



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Rules of Conduct		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
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AUTHORITY/RELATED REFERENCES

City of Tallahassee Administrative Policies & Procedures
 City of Tallahassee Core Values
 City of Tallahassee Service Standards
 Collective Bargaining Agreements
 Department Mission Statement and All General Orders

ACCREDITATION REFERENCES

CALEA Chapters 1, 22, 26, 82
 CFA Chapters 2, 7

KEY WORD INDEX

Acts of Misconduct Fair and Impartial Policing General Responsibilities and Guidelines Law Enforcement Code of Ethics Work Standards	Procedure III Appendix Two Procedure I Appendix One Procedure II
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POLICY

The City of Tallahassee and the Department expect a high level of professional and personal conduct from all members regardless of rank or assignment. Each member is responsible for maintaining trust, loyalty and commitment to the City of Tallahassee, the Department and the citizens whom we serve.

TALLAHASSEE POLICE DEPARTMENT

DEFINITIONS

Department Facility: The Department building, out buildings, parking areas, and adjacent grounds of the Tallahassee Police Department, to include areas secured by fencing, and those areas not secured by fencing.

Member: A Department employee or volunteer.

Officer: A member who is a certified police officer as described in FS Chapter 943.

Off-duty: When members are not engaged in on-duty or secondary employment activity.

On-duty: When members are working their regular duty assignment or any special assignment compensated by the Department.

Secondary Employment: Employment where a member works for an entity other than the Department and a condition of the employment is the actual or potential use of law enforcement powers by the employed member.

Shall: Indicates the described action is mandatory.

Should: Indicates the described action is not mandatory, but preferred.

PROCEDURES

I. GENERAL RESPONSIBILITIES AND GUIDELINES

- A. Members are responsible for exhibiting a high spirit of cooperation and shall take appropriate action to aid any law enforcement officer in danger.
- B. Members shall at all times take appropriate action in accordance with Department orders, rules, and procedures.
- C. The Department is responsible for facilitating documented ethics training for all members, at a minimum, biennially.
 1. New members are provided ethics training as part of their new hire orientation.
 2. The City of Tallahassee (COT) provides annual ethics refresher training for all members.

TALLAHASSEE POLICE DEPARTMENT

3. All members are required to review and acknowledge the COT's ethics statement as part of the Annual Critical Policy Review.
- D. The Department is responsible for facilitating training on Fair and Impartial Policing (i.e., bias policing prohibition) to include legal aspects, for all officers.
1. Initial training occurs during recruit in-house training.
 2. Annual refresher training occurs during in-service training, and may be delivered via:
 - a. A dedicated training block on Fair and Impartial Policing (FIP), or
 - b. Incorporation of FIP into other training blocks addressing officer/citizen contact (e.g., traffic stops, response to resistance).
 3. Verbal Defense and Influence (VDI) training may augment FIP training.
- E. Members do not have an expectation of privacy within the workplace, and members should be cognizant of the following:
1. The Department recognizes the need for members to occasionally store personal items in Department-controlled areas such as lockers, desks, COT vehicles, and file cabinets.
 2. These and similar places may be inspected or otherwise entered with or without notice:
 - a. To meet operational needs (e.g., inspections),
 - b. As part of an internal investigation, or
 - c. As otherwise directed by the Chief of Police or designee.
- F. Violations of this written directive subject a member to progressive discipline as set forth in General Order 20 (Corrective Action Procedures).

II. WORK STANDARDS

Members are expected to abide by the following work standards.

TALLAHASSEE POLICE DEPARTMENT

A. Accountability

1. Members are directly accountable for their actions through the chain of command to the Chief of Police.
2. Members shall be accurate, complete, and truthful in all matters.
3. Members shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability.

B. Conduct Toward Others

1. Members shall be respectful, courteous, and civil at all times in their relationships with one another and the community, except when the furtherance of a legitimate duty dictates otherwise.
2. When necessary to address people or give orders in the performance of a legitimate duty, members shall do so in an ordinary, business-like language and speak affirmatively and emphatically, as the circumstances require.

C. Reporting for Duty

1. Members shall report for duty in a state of physical and mental readiness to perform their assigned job tasks.
2. Unless otherwise directed by proper authority, members shall promptly report for duty at the time and place specified, properly attired, and equipped.
3. Members shall give careful attention to orders and instructions.

D. Absence from Duty

Absence from duty is governed by COT Administrative Policies and Procedures and the current collective bargaining agreement.

E. Relief from Duty

Members are to remain at their work station, post or assignment and on-duty until properly relieved by another member or until dismissed by proper authority.

TALLAHASSEE POLICE DEPARTMENT

F. Break from Duty

1. Except as noted in subsection 2 below or as otherwise directed by a supervisor or commander, members shall adhere to the break and meal period protocols of Chapter 706 (Working Conditions) COT Administrative Policies and Procedures.
2. Officers assigned to the Patrol Operations Bureau shall adhere to the break and meal period protocols of PTL-13 (Meals and Breaks).

G. Performance of Duties

1. In the performance of their duties, members are responsible for:
 - a. Adhering to the applicable COT Administrative Policies and Procedures (including the Statement on Ethics), Department General Orders, Special Orders, and Standard Operating Procedures of their work assignment,
 - b. Acting in a manner to preserve harmony among co-workers in the workplace, and
 - c. Avoiding any activity which could reasonably be expected to bring discredit to the COT, the Department, or the policing profession.
2. In addition to the mandates of subsection 1 above, officers in the performance of their duties are responsible for:
 - a. Protecting life and property,
 - b. Preserving the peace,
 - c. Detecting and arresting law violators,
 - d. Adhering to the Law Enforcement Code of Ethics and the Oath of Office, and
 - e. Adhering to the terms of the collective bargaining agreement.
3. Members, regardless of rank or assignment, shall perform their duties in accordance with the accepted standard for their position or classification, including:
 - a. Work assignment obligations and responsibilities, and

TALLAHASSEE POLICE DEPARTMENT

- b. Any lawfully mandated duty.
 4. Supervisory members are responsible for evaluating, training, mentoring, counseling, supporting and disciplining subordinates under their span of control.
- H. Duty to Report/Duty to Intervene
1. A member who witnesses another member, in the performance of his or her official duties, using or attempting to use excessive force against another person shall intervene, when such intervention is objectively reasonable and possible, to end the use or attempted use of excessive force or to prevent the further use of attempted use of excessive force.
 2. A member who has information concerning illegal actions, neglect of duty, excessive force, malfeasance, misfeasance, unprofessional, or unethical conduct by another member shall promptly report the information to their immediate supervisor or, if more appropriate, another supervisor or the Internal Affairs Unit (IAU).
 3. Sworn members who witness member actions as described in subsections 1 and 2 above which are causing, or could cause, injury to a person or damage to property shall intervene in the situation as mandated by the *Law Enforcement Code of Ethics* to “safeguard lives and property” and be “constantly mindful of the welfare of others.”
 4. Any member who makes a good faith effort to intervene or report the actions described in subsections 1-3 above, shall be free from retaliation in any form.
- I. Conflict of Interest
1. A conflict of interest is any circumstance which would prevent, or appear to prevent, members from carrying out their public service responsibilities objectively due to their personal relationship with the involved parties.
 2. Whether on-duty, off-duty, or engaged in secondary employment activity, members shall avoid any appearance of impropriety or a conflict of interest in their role as a public servant and in their personal lives.

TALLAHASSEE POLICE DEPARTMENT

3. Conflict of interest includes, but is not limited to, engaging, interacting, influencing, or otherwise affecting incidents or situations of an enforcement nature such as:
 - a. Arrests,
 - b. Traffic crashes,
 - c. Traffic stops,
 - d. Trespass warnings, or
 - e. Disturbances/civil matters.
4. It is not considered a violation of this directive for a member to engage, interact, influence or otherwise affect an incident or situation when the incident or situation involves:
 - a. A medical emergency,
 - b. The protection of life and property from imminent harm, or
 - c. The need to make an arrest in a situation as outlined in the off-duty officer arrest authority section of General Order 6 (Arrests and Alternatives to Arrest).
5. Members finding themselves involved in a call for service or an investigation where a family member or friend is a party shall promptly notify their immediate supervisor for relief and guidance.
6. Supervisors made aware of a situation involving a conflict of interest or an appearance of impropriety, shall:
 - a. Promptly take appropriate action to remedy the situation, and
 - b. Notify their supervisor as soon as practical.

J. Identification Protocols

1. While on-duty or engaged in secondary employment members shall carry proper identification except where impractical or dangerous to one's safety or to an investigation.

TALLAHASSEE POLICE DEPARTMENT

2. Members shall identify themselves orally and/or by displaying the official badge or Department photographic identification card to any person requesting that information while the member is on-duty, engaged in secondary employment, or any other time while taking police action, except when the withholding of such information is necessary, proper, or authorized by a supervisor.
3. Members who carry a concealed firearm under the authority of FS 790.052 shall carry their official police credentials issued by the Department.

K. Verbal Identification Over the Telephone

1. Members are responsible for properly identifying themselves as Department members when calling a person on the telephone except when:
 - a. It is impractical or dangerous to one's safety or to an investigation, or
 - b. Authorized by a supervisor.
2. The telephone answering protocols below are not applicable whenever:
 - a. It is impractical or dangerous to one's safety or to an investigation,
 - b. The caller is known to the member answering the telephone and such a structured response is inappropriate, or
 - c. Authorized by a supervisor.
3. Anytime a member answers a Department landline telephone in response to an incoming call from *outside* the Department the member should address the caller with:
 - a. The identification of the Department (e.g., "Tallahassee Police Department"),
 - b. Their rank or work assignment (e.g., "Patrol Bureau"),
 - c. Their name (e.g., "this is John Smith"), and
 - d. An offer of assistance (e.g., "how may I help you?").

TALLAHASSEE POLICE DEPARTMENT

4. Anytime a member answers a Department landline telephone in response to an incoming call from *inside* the Department the member should address the caller with:
 - a. Their rank or work assignment (e.g., "Patrol Bureau"),
 - b. Their name (e.g., "this is John Smith"), and
 - c. An offer of assistance (e.g., "how may I help you?").
 5. Anytime a member answers a Department cellular telephone in response to an incoming call the member should address the caller with:
 - a. Their rank or work assignment (e.g., "Sergeant"),
 - b. Their name (e.g., "Smith"), and
 - c. An offer of assistance (e.g., "how may I help you?").
- L. Writing, Submitting, and Approving Department Reports
1. The supervisory responsibilities listed in this subsection apply to a member fulfilling the role of an acting supervisor for the rank of sergeant.
 2. Department report, as used in this subsection, refers to offense, incident, traffic, and other operations-related reports, and administrative reports such as those listed in General Order 2 (Chain of Command-General Management). This does not include CAD (Computer Assisted Dispatch) Reports, commonly referred to as CAD notes, which become permanent entries when entered.
 3. The protocols of this subsection augment other report writing procedures of individual bureaus as established in their standard operating procedures (e.g., PTL-16/Reports, CIB-12/Follow-up Investigations).
 4. Members are responsible for completing and submitting Department reports in a timely manner and consistent with the established protocols of their work assignment or as otherwise directed by competent authority.

TALLAHASSEE POLICE DEPARTMENT

5. Members are responsible for submitting reports which meet Department standards of:
 - a. Appropriate content and style,
 - b. Adequate clarity, and
 - c. Accuracy and completeness.
6. Supervisors are responsible for reviewing and critiquing reports and providing necessary feedback to the submitting member in a timely manner and without unnecessary delay to ensure reports meet the Department standards cited in subsection 5 above, and supervisors shall:
 - a. Only approve reports which meet these Department standards, and
 - b. Route approved reports as appropriate (e.g., to Records, to BlueTeam, up the chain of command) in a timely manner consistent with established protocols or as otherwise directed by competent authority.
7. Only supervisors are authorized to approve reports, and:
 - a. The approval authority for a report written by a supervisor is a supervisor of the same or higher rank,
 - b. The approval authority for a report written by an acting supervisor/sergeant is a sergeant or higher rank, and
 - c. A member shall not approve their own report.
8. Members engaged in secondary employment are required to complete all appropriate reports by the end of the secondary employment assignment.
 - a. An on-duty supervisor may authorize such a report not be completed as described above (“report hold”) only when the affected member is scheduled to report for their regular on-duty work assignment within 24 hours of the end of the secondary employment assignment.
 - b. Off-duty supervisors and those engaged in secondary employment are not permitted to authorize a report hold.

TALLAHASSEE POLICE DEPARTMENT

- c. If a report hold is approved, the approving supervisor is responsible for providing timely notification to the on-duty watch commander.
- d. The affected member is responsible for completing the detail page before going off-duty.
- e. The affected member is responsible for finishing the incomplete report(s) as soon as practical during their next regular on-duty assignment.
- f. When a member must complete the report contemporaneous to the secondary employment assignment:
 - 1) It is preferable the member complete the report before the end of their secondary employment assignment, and
 - 2) If the report cannot be completed during the secondary employment assignment, the affected member is responsible for requesting overtime approval from an on-duty supervisor and, once approved, following standard reporting writing protocols.

M. Confidential Information

- 1. Members are responsible for maintaining appropriate confidentiality of information pursuant to federal code, state law, local ordinance, Department policy, and memorandums of understanding.
- 2. Members are responsible for maintaining the confidentiality of any active criminal investigation or covert operation of the Department.

N. Forwarding Communications to Higher Commands

- 1. Members receiving a communication for transmission to a higher command shall forward such communication in a timely manner.
- 2. Members receiving a written communication from a subordinate directed to a higher command shall endorse and date it indicating approval, disapproval, or acknowledgment and forward it to the next proper authority.
- 3. Members are responsible for promptly advising their immediate supervisor, or other supervisor if more appropriate, of any unusual

TALLAHASSEE POLICE DEPARTMENT

activity, situation, or problem where the Department has a legitimate concern or liability (e.g., building security breach, suspicious package within the Department Facility).

4. When a member reasonably believes a complaint against them is forthcoming, the member shall promptly notify their immediate supervisor or, if more appropriate, the on-duty watch commander. Examples of when a member should reasonably believe a complaint is forthcoming include when a person:
 - a. Tells the member they are going to complain,
 - b. Requests/demands the member's name and/or identification number, or
 - c. Requests/demands the member's supervisor's contact information.

O. Contact with Other Law Enforcement Agencies

1. When a member has contact with any other law enforcement agency while off-duty, and the member is considered a suspect involving criminal conduct, the involved member shall notify their sector or bureau commander (or if more appropriate, their bureau commander) in writing no later than the next business day.
2. When a member has contact with any other law enforcement agency while off-duty involving non-criminal conduct (e.g., traffic citation, witness statement, service of a writ) the involved member shall notify their immediate supervisor by verbal communication no later than the member's next work day.

P. Interaction with Special Investigations (SI) Members

1. To avoid compromising an investigation or jeopardizing any person, members should not approach or give any sign of recognition to an SI member who is not wearing or carrying visible Department identification, unless recognition is first extended by the SI member.
2. Such precautions are not necessary within the confines of the Department Facility.

Q. Court Appearances

TALLAHASSEE POLICE DEPARTMENT

1. Members shall, upon being properly noticed, notified via e-mail, summoned, or subpoenaed, attend court or quasi-judicial hearings.
2. Members shall not omit this duty without permission from the prosecuting attorney handling the case, the official issuing the subpoena, or other competent official.
3. Except as noted in subsection 5 below, or as otherwise approved by the member's bureau commander, a member appearing for a *court trial*, shall wear either:
 - a. Class A uniform (sans dress hat), or
 - b. Suitable business attire.
 - 1) Male business attire includes collared shirt with necktie and jacket.
 - 2) Female business attire includes casual blouse and/or jacket with pants/skirt.
4. Except as noted in subsection 5 below, or as otherwise approved by the member's bureau commander, a member appearing for *traffic court* or a *quasi-judicial hearing* (e.g., deposition, suppression hearing, DL hearing), shall wear either:
 - a. Class A uniform (sans dress hat),
 - b. Class B uniform,
 - c. Class D uniform, or
 - d. Suitable business attire as described in subsection 3 b above.
5. Officers on a Temporary Modified Duty (TMD) assignment shall wear suitable attire as prescribed in General Order 4 (Appearance and Uniform Regulations).
6. Members shall present a neat and clean appearance, and avoid any mannerisms, activity, or language which might imply disrespect to the court or bring discredit upon the Department.
7. Members shall follow all rules set forth by the court during official proceedings (e.g., rule of sequestration).

TALLAHASSEE POLICE DEPARTMENT

R. Civil Depositions and Affidavits

If a member is noticed, summoned, subpoenaed, or requested to give a deposition, affidavit or any official statement in a case involving the COT or the member's employment with the COT, the member shall promptly inform their immediate supervisor before any official statement is given.

S. Maintaining Department Property, Equipment, and Facilities

1. Members shall maintain assigned Department property and equipment securely and in proper working condition. Special care is expected for the safeguarding of all weapons and firearms entrusted to an officer.
2. Members shall not allow other persons (members or non-members) to utilize or operate their assigned property or equipment unless:
 - a. The person is authorized to utilize or operate the property or equipment,
 - b. Operational necessity requires the action, or
 - c. Supervisory approval for such action exists.
3. Members shall promptly report to their immediate supervisor any loss of, or damage to, Department property or equipment assigned to or used by them.
 - a. The member is responsible for completing the appropriate Department reports(s) documenting the loss or damage and forwarding the report(s) to their commanding officer via the chain of command.
 - b. Members with knowledge of any defect or hazardous condition existing in any Department property or equipment are responsible for reporting such condition to their immediate supervisor as soon as possible.
 - c. If Department property or equipment is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last member using the property or equipment is responsible.

TALLAHASSEE POLICE DEPARTMENT

- d. Members are responsible for the repair or replacement of property or equipment damaged or lost through their carelessness or neglect.
4. Members are responsible for maintaining an orderly workspace (e.g., office, cubicle, vehicle), free of unnecessary clutter and items deemed inappropriate for display by a law enforcement agency.
5. Members are authorized to utilize Department property, equipment, and workspace (e.g., office, cubicle, vehicle) only for Department purposes.
 - a. Certain limited use of an assigned vehicle for other than work-related purposes is permitted as outlined in General Order 66 (Vehicle Assignment and Operations).
 - b. An occasional non-COT activity (e.g., school fundraiser) does not violate this policy as long as the activity in the workspace does not:
 - 1) Interfere with the member's work assignment,
 - 2) Interfere with another member's work assignment,
 - 3) Bring discredit to the Department, the COT or the policing profession, or
 - 4) Violate a standing order from a supervisor.

T. Surrender of Department Property

1. When members are transferred to a new work assignment, special Department property issued during the previous assignment shall be returned as requested.
2. When members are suspended, they shall surrender Department property as required in General Order 20.
3. Upon separation from Department employment, members shall:
 - a. Return all assigned Department property to the appropriate work unit, and
 - b. Utilize the PD 283 (Internal Clearance Form) to document the return process.

TALLAHASSEE POLICE DEPARTMENT

U. Parking Personal Vehicles at Department

1. Members are authorized to park a personal vehicle at the Department Facility when on duty or visiting the Department.
2. Members shall not park a personal vehicle in a parking space designated for visitors.
3. Members shall not park a personal vehicle in any area of the Department Facility which blocks an entrance/exit, designated parking area, or another vehicle.
4. Absent on-duty supervisory approval or exigent circumstances beyond their control, members shall not leave a personal vehicle in the Department parking area longer than 24 continuous hours.
5. Unless for an authorized Department function or a legitimate duty, members are not authorized to allow non-members to park a personal vehicle in Department parking areas.

V. National Colors and Anthem

1. Uniformed members wearing a hat will come to attention and salute (with their right hand) the national colors and anthem at appropriate times.
2. Uniformed members not wearing a hat and those in civilian attire shall render proper civilian honors (e.g., stand and place right hand over heart) to the national colors and anthem at appropriate times.

W. Written Directives Maintenance (Power DMS)

1. Members shall electronically acknowledge the review and receipt of all written directives, policy memoranda, training materials, legal bulletins, and other documents (excluding surveys) sent to their Power DMS mailbox.
2. Members are responsible for reviewing and acknowledging receipt within thirty (30) days of an item being sent to their Power DMS mailbox.
3. Members are responsible for completing any exams associated with an item sent to their Power DMS mailbox.

TALLAHASSEE POLICE DEPARTMENT

X. Tobacco Use

1. Members are responsible for adhering to the Florida Clean Indoor Air Act (FS Chapter 386) and Chapter 102 (Smoking), COT Administrative Policies and Procedures while occupying COT owned or leased buildings, facilities, and vehicles.
2. Members are prohibited from the use of tobacco products or devices designed to closely resemble and mimic the act of smoking (e.g., electronic cigarettes) in all COT owned or leased buildings, facilities and vehicles.
3. Officers hired after September 3, 1985, shall not smoke tobacco products on- or off-duty.
4. Officers hired after October 1, 1990 shall not smoke or otherwise use tobacco products on- or off-duty.
5. Officers hired prior to the dates previously mentioned who use tobacco products shall:
 - a. Do so as inconspicuously as possible if on-duty, and
 - b. Never use such products in any public or private place where prohibited by state law or city ordinance.

Y. Providing Address and Telephone Number

1. Members are required to have an in service phone number at which they can be contacted.
2. Upon reporting for duty in a new work unit, members shall provide their correct residence address and telephone number to the immediate supervisor or other proper authority.
3. Members are responsible for reporting/updating changes in their address or telephone number(s) within 24 hours of the change, as follows:
 - a. To their immediate supervisor,
 - b. In the COT computer software allowing members to complete basic Human Resources transactions (i.e., PeopleSoft HR Self-Service system), and

TALLAHASSEE POLICE DEPARTMENT

- c. In the Department's time and attendance software (i.e., Telestaff system).

Z. Exercise on Duty

With prior supervisor approval to ensure proper staffing, members will be permitted to exercise on duty in lieu of a meal break with the following guidelines:

1. Employees may exercise on duty utilizing the Department's gym (or a Tallahassee Fire Department [TFD] gym except between the hours of 8:00 pm to 7:00 am) for a maximum of 45 minutes (to include changing clothes and showering).
2. Uniformed sworn members shall maintain radio contact when exercising and advise dispatch of their location. All sworn members will have their department issued cell phone on and readily accessible while exercising. Sworn members are subject to immediate recall (no more than 10 minutes) to their duties by any supervisor, as operational commitments require.
3. Weapons and firearms shall not be worn while exercising in a gym and shall be secured in lockers or in the member's vehicle. Weapons and firearms shall not be left unsecured in a restroom or gym.
4. Members are prohibited from exercising on duty while working overtime.
5. Members may only be granted one exercise break per shift.
6. Members who desire to exercise by walking or jogging may do so but are required to follow the above guidelines and notify their supervisor of their intended route for approval, prior to exercise.
7. Members shall clean up after their workouts (i.e., rerack weights and wipe down soiled equipment).
8. Exercising on-duty during designated breaks is a privilege that may be revoked at any time.

III. **ACTS OF MISCONDUCT**

The following acts of misconduct are unacceptable for members:

TALLAHASSEE POLICE DEPARTMENT

A. Abuse of Position

1. Members shall not identify themselves, with or without Department identification, as a member of the Department to advance financial or other private interests of themselves or others.
2. Members shall not be compensated by the COT and another employer for working the same hours. This prohibition is not applicable when a member utilizes approved personal or compensatory leave time for the COT time.
3. Members shall not provide, sell, trade, barter or exchange, or offer to provide, sell, trade, barter, or exchange any Department information, data, services, equipment, or property to advance financial or other private interests of themselves or others.
4. Members 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 by the Department.
 - a. This prohibition is not applicable to those uses outlined in the temporary release of evidentiary items section of General Order 42 (Impounding and Controlling of Property and Evidence).
 - b. The prohibition against claiming property is not applicable when the property is already owned by the member.
 - c. This prohibition is not applicable to property advertised for auction through the COT.

B. Unbecoming Conduct

1. Members shall not engage in any willful action or conduct which impedes the Department's efforts to achieve its goals, values, or beliefs as stated in the mission statement and code of ethics, brings discredit on the Department, or impairs the operation or efficiency of the Department or any member.
2. Members shall treat supervisory members, subordinates, associates, and the public with respect.
3. Members shall be courteous and civil in their relationships with one another and the community, except when the furtherance of a legitimate duty dictates otherwise.

TALLAHASSEE POLICE DEPARTMENT

C. Neglect of Duty

1. Members shall not fail to use ordinary or reasonable care in the performance of assigned and lawful duties and responsibilities.
2. Negligence is synonymous with carelessness and signifies lack of care, caution, attention, diligence or discretion.

D. Rudeness

1. Members shall not use vulgar, profane, or abusive language or gestures toward, or in the presence of, any other COT employee or the public, except for language and gestures that may be considered necessary as part of a member's legitimate undercover duty.
2. Members shall not use threatening language or gestures toward, or in the presence of, any other COT employee or the public except when the furtherance of a legitimate duty dictates otherwise.

E. Discriminatory Conduct

1. The COT is committed to the equal treatment of all persons, without regard to race, color, creed, national origin, gender, age, religion, disability, sexual orientation, or social or citizenship status.
2. Members shall not use speech that ridicules, maligns, disparages, or otherwise expresses bias against any person or persons based upon race, color, creed, national origin, gender, age, religion, disability, sexual orientation, social or citizenship status or any protected class of persons under federal laws:
 - a. During working hours,
 - b. When utilizing any COT owned or leased equipment, or
 - c. While occupying COT owned or leased buildings, facilities, and vehicles.

F. Disruptive Behavior

Members shall not engage in any conduct or activity on- or off-duty which:

1. Distracts or interferes with any member's work assignment,

TALLAHASSEE POLICE DEPARTMENT

2. Brings discredit to the Department, the COT, or the policing profession, or
3. Interferes with the efficient operation of the workplace.

G. Insubordination

1. Members shall at all times obey the lawful orders of their supervisors and other proper authorities (e.g., acting supervisors).
2. A willful refusal to comply with a lawful order or directive, written or oral, shall constitute insubordination, and includes both:
 - a. An expressed refusal to obey a proper order, or
 - b. An intentional failure to carry out an order.

H. Offensive Language and Materials

1. Members shall not use any obscene or pornographic language, tell or repeat obscene, pornographic, or inappropriate jokes while on-duty, or while occupying COT owned or leased buildings, facilities, and vehicles.
2. Members shall not use COT equipment to obtain, read, share or post any type of obscene, pornographic or inappropriate materials, except in the furtherance of a legitimate duty.
3. Except in the furtherance of a legitimate duty, members shall not possess, provide, or copy any obscene, pornographic or inappropriate materials while on-duty or while occupying COT owned or leased buildings, facilities, and vehicles.

I. Harassment

1. Members shall not engage in any conduct which constitutes harassment in the workplace.
2. As used in this policy, harassment in the workplace is:
 - a. Conduct which has the purpose or effect of interfering with another member's work performance or creating an intimidating, hostile, or offensive working environment, and/or

TALLAHASSEE POLICE DEPARTMENT

- b. Treating a member in an overbearing or intimidating manner (i.e., bullying).
 3. Harassment in the workplace may involve situations:
 - a. Where the recipient of the harassment is in a legally protected class of persons (e.g., age, race, gender identity), or
 - b. Where the recipient of the harassment is **not** in a legally protected class of persons.
 4. Sexual harassment consists of any unwelcome sexual advances, request for sexual favors, or verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment,
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - c. Such conduct has the purpose or effect of interfering with another member's work performance or creating an intimidating, hostile or offensive working environment.
 5. A member who believes they are the recipient of harassment in the workplace, to include sexual harassment, shall report the situation to their immediate supervisor.
 6. If the alleged offending party is in the member's chain of command, the member may report the situation to a supervisor in another chain of command or to the IAU.
- J. Prohibited Interactions
1. Members shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in Department custody.
 2. Members shall not knowingly commence or maintain a social relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by the Department or another criminal justice agency, except:

TALLAHASSEE POLICE DEPARTMENT

- a. As necessary in the performance of a legitimate duty, or
 - b. Where unavoidable because of familial relationships.
3. Members shall not knowingly commence or maintain a social relationship with any person who has an open and notorious criminal reputation in the community (e.g., person whom they know, should know, or have reason to believe is involved in felonious activity), except:
 - a. As necessary in the performance of a legitimate duty, or
 - b. Where unavoidable because of familial relationships.

K. Violation of Law or Rules

1. Members are required to establish and maintain a working knowledge of the laws applicable to their work assignment.
2. Members are responsible for observing and obeying all federal, state, and local laws and ordinances, and Department rules and regulations.
3. Members shall not, on- or off-duty, commit any act of domestic violence, sexual violence, dating violence, or stalking as defined in Florida Statutes.

L. Acceptance of Gratuities

1. Members shall not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency, except lawful salary and that which may be authorized by law.
2. The solicitation or acceptance of gratuities is governed by Chapter 706 (Working Conditions) COT Administrative Policies and Procedures.

M. Unauthorized Transactions

1. Members shall not engage in business transactions with suspects, defendants, or prisoners except as authorized by the Chief of Police or designee.

TALLAHASSEE POLICE DEPARTMENT

2. Subsection 1 above does not apply to Department-authorized transactions (e.g., fingerprinting fees, report copy fees, confidential informant compensation).

N. Tardiness

1. Members shall report at the appointed time for a work assignment or a special assignment compensated by the Department unless they have supervisory approval or direction to do otherwise.
2. Members are responsible for following the established work schedules of their work unit unless they have supervisory approval or direction to do otherwise.

O. Abuse of Leave

1. Members must obtain supervisory approval prior to any absence from work, except in the case of an emergency when the member must be absent prior to receiving approval from the proper authority.
2. In the case of an emergency, members must notify the proper authority on the first day of an absence.
3. Members shall not use misrepresentation or falsification to obtain approval for leave.

P. Sleeping

1. Members shall not sleep on-duty or while engaged in secondary employment.
2. Exceptions to the prohibition above may be granted in exigent circumstances (e.g., a man-made or natural disaster requiring members to stay at police headquarters an inordinate amount of time without relief).

Q. Gambling, Wagering, Lottery Tickets

1. On-duty members and those engaged in secondary employment shall not wager, gamble, or purchase or redeem lottery tickets.
2. Off-duty members shall not gamble, wager, or purchase or redeem lottery tickets while attired in a manner that identifies them as a member (e.g., in uniform, visible Department identification card).

TALLAHASSEE POLICE DEPARTMENT

R. Sexual Activity

1. Members shall not engage in any sexual activity while on-duty, during working hours, or while engaged in secondary employment.
2. Members shall not engage in any sexual activity while occupying COT owned or leased buildings, facilities, or on/in any COT vehicle or equipment.

S. Entering Certain Establishments

1. Unless for a legitimate duty, on-duty members and those engaged in secondary employment shall not enter theaters, sporting events, bars, lounges, or other establishments designed for entertainment and/or consumption of alcohol.
2. Regardless of duty status, members shall not knowingly enter any business establishment where laws and ordinances are regularly violated unless such entry is part of a legitimate on-duty activity.

T. Alcohol Possession, Use and Abuse

1. Members are responsible for following the provisions of Chapter 705 (Alcohol and Drugs), COT Administrative Policies and Procedures.
2. Officers covered by a ratified collective bargaining agreement with the COT shall additionally abide by the provisions for alcohol abuse in the agreement.
3. Members shall not purchase or consume alcoholic beverages while on-duty, except in the performance of a legitimate duty.
4. Members shall not purchase or consume alcoholic beverages, regardless of duty status, while attired in a manner that identifies them as a Department member.
5. Members shall not unlawfully possess or sell any alcoholic beverages while on- or off-duty.
6. Members shall not at any time, on- or off-duty, be under the influence of any alcoholic beverages in public view so as to bring discredit to the Department.

TALLAHASSEE POLICE DEPARTMENT

7. Members shall not possess, keep, or store any alcoholic beverage within the Department Facility or in any Department vehicle except when the possession or storage is required for the performance of a legitimate duty.

U. Drug Possession, Use and Abuse

1. Members are responsible for following the provisions of Chapter 705 (Alcohol and Drugs), COT Administrative Policies and Procedures.
2. Officers covered by a ratified collective bargaining agreement with the COT shall additionally abide by the provisions for drug abuse in the agreement.
3. Members shall not unlawfully purchase, possess, sell, or use a controlled substance.
4. Members shall not possess, keep, or store any controlled substance within the Department Facility or in any Department vehicle except when:
 - a. The possession or storage is required for the performance of a legitimate duty, or
 - b. The possession of a personal medication is warranted, and conforms to the mandates of Chapter 705 (Alcohol and Drugs), COT Administrative Policies and Procedures.

V. Compromising a Criminal or Traffic Case

1. Members shall not interfere with the service of lawful process.
2. Members shall not interfere with the attendance or testimony of witnesses through coercion, bribery, or other means.
3. Members shall not attempt to have any traffic citation or notice to appear reduced, voided, or stricken from the court calendar without due cause.
4. Members shall not take any action which will interfere with the efficiency or integrity of the administration of justice.
5. Members who have knowledge of such interference by a member shall promptly inform a Department supervisor.

TALLAHASSEE POLICE DEPARTMENT

W. Unauthorized Use of Department Letterhead and Address

1. Members shall not use Department letterhead, paper, envelopes, or postage for private or personal business.
2. Members shall not send written correspondence out of the Department without proper authority.
3. Members shall not use the Department as a mailing address for private or personal purposes with the exception that it may be used for a vehicle, vessel and trailer registration or driver's license for the member and family members living at the same address as the member.

X. Unauthorized Participation in Commercial Testimonials

1. Members shall not permit their names or photographs to be used to endorse any product or service in any way connected with law enforcement without the permission of the Chief of Police.
2. Members shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial alluding to their position or employment with the Department.

Y. Improper Political Activity

1. Members shall not participate in any political campaign while on-duty or engaged in secondary employment or use or attempt to use one's official position to influence a campaign or another person's vote.
2. Members shall not coerce another member to contribute money for political purposes.
3. Members shall not violate the laws of Florida or the United States in regards to political activity by public employees.

Z. Failure to Report the Suspension or Revocation of Driver's License

Members who drive a motor vehicle as a work-related duty or function shall promptly report the suspension or revocation of their driver's license to their immediate supervisor or other proper COT authority.

TALLAHASSEE POLICE DEPARTMENT

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TALLAHASSEE POLICE DEPARTMENT

**GENERAL ORDER 46 – RULES OF CONDUCT
APPENDIX ONE**

LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; 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 to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in observing the law and the regulations of my department. Whatever I see or hear of a confidential nature or 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, political beliefs, aspirations, 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 so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I KNOW that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I WILL constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

TALLAHASSEE POLICE DEPARTMENT

**GENERAL ORDER 46 – RULES OF CONDUCT
APPENDIX TWO**

FAIR AND IMPARTIAL POLICING

The Department and its members are committed to unbiased policing of the community we serve. Department policies, protocols, and training are founded on our belief in fair and impartial policing and serve to assure the public we are providing service and enforcing laws in an equitable way.

I. POLICING IMPARTIALLY

- A. Investigative detentions, traffic stops, arrests, searches and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution.
- B. Officers must be able to articulate specific facts and circumstances which support reasonable suspicion or probable cause for investigative detentions, traffic stops, arrests, nonconsensual searches and property seizures.
- C. Except as provided in subsection D below, officers shall not consider race/ethnicity in:
 - 1. Establishing either reasonable suspicion or probable cause,
 - 2. Deciding to initiate a nonconsensual encounter which does not amount to a legal detention, or
 - 3. Requesting consent to search.
- D. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information which links a person or persons of a specific race/ethnicity to a particular unlawful incident.
 - 1. Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion.
 - 2. Except as provided above, race/ethnicity shall not be motivating factors in making law enforcement decisions.

II. PREVENTING PERCEPTIONS OF BIASED POLICING

- A. The protocols in this section augment existing procedures in General Order 76 (Traffic and Parking Enforcement), Patrol Operations SOP 32 (Field Interviews), and the Work Standards section of this written directive.

- B. In an effort to prevent inappropriate perceptions of biased law enforcement, each officer is responsible for adhering to the following when conducting field interviews and unknown risk traffic stops:
 - 1. Being courteous and professional.

 - 2. Providing their name as an introduction, and:
 - a. If not in standard uniform, providing Department affiliation (i.e., “with the Tallahassee Police Department”), and

 - b. Stating the reason for the stop as soon as practical, unless providing this information will compromise officer or public safety.

 - 3. Ensuring the detention last no longer than is reasonably necessary to take appropriate action for the known or suspected offense, and providing the citizen the reason/purpose for any delays.

 - 4. Addressing any questions/concerns the citizen may have about the detention.

 - 5. When requested, providing their name and badge number in writing or on a business card.

 - 6. In situations where the officer determines reasonable suspicion has been dispelled or probable cause does not exist for the continued detention, explaining the situation to the citizen, when possible.