

CORRUPTION PREVENTION

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<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 3

I. PURPOSE

The purpose of this policy is to prevent corruption from occurring in this law enforcement agency and to prescribe actions to be taken in the event that corruption is alleged and/or identified.

II. POLICY

It is the policy of this law enforcement agency to establish proactive procedures to prevent corruption and to investigate and prosecute corruption to the fullest extent of the law, and administrative authority, when reported or identified.

III. DEFINITIONS

- A. **Corruption:** Corruption is defined as “acts involving the misuse of authority by a police officer in a manner designed to produce personal gain for himself/herself or others”.
- B. **Supervisor:** Both sworn and civilian employees assigned to a position having day-to-day responsibility for supervising subordinates, or responsible for commanding a work element.

IV. PROCEDURES

- A. **Establishment and Maintenance of Professional Standards:**
- Philosophy, Goals, Values:***
This law enforcement agency will maintain, periodically review and update a statement of Philosophy and Values which explicitly states the goals, values and general philosophic approach to policing by this department. This statement will appear in the first section of the policy manual and will be taught to all new employees. Supervisors will periodically review this statement of philosophy and values with subordinates.
 - Code of Ethics:***
This department will maintain, periodically review, and update a Code of Ethics. Each new employee will be required to read and place his/her signature at the bottom of a copy of the Code of Ethics as an indicator that he/she has read and understands the standards of conduct set forth in the Code of Ethics.

3. *Code of Conduct:*

New employees will be instructed in the C.O.E. The C.O.E. will be reviewed annually for relevance, timeliness, adequacy and completeness.

B. Proactive Prevention Measures

1. A specific number of officers will be appointed or a separate unit will be established to handle corruption prevention measures.
Responsibilities are:
 - a. To review citizen and internal complaints for indicators of misuse of police powers for personal gain.
 - b. To review the findings of internal affairs investigations for patterns which are indicative of corrupt police behavior.
 - c. To review duty assignments to ensure that periodic rotations are occurring according to requirements.
 - d. To cooperatively investigate any citizen complaint in which corruption is suspected.
 - e. To review overtime pay assignments, employee income and, in special cases, employee federal income tax returns to determine if patterns emerge indicative of corrupt activities.
 - f. To review the results of inspections reports to specifically identify indicators of corruption.
 - g. To operate a reporting method for citizens and department employees to report behavior indicative of corruption. Citizens and department members are encouraged to report both commendable behavior and suspicious behavior.
 - h. To report annually to the community the number of corruption cases investigated and the number sustained.
 - i. To conduct a public education campaign to enhance the level of awareness so that all citizens can assist the department in maintaining the integrity of the police service.
2. Responsibilities of unit supervisors:
 - a. Supervisors and commanders will be held accountable for corruption which occurs under their assigned area of supervision or command.
 - b. Supervisors are responsible for reporting any suspicious behaviors indicative of corruption. This behavior may include duty related activities, or personal, off-duty activities.
 - c. Ranking commanders are responsible for monitoring the activities of their subordinate supervisors. They will be especially vigilant on rating them on their performance evaluation in regard to their concern for accountability and integrity within their respective unit.
 - d. The associated performance of supervisors and commanders will also be reviewed when a subordinate is charged with a corruption violation.
 - e. The inspections authority will be required to ensure that a reasonable portion of their inspections are directed towards the discovery of corruption violations and situations that are conducive to promoting violations.

- f. The internal affairs authority will be required to immediately notify the Chief of Police when a suspicion of serious corruption enters an investigation.
 - g. The personnel officer will be required to report annually to the Chief of Police a review of the duty assignments with special attention to the longevity of an assignment in the units listed below. Assignments in these units will be rotated every two years or at the discretion of the Chief of Police:
 - 1) Organized crime, vice, drug enforcement.
 - 2) Property evidence room.
 - 3) Internal affairs, inspections, corruption prevention officers.
3. Training Section:
The training section or officer will be responsible for providing training in the areas of corruption prevention, ethics, integrity, and professional standards, for all levels of the department.
- C. Responsibilities of All Employees
- 1. The Code of Ethics will be regarded as a working and applicable document.
 - 2. Employees are responsible for reporting other employees whose behavior is clearly illegal.
- D. Special Responsibilities
- 1. Managers:
 - a. The management will recognize that its own behavior sets an example to subordinates. Therefore, managers are responsible for being especially concerned over the impression or image they are presenting to subordinates. Corruption violations on the part of managers will be prosecuted and punished to the fullest.
 - b. Information will be released to the public as determined by the Chief of Police. In the event a complaint is prosecuted criminally, the Chief of Police will supply that information which is appropriate to the public.
 - c. Any criminal investigation will receive full cooperation of the police department and the employees, to the extent permitted by law.
 - d. An after-action review will be conducted to determine the cause of the breakdown which allowed corruption to occur and to recommend system changes and measures to prevent recurrence.

ORDERED and EXECUTED this 15th day of April, 2013

Christopher Workman
Chief of Police