



<b>Series</b> 100 Administration	<b>Effective Date</b> 5/24/2016	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>102.3</b>
<b>Chapter</b> 102 – Standard of Conduct			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Reviewed</b> <input type="checkbox"/> <b>Revised</b> No Revisions Made
<b>Reviewing Office</b> Office of the Chief of Police			
<b>References</b>			

## CODE OF CONDUCT

### 102.3 - 1 PURPOSE

1. To provide additional specificity to the standards of conduct embodied in the Law Enforcement Officer’s Code of Ethics, the Detroit Police Department’s (DPD) mission and values statement, in order to enable all officers of this department to better understand the prohibitions and limitations pertaining to their conduct and activities, while on and off duty.
2. This Directive is not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions of a member’s conduct and activities established by this department. Rather, it is intended to alert members to some of the more serious and often problematic matters involving police conduct and ethics, specify (where possible) actions and inactions that are contrary to and conflict with the duties and responsibilities of members and guide members in conducting themselves and their affairs in a manner that reflects professionalism. Additional guidance on matters of conduct is provided by other specific DPD Directives, policies and procedures, and by DPD supervisory officers.

### 102.3 - 2 POLICY

Actions of members that are inconsistent, incompatible or conflict with the values established by this department negatively affect its reputation and that of its members. Such actions and inactions detract from the department’s overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of this department that all members shall conduct themselves in a manner that reflects the ethical standards consistent with the rules contained in this Directive and otherwise disseminated by this department.

### 102.3 - 3 Vision, Mission Statement, and Core Values

#### The Vision Statement and Mission:

1. The Detroit Police Department is a model of sustained policing excellence that places our neighborhoods and people first.
2. The Detroit Police Department’s mission is to achieve its vision through the implementation of the steps set forth in this Plan of Action, which will reflect the following core values and characteristics of this Department:
  - A robust energetic Department focused on reducing crime throughout the city so residents can freely walk the streets without fear. This focus will target repeat violent offenders and bring them to justice if they continue their violent ways.

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- An effective crime prevention strategy with robust implementation of the Ceasefire process that has the potential to dramatically reduce violent crime in our neighborhoods.
- A community that truly shares responsibility for setting the standard for safety and security in every neighborhood; where community members vocally express their intolerance for aberrant criminal and deviant behavior that damages their neighborhood's quality of life.
- Strong community collaboration with the Department in areas of policy development, strategic and tactical development, transparency and the sharing of responsibility between police and community to achieve the goal of effective crime reduction and safety throughout the city.
- Strong performance management initiatives – including a problem-solving Compstat – that will ensure all employees are accountable for outcomes resulting from their activities.
- A strengthened commitment to problem solving as a key means for reducing repeat situations of concern for the community and requiring police attention.
- Internal police management practices that show respect for employees and value the work they do, pushing down authority within the organization to be creative problem solvers within policy guidelines.
- A leaner police organization that provides value for money spent by the citizens of Detroit for policing services.
- Stronger integration between police and other city agencies in providing services to those who have problems that may result in violent or destructive behavior.
- High levels of satisfaction with police performance in meeting community needs, resulting in higher levels of police legitimacy in the community and increased confidence that the police are treating everyone with respect, regardless of the circumstances.
- Maximizing police officers assigned to neighborhood policing through reducing specialization of certain functions.
- Widespread acknowledgement in the community that “cops count” in maintaining Detroit as a great place to live and work.
- A strong commitment to assisting victims of crime, to lessen the impact of criminal events on their lives and well-being.
- Powerful ethics within the police organization focused on truthfulness at all times and a commitment to excellence in community service through the organization's activities.

**102.3 - 4 Law Enforcement Code of Ethics**

The Law Enforcement Code of Ethics shall be the basis for governing the behavior of all sworn members of the department and is hereby adopted as follows:

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As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will 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 professional life, I will be exemplary in obeying the laws 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, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers.

I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession ... law enforcement.

## **102.3 - 5 Member's Responsibilities**

### **102.3 - 5.1 General**

1. In addition to the Code of Ethics, a member must observe all laws, regulations, procedures, and lawful commands of all ranking members of this department. Any action taken in violation of any laws, regulations, procedures, commands, or contrary to DPD policy, shall subject a member to possible criminal prosecution, re-training or re-instruction, civil liability and/or disciplinary action, which may result in reprimand, suspension, forfeiture of pay, dismissal, or any other penalty the Chief of Police may lawfully direct.

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2. Members must be truthful, polite, and orderly at all times. Members must display patience, command of temper, and always use discretion in their private as well as professional life, so that their conduct is unquestioned. Members who withhold information, fail to cooperate with departmental investigations, or who fail to report the misconduct of members to a supervisor, whether on or off duty, shall be subject to disciplinary action.
3. All members are responsible for preventing crime, and enforcing all laws, ordinances, and regulations impartially. All members have a duty to investigate crime. The delegation of the enforcement or investigation of certain laws and ordinances to a particular unit of the department does not relieve members of other units from taking proper police action for violations coming to their attention.
4. While any violation of these rules and regulations may subject members to disciplinary action, such discipline shall not be invoked when, at the discretion of the Chief of Police, extenuating circumstances exist, or the best interest of the department would not be served.

**102.3 - 5.2 Courtesy**

1. Members shall conduct themselves in a civil and professional manner that connotes a service orientation, and fosters public respect and cooperation. When addressing a citizen, members shall use the person's last name prefixed by Mr., Mrs., and Ms., whichever is appropriate. Using first names or other informal terms is prohibited.
2. Disrespect, gestures or language of a coarse, profane, abusive, demeaning, or insolent nature to any citizen or fellow member shall constitute a basis for disciplinary action.
3. Insubordination to any ranking member shall constitute a basis for disciplinary action.
4. Citizens requesting assistance or advice shall be given every consideration consistent with the circumstances. Citizens shall not be referred to other commands in order to make a report simply because the incident occurred in another precinct. It is a member's duty to sincerely attempt to satisfy a citizen's request and/or to courteously refer them to other agencies if circumstances necessitate such action.
5. All members must inform an individual of their right to make a complaint, if an individual objects to a member's conduct. This includes the complaints of an individual that is in DPD custody and/or a holding cell.
6. Members have a duty to assist any person who wishes to file a citizen's complaint, by providing him/her with an informational brochure and a citizen contact form, or immediately putting the complainant in contact with a supervisor, who can assist him/her with filing his/her complaint. No member shall interfere with, hinder, or obstruct a person from making a citizen complaint.

**102.3 - 5.3 Military Courtesy**

1. A uniformed member shall, while on duty and outdoors, when encountered by the Mayor, Board of Police Commissioners, Chief of Police, or by a uniformed sworn member above the rank of a commander, salute said persons unless otherwise directed. Members in uniform, and on the street, shall not salute or speak to members in plainclothes, unless first recognized by the latter.

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2. The protocol of extending the courtesy of a military salute to the Mayor, Board of Police Commissioners, or the Chief of Police, even though in civilian attire, should be done in the following manner:
  - a. Members in uniform should render the military salute in the customary manner. However, rather than waiting for a return salute, the member in uniform should hold their salute only long enough for the saluted person to become reasonably aware of the courtesy extended. The member in uniform should then complete the salute by bringing the right hand down smartly to the right side. When in formation, the commands of the person in charge will be followed. Salutes should then be held until the party saluted has passed by the formation. The same procedure as above will be generally followed when the command of "Attention" is called;
  - b. Members shall not salute the Mayor, Board of Police Commissioners, Chief of Police, or executive members, when lining routes of parades, at fires, or on occasions when a large number of members are assembled, unless the member addresses or is addressed by such persons;
  - c. Members shall, upon first observing the presence of the Mayor, any member of the Board of Police Commissioners, Chief of Police, or any department executive in uniform, entering a building housing police personnel, shall give the command of "Attention," and each member present shall rise to attention. However, this rule shall not apply in the Headquarters Building or other areas where large numbers of executive members are present; and
  - d. Members in uniform shall, when entering the offices of the Mayor, Board of Police Commissioners, Chief of Police or any executive member of the department, salute by removing their cap.

**102.3 - 5.4 National Colors and Anthem**

1. Unless performing duty requiring immediate attention, members shall salute the American Flag as it passes on public occasions, ceremonies, parades, or when it is carried into any building or room. The salute shall be given when the flag is within six (6) paces and continued until it is six (6) paces beyond.
2. Members carrying the American Flag shall not lower it to any person nor upon any occasion. Flags on flagstaves and permanent poles are not saluted except on ceremonious occasions.
3. During the playing of the national anthem, members shall salute the flag or if no flag is present, shall face in the direction of the music and render a salute. The salute shall be rendered at the first note of the anthem and continued until the last note has been played.
4. In saluting the flag or during the playing of the national anthem, members in uniform and not in formation shall render the hand salute. When not in uniform, members should remove their headdress with the right hand and hold it at the left shoulder, the right hand being over the heart. During inclement weather, the headdress may be held slightly raised from the head. Men without hats and women should salute the flag by placing the right hand over the heart and should stand at attention during the playing of the national anthem. Members in formation shall be called to attention and only the commanding member shall render a salute.

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If the formation is in motion, eyes right (or left) will be executed on command and the formation commander will render the salute.

**102.3 - 6 Prohibited Acts**

**102.3 - 6.1 General**

Members are directly accountable for their actions, through the chain of command, to the Chief of Police. The following acts are in direct violation of department policy. This list of violations is not exhaustive and does not prohibit any member from being charged and disciplined, separately or in conjunction with, a violation of any other portion of this manual, department policy, rule, or procedure. Violations are listed by general category for easier reference.

**102.3 - 6.2 Accountability**

1. Failure to cooperate fully in any internal or administrative investigation, conducted by this or other authorized agency, and/or failure to provide complete and accurate information in regard to any issue under investigation.
2. Failure to report the misconduct of any member and/or take appropriate action.
3. Failure to accept or process a citizen complaint and/or to assist a party wishing to make a citizen complaint.

**102.3 - 6.3 Alcohol/Drug Use**

1. Being unfit for duty.
2. Failure to report the use of any substance, prior to reporting for duty that impairs a member's ability to perform as a law enforcement member.
3. Reporting for duty when a member's judgment or physical condition has been impaired by alcohol, medication, or other substances.
4. Reporting for duty or being on duty with an odor of intoxicants. (Note: the odor of intoxicants on the breath of a member reporting for regularly scheduled duty, or while on duty, shall be deemed "prima facie evidence" that the member is unfit for duty).
5. Consuming alcoholic beverages while in any part of the uniform, or while displaying department badge or department identification.
6. Consuming an alcoholic beverage in a building or vehicle owned by this department.
7. Bringing, storing or keeping alcoholic beverages, in any department building or vehicle. (Except when authorized by the Chief of Police or possessed in the performance of duty).
8. Consuming alcoholic beverages or entering liquor establishments for purposes of consumption while on duty, except in the performance of duty. A member may enter a restaurant licensed to sell alcoholic beverages for the purpose of eating lunch. Members shall not be required to drink alcoholic beverages for purposes of obtaining evidence.
9. Refusal to submit to field sobriety, breathalyzer, and/or blood tests when ordered by a DPD supervisor, pursuant to department policies.
10. Refusal to submit to or avoidance of drug screening procedures.

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1. Being absent from duty without permission.
2. Failure to be punctual in attendance to all duties.
3. Failure to notify the officer in charge of anticipated tardiness.
4. Failure to appear at scheduled training, court appearance or bi-annual firearms qualification program.
5. Failure to provide the department with maximum attendance.

**102.3 - 6.5 Attentiveness to Duty**

1. Failure to be properly equipped with a department approved badge and identification card. Members must be equipped with their badge and identification card and respond appropriately under the circumstances upon notice that their services are required (Except when on sick leave or furlough).
2. Not properly patrolling or guarding a post.
3. Failure to respond immediately upon notice that services are required.
4. Laziness.
5. Taking more than thirty (30) minutes for lunch.
6. Leaving post without proper relief or purpose.
7. Sleeping or lounging on duty.
8. Failure to obtain permission from the dispatcher for a lunch period.

**102.3 - 6.6 Authority, Misuse**

1. Acting officiously or failure to perform duties in an impartial manner.
2. Interfering with a departmental, criminal, or governmental investigation or acting 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.
3. Participation in a department sponsored auction as a bidder, if actively engaged in the auction in an official capacity.
4. Purchase or convert to own use, any found, impounded, abandoned, or recovered property, or any property held or released as evidence.
5. Misuse of LEIN, NCIC or any other department or other law enforcement database.
6. Participating or becoming involved in any arrangement between criminals and persons who have suffered by their acts with the intent of permitting a defendant to escape the penalties provided by law.
7. Seeking the aid of any person to effect a promotion, transfer, or restoration to duty by obtaining unfair advantage.
8. Settling claims without the approval of the Deputy Chief, Management Services Bureau, in matters where the department has sustained any loss whatsoever.
9. Using authority or position for financial gain or for obtaining privileges or favors.
10. Vouching or signing as a character reference for any person making a license application for any activity that is subject to investigation or regulation by the department. (Except as authorized in conducting department business or with prior approval of the Chief of Police).

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**102.3 - 6.7 City Property**

1. Failure to exercise care or practice economy in the use of department equipment, material, forms and facilities.
2. Failure to promptly report lost, stolen, misplaced or damaged department equipment, to the officer-in-charge of the command to which the member is assigned. (Losses by carelessness shall be deemed prima facie evidence of misconduct).
3. Granting or facilitating unauthorized access to any department building, equipment, material, forms or facilities.
4. Making or possessing an unauthorized duplicate of a department badge, identification card, instrument or device.
5. Possessing keys, keycards, access codes or any other instrument or device to premises on or near one's post, without authorization from the commanding officer.
6. Unauthorized duplication of keys to any department building, equipment or facility.
7. Failure to properly store and secure department issued equipment.

**102.3 - 6.8 City Vehicles/Driving Policy**

1. Failure to broadcast a vehicular pursuit via department radio on the appropriate radio channel or frequency.
2. Failure to obey an order to terminate a vehicular pursuit.
3. Operate a department vehicle in such a manner as to become involved in a traffic crash classified as preventable.
4. Permitting unauthorized persons to ride in police vehicles.
5. Use of a city vehicle without supervisory permission.
6. Violation of this department's vehicular pursuit policy.
7. Using, operating or traveling in a privately owned vehicle, while on duty, or to go to and from post, without the proper authorization.
8. Violation of any traffic law, or taking or permitting any privilege that is not allowed to other citizens, upon any public road, street or highway, except while in the performance of duty.
9. Talking on a cellular telephone while operating a department vehicle.

**102.3 - 6.9 Conduct, Unprofessional**

1. Conduct unbecoming an officer. Members shall not engage in any conduct or activities, on or off duty that reflects discredit on the members of this department, tends to bring this department into disrepute, or impairs this department's efficient and effective operation.
2. Cowardice; shirking duty or responsibility, during time of danger.
3. Disparaging or demeaning the race, nationality or personal characteristics of any person.
4. Failure to exhibit a polite, dignified and courteous manner towards any person (includes detainees and fellow members).
5. Exhibit insubordination, disrespect, gestures or language of a coarse, profane or insolent nature to any ranking officer.
6. Failure to exercise discretion during any departmental or criminal investigation.



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7. Withholding information relative to suspicious persons or places, or any occurrence or circumstances, bearing on crimes or attempted crimes.
8. Willful disobedience of rules or orders.
9. Taunting or harassing persons.

**102.3 - 6.10 Confidentiality**

1. Giving or making transcripts of department records, official correspondence, communication tapes, or permitting such records to be removed from any departmental command, except by permission of the Chief of Police, his or her designee, or under due process of law.
2. Divulging official 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. (The official business of the department shall be treated as confidential. A commanding officer may divulge information to representatives of the press consistent with federal and state law, and department policy).
3. Divulging the name of any person (witness, informant, etc.) or giving information to anyone except other members of the department, to whom it may be necessary in connection with department business. (Information presented to this department in connection with crimes must be carefully guarded. Members shall be careful in their inquiries not to endanger, unnecessarily, the reputation of any person who may be the subject of their investigation).
4. Obtaining personal information, related to any citizen or member, for other than departmental use.

**102.3 - 6.11 Criminal Misconduct**

1. Aiding or abetting in criminal misconduct.
2. Conviction in any court of criminal jurisdiction (Except for minor traffic violations).
3. Participating in a strike.
4. Participating in games of chance for stakes in department buildings.
5. Using, procuring, possessing, distributing, delivering or disposing of narcotics or controlled substances in violation of applicable statutes, ordinances or DPD policy.

**102.3 - 6.12 Custody of Detainees**

1. Failure to provide the proper care to any person in the custody of the DPD.
2. Failure to properly search a detainee.
3. Failure to furnish persons arrested with a receipt for all personal property taken from them.
4. Unauthorized entry into a holding cell or holding cell area.
5. Unauthorized disclosure of detainee records.

**102.3 - 6.13 Firearms/Weapons**

1. Carrying an unauthorized weapon or ammunition.
2. Failure to properly secure a department weapon.
3. Negligent loss of firearm or department weapon.
4. Unjustified or careless use of firearm or weapon.

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**102.3 - 6.14 Job Standards**

1. Failure to notify the commanding officer of any circumstance that affects a member's ability to perform his/her duties (e.g... Suspended license, medical condition, medication, arrests or detentions).
2. Failure to notify the commanding officer when knowingly under investigation for any criminal offense in this or any other jurisdiction as soon as possible.
3. Ignorance of rules or orders.
4. Incompetence.
5. Neglecting to give consideration or assistance to any citizen.
6. Refusing to testify when required to appear as a witness officer or as a subject officer in any administrative hearing (e.g., Trial Board, Chief's Hearing, etc.).
7. Neglecting to report any member known to be guilty of violation of any rule or order issued for the guidance of the DPD or for failure to perform assigned duties.

**102.3 - 6.15 Miscellaneous**

1. Being absent from personal residence for more than forty-eight (48) hours without leaving an emergency address.
2. Gossiping about a member of the DPD concerning personal character or conduct.
3. Occupying any seat on a public coach to the exclusion of other passengers, while exercising free riding privileges (members are permitted to ride free of charge on Department of Transportation coaches when in uniform or plainclothes provided they display their DPD badge to the coach operator.
4. Neglect of duty.

**102.3 – 6.16 Cellular Phones**

1. Use of a hand held mobile phone, text messaging, or engaging in distracting behavior while operating a motor vehicle on a freeway, highway, street or alley is prohibited. (City Code Sec. 55-4-28)
2. Members shall not use cellular phones, including for text messaging purpose, during on-duty hours to conduct off-duty business related activity. Personal calls made or received while on-duty shall be limited to family related matters that require immediate attention. Members shall not use a cellular phone for non-departmental related calls when in conspicuous view of the public (e.g., on a traffic assignment, detail, riding in a patrol vehicle).
3. Members are permitted to wear a cellular telephone earpiece (often referred to as a "bluetooth device") while on duty. However, when members are engaged in police action (e.g. traffic stops, police runs, engaged citizen interactions, etc.) they shall not wear the earpiece.
4. Members are prohibited from using a cellular phone while at Police Medical.

**102.3-6-17 Off Duty Police Action**

1. 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 when a serious offense has been committed).

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Such circumstances shall be called to the attention of the officer-in-charge of the precinct in which it occurs, who shall have disinterested members investigate and take the necessary action.

2. Failure to notify on-duty department or local law enforcement officers before taking police action, absent exigent circumstances.
3. Rendering assistance or advising parties in civil matters (except to prevent a breach of the peace or to quell a disturbance actually commenced).
4. Taking police action as a representative of the DPD, off-duty and outside the jurisdiction of the city of Detroit, absent a felony committed in the member's presence that presents a grave risk to the public welfare.
5. Officer carrying/using firearms or taking police action in situations where the officer's performance may be impaired or the officer's ability to take objective action may be compromised.

**102.3-6-18 Property**

1. Failure to secure and/or control property as required.
2. Improper disposal of seized property or evidence.
3. Neglecting to turn over all property found, seized, or taken from persons arrested to the proper member without unnecessary delay.

**102.3-6-19 Smoking**

1. Smoking in any vehicle owned or maintained by the department.
2. Smoking in any department building.
3. Smoking while in uniform in conspicuous view of the public.

**102.3-6-20 Soliciting or Accepting Gratuity**

1. Soliciting contributions or subscriptions in any form, for any purpose, without prior approval from the Chief of Police.
2. Accepting any fee, reward, or gift, of any kind, from any arrested person, or from any person in the arrested person's behalf, while the person is in custody. (The acceptance of a reward shall be considered in the same manner as awarding a member a citation and must have the prior approval of the Chief of Police.)
3. Accepting bribes of money, valuables, services, or any other form of compensation, or consideration.
4. Borrowing money from, or becoming obligated to, any person whose business is subject to regulation by the department.
5. Soliciting free admission or passes for theatres, places of amusement, commercial transportation systems, or any other purpose either for themselves or on behalf of others.
6. Members shall not accept gifts, gratuities, honoraria, or other things of value from any person or company:
  - a. Doing business or seeking to do business with the City;
  - b. Seeking official action from the City;
  - c. Having interests that could be substantially affected by the performance of the Public Servant's official duties; or

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- d. Registered as a lobbyist under applicable laws.
7. Exceptions: This prohibition shall not apply to:
- a. An award publicly presented to a Public Servant by an individual, governmental body or non-governmental entity or organization in recognition of public service;
  - b. Complimentary copies of trade publications, books, reports, pamphlets, calendars, periodicals or other informational materials;
  - c. A gift received from a Public Servant's relative or immediate family member, provided that the relative or immediate family member is not acting as a third party's intermediary or an agent in an attempt to circumvent this article; and
  - d. Admission or registration fee, travel expenses, entertainment, meals or refreshments that are furnished to the Public Servant:
    - By the sponsors of an event, appearance or ceremony which is related to official City business in connection with such an event, appearance or ceremony and to which one (1) or more of the public is invited.
    - In connection with teaching, a speaking engagement of the provision of assistance to an organization or another governmental entity so long as the City does not compensate the Public Servant for admission or registration fees, travel expenses, entertainment, meals or refreshments for the same activity.

**102.3-6-21 Ticket Sales**

1. Selling tickets for any purpose while on duty, while off duty in uniform, or in any department building at anytime without written permission of the Chief of Police.
2. Selling tickets on any premises where alcoholic beverages are sold without written permission of the Chief of Police.
3. Selling tickets for any purpose while on duty, while off duty in uniform, or in any department building anytime, or on any premises where alcoholic beverages are sold, is prohibited without written permission of the Chief of Police. The written authorization of the Chief of Police must be carried on the person of the member, while engaged in the activity of selling tickets in the above circumstance.

Commentary: Application for authorization shall be made in writing through channels on DPD 568, and shall include the number and price of the tickets to be sold and any other pertinent data (organization, purposes, etc.). Members whose primary duties are related to the enforcement of liquor, gambling or vice laws generally shall not be permitted to sell tickets of any kind.

**102.3-6-22 Truthfulness**

1. Willfully making a false oral, written statement, or report.
2. Willfully or knowingly depart from the truth, in giving testimony or in connection with any official duties.

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3. Failure to truthfully answer all questions, upon the order of a supervisor, specifically directed and narrowly related to the scope of employment and operations of the Department that may be asked of them.

**102.3-6-23 Uniform Policy**

1. Failure to wear a complete uniform in the prescribed manner.
2. Wearing any part of the uniform during periods of suspension.
3. Wearing or carrying unauthorized garments, packages, umbrellas, canes or other items while in uniform.

**102.3-6-24 Use of Force**

1. Failure to report any use of force or complete a use of force report form [(as defined in Directive 304.2 (Use of Force)] to a supervisor.
2. Improper use of weapon (violation of policy).
3. Improper use of chemical spray (violation of policy).
4. Striking a person who is restrained (e.g., handcuffed).
5. Unnecessary use of force.
6. Mistreatment of any person.

**102.3-6-25 Off Duty Employment**

1. Affiliating with any organization, which shall in any way exact prior consideration to services. (Except the United States Army, Navy, Air Force, Marine Corps, Coast Guard and their respective reserve or national guard units.)
2. Engage in outside business, employment, or occupation without obtaining written permission from the Chief of Police.
3. Engage in prohibited types of employment.

**102.3-6-26 Prohibited Onsite Family Care**

1. Members are reminded that their on-duty hours are dedicated for department business only. Children or other family members shall not be brought to the workplace for the exclusive purpose of providing care. This shall also apply to those members reporting for off-duty medical appointments.
2. Members experiencing problems organizing day care, baby-sitting, or other necessary family care shall utilize authorized absences and re-schedule their appointments to make requisite arrangements.

**102.3-7 Public Statements, Appearances, and Endorsements**

**102.3-7.1 Communication**

1. Communicating or giving police information to any person concerning the business of the DPD, which is detrimental to the DPD.
2. Publicly engaging in activities designed to bring discredit upon city or department executives or other department members, administrative policies or activities.
3. Engaging in a civil action or filing a complaint for damages on matters arising from duty-connected activities without providing timely notice to the Chief of Police.

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4. Engaging in religious or political discussion on duty, or off duty, while in uniform.
5. Making any public speaking appearance representing the DPD, without prior approval, from the Chief of Police.

Any member who is required to represent the DPD and who receives remuneration shall submit such remuneration to the Chief Financial Officer of Budget Operations, who shall deposit it in a separate account for the medal and benefit fund.

**102.3- 7.2 Endorsements**

1. Giving an oral or written endorsement; granting permission for the use of your name or photograph in any endorsement of any commercial product or service, while representing yourself as an officer or representative of the DPD, without the written approval of the Chief of Police.
2. Recommending or employing attorneys or bonding agents, for or on behalf, of a detainee.

**102.3 - 7.3 Political Activity**

1. Interfering or using the influence of one's position in elections.
2. Participating in political activities, soliciting contributions, signatures, or other forms of support for political purposes while on duty and/or in uniform, unless previously authorized by the Chief of Police, or his or her designee.
3. Display, distribute, transport or store literature, bumper stickers, or other political paraphernalia in DPD vehicles or on DPD equipment, buildings or property.
4. Use any DPD meeting as a means of expressing, implying acceptability or rejection of any candidate or political issue.

**102.3-8 Off Duty Employment**

**102.3 - 8.1 General**

1. Members of the department are expressly prohibited from engaging in any other business, employment, or occupation, during on or off duty hours, while on leave or furlough, unless the Chief of Police has granted approval.
2. Members of the department are prohibited from working in any businesses that are regulated by the Detroit Police Department (e.g., bars, adult movies, adult bookstores, etc.).
3. Under no circumstances, may a member engage in an outside business or employment activity while sick or disabled.
4. Authorized outside business or employment activity shall not interfere with the department's management or a members' duties as a police officer.
5. Members receiving authorization to engage in outside employment or business activity, shall notify the Chief of Police (through channels), in writing on an Inter-Office Memorandum (DPD568), when such activity has been discontinued.

**102.3 - 8.2 Business and Employment Defined**

1. Business activity includes participation in, or affiliation with, any commercialized business activity for the purpose of financial gain, except solely by investments.

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2. Outside employment includes the rendering of any services of a business nature for pay or other consideration from any source other than from the city of Detroit.

**102.3 - 8.3 Authorization**

1. The member shall submit an Inter-Office Memorandum (DPD568) requesting outside employment, through channels, to his/her commanding officer. The requesting member shall also submit a completed application for Authorization for Outside Employment or Business Activity (DPD525), with the memorandum.
2. The requesting member's immediate supervisor shall submit a DPD568, through channels, to the commanding officer regarding the member's sick time usage and duty status. Two (2) years of the requesting member's Police Attendance Cards (DPD350C) shall be submitted with the DPD568.
3. The entire request package shall be distributed as follows: the original and one (1) copy to the Chief of Police (through channels); one (1) copy in the member's file at his/her command; and one (1) copy to be retained by the member.
4. Once authorization has been granted, it shall remain in effect for a period of one (1) year unless the member terminates the business or employment activity or the department for cause terminates the authorization.

**102.3- 8.4 Work Schedule**

1. The number of hours a member may engage in an outside business or employment activity shall be limited to not more than thirty (30) hours per week. Time worked on furlough and leave days is exempt from this rule.
2. Members having an outside employment or business activity shall submit to his/her commanding officers a monthly report listing all time worked, including leave, furlough and off-duty time, and the hours worked each day.

**102.3- 8.5 Prohibited Outside Employment**

1. Approval will not be granted for an outside business activity or for outside employment which would involve more than thirty (30) hours per week of work or for work in businesses that are regulated by the Detroit Police Department (e.g., bars, adult movies, adult bookstores, etc).
2. Members may not be in uniform when engaged in outside employment. In addition, members may not carry or use any equipment and accessories issued by the department (e.g., firearm, badge, cap shield, identification card, handcuffs, etc.) when engaged in any outside business activity or outside employment involving private or personal security.
3. Although the general requirements outlined in these rules are not applicable to suspended members during the period of his/her suspension, such members are expressly prohibited from engaging in any employment or business activity, which would be incompatible with his/her status in the department or inconsistent with his/her return to duty as police officers.

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**102.3-9 Prohibited Associations**

1. Members shall not knowingly commence or maintain a relationship or associate with convicted criminals or any person who is under criminal investigation, indictment, arrest, or incarceration by this, or another criminal justice agency, excluding traffic and municipal ordinance violations. (Unless in the course of his/her official duties, or where unavoidable because of familial relationships).
2. Members shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.
3. Members shall not enter or frequent a house or place where illegal activities are being conducted. (Except in the performance of duty).
4. Each time any member knowingly and intentionally has contact with, or goes to a location frequented by convicted criminals; persons charged with crimes (excluding traffic and municipal ordinance violations); or persons known or suspected of criminal offenses of any type (including subversive activities which tend to jeopardize the security of government), he/she shall prepare an information report in CRISNET within twenty-four (24) hours, unless such contact or visit is properly recorded on a routine report such as an Activity Log (DPD250), interrogation sheet, routine CRISNET or other official department record.
5. When an information report is prepared, both copies shall be forwarded to the commanding officer of Internal Affairs. If the member preparing the report wishes to keep the information confidential, he/she may personally convey the report to the commanding officer of Internal Affairs. Failure to follow the above procedures shall be considered neglect of duty.
6. Any member of the department who has knowledge that he/she is or may be the subject of an investigation, by any government body or agency, except for minor traffic investigations, shall report this information, in writing, to the commanding officer of his/her respective command, within twenty-four (24) hours. The report shall include the name of the government body or agency that is conducting, or has conducted, the investigation and the nature of the investigation. Failure to make such notification will be considered a neglect of duty. This requirement shall not infringe on any constitutional rights protected by the United States Constitution or the Constitution of the State of Michigan. A commanding officer receiving such information shall review the information and determine if further action is required, in accordance with department policy.