

CORRUPTION PREVENTION

GENERAL ORDER #2-89 (Revised)

SEPTEMBER 27, 2000

I. PURPOSE:

The purpose of this directive is to prevent corruption from occurring in this law enforcement agency and to prescribe actions to be taken in the event that corruption is alleged and/or identified.

II. DEFINITIONS:

- A. Corruption: Corruption is defined as "acts involving the misuse of authority by a police officer in a manner designed to produce personal gain for him/herself or others."
- B. Supervisor: Both sworn and civilian employees assigned to a position having day-to-day responsibility for supervising subordinates or who is responsible for commanding a work element.

III. PROCEDURES:

This law enforcement agency will establish proactive procedures to prevent corruption and to investigate and prosecute corruption to the fullest extent of the law and administrative authority, when reported or identified.

A. Establishment and Maintenance of Professional Standards:

1. Mission Statement:

This law enforcement agency will maintain, periodically review and update a Mission Statement which explicitly states the goals, values and general philosophic approach to policing by this department. This statement will appear in the first section of the policy manual and will be taught to all new

employees. Supervisors will periodically review this statement of philosophy and values with subordinates.

2. **Code of Ethics:**

This department will maintain, periodically review and update a **Code of Ethics**. Each new employee will be required to read and place his/her signature at the bottom of a copy of the Code of Ethics as an indicator that he/she has read and understands the standards of conduct set forth in the Code of Ethics.

B. Proactive Prevention Measures:

1. A specific number of officers will be appointed or a separate unit will be established to handle corruption prevention measures. Their responsibilities will be:
 - a. To review citizen and internal complaints for indicators or misuse of police powers for personal gain.
 - b. To review the findings of internal affairs investigations for patterns which are indicative of corrupt police behavior.
 - c. To review duty assignments to ensure that periodic rotations are occurring according to requirements.
 - d. To cooperatively investigate any citizen complaint in which corruption is suspected.
 - e. To review overtime pay assignments, employee income and, in special cases, employees Federal income tax returns to determine if patterns emerge indicative of corrupt activities.
 - f. To review the results of inspections reports to specifically identify indicators of corruption.
 - g. To operate a reporting method for citizens and department employees to report behavior indicative of corruption. Citizens and department members are encouraged to report both commendatory behavior and suspicious behavior.
 - h. To report annually to the community the number of corruption cases investigated and the number sustained.
 - i. To conduct a public education campaign to enhance the level of awareness in maintaining the integrity of the police service.

2. Responsibilities of Unit Supervisors:

- a. Supervisors and commanders will be held accountable for corruption which occurs under their assigned area of supervisor or command.
- b. Supervisors are responsible for reporting any suspicious behaviors indicative of corruption. This behavior may include duty-related activities or personal off-duty activities.
- c. Ranking commanders are responsible for monitoring the activities of their subordinate supervisors.
- d. The associated performance of supervisors and commanders will also be reviewed when a subordinate is charged with the corruption violation.
- e. The inspections authority will be required to ensure that a reasonable portion of their inspections are directed towards the discovery of corruption violations and situations that are conducive to promoting violations.
- f. The internal affairs authority will be required to immediately notify the Chief of Police when suspicion of serious corruption enters an investigation.
- g. The personnel officer will be required to report annually to the Chief of Police a review of the duty assignments in the units listed below. Assignments in these units will be rotated every two (2) years or at the discretion of the Chief of Police.
 - (1) Organized crime, vice, drug enforcement.
 - (2) Property/evidence room.
 - (3) Internal affairs, inspections, corruption prevention officers.

3. Training Section:

The training section or officer will be responsible for providing training in the areas of corruption prevention, ethics, integrity and professional standards, for all levels of the department.

C. Responsibilities of All Employees:

1. The Code of Ethics will be regarded as a working and applicable document.
2. Employees are responsible for reporting other employees whose behavior is clearly illegal.

D. Special Responsibilities:

1. Management:

- a. The management will recognize that its own behavior sets an example to subordinates. Therefore, supervisors are responsible for being especially concerned over the impression or image they are presenting to subordinates. Corruption violations on the part of supervisors will be prosecuted and punished to the fullest extent of the law.
- b. Supervisors will conduct the recruitment selection and the training process with an acute awareness that integrity in the workplace correlates with the quality of the employee.
- c. Supervisors will provide an award process to recognize those employees who maintain performance of high integrity contributing to the professionalism of the agency.

2. Specific and Critical Policies and Procedures

a. Narcotics and/or Drug Enforcement:

- (1) Two or more officers must be present to effect any arrests resulting from a planned drug operation.
- (2) All confidential informants and drug buys will conform to control, bookkeeping and accountability procedures.
- (3) All evidence will be processed strictly according to the procedures governing the property and evidence functions.

E. Response to Corruption Allegations:

- 1. Whenever there is a suspicion that a complaint or an investigation will result in a charge of corruption, the following procedures will be followed:
 - a. The Chief of Police will be notified **immediately**; the Chief will be responsible for notifying the appropriate City officials.
 - b. Information will be released to the public as determined by the Chief of Police. In the event a complaint is prosecuted criminally, the Chief of Police will supply that information which is appropriate to the public.
 - c. Any criminal investigation will receive full cooperation of the police department and the employees, to the extent permitted by law.

- d. An after-action review will be conducted to determine the cause of the breakdown that allowed corruption to occur and to recommend system changes and measures to prevent any recurrence.

V. RESPONSIBILITY:

It will be the responsibility of all personnel to see that this directive is adhered to.

VI. CANCELLATION:

This procedure supersedes any and all previous written or unwritten procedures, practices or precedents heretofore established.

VII. DISTRIBUTION:

All personnel.

VIII. EFFECTIVE DATE:

Immediately.

IX. RE-EVALUATION DATE:

September, 2004.

By Order of:

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