



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1420
TOPIC: STANDARDS OF CONDUCT (26.1.1)
ISSUED BY: JEFF BLIEMEISTER, CHIEF OF POLICE
DATE: 1-1-2019
SUPERSEDES: G.O. 1420, 2018
REFERENCE: L.M.C. 2.76.445 NRS 29.35.04

1. Employees shall observe, obey, and refrain from committing any acts or omitting any acts that violate:
 - a. Federal, state, or local laws;
 - b. The written directives of the Lincoln Police Department;
 - c. Lawful orders of superior officers, including any order from a superior officer relayed by a member of equal or lesser rank. Members shall not obey any order from a superior officer that they know would require them to commit an illegal act.(12.1.3)
2. Employees shall treat superiors and subordinates with respect and shall be courteous and civil to co-workers at all times.
3. Employees will be courteous and tactful in the performance of duties, and shall not use insolent language or profanity with the public. Employees will not express any prejudice concerning sex, race, religion, politics, national origin, or personal characteristics.
4. Employees shall report for duty at the time and place required, ready to assume their duties, and will not be absent without proper leave or permission. Employees shall not leave their work assignment during a tour of duty without the permission of a supervisor.
5. Smoking or using smokeless tobacco is prohibited while on duty effective May 1, 2005. Smoking or using smokeless tobacco is prohibited in all department buildings, facilities, and vehicles.
6. Employees shall not depart from the truth in making reports, affidavits, court documents, in giving testimony, or in connection with any official duties, except the use of deception in criminal cases is acceptable with great caution following these guidelines:
 - a. Deception may be used during an interrogation, pursuant to the guidelines of General Order 1770, "Interrogation of Suspects";
- b. Deception may be used during police investigations where the safety of the officer or integrity of the investigation requires.
- c. Deception may never be used to coerce an individual to waive their right to remain silent, coerce a consent to search, or to coerce waiver of any other statutory or constitutional right.
7. When required to do so, employees will make full, accurate, and truthful reports, both written and verbal.
8. The official business of the department shall be treated as confidential and members shall observe the following:
 - a. The identity of complainants, suspects, informants, witnesses or defendants must be protected. Their identities should be released to persons outside the Department only when authorized by department General Orders and laws on disclosure.
 - b. Employees are prohibited from using department information for their own or another's personal benefit or interest.
9. Employees shall not use their position or authority to advance personal interests.
10. Subject to reasonable discretion and the guidelines of these General Orders, officers shall take prompt and proper police action relative to violations of any laws or ordinances coming to their attention.
11. Employees acting in an official capacity shall not endorse, recommend or suggest a specific attorney, law firm, or business.
12. Employees shall not attend to their personal affairs while on duty.

13. Employees shall not convert any department property, evidence, or found property to their own use.
14. When representing the department, employees will not serve civil process or render assistance in civil court cases, except when the City of Lincoln is a party, or they have been subpoenaed in the proper manner. In all cases, a commanding officer and the legal advisor is to be notified.
15. Employees shall not sign for nor accept any certified or registered mail addressed to another person without specific authorization. The staff of the Property and Evidence Unit is authorized to sign for certified and registered mail, and shall ensure its delivery to the recipient.
16. Any employee becoming a party to or involved in a civil lawsuit relating to performance of duty; served a protection or harassment order, or arrested, cited, or charged with a crime, shall immediately report in writing the circumstances of the involvement to the chief of police.
17. Employees shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming shall include that which brings the department into disrepute or reflects discredit upon the employee as a member of the department, or that which impairs the operation or efficiency of the department or employee.
18. Employees are required to have a telephone and shall report a change of address or telephone number to their supervisor within 24 hours.
19. While it is not the intention of the department to unjustly or unlawfully restrict the political activities of employees, it remains necessary to assure that certain types of involvement are restricted in order that no partisan activity conflicts with the department's mission or individual objectives. Employees are prohibited from:
 - a. Using their official capacity to influence, interfere with or affect the results of an election.
 - b. Otherwise participating in public affairs to the extent that such endeavors impair the neutral and efficient performance of official duties or create real or apparent conflicts of interest.
20. Employees shall not accept money or payment that is to be given to Parking Services or to the Clerk of the Court as a fine.
21. Employees shall not gamble or make wagers for stakes while on duty or in any department facilities.
22. Employees shall not sleep while on duty, except in emergency situations when sleep breaks are approved by a supervisor.
23. Employees may be assigned department vehicles, lockers, desks, cabinets and cases for the mutual convenience of the department and its personnel. Employees are warned that the retention of personal items in such containers or facilities is at the risk of the employee and the department will not be responsible for any losses. Personnel may be required to provide entry to such places for inspection.
24. When taking enforcement action, any officer, on or off duty, must identify himself or herself as a police officer. When not in uniform, a badge and commission must be presented; unless to do so would create a hazard to the officer or others. While on duty non-sworn employees will carry and present their ID on request.(22.1.8)
25. Members shall refrain from engaging in conduct in violation of Section 2.76.445 of the Lincoln Municipal Code, which provides any action which reflects discredit upon the city service or is a direct hindrance to the effective performance of the municipal government functions shall be considered good cause for disciplinary action against any officer or employee of the City of Lincoln, though charges may be based upon causes and complaints other than those listed.
 - a. Habitual use of intoxicating beverages to excess or the use of narcotics.
 - b. Has been adjudged guilty of a felony or a misdemeanor involving moral turpitude.
 - c. The taking of intoxicating beverages or intoxication on duty.
 - d. That the employee is guilty of improper political activity as defined in the charter.
 - e. Offensive conduct or language toward the public or toward city officers or employees.
 - f. Has been guilty of insubordination or any conduct unbecoming to an officer or employee of the city, either on or off-duty.
 - g. Incompetence to perform the duties of his position.
 - h. Damage to or negligence in the care and handling of city property.

- i. Violation of any lawful and reasonable regulation made or given by his superior, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline; or results, or might reasonably have been expected to result, in loss or injury to the city, or to the public.
 - j. Commission of acts or omissions unbecoming an incumbent of the particular office or position held, which renders his reprimand, suspension, demotion, or dismissal necessary or desirable for the economical or efficient conduct of the business of the city or for the best interest of the municipal government.
 - k. Willful violation of the provisions of the charter or these rules.
 - l. Has induced or attempted to induce any officer or employee in the city service to commit an illegal act or to act in violation of any lawful and reasonable departmental or official regulation or order or has participated therein.
 - m. Solicitation or receipt from any person, participation in any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
 - n. Use or attempted use of personal or political influence or bribery to secure an advantage in an examination or promotion, leave of absence, transfer, change of grade, pay, or character of work.
 - o. Failure to pay just debts, thus causing embarrassment to the city.
 - p. Absence from duty without leave contrary to these rules, or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and canceled by the proper authority.
26. Employees shall wear seatbelts while operating or riding in a City owned or leased vehicle.(41.3.3)
27. Employees shall refrain from text messaging on hand held devices while operating a City owned vehicle that is in motion.
28. No employee shall possess as a police function, a key to any business or other premises, unless approved by a commanding officer.
29. No member shall engage in any fund raising activity in behalf of the department, or allow his official position/name to be used in any fund raising activity for any cause, without approval of the chief of police.
30. All official correspondence written to outside agencies or persons shall be approved by a commanding officer or unit manager.
31. Employees who are immediate family members shall not be permitted to work in a supervisor-subordinate relationship.
32. Employees shall not accept free or discounted meals, beverages, goods and services, gratuities, or favors that would not be offered if he or she were not an employee. Token gifts of nominal value which would not tend to influence the employee in the performance of duty may be accepted, and may be retained by the employee with written approval from the chief of police. Any employee receiving such a token must report this information to the chief of police promptly in writing.
33. Employees shall not be at their personal residence during their tour of duty without specific prior approval from a supervisor. Employees shall not be at any other private residence unless conducting official department business requiring such presence.
34. Department telephones are for official business. Employees may make a reasonable number of short local personal calls during work hours, if this does not interfere with their work or the efficient operation of the department. Employees shall not make personal long-distance toll calls on department telephones, nor bill personal telephone calls to the department's expense. Exceptions may be approved in emergencies by a supervisor, however any expense must be reimbursed by the employee.
35. Improper use of City or Department computer and electronic resources is strictly prohibited.
- a- The use of City or department mail services, computer hardware, software, Internet access, on-line services, and similar communications and information services for personal purposes is prohibited.
 - b. Employees shall not load personal or unlicensed software on department computers including mobile data, desktop and handheld computers, nor knowingly use such software. Unauthorized manipulation or alteration of current software is prohibited.(11.4.4, 41.3.7)
 - c. Employees shall refrain from any unprofessional electronic communications (41.3.7).

- d. All department computer equipment and files, and all electronic communication, including e-mail and mobile data messages are subject to audit and review for compliance.
 - e. Employees shall not maintain City-owned computer equipment at their personal residence unless they have completed the Data Processing Equipment Check Out Form required by City of Lincoln Administrative Regulation 21, and received authorization from the chief of police.
 - f. Employees are prohibited from using NCJIS for personal use. NCJIS shall only be used for the detection, apprehension or detention of parties associated with lawful investigation activity.
 - 1. Random audits of NCJIS will be conducted
36. A leave slip must be submitted for any union business conducted on duty.
37. Employees who witness or have knowledge of a criminal act committed by an employee have a duty to intervene and, if safe to do so, report the violation.
38. The negligent discharge of any weapon issued or approved for use by Lincoln Police Department employees is not permitted and must be reported per GO 1510 Force and Control Techniques.