



**Colorado Springs Police Department
General Order 1655**

**Section 16: Police Officer Conduct -- Professional Ethics and
Discipline**

Active Date: 5/30/2013
Supersedes Date: 1/12/2004

Approved
Peter Carey
General Order

.01 Purpose

To set forth special ethical requirements for sworn officers as the policy of the Colorado Springs Police Department.

.02 Cross Reference

[GO 601, Enforcement Guidelines](#)
[GO 1301, Treatment of the Public](#)
[GO 1605, Orders and Discretionary Judgment](#)
[GO 1650, Employee Conduct \(Sworn and Civilian\)](#)
[Civil Service Rules](#)

.03 Discussion

Although personal integrity and adherence to high standards of conduct are expected of all police employees, some additional standards are applicable to police officers. As the officer is, in our society, the primary guardian of public safety, s/he is entrusted with special enforcement powers. It is, therefore, both appropriate and necessary that any community be protected from abuses of police authority.

An additional justification for applying higher standards to sworn officers is that they are highly visible representatives of government and have a major impact upon the community. For these reasons, officers of this Department will conduct themselves in a manner that does not bring discredit upon individual officers, the Department, the City of Colorado Springs, or the law enforcement profession.

.04 Policy

The Law Enforcement Code of Ethics is a statement of professionalism for police officers. In addition, the code exemplifies the Department's concern for preserving the constitutional rights of all persons, as well as protecting the community from those who choose to violate the law.

Therefore, the Law Enforcement Code of Ethics is hereby adopted by the Colorado Springs Police Department and serves to remind Department personnel and citizens that the objectives of professional law enforcement are of the highest order.

.05 Definitions

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.10 Law Enforcement Code of Ethics

Before being invested with police authority, all officers of the Colorado Springs Police Department are required to take an oath, to enforce the law and uphold the Constitutions of the United States and the State of Colorado, as well as to enforce the ordinances of the City of Colorado Springs. In undertaking these solemn responsibilities, officers agree to abide by the terms of the Law Enforcement Code of Ethics:

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 men 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, before God, to my chosen profession--law enforcement.

.15 Law Enforcement Oath of Honor

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.

.20 Enforcement of All Criminal and Traffic Laws

Although the primary responsibility for enforcing certain criminal or traffic laws may be delegated to particular subdivisions of the Department, all officers are responsible for taking prompt and proper police action concerning any violations that come to their attention. Proper police action, as described in [GO 601, Enforcement Guidelines](#), and [GO 1605, Orders and Discretionary Judgment](#), permits reasonable discretion in the manner of enforcement.

.22 Constitutional Rights

No person has a constitutional right to violate the law, nor can any person be deprived of constitutional rights for committing or being suspected of committing a crime. Determining the constitutionality of a statute is the duty of the courts, not of the officer who properly seeks to enforce the law, as it exists. The Department will enforce any federal, state or local statute. An officer who lawfully acts in this capacity is within the scope of her/his authority and does not deprive persons of their civil liberties. Officers will, within the scope of their authority, make reasonable inquiries, conduct impartial investigations, and arrest on probable cause.

.24 Equality of Enforcement

People throughout the City need, and deserve, fair and impartial law enforcement. Every member of the public must be able to expect a consistent police response to the person's behavior, wherever it occurs, and whoever the person may be. Unequal enforcement creates resistance and leads to loss of respect for the law itself and those who are its guardians. Under no circumstances will discriminatory attitudes or procedures be allowed to influence the impartial enforcement of any law or the treatment of any person. It is the responsibility of each police employee, sworn or civilian, to insure that her/his actions and behavior, in this respect, are beyond reproach.

The element of even-handedness is implicit in the uniform application and enforcement of law. The amount of force, or the method employed to secure compliance with the law, is governed by the particular situation. Similar circumstances require similar treatment--in all areas of the city, as well as for all groups and individuals. Department personnel, therefore, will provide equal service to all persons in the community.

.30 Conduct Unbecoming a Police Officer

Officers of the Colorado Springs Police Department, whether in person, in written form, or on social networking sites, shall conduct themselves, at all times, both on and off duty, in a manner that reflects most favorably on the Department. Conduct unbecoming a police officer includes

behavior that could bring the Department into disrepute or discredit the officer as an officer of the Department, or that which could impair the operation or efficiency of the Department or officer.

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

.32 Cowardice

Officers, who shrink from danger, responsibility, or their sworn duty, will be deemed guilty of cowardice and subject to disciplinary action.

.40 Arrests in Personal Quarrels

Officers shall not make arrests in any quarrel in which they are personally involved, or in which any member of their family is involved, except under grave circumstances such as would justify using measures of self-defense. Officers shall not apply for a warrant for an assault upon themselves, or make complaint for damages, without the knowledge of the Chief of Police, or designee.



Colorado Springs Police Department

General Order

1303 Fair and Impartial Policing

Section 1300 – Community Involvement

Active Date: 10/1/2019

Supersedes Date: 8/29/2018

Last Review Date: 8/16/2019

.01 Purpose

The purpose of this policy is to prohibit biased police tactics by all Colorado Springs Police Department (CSPD) personnel and to accomplish the following:

- To reaffirm the department's commitment to fair and impartial policing.
- To stipulate clear policy guidance regarding prohibited activities as well as required actions.
- To inform employees about the concept of implicit bias and its potential effects on criminal justice decision making.
- To require documentation of all allegations and/or complaints of bias on the part of any CSPD personnel followed by an investigation.

.02 Cross Reference

[GO 740 Determining Probable Cause](#)

[GO 750 Citizen Contacts](#)

[GO 755 Field Interviews](#)

[GO 758 Handling of Street Gang Contacts](#)

[GO 1620 Complaints and Internal Investigations](#)

[City of Colorado Springs Civilian Policies and Procedures Manual](#)

[City of Colorado Springs Sworn Policies and Procedures Manual](#)

[Colorado Revised Statutes § 24-31-309 and § 24-31-315](#)

.03 Discussion

Effective policing requires officers and members of the community to work proactively together as partners to prevent crime and protect the community. The police-community partnership thrives through communication, trust, and fairness. When the public perceives the criminal justice system to be fair and equitable, they are more likely to engage and cooperate with authorities when crimes are committed, which in turn leads to safer communities.

.04 Policy

- Profiling, as defined in [C.R.S. § 24-31-309](#), or any form of biased policing, is prohibited in all police actions and services.
- Persons having contact with members of the department will receive fair and impartial treatment, meaning they will be treated in a fair, impartial, equitable, and objective manner, in accordance with the law, and without consideration of their individual demographics, as defined in this policy.
- CSPD personnel will not discourage citizens from filing complaints of biased policing or profiling and shall avoid actions that could be interpreted to constitute intimidation, coercion, or threatened retaliation against citizens as an attempt to discourage or prevent them from filing complaints.
- All allegations of biased policing will be thoroughly and objectively investigated in accordance with [GO 1620 Complaints and Internal Investigations](#).

.05 Definitions

Biased Policing: Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality of officers toward classes of individuals or persons based on individual demographics.

Fair and Impartial Treatment: The belief that persons, irrespective of race or other distinctions, shall be treated in the same basic manner under the same or similar circumstances. This does not mean that all persons in the same or similar circumstances can or must be treated identically. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, or similar conditions, or when information about them necessitates different treatment.

Implicit Bias: Attitudes that affect understanding, actions, and decisions in an unconscious and unintentional manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control. Implicit bias is a universal human condition, and its effects can be found among any professional group, not just police employees.

Individual Demographics: Personal characteristics, to include, but not limited to race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, cultural group, or political status.

Profiling: As defined in Colorado Revised Statutes § 24-31-309, the practice of relying solely on race, ethnicity, gender, national origin, language, sexual orientation, gender identity, age, disability in (a) determining the existence of probable cause to place in custody or arrest an individual or in constituting a reasonable and articulable suspicion that an offense has been or is

being committed so as to justify the detention of an individual or the investigatory stop of a vehicle, or (b) determining the scope, substance, or duration of an investigation or law enforcement activity to which a person will be subjected.

.10 Fair and Impartial Policing Practices

Department members shall not discriminate, improperly initiate or prolong police interventions, or determine levels of police service on the basis of individual demographics, including race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, cultural group, or political status.

Officers will base investigative detentions, traffic stops, arrests, searches, and property seizures on a standard of reasonable suspicion or probable cause, as the situation dictates, in accordance with the United States Constitution, statutory law, controlling case law, and CSPD policies. Officers must be able to articulate the specific facts and circumstances that support these police actions. Except as provided below, officers shall not consider demographic information in establishing either reasonable suspicion or probable cause, nor will officers consider demographic information in deciding to initiate other law enforcement actions.

A commitment to fair and impartial policing practices also means the department is committed to looking for effective, evidence-based methods for countering implicit bias. Implicit bias is different than overt discrimination, in that it is automatic associations and stereotypes about certain groups of people. Implicit bias occurs without discriminatory intent; rather, it can cause people to *unintentionally* and *unknowingly* respond to situations in biased ways. It is important that department members are aware of implicit bias and its potential impact in police interactions. Recognizing potential disparate outcomes of implicit bias is particularly important in discretionary and proactive police activities, such as vehicle and pedestrian stops. Decisions about where and how to engage in proactive police activities should be data-driven, in accordance with the principles of intelligence-led policing.

When Demographic Information can be used in Policing Actions

Officers may take into account the reported demographic information of a specific suspect or suspects based on trustworthy, locally relevant information that links a person/persons of specific individual demographics to a particular unlawful incident(s). Individual demographic information can never be used as the sole basis for reasonable suspicion or probable cause.

CRS § 24-31-309(3) also provides that a peace officer may use age when making law enforcement decisions if the peace officer is investigating a juvenile status offense.

Nothing in this policy limits an officer's ability to interview witnesses or to have routine conversations or consensual contacts with citizens.

Preventing Perceptions of Biased Policing

In an effort to prevent or reduce perceptions of biased policing and to mitigate potential effects

of implicit bias, each officer should do the following when conducting pedestrian and vehicle stops:

- Be courteous and professional.
- Introduce yourself to the citizen, and what agency you are with, and state the reason for the stop as soon as practical, unless providing this information will compromise officer or public safety. In vehicle stops, the officer will provide this information before asking the driver for license, registration, and insurance.
- Ensure that the detention is no longer than necessary to take appropriate action for the known or suspected offense, and that the citizen is told the purpose of any reasonable delays.
- Whenever time and circumstances permit, attempt to answer questions the citizen may have, including explaining options for traffic citation disposition, if relevant.
- Provide your name and badge number when requested, in writing (such as on a business card).
- At the conclusion of a traffic stop, when no enforcement action is taken, the officer will provide a business card to the driver with contact information in accordance with CRS 24-31-309 (4)(a). Please note the provisions of this law shall not apply to authorized undercover operations. State law requires that the business card include identifying information about the peace officer, including the peace officer's name, division, badge/other identification number, and a telephone number that may be used to report any comments regarding the traffic stop.

.15 Duty to Report

Personnel who are aware of instances of profiling or biased policing are required to promptly report the incident to a supervisor. Where appropriate, personnel are encouraged to intervene at the time the profiling or biased policing incident occurs.

.20 Complaints of Biased Policing or Profiling

Supervisors shall take the appropriate and necessary steps to investigate alleged violations of this policy, in accordance with General Order 1620, Complaints and Internal Investigations. If an allegation is made that relates to this policy, it must be thoroughly investigated under this policy and specifically cited as such in Blue Team. It is prohibited for supervisors to investigate and document such an allegation under another policy. This does not mean that additional policies cannot be cited; rather, it means this policy must be included in the investigation and documentation. If an employee is alleged to have engaged in profiling or biased policing, only a deputy chief or the chief can determine that an alleged violation of this General Order is not applicable in a particular complaint.

Additionally, federal law prohibits recipients of Justice Department funding from discriminating against individuals or groups on the basis of individual demographics, and requires CSPD to

provide public notice of a person's right to file a complaint with the federal Office for Civil Rights. At a minimum, CSPD will provide this notice on its public website, alongside other complaint information.

.25 Training

The City's Human Resources Department provides training on harassment and discrimination prevention to all full-time employees during the onboarding process, as well as annual refresher training for all employees on topics related to bias, diversity, and inclusion.

In the CSPD Police Academy, all police recruits will receive at least eight hours of training on law enforcement ethics and anti-bias policing. Additionally, all officers receive annual anti-bias training in compliance with CRS § 24-31-315(1).

Training provided through CSPD will be documented by the Training Academy, or in the department's online training system.

.30 Data Collection and Reporting

The Internal Affairs Section will maintain data relating specifically to complaints alleging violations of this policy. The Internal Affairs Section will be responsible for completing required reporting on alleged violations of this policy, including the following:

1. The Internal Affairs Section will compile, on at least an annual basis, any information derived from telephone calls received due to the distribution of business cards and that allege profiling, in compliance with CRS § 24-31-309(4)(c). This information will be available to the public but will not include the names of peace officers or the names of persons alleging profiling.
2. The Internal Affairs Section will conduct a documented annual administrative review of agency practices pertaining to this policy, including citizen concerns and any corrective measures taken. Internal Affairs may request the assistance of the Planning and Compliance Section in completing this review. An administrative review is a documented review of incidents or occurrences, which should indicate whether policy, training, equipment, or disciplinary issues should be addressed.



**Colorado Springs Police Department
General Order 1553**

Section 15: Social Media Usage -- Information and Records

Active Date: 11/20/2014

Supersedes Date:

Approved
Peter Carey
General Order

.01 Purpose

The department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

.02 Cross Reference

[GO 1620, Complaints and Internal Investigations](#)

[GO 1650, Employee Conduct \(Sworn and Civilian\)](#)

[GO 1655, Police Officer Conduct](#)

.03 Discussion

The decision to utilize social media is a business decision, not a technology based decision. The CSPD has an overriding interest in determining what is "spoken" on behalf of the department on social media web sites. The goal of the CSPD is to use social media web sites with effective and appropriate information, security and private controls. The CSPD expects all employees who participate in social media on behalf of the department to understand and follow these guidelines. These guidelines will evolve as new technologies and social media tools emerge.

.04 Policy

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some departmental personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by departmental personnel.

.05 Definitions

For the purposes of this policy, the following definitions apply:

- **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web Log".
- **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- **Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- **Profile;** Information that a user provides about himself or herself on a social networking site.
- **Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- **Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- **Web 2.0:** The second generation of the World Wide Web focused on sharable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
- **Wiki:** Web pages that can be edited collaboratively.

.10 Departmental Sites

The use or creation of all departmental social media sites or pages shall be approved by the Chief of Police or his designee, and shall be administered by the Public Affairs Section or other appropriate unit as determined by the Chief. All social media pages or sites shall indicate that they are maintained by the department and shall have contact information for the department prominently displayed, if possible.

Each social media page or site should include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website, if possible. The page should also link to the department's official website, if possible, and should be designed with the target audience in mind (i.e. youth, potential police recruits, etc.).

Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies. Information contained on these sites is subject to the public records laws, and relevant records retention schedules apply to their

content. All content must be managed, stored and retrieved to comply with open records laws and e-discovery laws and policies.

Social media sites should state that the opinions expressed by visitors to the pages do not reflect the opinions or views of the department. Pages should clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks. Pages shall also indicate that any content posted or submitted for posting is subject to public disclosure.

Personnel designated to represent the department on social media outlets shall conduct themselves at all times as representatives of the department. Accordingly, all department standards of conduct apply to these sites, and personnel shall observe conventionally accepted protocols and proper decorum in their activities on these sites. All postings will be factual, accurate, complete and within their area of expertise.

Personnel representing the department shall not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written consent. Employees shall not conduct political activities or private business on department sites or pages.

CSPD social media sites may be subject to the Colorado Open Records Act (CORA). Any content maintained in a social media format that is related to department business, including a list of subscribers, posted communications, and communications submitted for posting, may be public record subject to public disclosure. Additionally, all contents on CSPD social media sites could be subpoenaed into court. Employees must keep this in mind when posting to CSPD social media sites.

Employees of the CSPD will not share personal information about himself or herself, or any other CSPD employee on any CSPD sanctioned social media web site.

The use of departmental computers by department personnel to access social media is prohibited without authorization. The use of personally owned devices or computers to manage the department's social media activities or in the course of official duties is prohibited without authorization.

Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

CSPD sections or units with sanctioned social media web sites shall monitor their sites for posts requesting responses from citizens and for comments in violation of this policy.

.15 Potential Uses of Social Media

The potential uses of social media are limited only by our imagination. Department members with ideas for potential uses of social media should submit them to their chain of command via interoffice memo for approval through the Chief of Police.

Social media may prove to be valuable to the department as an investigative tool when seeking evidence or information about:

- Missing Persons
- Wanted Persons
- Gang Participation
- Crimes perpetrated online (i.e. cyber-bullying, cyber-stalking)
- Photos or videos of a crime posted by a participant or observer

Social media also may be used for community outreach and engagement by:

- Providing crime prevention tips
- Offering online-reporting opportunities
- Sharing crime maps and data
- Soliciting tips about unsolved crimes (i.e. Crime stoppers)

Social media may also be used as an additional resource to make time-sensitive notifications related to:

- Road closures
- Special events
- Weather emergencies
- Missing or endangered persons

Social media can also be a powerful recruiting tool, as persons seeking employment or volunteer positions use the Internet to search for opportunities. Department members are encouraged to use social media sites to assist with recruiting potential candidates for employment or volunteer positions within the department.

.20 Public Posting/Commenting Policy

As a public entity, the CSPD must abide by certain standards to serve all its constituents in a civil and unbiased manner. Posts or comments on a departmental sanctioned social media site containing any of the following inappropriate forms of content shall not be permitted and are subject to removal by the PIO or his/her designee:

- Posts/comments not related to the original topic, including random or unintelligible comments

- Posts that are not factual or accurate
- Posts that do not promote civil discussion
- Profane, obscene, or pornographic content and/or language
- Content that could compromise an ongoing investigation
- Any personal identifying information of any person
- Defamatory or personal attacks
- Threats to any person or organization
- Posts/comments in support of, or in opposition to, any political campaigns or ballot measures
- Solicitation of commerce, including, but not limited to, advertising of any business or product for sale
- Conduct in violation of any federal, state or local law
- Encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest, such as a copyright or trademark of any party

A comment posted by a member of the public on any CSPD social media web site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement, or agreement by, the CSPD, nor do such comments necessarily reflect the opinions or policies of the CSPD.

The CSPD reserves the right to deny access to CSPD social media web sites for any individual who violates the CSPD's social media policy, at any time and without prior notice.

Complaints against employees should not be reported on CSPD social media sites. If a complaint is received via social media, the complaint will be handled according to existing CSPD complaint procedures. However, if the complaint names an employee, or is particularly controversial or of a sensitive nature, the post will be removed and will be forwarded to the Internal Affairs Section. The moderator that removed the post will note the name of the person that made the post and include that with the complaint for Internal Affairs. The moderator will submit a new entry that tells the person and other followers that the post was removed because an employee was named, but that an internal review has been initiated.

.30 Private Use of Social Media by Employees

The department recognizes the growing use of social media by its employees, and its implications on the business conducted by the department. As a result of the unique nature of the law enforcement profession, the department has an obligation to enact rules regarding the private use of social media by employees.

Absent controlling legislation, department employees shall abide by the following precautions and prohibitions when participating in social media:

- Departmental personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department
- As public employees, department employees are cautioned that speech on or off duty made pursuant to their official duties-that is that owes its existence to the employee's professional duties and responsibilities-is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department
- Department personnel shall not utilize social media account(s), other than official department accounts registered to the Colorado Springs Police Department (CSPD) or authorized law enforcement partner, for the purpose of conducting criminal investigations and/or sharing information about criminal investigations, which they have access to as a result of their employment, without the prior written approval from the chief of police or their designee
- Department personnel shall not utilize social media account(s), other than official CSPD accounts registered to the CSPD or authorized law enforcement partner to post, transmit, or otherwise disseminate any information, including photographs, to which they have access as a result of their employment, without the prior written approval from the chief of police or their designee
- For safety and security reasons, department personnel are cautioned not to disclose their employment with this department
- Department personnel shall not post information pertaining to any other department member without their permission
- Personnel will not display department logos, uniforms, or similar identifying items on personal pages
- Department personnel are cautioned not to post personal photographs or provide similar means of personal recognition that may cause them to be identified as police officers of this department
- Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification

When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, departmental personnel are prohibited from the following;

- Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals

- Speech involving themselves or other departmental personnel reflecting behavior that would reasonably be considered reckless or irresponsible

Engaging in prohibited speech noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.

Department personnel may not divulge information gained by reason of their authority, make any statements, speeches, appearances or endorsements, or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

Department personnel should be aware that they may be subject to civil litigation for:

- Publishing or posting false information that harms the reputation of another person, group, or organization (defamation)
- Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person
- Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitive purpose
- Publishing the creative work of another, trademarks, or certain confidential business information without permission of the owner

Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected

Personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

.40 Reporting Violations

Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.