



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **EMPLOYEE ROLE**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Code of Ethics  
Law Enforcement Code of Ethics  
Non-Sworn Personnel Code of Ethics  
Oath of Office

**PURPOSE:** The purpose of this Policy & Procedure is to establish the requirement that all Sturgeon Bay Police Department personnel, prior to assuming sworn status, take an oath of office to enforce the law, uphold the constitution of the United States and the constitution of the State of Wisconsin; and that all Department members abide by a code of ethics adopted by the Department.

This Policy & Procedure consists of the following numbered sections:

- I. INTRODUCTION
- II. OATH OF OFFICE
- III. LAW ENFORCEMENT CODE OF ETHICS
- IV. NON-SWORN PERSONNEL CODE OF ETHICS

### I. INTRODUCTION

“U.S. citizens have a set of values and norms that they expect all law enforcement (local, state, and federal) to practice.

To follow these norms and gain respect, law enforcement personnel must remain ethical and conduct themselves accordingly at all times, both on and off duty. The law enforcement code of ethics and the police code of conduct represent the basis for ethical behavior in law enforcement. In addition, these codes encourage law enforcement's classification as a profession.

However, these codes simply constitute words. For them to be effective, law enforcement officials and their leaders must consider them as the bible for law enforcement. Law enforcement personnel must not only believe in the codes but also follow them and display conduct that supports them. Thus, law enforcement officers must live the code”.

*FBI Law Enforcement Bulletin, 12/31/2002*

## II. OATH OF OFFICE

- A. All personnel hired as law enforcement officers with the Sturgeon Bay Police Department will, prior to assuming duty, be administered the Oath of Office by the City Clerk of the City of Sturgeon Bay and Chief of Police.

### OATH OF OFFICE

“I do solemnly swear that I will support and comply with the Constitution of the United States of America; the Constitution and laws of the State of Wisconsin; the charter, laws and ordinances of the City of Sturgeon Bay; the rules and regulations of the Sturgeon Bay Police Department; and the Law Enforcement Code of Ethics; and that I will faithfully and impartially discharge the duties of my office as police officer to the best of my ability, so help me God.

## B. Maintenance of Records

1. Original copies of the signed Oath of Office are maintained by the City Clerk's office in compliance with Department policy.
2. A copy of the signed Oath of Office is maintained in the officer's training file. This copy should be maintained for the tenure of the officer's career at the Sturgeon Bay Police Department, plus seven years.

## C. Chief Responsibilities

1. Organization of the Oath of Office ceremony should be conducted at least 30 days in advance of Officers first day of employment.
2. When possible, the Oath of Office ceremony should be held on the first day of employment.
3. Photographs of the event are permitted and encouraged.

#### D. Promoted Officers

1. In the case of officers who have been promoted, the Oath of Office shall be administered within a reasonable time frame after assuming the duties associated with that officer's new position.
2. Date of employment and compensation shall be determined based on the date of appointment or promotion as set forth in an official Department Order, and/or related labor agreements, and shall not necessarily be a function of the date the Oath of Office was administered.

### III. THE LAW ENFORCEMENT CODE OF ETHICS

- A. The Law Enforcement Code of Ethics will serve as the basic standard of principle and professional behavior for sworn officers of the Sturgeon Bay Police Department.

#### 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.”

### IV. NON-SWORN PERSONNEL CODE OF ETHICS

- A. The non-sworn personnel Code of Ethics will serve as the basic standard of principle and professional behavior for non-sworn members of the Sturgeon Bay

Police Department.

NON-SWORN PERSONNEL CODE OF ETHICS

“As an employee of a law enforcement agency, my fundamental obligation is to serve the citizens of the community and to uphold the ethics of my agency.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow employees and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that my agency is sworn to uphold. I will seek affirmative ways to comply with the standards of my agency and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible and professional and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a member of the law enforcement profession. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of this chosen profession”.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/01/2015