

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	26.1 General Rules and Regulations			
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I. ALL SWORN AND CIVILIAN MEMBERS OF THE DEPARTMENT, WHILE ON OR OFF DUTY, AT ALL TIMES, SHALL:

1. Familiarize themselves with the rules of Conduct and the provisions of the Policy and Procedure Manual; and shall be accountable for compliance with them. Violations of the rules of Conduct or the provisions of the Policy and Procedure Manual may result in disciplinary action subject to the provision of the labor agreement. Disciplinary charges that result in a hearing before the Police and Fire Commission may result in suspension or termination of employment.
2. Obey all local, state and federal laws, rules and regulations.
3. Obey all court process and orders.
4. Appear in court or at hearings with respect to City related matters upon the request of the City Attorney, District Attorney, Attorney General or Police and Fire Commission, and cooperate fully with said officers in the performance of their duties and in the administration of justice.
5. Obey all orders, directives, instructions, and operating procedures as contained in the Kenosha Police Department's Policy and Procedures Manual.
6. Not solicit or accept anything of value, over and above the specified wages, salary and fringe benefits of their position, for the performance of police related services except for civic awards or commendations of nominal monetary value received for meritorious service to the community.
7. Not speak to detective or undercover personnel of the Department or of another Department unless first acknowledged by the detective or undercover officer or under social circumstances during non-working hours where there is no danger of interfering with such officer's official cover.
8. Off-duty employees shall not speak to a supervisory officer in a disrespectful manner.

II. ALL SWORN AND CIVILIAN MEMBERS OF THE DEPARTMENT, WHILE ON DUTY, AT ALL TIMES, SHALL:

1. Be courteous and respectful to higher ranking authority, to always address them by their rank or rank and surname in the presence of the public and at formal meetings.
2. Be courteous and respectful to other members of the department and to the general public.
3. Obey all orders, instructions, and directives issued by persons in higher authority, except for those which are illegal, and shall not perform those which are obviously illegal. An illegal order, instruction or directive is one which would result in the commission of a felony, misdemeanor, or ordinance violation or which would result in the deprivation of another's civil rights. Any employee receiving an illegal order, instruction or directive must report it promptly through the normal chain of command and also to the Chief of Police. Any legal order, instruction, or directive defined as one which is not illegal which the employee believes to be improper or without authority must be carried out but can be grieved later.
4. Be competent, efficient, and exercise common sense in the performance of their duties.
5. Furnish unit and/or badge number to anyone who requests said information.
6. Not smoke while dealing with the public, in public, within a city vehicle or inside the Public Safety Building.
7. Supply their address and telephone numbers to the Office of the Chief of Police immediately upon initial employment or immediately when any change thereof occurs.
8. Not consume liquor or fermented malt beverages except while necessary in undercover work where taken in quantities insufficient to substantially affect the senses. Any product consumed which substantially affects the senses must be reported forthwith and immediately to the commanding officer.
9. Not bring liquor, fermented malt beverages, or illegal drugs into the Public Safety Building or other government buildings unless it is being held as evidence or being entered into the lost-found property room.
10. Bring all evidence and lost or abandoned property into the property room of the Police Department as soon as practical upon coming into possession of said items and if the size of the item will not so permit, said items shall be taken to a place of safe keeping and the commanding officer so notified in writing.
11. Report promptly to place of assignment. A uniformed officer must be in regulation uniform unless otherwise ordered by the Chief of Police, Deputy Chief, Inspector of Police, Commanding Officer or Shift Commander. Non-uniformed personnel must be attired as directed by the Chief of Police, Deputy Chief of Police, Inspector of Police, Detective Bureau Commander or Shift Commander.
12. Be neat and clean, exercising good manners at all times.
13. Not leave place of assignment or duty without being so directed by person in higher authority in chain of command or dispatcher.
14. Not leave the City with a City vehicle except where necessary to go from one part of the City to another by the most direct route without the consent of a person in higher authority in chain of command or dispatcher.
15. Not sleep.

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16. Not take part in or allow the falsification or intentional misrepresentation of official reports, documents or records.
17. Answer all job related questions from higher authority promptly, completely, and truthfully, except as provided in the Police Officer's Bill of Rights.
18. Submit all written or oral reports requested by higher authority promptly, completely, honestly, and factually in all respects, except as provided in the police Officer's Bill of Rights.
19. Report all known violations of local, State or Federal law, or Department Rules of Conduct committed by members of the department to the shift Commander, Inspector of Police, Deputy Chief and the Chief of Police.
20. Not engage in conduct which would be demeaning to the Department or unbecoming of an officer thereof.
21. Not be a member of any organization that has goals which may or could require violation of the oath of office.
22. Devote full time and attention to Department business.
23. Not divulge telephone numbers or address or numbers of the Department to persons who are not members of the department. Such information may be provided to the offices of the City Attorney, District Attorney, or Attorney General, where needed for the exercise of the duties of such office, provided the member receiving the request is convinced of the identity of the caller.

III. ALL SWORN MEMBERS OF THE DEPARTMENT, AT ALL TIMES, WHILE ON DUTY SHALL:

1. Respond promptly and carry out all legal assignments.
2. Submit all required reports before leaving city, except where approved by the Shift Commander.
3. Not enter a place selling liquor or fermented malt beverages, except on patrol check or police business, while consuming meals where food is served or for reason of personal necessity.
4. Not recommend any specific professional or commercial services.
5. Not wear uniform while on suspension.
6. Not publicly speak or divulge information to persons outside the Department, except the Mayor, on matters in which the Department is or may be involved in an investigatory capacity, trial, administrative hearing or disciplinary action, outside of the scope of labor negotiations, where such expression does not involve a matter of public concern or where expression is extremely disrespectful or grossly offensive. Further, such public speaking and divulging of information is prohibited where such public speaking and divulging of information:
 - a. Will disrupt discipline and harmony in the Department;
 - b. Will breach a great need for confidentiality;
 - c. Might be difficult to confer due to a presumed greater access of facts by the speaker;
 - d. Will interfere with the proper performance for the duties of the speaker;

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- e. Relies on statements which are so unfounded that the speaker's basic capability to perform his duties is called into question; and
- f. Will jeopardize a close, personal working relationship requiring personal loyalty and confidence.

IV. ALL SWORN MEMBERS OF THE DEPARTMENT, AT ALL TIMES, SHALL:

1. Assist all other Kenosha Police Department Officers, when requested to so, in the performance of police duties.
2. Reasonably provide their commanding officer with information as to their whereabouts and as to a means of communicating with them so that they can be located when leaving the city for more than seventy-two (72) hours.
3. Possess a valid driver's license and promptly notify the Chief of Police of the lack of renewal, suspension, or revocation of the same.
4. Enforce all local, State and Federal laws, rules and regulations, and do what is in their power to prevent violations thereof.