



Colorado Springs Police Department

General Order 1650

Section 16: Employee Conduct (Sworn and Civilian) -- Professional Ethics and Discipline

Active Date: 3/12/2019

Supersedes Date: 8/31/2018

Last Review Date: 3/12/2019

.1 Purpose

To assist department employees, both sworn and civilian, to conduct themselves in a professional manner.

.2 Cross Reference

[GO 612, Protective Orders](#)

[GO 705, Use of Force](#)

[GO 1301, Treatment of the Public](#)

[GO 1605, Orders and Discretionary Judgment](#)

[GO 1655, Police Officer Conduct](#)

.3 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.

.4 Policy

All personnel of the department, both sworn and civilian, shall be familiar with the rules in this section and abide by them.

.5 Definitions

This section intentionally left blank.

.08 CSPD Identification Card and 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;
- 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.

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

Upon observing or otherwise becoming aware of a violation as specified above, a department employee is required to report such violation to a superior.

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

.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 to elective bodies such as the Colorado Springs City Council, the El Paso County Board of Commissioners, or the Boards of Education of the various school districts. 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 Office of the Chief be informed in advance. Employees in such situations will inform their supervisors of their intentions, and the supervisors will insure that the information is conveyed to the Office of the Chief.

.20 Notification of Defendant Status

Anytime a department employee becomes the defendant in a judicial or quasi-judicial proceeding outside the department, she or he 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 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 upon such service. 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.

.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 Section 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 personnel will treat other department personnel with respect. In their demeanor toward their associates in the department, they will be courteous and considerate, guard themselves against unfriendly conduct, and refrain from communication that discredits others. Employees shall not maliciously threaten, strike, or assault any other department employee. Personnel shall not utter any disrespectful, mutinous, insolent, or abusive language toward a supervisor or command officer. It is the duty of employees to inform their superiors of neglect or disobedience of orders.

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 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, 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 departmental 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.

.62 Appropriating Property

Personnel shall not willfully or knowingly appropriate any personal, found, evidential 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 shall be subject to disciplinary action. Any significant damage or loss shall 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 the Colorado Springs Police Department 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 her or his subordinate or supervisor or any employee within her or his chain of command.