POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **CODE OF CONDUCT**	NUMBER: 1.04
	ISSUED: 03/25/2026
SCOPE: All Department Personnel	EFFECTIVE: 03/25/2026
DISTRIBUTION: Policy & Procedure Manual	☐ RESCINDS
	☐ AMENDS
REFERENCE: Wis. Statutes 62.13, 111.70, and Chapter 164	WILEAG 6TH EDITION STANDARDS: 1.2.3

PURPOSE: The purpose of this Policy & Procedure is to give practical meaning to the Sturgeon Bay Police Department's Mission Statement by setting forth for all members and employees of the Department articulated Rules of Conduct which encompass and describe expectations of behavior and conduct, both on duty and off duty and on duty appearance.

This Policy & Procedure consists of the following numbered sections:

I. DEFINITIONS

II. RULES OF CONDUCT/ALL PERSONNEL

I. DEFINITIONS

A. MEMBER: Any person, regardless of rank, title, sworn or non-sworn position, employed by the City of Sturgeon Bay as a member of the Sturgeon Bay Police Department.

B. OFFICER: Any person who is a sworn member of the Sturgeon Bay Police Department.

II. RULES OF CONDUCT/ALL PERSONNEL

A. Officers of the Sturgeon Bay Police Department upon appointment and before being assigned to any duties in the Department shall take and subscribe to an oath of office administered by the City Clerk or other authorized person in such form as may be required, also refer to Policy & Procedure 1.02: Employee Role.

B. The following rules are intended to regulate the general conduct of all members of the Department in all areas and under all circumstances.

These rules form the basic framework of discipline and regulate the expected and accepted behavior of members. The rules contained herein are inherently rigid because they deal with the basic character of police responsibility and authority. A breach of these rules directly reflects upon the integrity of the Department and all interconnected persons.

Complete and absolute adherence is, of course, impossible because of the infinite number of factors governing the many facets of police work. Whenever there is doubt as to the meaning or intent of a rule, members should seek interpretation or explanation. In cases not covered by specific rules, members must exercise sound judgment and discretion and should use our Mission, Vision and Values to guide their ethical decisions. These rules require strict compliance by all members.

For the purposes of this Policy, the term member(s) shall apply to all Department employees, and the term(s) officer shall apply to only sworn employees.

C. All members of the Department will become thoroughly familiar with, and shall comply with all Department orders, rules, regulations, policies, procedures, and directives in the performance of assigned duties.

D. Members are subject to disciplinary action for the commission of any act that is prohibited or the omission of any act that is required. Non-compliance with any order, rule, regulation, policy, procedure, or directive may also result in disciplinary action.

E. Discipline is referenced in Policy & Procedure 4.02: Disciplinary Procedures.

F. Rules of Conduct

1. **CONFORMANCE TO LAW:** All members, on or off duty, shall obey the laws of the United States and of any state and local jurisdiction in which they are present. No member shall commit an intentional breach of an order of a court. A conviction for a felony or any offense punishable by incarceration shall be prima facie evidence of a violation of this rule.

2. **USE OF FORCE:** No officer shall, while on or off duty, use or participate in the use of excessive force against any person; or engage in any unjustified physical assault against any person, including the use of oleoresin capsicum (pepper) spray or a Taser; nor shall they use insulting, unjustifiably threatening words or gestures to any person while on duty.

   a) Officers shall act at all time within the standards for use of force as stated in the Department's Policy & Procedure Manual.

3. **CARRYING AND DISPLAY OF FIREARMS:** Officers shall carry firearms in

accordance with the law and established Departmental procedures. Officers shall not unlawfully or unnecessarily use or display a firearm or use a weapon not in conformity with applicable policies or directives.

4. **SEXUAL HARASSMENT**: No member shall sexually harass any employee, visitor, or contractor of the City or any citizen they come in contact with. Sexual conduct, which unreasonably interferes with an individual's work or performance, or creates an intimidating, hostile, or offensive environment for work constitutes sexual harassment; refer to Policy & Procedure 1.05: Harassment in the Workplace.

   a) **RELATIONSHIPS**

      (1) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

      (2) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, sexting, excessive displays of public affection or other sexual contact.

      (3) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

5. **UNBECOMING CONDUCT**: Officers will conduct themselves at all times, both on and off duty, so as not to reflect disfavor on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or that which impairs the operation or efficiency of the Department or officer.

6. **IMMORAL CONDUCT**: Officers shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

7. **INSUBORDINATION**:

   a) No member shall refuse or fail to obey a lawful order or directive from a commanding officer or supervisor or refuse or fail to obey an order or directive relayed from a commanding officer or supervisor by an employee of the same or lesser rank.

   b) No member shall exhibit disrespectful conduct toward a commanding officer or supervisor by acts or omissions to act or by language, which detracts from the respect due the authority and person of the commanding officer or supervisor.

   c) Members of the department must cooperate in any official internal investigation of alleged misconduct, illegal activity or impropriety. Failure to

answer questions or submit to proper investigative techniques constitutes insubordination.

8. **CONFLICTING ORDERS**: Officers who are given an otherwise lawful order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.

9. **NEGLECT OF DUTY**: Members shall not play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be permitted in the performance of duty or while on approved break periods. They shall not engage in any activities or personal business, which may cause them to neglect or be inattentive to duty.
   a) Members are in violation of this rule for:

      (1) Intentional failure to take necessary police action and/or failure to make a written report;

      (2) Failure to properly patrol their area and make necessary reports;

      (3) Failure to properly complete an investigation and make necessary reports;

      (4) Failure to appear for court or a hearing when duly notified or subpoenaed;

      (5) Failure to respond to a radio call;

      (6) Conducting personal affairs on duty without supervisory approval;

      (7) Allowing a prisoner to escape through carelessness or neglect;

      (8) Failure to search for, collect and preserve, and identify evidence of persons, property and locations in any arrest or investigation.

      (9) Failure to intervene in Misconduct, Improper Use of Force, or Violation of Policy by another officer. Officers have a duty to intervene in gross misconduct, excessive force, or other forms of negligence regardless or rank or status.

10. **SUPERVISORY NEGLECT OF DUTY**

   a) Supervisors and acting supervisors are in violation of this rule for:
      (1) Failure to properly perform assigned or required supervisory responsibilities;

(2) Failure to insure subordinates perform assigned or required duties;

(3) Failure to investigate or report actual or alleged incidents of misconduct or violations of Department orders;

(4) Failure to insure proper care of Department property or equipment;

(5) Failure to advise employee of grievance and appeal process or to apprise superiors of pending or reported grievances;

(6) Misuse or abuse of supervisory authority or privilege

11. **LEAVING DUTY POST**: Officers shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority or in case of an emergency where prior consultation with a commanding officer or supervisor is impossible.

12. **SLEEPING ON DUTY**: Members shall remain awake while on duty. If unable to do so, they shall so report to their commanding officer or supervisor, who shall determine the proper course of action.

13. **OFFICIAL REPORTS**:

a) No member shall fail to write and file required complete reports, supplements or memorandums as soon as possible after the event. Nor shall any member fail to file original or subsequent reports upon the order of a commanding officer or supervisor. Reports will be completed at the time of the event unless permission to postpone completing a report is obtained by the commanding officer or shift supervisor.

b) Clerical and grammatical errors and inaccuracies in names and addresses in communications and reports shall be carefully avoided. All commanding officers or supervisors signing communications and reports containing such errors and inaccuracies shall be held responsible.

14. **UNSATISFACTORY PERFORMANCE**: Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by:

a) A lack of foundational knowledge of the application of laws required to be enforced;

b) An unwillingness or inability to perform assigned tasks;
c) The failure to conform to work standards established for the member's rank, grade, or position;

d) The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving Department attention;

e) An absence without leave or prior supervisory approval.

15. **FALSE REPORTS**:

a) No member shall make a false written or verbal official report, or knowingly or willingly enter or cause to be entered into any Department report, record, application, interview or hearing, any inaccurate, false or improper information or knowingly make an inaccurate or false verbal report to a fellow or superior officer.

b) Members shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them; they shall not make any false statements.

c) No member shall make any false sick or injury report.

Comment: This rule covers both express falsity and withholding of complete information known to the reporter.

16. **COMPUTER SYSTEMS**: No member shall access, in any way, any computer program, directory, file, or application unless authorized. No member shall use another member's computer Login name, security password, or other unique identifier without prior approval from that member, or from the Chief of Police. Also refer to Policy & Procedure 1.17: Computer Protocol.

Comment: This does not apply to authorized computer system administrators engaged in their official duties.

17. **TRUTHFULNESS**:

a) Members are required to speak the truth at all times and under all circumstances while performing duties in their official capacity, whether under oath or otherwise, except in cases where they are not allowed by the rules of the Department to divulge the facts within their knowledge.

Comment: Untruthfulness may be permissible in limited, justified circumstances, i.e. best practice interrogation methods or undercover work.

b) Officers shall not make false accusations of a criminal or traffic charge.

18. **MISAPPROPRIATION**: No member shall keep, transfer, retain, or convert to his/her own use, any property of the City of Sturgeon Bay or property held by the Department unless authorized by the Chief of Police.

19. **MISUSE OF EVIDENCE/PROPERTY**: No officer shall fail to inventory and process recovered property in conformity with Department policies and procedures. Members shall not convert to their use, manufacture, conceal, destroy, remove, tamper with or withhold any property seized, found, or turned into the Department except in conformance with policy, ordinance, or directive.

20. **GRATUITIES, GIFTS, BRIBES, REWARDS**:

a) No member shall solicit or accept, directly or indirectly, any gratuity, fee, reward, gift or other compensation for services rendered as a Department member, or as a condition of rendering such service, or as a condition for not performing required duties as part of their employment with the Department. Gifts on behalf of the Department may be accepted with the permission of the Chief of Police.

b) Employees may accept the following unsolicited items unless it would appear to a reasonable person that the item had been offered with the intent to influence the employee's official actions.

(1) Advertising or promotional items valued at $25 or less.
(2) Items valued at $25 or less that are placed in a common area where they are shared with coworkers.
(3) Items with an aggregate value that does not exceed $50 from a single source in a calendar year.
(4) Tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
(5) Informational material, publications, or subscriptions related to the recipient's performance of official duties.
(6) Food and beverages consumed at hosted receptions.
(7) Admission to, and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental or community organization.
(8) Gifts that are accepted on behalf of and retained by the Department.
(9) Gifts of nominal monetary value, not to exceed $25.
(10) Purchases made by a community member for an individual officer (e.g., a cup of coffee, a snack or beverage), with the total value being $5 or less.
(11) Anonymous purchase of food for an individual officer, with the total value of $10 or less.
(12) Gifts motivated by a family or personal relationship (and not due to the recipient's status as a police officer

c) No member shall accept or solicit a bribe or gratuity for permitting an illegal act.

d) No member of the department shall solicit anything of value for the Department without permission of the Chief of Police.

21. **REPORTING FOR DUTY**: Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

    a) Judicial subpoenas shall constitute an order to report for duty under this section.

    b) Habitual tardiness shall constitute a violation of this rule.

22. **USE OF ALCOHOL ON-DUTY**: No member shall report for duty while under the influence of an intoxicating beverage, or use intoxicating beverages, at any time while on duty. The Chief of Police may authorize reasonable exceptions to this rule for bona fide law enforcement investigative purposes.

23. **OFF-DUTY CONDUCT**:

    a) **Subject to call**: Officers shall have regular hours assigned to them for duty, and when not so employed they shall be considered off-duty. However, they shall always be subject to duty by order of the Chief of Police or his/her designee.

    b) **Use of Alcohol**: Officers, while off duty, shall refrain from consuming intoxicating beverages to the extent that it constitutes a violation of the laws of the State of Wisconsin or ordinances adopted in conformity therewith. It is a violation of this rule to use alcoholic beverages off-duty while armed with a firearm or off-duty while in uniform and in a public place.

24. **ALCOHOLIC BEVERAGES AND DRUGS IN POLICE FACILITIES**: Members shall not store or bring into any police facility or vehicle, alcoholic beverages, controlled substances, narcotics or hallucinogens, except alcoholic beverages, controlled substances, narcotics or hallucinogens which are taken and held as evidence. This section does not apply to the citizen's police academy evening or when authorized by the Chief of Police.

25. **DRUG ABUSE**: No member shall abuse any legally prescribed drug or controlled substance on or off duty or abuse any non-prescribed drug.

26. **POSSESSION AND USE OF DRUGS**: Members shall not possess or use any controlled substances, narcotics, hallucinogens, or prescription medications, except when prescribed in the treatment of members by a physician or dentist.

27. **CONTROLLED SUBSTANCES**: No member shall use any controlled substance, or possess any controlled substance, on or off duty except in the course of authorized police duty, or except as prescribed for medication during an illness. Officers shall report to a commanding officer or supervisor the use of prescription medicine, which may adversely affect their ability to perform their duty in any way prior to reporting for duty.

28. **SELF REPORTING OF ARREST**: Members shall promptly notify the Chief of Police if they are aware that any employee, including oneself, has been arrested or is under investigation for a criminal offense by an agency other than the Sturgeon Bay Police Department. This includes any municipal, county or state citations. Officers shall maintain a Wisconsin driver's license for employment purposes and shall report the loss of such privilege immediately to the Chief of Police.

29. **COURTESY TO PUBLIC**: All members shall be courteous to the public and be tactful in the performance of their duties, control their tempers, exercise the utmost patience and discretion, even in the face of extreme provocation. When any person requests assistance or advice, or makes a complaint or reports either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Department procedures.

30. **CITIZEN COMPLAINTS**: Officers shall courteously and promptly record any complaint made by a citizen against any member of the Department.

    Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any member or the Department. Members shall follow established Departmental procedures for processing complaints.

31. **IDENTIFICATION**: Officers shall carry their identification cards on their person at all times while on duty, except when impractical or dangerous to their safety or to an investigation.

    They shall furnish their name to any person requesting that information, when they are on duty or while acting in an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

32. **DIRECTIONS FROM COMMUNICATION NETWORK**: Officers shall respond to the instructions, directions or assignments received via the Department communications network. No officer shall unnecessarily interfere in, or with, instructions, directions or assignments given other members via the Department communication network.

33. **TESTIMONY**: No member shall fail to testify or give evidence before any grand jury, John Doe probe, medical examiner's inquiry, coroner's inquest, court of law, or before any investigative agency of a governmental body if the testimony is a direct result of the action(s) or observation(s) by the member while on duty.

34. **DISSEMINATION OF INFORMATION**: Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Department procedures.

Members shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

35. **PUBLIC STATEMENTS AND APPEARANCES:**

a) Officers shall not publicly criticize or ridicule the Department, its policies, or other officers by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, and unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

b) Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents for a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department while holding themselves out as representing the Department in such matters without proper authority.

Officers may lecture on "Police" or other related subjects only with the prior approval of the Chief of Police.

36. **CIVIL ACTION**:

a) **Instituting**: Members shall not commence civil action for damages sustained while on duty without notifying the Chief of Police.

b) **Serving civil process**: Members of the Department shall not serve civil process; neither shall they render assistance in civil cases, except when the City of Sturgeon Bay is a party.

37. **SEARCH WARRANTS**: Officers shall not apply for any search warrant or other warrant, nor serve any such warrants, without the knowledge and approval of their commanding officer or supervisor. This excludes OWI related search warrants.

38. **ABUSE OF POSITION**

a) Officers shall not use their official position, official identification cards, or badges for:

(1) Personal or financial gain;

(2) Obtaining privileges not otherwise available to them except in the performance of duty;

(3) Avoiding the consequences of illegal acts.

b) Officers shall not lend to another person their identification cards or badges

or permit them to be photographed or reproduced without the approval of the Chief of Police.

c) Officers shall not authorize the use of their names, photographs, or official titles which identify them as officers, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

39. **ASSOCIATIONS**:

a) Officers shall not have regular or continuous associations with persons whom they know, or should know, are the subject of an ongoing criminal investigation or pending criminal charges, or have been previously convicted of a crime, except as necessary in the performance of official duties, or where unavoidable because of other family relationships of the officers. If an officer does have these unavoidable contacts, they shall notify the Chief of Police as soon as practicable.

b) Officers shall not join any organization, the object of which is either directly or indirectly to interfere with the established government by force or illegal means.

40. **VISITING PROHIBITED ESTABLISHMENTS**: Officers shall not knowingly visit, enter or frequent a house of prostitution or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.

41. **GAMBLING**: Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.

42. **PAYMENT OF DEBTS**: Officers shall not undertake any financial obligations which they know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline.

Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that good faith effort to settle all accounts is being undertaken.

Officers shall not co-sign a note for any superior officer.

43. **FINANCIAL DISCLOSURE**: Upon the order of the Chief of Police or his/her designee, officers will submit financial disclosure statements in accordance with state and federal laws. This information may be requested upon filing of a complaint in which this information is material to the investigation.

44. **INTERVENTION**:

a) Officers shall not interfere with cases being handled by other officers or by any other governmental agency unless:

(1) Ordered to intervene by a superior officer;

(2) The intervening officer believes beyond a reasonable doubt that an obvious injustice would result from failure to take immediate action.

b) Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their commanding officer or supervisor unless the exigencies of the situation require immediate police action.

c) Members of the Department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any criminal or any person who has suffered by his/her act, with a view of permitting such criminal or other person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice.

(1) Any member having knowledge concerning such compromise or arrangement, and failing to inform his/her commanding officer or supervisor shall be subject to charges.

45. **POLITICAL ACTIVITY**:

a) **Officers shall be permitted to**:

(1) Register and vote in any election;

(2)Express opinions as individuals privately and publicly on political issues and candidates;

(3) Attend political conventions, rallies, fund-raising functions and similar political gatherings;

(4) Actively engage in any nonpartisan political functions;

(5) Sign political petitions as individuals;

(6) Make financial contributions to political organizations;

(7) Serve as election judges or clerks or in a similar position to perform nonpartisan duties as prescribed by state or local laws;

(8) Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section;

(9) Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.

b) **Officers are prohibited from:**

(1) Using their official capacity to influence, interfere with or affect the results of an election.

c) Also refer to Policy & Procedure 15.08: Hatch Act for further information.

46. **CANDIDATE FOR PUBLIC OFFICE**: Officers shall be permitted to be candidates for public office.

a) An officer shall be considered to have become a **candidate for public office** upon the occurrence of any of the following:

(1) The taking out of nomination papers;

(2) The circulation of nomination papers;

(3) Registration as a candidate, a statement of candidacy by the employee;

(4) Other matters of probative value.

b) The officer will be considered to have **resigned from employment** as of noon the day after the election, if the elected position sustained a conflict of interest with their employment with the Sturgeon Bay Police Department, and if the officer wins the election and assumes office. Failure of the officer to take those steps necessary to complete the resignation process will result in discharge proceedings.

47. **LABOR ACTIVITY**: Members shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law. Members shall not institute, authorize, participate in, sanction, encourage, or ratify any strike, work stoppage, work slowdown, or other concerted refusal to perform enforcement of municipal or State laws during their employment with the Department.

48. **OPERATING VEHICLES**:

a) Members shall operate official vehicles with due regard and shall obey all

laws and all Departmental orders pertaining to such operation.

b) Suspension or revocation of any member's driving privileges shall be reported immediately to the Chief of Police.

49. **DEPARTMENT EQUIPMENT**:

a) Members shall utilize Department equipment only for its intended purpose, in accordance with established Department procedures, and shall not lose, abuse, damage, neglect, or wrongfully dispose of any equipment. All Department equipment issued to members shall be maintained in proper order. If any equipment is lost, or damaged, the member shall notify their supervisor as soon as practical. Members shall not lend to another person their badges or identification cards or reproduce them in any way.

b) No member shall use, possess, or duplicate any departmental key without permission of the Chief of Police.

c) Whenever any member of the Department terminates employment, he/she shall surrender to the Chief of Police or his/her designee, all property belonging to the Department.

50. **PERSONS IN CUSTODY**: No member shall, while on duty or off, conduct any personal business whatsoever with any person who is in the custody of this Department. No member shall attempt to negotiate a release or reduction of penalty for any prisoner in departmental custody because of friendship, relationship to the accused, personal gain or any other reason.
No member shall recommend to any person in departmental custody any specific attorney for employment as counsel, nor shall they interfere with regard to employment of any attorney.

51. **TREATMENT OF PERSONS IN CUSTODY**: Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with law and the Department procedures.

52. **DEFACEMENT OF NOTICES**: No member shall mark, alter, mar, change, deface or remove without permission any printed matter or written notices, memoranda, order or directive posted within the confines or under the control of the Department.

53. **PERSONAL APPEARANCE**:

a) Officers on duty shall wear uniforms or other clothing in accordance with established Department procedures.

b) Members will strive to maintain high standards of personal appearance and hygiene. Clothing and personal equipment will be clean and in good repair.

c) Proper business attire, as prescribed by the Chief of Police, shall be worn at all times.

d) Only authorized personal property or equipment may be utilized while on duty.

e) Officers may wear items of jewelry providing the items are discreet and do not expose the wearer to undue risk or hazard.

f) Officers shall conform to the established procedures for hair style as outlined in Department policy.

54. **USE OF TOBACCO**: Tobacco may be used only in designated station areas. Officers, when in uniform, may use tobacco as long as:

a) They are not in formation;

b) They are not engaged in traffic control;

c) They are not in direct contact with the public.

d) No smoking is allowed within the Police Department or city vehicles. This includes vapor or e-cigarettes.

55. **MEALS**: Officers shall be permitted to have meals during their tour of duty, but only for such period of time, and at such locations as Department procedures or operational necessity may dictate.

56. **PERSONAL INFORMATION AND RESIDENCY**: Sturgeon Bay Police Officers shall report any changes in address, domestic status, or telephone number within twenty-four (24) hours after making such changes by promptly submitting such information on an inter-office report to the office of the Chief of Police.

All members of the Department shall maintain telephones in their homes (this includes cellular telephone instead of landlines). In the event an officer is unable to obtain a telephone promptly after having changed residence, he/she shall notify the Chief of Police of a telephone number at which he/she may be reached in cases of emergency.

57. **PART-TIME EMPLOYMENT**: Members of the Department may engage in part-time private employment outside of their services for the Department subject to the terms and conditions in Policy & Procedure 2.07: Secondary Employment.

58. **GENERAL PROVISIONS**:

a) Any of the rules and regulations may be amended or rescinded or additional ones may be added from time to time as the circumstances and good of the

service may require.

The provisions of these rules and regulations are binding upon all members of the department as they may apply to the individual ranks and positions held by them.

b) These rules and regulations are as complete and comprehensive as it is possible to make them in view of the many varying circumstances which make specific instructions to cover every conceivable situation practically impossible. A great deal must necessarily be left to the intelligence and discretion of the individual with due regard for the circumstances encountered.

c) Any act of omission contrary to good order and discipline or constituting a violation of any of the provisions of Department rules and regulations, or any Department orders may subject the member to disciplinary charges and penalty of reprimand, suspension, demotion, suspension and demotion or dismissal from the Police Department, or may otherwise be dealt with as directed by the Chief of Police.

Clinton Henry
Chief of Police

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

Initial 12/01/2015