.15 Presentations to Elective Bodies

Police employees are encouraged to participate fully in public issues when acting in their capacity as private citizens. Some guidelines are necessary, however, when employees are, or may reasonably be believed to be, speaking or writing on behalf of the department.

Partnerships with the community, for example, sometimes may involve police participation in presentations, written recommendations, or public testimony to elective bodies such as the Colorado Springs City Council, the El Paso County Board of Commissioners, the Boards of Education of the various school districts, or the Colorado General Assembly.

In such instances, when employment in the police department is made known to such a body, or is indicated through the wearing of a uniform or by other means, it is necessary that the employee's chain of command be informed in advance and approve the employee's participation as a CSPD representative.

Employees in such situations will inform their supervisors of their intentions and the supervisor will seek chain of command approval through the chief before the employee represents CSPD in the presentation, testimony, or written recommendation to an elective body.

.20 Notification of Defendant Status

Anytime a department employee becomes the defendant in a judicial or quasi-judicial proceeding outside the department, they shall report, or cause to be reported, to a superior and the Internal Affairs Section, within ten days, the circumstances surrounding the initiation of the proceedings.

This notification is limited to when the employee becomes a defendant in any level of judicial proceeding. This notification does not include non-work related civil matters. If the opposing party involved in a non-work related civil case attempts to tie municipal liability to the case or threatens the employee's job status, the employee should immediately notify a supervisor who will consult with the division commander.

.22 Civil Cases and Process

Except for civil protection orders, when representing the department, employees will not serve civil processes, nor will they render assistance in civil court cases, except when the city of Colorado Springs is a party or they have been subpoenaed in the proper manner. In all cases, the employee must notify a command officer. Department personnel will, however, prevent breaches of the peace or quell disturbances growing out of such matters, and advise the parties why police action may not be possible.

See [GO 612 Protective Orders](#) for detailed essential information about such orders. CSPD officers should not become involved in serving protective orders issued by Courts outside the State of Colorado. They will, however, enforce any such foreign orders which are already in effect.

.32 Knowledge of Conditions

Department personnel are responsible for being thoroughly familiar with conditions that affect their assignments. Regardless of assignment, sworn personnel should be sufficiently knowledgeable and prepared to serve in a patrol officer capacity when directed to do so.

.34 Employees to Accept Assignments

Notwithstanding the assignment of specific duties and responsibilities to department personnel, employees shall perform all other duties required of them by competent authority. This shall include accepting assignments to respond to and handle calls for service and other duties received either through the Communications Center or through a supervisor.

.36 Official Business

Department personnel will not enter into correspondence with any person concerning their official activities, except as provided by department orders, nor will they use departmental stationery nor forms for any purpose other than the transaction of official business.

.38 Public Statements and Appearances

Employees of the department shall not publicly criticize or ridicule the department, its policies or personnel, by means of written, oral or other expression, where such expression is defamatory, obscene and unlawful, or tends to undermine the effectiveness of the department or interfere with the maintenance of discipline or is made with reckless disregard for truth.

.40 Behavior Toward Other Department Personnel

Department members will conduct themselves in a manner that fosters cooperation among members of this department, showing respect, courtesy, and professionalism in their dealings with one another. Department members shall not use language or engage in acts that demean, harass, or intimidate other department members.

Department personnel shall not record (video or audio) conversations with another city employee, with any employee of a local, state, or federal law enforcement agency, or with any employee of a local, state, or federal prosecutor's office without that person's knowledge. This prohibition does not apply to situations in which the person is a suspect, victim, or witness in an authorized criminal or administrative investigation.

.41 Bias Toward Other Department Personnel

Department personnel will not express to another employee by word or action any prejudice, bias, or discriminatory behavior concerning race, color, ethnicity, national origin or ancestry, gender, age, religious convictions, sexual orientation, genetic information, disability, or other similar personal characteristics.

.42 Coordination and Assisting Other Personnel

In carrying out the department mission, employees will coordinate their efforts in a manner that will establish and maintain the highest possible standard of efficiency and conduct. In accordance with their authorized powers and duties, department personnel will act together, assist and protect each other in the maintenance of order, prevention of crime, apprehension of offenders, enforcement of laws, and in performance of other department functions. Any deliberate and unjustified withholding of police information from other authorized department personnel is prohibited.

.44 Interference

Personnel shall not interfere with cases being handled by other personnel of the department, or by any other governmental agency, unless:

- Ordered to intervene by a superior; or
- The intervening employee reasonably believes that a manifest injustice would result from failure to take immediate action.

Personnel shall not undertake any investigation or other official action not part of their official duties, without obtaining permission from their superior, unless the exigencies of the situation require immediate police action.

.50 Confidentiality

The official business of the department shall be treated as confidential.

.52 Identities

The identity of complainants, suspects, defendants, victims, witnesses, or friends and families of such persons must be protected. Their identities should be released to persons outside the department only when the ends of justice and department policy will be served. The needless or careless divulgence of the identities of such persons is considered a breach of police responsibility and neglect of duty.

.54 Information on Operations

Employees shall not release, to anyone, information that may delay an arrest, aid a person to escape, destroy evidence, remove stolen or embezzled goods, or that may, in any other way, hinder the effective performance of police responsibilities.

.60 Departing from the Truth

Employees shall not willfully or knowingly depart from the truth, in giving testimony or in connection with any official duties. Upon the order of a superior, employees shall truthfully answer all questions which may be asked of them that are specifically directed and narrowly related to the scope of employment and operations of the department. Intentional omissions shall be considered as departing from the truth.

Pursuant to CRS § 24-31-305(2.5)(a), the Peace Officer Standards and Training (POST) Board shall revoke a certification issued to a peace officer if that person knowingly made an untruthful statement concerning a material fact or knowingly omitted a material fact on an official criminal justice record, while testifying under oath, or during an internal affairs investigation or administration investigation and disciplinary process.

.62 Appropriating Property

Personnel shall not willfully or knowingly appropriate any personal, found, evidentiary or department property for their own use.

.65 Loss of or Damage to Department Property

Employees shall use department equipment and property only for its intended purpose, and in accordance with established procedures. Whether issued to components or to individuals, all equipment and property shall be maintained in proper condition. Willful or negligent damage or loss will be subject to disciplinary action. Any significant damage or loss will be reported by memorandum, through the employee's chain of command, to the Fiscal Services Section. Any command officer in the chain of command may require that an offense report be made and/or that an internal investigation be conducted.

.70 Conduct Unbecoming a Civilian Employee of the Police Department

Civilian employees of CSPD shall conduct themselves, at all times, both on and off duty, in a manner that reflects most favorably on the department. Conduct unbecoming a civilian employee includes behavior that could bring the department into disrepute or discredit the employee as an employee of the department, or that which could impair the operation or efficiency of the department or employee.

No employee, whether married or single, will date or be in a romantic, intimate, or sexual relationship with their subordinate or supervisor or any employee within their chain of command.

Policy regarding conduct unbecoming sworn personnel is found in [GO 1655 Police Officer Conduct](#).