

**SUBJECT: LAW ENFORCEMENT AGENCY ROLE**

This order consists of the following numbered sections:

- 1.1.1 Oath of office
- 1.1.2 Code of Ethics and Code of Professional Conduct and Responsibility
- 1.1.3 Department values
- 1.1.4 Teamwork standards

**1.1.1 Oath of office**

All personnel, prior to assuming commissioned status, will take and abide by an oath of office to the Constitution and laws of the United States, the State of Washington and the ordinances of the City of Olympia.

**1.1.2 Code of Ethics and Code of Professional Conduct and Responsibility**

The Olympia Police Department (the "Department") has adopted the Olympia Police Department Code of Professional Conduct and Responsibility, which is a part of the General Orders. All Department personnel are expected to abide by these standards. Additionally, commissioned personnel may choose to follow the nationally published Law Enforcement Code of Ethics, the text of which is as follows:

**LAW ENFORCEMENT CODE OF ETHICS**

"As a law enforcement officer, my fundamental duty is to serve the public; 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 persons of 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 of 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 as 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."©

**OLYMPIA POLICE DEPARTMENT CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY**

**I. GENERAL STATEMENT**

Police officers and police employees are granted a public trust which requires that they consistently demonstrate the highest degree of personal and professional integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the Department are expected to abide by the nine Canons of Ethics which constitute the Olympia Police Department Code of Professional Conduct and Responsibility as a means of internal regulation.

Nothing in the Olympia Police Department Code of Professional Conduct and Responsibility is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of violation thereof. Likewise, nothing in the Code is intended to limit the authority of the Department to adopt and enforce rules and regulations that are more stringent or comprehensive than those contained in the Code.

**II. CANONS OF ETHICS**

**CANON ONE**

*OLYMPIA POLICE EMPLOYEES SHALL UPHOLD*

THE CONSTITUTION OF THE UNITED STATES, THE STATE OF WASHINGTON, THE ORDINANCES OF THE CITY OF OLYMPIA AND ALL LAWS ENACTED OR ESTABLISHED PURSUANT TO LEGALLY CONSTITUTED AUTHORITY.

**CANON TWO**

OLYMPIA POLICE EMPLOYEES SHALL BE AWARE OF AND USE PROPER AND ETHICAL PROCEDURES IN DISCHARGING THEIR OFFICIAL DUTIES AND RESPONSIBILITIES.

**CANON THREE**

OLYMPIA POLICE EMPLOYEES SHALL REGARD THE DISCHARGE OF THEIR DUTIES AS A PUBLIC TRUST AND SHALL RECOGNIZE THEIR RESPONSIBILITIES TO THE PEOPLE WHOM THEY SERVE.

**CANON FOUR**

OLYMPIA POLICE EMPLOYEES WILL SO CONDUCT THEIR PUBLIC AND PRIVATE LIVES THAT THEY EXEMPLIFY THE HIGH STANDARDS OF INTEGRITY, TRUST, AND MORALITY DEMANDED OF MEMBERS OF THE LAW ENFORCEMENT PROFESSION.

**CANON FIVE**

OLYMPIA POLICE EMPLOYEES SHALL RECOGNIZE THAT OUR SOCIETY HOLDS THE FREEDOM OF THE INDIVIDUAL AS A PARAMOUNT PRECEPT WHICH SHALL NOT BE INFRINGED UPON WITHOUT JUST, LEGAL AND NECESSARY CAUSE.

**CANON SIX**

OLYMPIA POLICE EMPLOYEES SHALL ASSIST IN MAINTAINING THE INTEGRITY AND COMPETENCE OF THE LAW ENFORCEMENT PROFESSION.

**CANON SEVEN**

OLYMPIA POLICE EMPLOYEES SHALL COOPERATE WITH OTHER OFFICIALS AND ORGANIZATIONS WHO ARE USING LEGAL AND ETHICAL MEANS TO ACHIEVE THE GOALS AND OBJECTIVES OF THE LAW ENFORCEMENT PROFESSION.

**CANON EIGHT**

OLYMPIA POLICE EMPLOYEES SHALL NOT COMPROMISE THEIR INTEGRITY, NOR THAT OF THEIR AGENCY OR PROFESSION, BY ACCEPTING, GIVING OR SOLICITING ANY GRATUITY.

**CANON NINE**

OLYMPIA POLICE EMPLOYEES SHALL OBSERVE THE CONFIDENTIALITY OF INFORMATION, AVAILABLE TO THEM THROUGH ANY SOURCE, AS IT RELATES TO THE LAW ENFORCEMENT PROFESSION.

**1.1.3 Department values**

The employees of the Olympia Police Department are pledged to provide excellent service to the community. Well-prepared, motivated employees are required to achieve this excellence. The Department values and recognizes the contributions of individual employees and the diversity employees bring to the Department and the community. It is the obligation of the Department to provide leadership, training and support to each employee. It is the obligation of each employee to conduct his/her professional life in a manner that reflects the mission, values and standards of the Department.

To achieve and maintain superior standards for both performance and work product, the following values are established:

- I. *Quality Law Enforcement:* The Department is committed to providing a safe community for the citizens of Olympia through diligent crime prevention, prompt arrest when appropriate, and thorough, professional investigation of law violations.
- II. *Community Policing:* The Department recognizes that a problem-solving partnership between the Department and the community is essential for effective law enforcement and crime prevention. This philosophy is incorporated into all operations of the Department. Employees are recognized for their creativity and innovation when building quality partnerships between the police and the community.
- III. *Empowerment and Innovation:* The Department encourages and empowers employees to find creative and innovative solutions to community problems. It is understood and accepted that most problems can be solved successfully in a variety of ways.
- IV. *Accountability:* All employees are responsible and accountable for adhering to the mission and values set forth by the Department.
- V. *Responsiveness:* Employees respond appropriately and in a timely manner to the needs of the community and fellow employees.
- VI. *Recognition:* All employees are valued for their unique contributions to the organization. Employees are formally and informally recognized for their contributions.

VII. *Career Development*: The Department values the career development of all employees. The Department provides leadership, training and supporting equipment and opportunities for transfer to specialty positions that are appropriate to the career path of each employee.

VIII. *Supervision*: The Department has a “success focused” approach to supervision and evaluation of employees. Supervisors and managers are fair, equitable and consistent in dealing with employees. Employees and supervisors treat each other with professional respect.

but will go to the person(s) responsible for the change and express my concern/disagreement or ask questions and offer constructive, non-judgmental solutions. If the disagreement is not resolved, I will pursue change through the appropriate channels, but will also commit to supporting and upholding it until resolution is reached.

IX. I recognize that it can be difficult to confront peers or supervisors. I may ask any member of the Department to assist in planning or completing the confrontation process. If asked to help, I will work toward a positive resolution.

#### **1.1.4 Teamwork standards**

All employees of the Department, regardless of rank or position, hold themselves to the following teamwork standards:

I. If I have a problem with another person’s actions or behavior, I will confront with an honest goal to resolve the issue as soon as possible. If I choose not to confront, I will let it go and not gossip, rumor or complain.

II. I will treat everyone with equal respect; will consistently deal with others fairly; will not make myself look good at the expense of others; and will not devalue others by making racial, sexual or discriminatory remarks.

III. I will make the effort to emphasize the things we do right and invest my energy to enact change through appropriate channels in a positive way in things I can influence, and accept the things I do not have control over.

IV. I will recognize and appreciate the contributions of others and communicate it to the person and his/her supervisor.

V. I will adhere to all rules of conduct, policies and procedures and fully perform the duties of my position. I will approach work ready and willing to do my share. I will be considerate of another person’s workload by offering to help when possible. I will not disrupt other people’s work space.

VI. I will maintain confidentiality professionally and personally. I will stay out of other people’s issues or problems, unless I’m asked.

VII. When making a decision, I will seek input from those affected by my decision and will give that input its due importance. I will keep appropriate people informed, explain truthfully why a decision is being made, and will be consistent in what is said.

VIII. If I have a problem with change, I will not complain,