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## Standards of Conduct

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### PURPOSE:

It is the purpose of this General Order to provide additional specificity to the standards of conduct embodied in the Law Enforcement Officer's Code of Ethics and our Department's Core Ideologies so that officers of the Department will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty.

The rules of conduct set forth in this General Order are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on officer conduct and activities established by the Department. Rather, they are intended to:

- a. Alert officers to some of the more sensitive and often problematic matters involved in police conduct and ethics;
- b. Specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement officers, and
- c. Guide officers in conducting themselves and their affairs in a manner that reflects standards of department and professionalism as required of law enforcement officers.

Additional guidance on matters of conduct is provided in regard to specific General Orders, policies, procedures, and directives disseminated by the Department.

### POLICY:

Actions of officers that are inconsistent, incompatible or in conflict with the values established by this Department negatively affect its reputation and that of its officers. Such actions and inactions thereby detract from the Department's overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business.

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Therefore, it is the General Order of the LCC PD that officers conduct themselves at all times in a manner that reflects our Core Ideologies and our ethical standards consistent with the rules contained in this General Order and other General Orders, policies, procedures, and directives disseminated by the Department.

## PROCEDURES:

### A. General Conduct:

#### 1. Obedience to Laws, Regulations, and Orders

a. Officers shall not violate any law or any Department General Order, rule, or procedure. A conviction for a violation of law is prima facie evidence of a violation of this General Order.

b. Officers shall obey all lawful orders.

#### 2. Conduct Unbecoming an Officer

Officers shall not engage in any conduct or activities on- or off-duty that reflect discredit on the officers, tend to bring our Department into disrepute, or impair its efficient and effective operation.

#### 3. Accountability, Responsibility, and Discipline

**Accountability:** Accountability means the duty of all officers to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this Department without deception or subterfuge.

a. Officers are directly accountable for their actions through the chain of command, to our Department's Chief of Police. Officers shall follow the chain of command for all complaints and issues. Officers shall not circumvent command for complaints or issues.

b. Officers shall cooperate fully in any internal administrative investigation conducted by this or other authorized Department and shall provide complete and accurate information in regard to any issue under investigation.

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- c. Officers shall assist in any Department investigation.
- d. Officer shall not interfere with investigations being handled by other officers or by any other governmental agency.
- e. Officers shall treat official business of the Department as confidential. Officers recognize that all information and its related storage medium used or in the custody of the Department or the College is the property of the Department or the College.
- f. Officers shall not undertake any investigation or other official action this is not part of their regular duties without obtaining proper permission, unless the situation requires immediate or emergency action.
- g. Officer shall process property or evidence which has been discovered, gathered or received in accordance with established Department procedures.
- h. Officers shall be accurate, complete, and truthful in all matters.
- i. Officers shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
- j. Officers shall use Department or College equipment only for its intended purpose and will not abuse or negligently damage or lose such items. All issued equipment will be maintained in proper order.
- k. Officers who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to the Chief of Police as soon as possible.

#### 4. Conduct Toward Fellow Employees

- a. Officers shall conduct themselves in a manner that will foster cooperation among members of this Department, showing respect, courtesy, and professionalism in their dealings with one another.

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b. Employees shall not use language or engage in acts that demean, harass, or intimidate another person. (Officers should refer to the College's policy on "Harassment Prevention" for additional information on this subject.)

5. Conduct Toward the Public

a. Officers shall conduct themselves toward the public in a courteous, civil and professional manner that connotes a service orientation and that will foster public respect, trust and cooperation.

b. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty.

c. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to this Department's use-of-force General Order and shall observe the civil rights and protect the well-being of those in their charge.

6. Use of Alcohol and Drugs

a. Officers shall not consume any intoxicating beverage while on duty unless authorized by a supervisor.

b. No alcoholic beverage shall be served or consumed on police premises or in vehicles owned by this jurisdiction.

c. An officer shall not be under the influence of alcohol on-duty.

d. No officer shall report for duty with the odor of alcoholic beverage on his or her breath.

e. No officer shall report to work or be on duty as a law enforcement officer when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.

f. Prior to reporting for duty, officers must report the use of any substance that impairs or might impair their ability to perform as a law enforcement officer.

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g. Department Administrators shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol.

7. Use of Tobacco Products.

a. LCC PD employees will follow the Colleges Tobacco policy.

8. Abuse of Law Enforcement Powers or Position

a. Officers shall report to a Command Officer any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.

b. Officers shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (to include, gratuities, gifts, discounts, rewards, loans, or fees) whether for the officer or for another.

c. Officers shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.

d. Officers shall not solicit or accept contributions for this Department or for any other Department, organization, event, or cause without the express consent of the Department chief executive or his or her designee.

e. Officers are prohibited from using information gained through their position as a law enforcement officer to advance financial or other private interests of themselves or others.

f. Officers who institute or reasonably expect to benefit from any civil action that arises from acts performed under color of authority shall inform their commanding officer.

9. Off-Duty Police Action

a. Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends)

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except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, officers shall summon on-duty police personnel from the appropriate local agency in cases where there is personal involvement that would reasonably require law enforcement intervention.

b. Off-duty officers shall not arrest or issue citations or warnings to traffic violators on sight, except when on or adjacent to College property AND the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action.

#### 10. Prohibited Associations and Establishments

a. Arresting, investigating, or custodial officers shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in the custody of this Department.

b. Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in felonious activity), except as necessary to the performance of official duties, or where unavoidable because of familial relationships.

c. Except in the performance of official duties, officers shall not knowingly enter any establishment in which the law is regularly violated.

d. Officers shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.

#### 11. Public Statements, Appearances, and Endorsements

Officers shall not, under color of authority,

a. make any public statement that could be reasonably interpreted as having an adverse effect upon department morale, discipline, operation of the Department, or perception of the public;

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b. divulge or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose; or

c. unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this Department.

## 12. Endorsements

Officers may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

## 13. Political Activity

Officers shall be guided by state law regarding their participation and involvement in political activities. Where state law is silent on this issue, officers shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of this Department:

- a. Engage in any political activity;
- b. Place or affix any campaign literature on College-owned property;
- c. Solicit political funds from any member of this Department or another governmental Department of this jurisdiction;
- d. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned by this jurisdiction;
- e. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
- f. Favor or discriminate against any person seeking employment because of political opinions or affiliations;

g. Participate in any type of political activity while in uniform.

14. Expectations of Privacy

a. Officers shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned vehicles, file cabinets, computers, or similar areas that are under the control and management of this law enforcement Department. While this Department recognizes the need for officers to occasionally store personal items in such areas, officers should be aware that these and similar places may be inspected or otherwise entered—to meet operational needs, internal investigatory requirements, or for other reasons—at the direction of the Department chief executive or his or her designee.

b. No member of this Department shall maintain files or duplicate copies of official Department files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this Department without express permission.

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Issued By:	Chief William French
Effective Date:	06-01-10
IACLEA Standards:	
Rescinds GO #:	
Amended:	04-23-2020
Reviewed:	
Rescinded Date:	