



Lansing Police Department Manual

100.3 – RULES OF CONDUCT

Operational Procedure

Effective Date: 07/2017

Rescinds: 06/01/2005

1 PURPOSE

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3 The purpose of this procedure is to outline performance and conduct.

4 POLICY

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7 It is the policy of the Lansing Police Department (LPD) that employees conduct themselves at all times in a manner
8 that reflects the mission, values, and rules contained in this policy and otherwise disseminated by the Department.
9 Actions and inactions of any employee that are inconsistent, incompatible or in conflict with the mission, values, and
10 rules established by the LPD negatively affect its reputation and that of its employees.

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12 These regulations outline and prohibit conduct that tends to undermine the accomplishing of our mission and goals
13 as well as detract from the Department's overall effectiveness. It is not possible to specify in advance every action
14 that might prove detrimental to the good order and efficiency of the Department.

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16 In the event that a section or clause of this procedure is determined to be unconstitutional, unlawful void or otherwise
17 unenforceable, such ruling will not have an effect on any remaining section or clause and all remaining sections or
18 clauses will remain in full force and effect.

19 ORGANIZATION

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22 • Rank Structure/Positions

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24 Sworn Ranks
25 Chief of Police
26 Captain
27 Lieutenant
28 Sergeant
29 Detective
30 Police Officer

Non-Sworn Positions
Detention Officer
Clerical Support/Other Employees
Police Cadet

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32 • Authority

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34 ○ A Command Officer will be construed to mean an Officer who has attained the rank of Sergeant or
35 above, or a civilian employee assigned supervisory responsibilities.
36 ○ Any Officer in the Department is considered a Command/Supervisory Officer in the absence of a
37 ranking Officer when, by virtue of seniority, he/she is required to act as a Command/Supervisory
38 Officer.
39 ○ A Command/Supervisory Officer will never countermand the orders of a higher level
40 Command/Supervisory Officer without good cause.

41 **LPD MISSION STATEMENT**

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43 To maintain order, preserve public safety and foster a better quality of life; making our city a better place to live, work,
44 and visit.

- 45 • The Five LPD Core Values
- 47 ○ LPD employee’s performance, conduct, and Department rules are guided by these five values:
 - 49 ▪ **TEAMWORK** – A coordinated effort on the part of all acting in a cooperative, committed, and
50 efficient manner. We embrace Teamwork as the sharing of resources between the organization
51 and community partners leading toward the successful accomplishment of goals.
 - 52 ▪ **EXCELLENCE** – We strive for personal and professional excellence that exceeds expectations.
53 We encourage all to think creatively and promote innovation directed toward improvement of the
54 Department and the services we provide to our community.
 - 55 ▪ **COURAGE** – Is a commitment to accept responsibility and accountability for our actions and
56 decisions as well as possess a quality of spirit that enables us to confront danger, fear, or
57 difficulty with resolve and bravery. We proudly serve with the courage necessary to meet the
58 demands of our profession and the mission for which we are entrusted.
 - 59 ▪ **RESPECT** – We value other’s thoughts, opinions, and beliefs and understand the value of
60 inclusion. We treat all people with fairness and dignity.
 - 61 ▪ **CHARACTER** – Ethical or positive moral qualities distinctive to an individual. These qualities
62 include integrity, dependability, and leadership.

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65 **RULES OF CONDUCT**

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67 **A**

- 68 1.08 Sleeping On-Duty A
 - 69 • Employees will remain awake while on-duty. If unable to do so, they will report to a supervisor who will
70 determine the proper course of action.
- 71 1.11 Employment Outside the Department A
 - 72 • Employees may engage in off-duty employment subject to the following limitations
 - 73 ○ Such employment will not interfere with the employee’s employment with the Department.
 - 74 ○ Employees will submit a written request for off-duty employment to the Chief of Police; whose
75 approval is required prior to engaging in such employment.
- 76 1.16 Use of Tobacco A
 - 77 • Employees will not use tobacco in any form when they are actively engaged in dealing with the public or
78 on any premises or in any vehicle owned, leased, or rented by the Department; or where otherwise
79 prohibited by law. Tobacco in any form includes, but is not limited to cigars, cigarettes, pipes, chewing
80 tobacco, or e-cigarettes.
- 81 1.21 Endorsements and Referrals A
 - 82 • Employees will carry identification cards on their persons at all times, except when impractical or
83 dangerous to their safety or to an investigation. They will furnish their name and badge number to any
84 person requesting that information when they are on-duty or holding themselves out as having an official
85 capacity, except when the withholding of such information is necessary for the performance of police
86 duties or is authorized by proper authority.

- 95 1.24 Courtesy A
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- Employees, when dealing with the public and each other, will be patient, courteous, and respectful.
 - Employees will be tactful in the performance of their duties, control their tempers, and exercise the utmost patience and discretion. They will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees will not use coarse, violent, profane, vulgar, sarcastic, or insolent language or gestures.
- 103 1.29 Personal Appearance A
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- Employee's on-duty will wear uniforms or clothing in accordance with established Department and Division procedures.
 - Except when acting under proper and specific orders from a supervisor, employees on-duty will maintain a neat, well-groomed appearance and will style their hair according to established Departmental guidelines.
- 111 1.30 Political Activity A
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- An employee will not use the influence of his/her position with the Department for political purposes.
 - An employee will not hold a political position that is incompatible or has a conflicting interest with his/her duties as a Police Department employee.
 - Employees on-duty or in uniform are prohibited from the following partisan or non-partisan activities:
 - Assuming active roles in the management, organization, or financial activities of political clubs, campaigns, or parties;
 - Soliciting votes in support of, or in opposition to, any candidates;
 - Serving as delegates to a political party convention;
 - Endorsing or opposing a candidate for public office in a political advertisement, broadcast, or campaign literature;
 - Initiating or circulating a petition to non-employees;
 - Organizing, selling tickets to, or actively participating in a fund-raising function for a political party or candidate;
 - Addressing political gatherings in support of, or in opposition to, a candidate;
 - Otherwise engaging in prohibited political activities on federal, state, county, or municipality level.
- 130 1.32 Telephone/Address Changes A
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- Employees will immediately report any changes in telephone numbers, addresses, marital status, dependents, or beneficiaries to the City of Lansing Human Resources Department. Employees will immediately report address, telephone and name changes to the LPD Staff Services Division. Employee address and telephone information will be treated as confidential information and will not be disclosed except as required by law or court order.
- 138 1.39 Operating Vehicles A
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- Employees will operate official vehicles in a careful and prudent manner and will obey all laws and all Departmental orders pertaining to such operation. Loss or suspension of any driving license will be reported to the Department.
- 144 1.51 Expectations of Privacy A
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- Employees will not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, Department vehicles, file cabinets, computers, or similar areas that are under the control and management of the LPD.
 - No employee of this Department will maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her residence or in other locations outside the confines of the Department without the express authorization of the Chief of Police.

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1.00 Responsibilities B

- It is the duty of all employees to know the rules, regulations, procedures, directives, or orders of the Department and the employee's assigned Division. In the event of a violation, it will be assumed that employees are familiar with the violated rules, regulations, procedures, directives, or orders.
- Employees will report through the proper channels any violation of law, rules, regulations, procedures, directives, or orders that are brought to their attention or any violation they have personal knowledge of having been committed by any employee of the Department.

1.01 Violation of Rules B

- Employees will not commit or omit any acts which they know or should know would constitute a violation of any rules, regulations, procedures, directives, or orders of the Department.

1.05 Reporting for Duty B

- Employees will report for duty at the time and place required by assignment or orders and will be physically and mentally fit to perform their duties. They will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas, notices to appear on civil infractions, and administrative notices will constitute an order to report for duty under this section. Unauthorized absence without accumulated leave will be considered prima facie evidence of failing to report for duty.

1.06 Neglect of Duty B

- Employees are expected to be productive and efficient with organizational time.
- Employees will not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
- The point of contact for citizens will be the point of service. When any person requests assistance, information, advice, reports, or makes a complaint against any employee, either by telephone, email or in person, all pertinent information will be provided or obtained in an official courteous manner and will be properly and judiciously acted upon consistent with established Departmental procedures.
- Failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.

1.09 Leaving Duty Post B

- Employees will not leave their assigned duty post during a tour of duty except when authorized by proper authority or when necessary to perform immediate police functions.

1.10 Unsatisfactory Performance A/B

- Employees will maintain sufficient competency to properly perform their duties and responsibilities. Employees will perform their duties in a manner which will maintain high standards of efficiency. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; a lack of knowledge regarding Departmental policy, procedures, or application thereof; the unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance; repeated poor evaluations or a written record of repeated infractions of rules, regulations, procedures, directives, or orders of the Department.

- 205 1.12 Alcoholic Use and Possession in Police Installations B
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207 • Employees will not possess, consume, store, or bring into any police facility, onto any police property
208 whether owned, rented, or leased, or in any police vehicle, without the permission of the Chief of Police,
209 any alcoholic beverages except when they are held as evidence or as seized property.
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- 211 1.14 Use of Alcohol or Drugs on-duty or While in Uniform B
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213 • Employees will not consume intoxicating beverages while in uniform or on-duty except in the
214 performance of duty and while acting under property and specific orders from a supervisor. Employees
215 will not appear on-duty or be on-duty under the influence of any amount of intoxicants.
216 • When controlled substances, narcotics, hallucinogens, or other impairing medications are prescribed by
217 a licensed medical provider, officers will notify their supervisor if side effects of such use might impair
218 their performance on-duty.
219 • Illegal controlled substances, narcotics, or marijuana; medical or otherwise will not be consumed on or
220 off-duty.
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- 222 1.34 Intervention B
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224 • Employees will not knowingly interfere with Departmental functions being handled by other employees of
225 the Department or any other governmental agency unless:
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227 ○ Ordered to intervene by a supervisor,
228 ○ The intervening employee reasonably believes that the manifest injustice would result from a failure
229 to take action.
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231 • Employees will not undertake any investigation or other official action that is not part of their regular
232 duties without obtaining permission from a supervisor unless the exigencies of the situation require
233 immediate action.
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- 235 1.38 Use of Department Property and Facilities A/B
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237 • Employees will utilize Department Property, including but not limited to equipment, materials, supplies,
238 vehicles, only for its intended purpose and in accordance with established Department procedures and
239 training. Use of all Department property not specifically assigned to an individual employee or vehicle
240 requires supervisory authorization. Employees will report to their supervisor any loss, defect, or
241 hazardous condition of Departmental property.
242 • Employees will not mark, deface, or affix anything to the walls of a police building without permission
243 from the Chief of Police.
244 • Bulletin boards are located throughout police buildings to keep employees aware of official notices,
245 orders, and changes. Employees will not remove, alter, deface, or mark upon any official notice posted
246 on a bulletin board.
247 • Employees will maintain their desks and lockers in a clean and orderly manner, and will not mark,
248 deface, or affix anything to a desk or locker without permission of the Chief of Police. All desks and
249 lockers are subject to inspection by a Command Officer upon notification.
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- 251 1.50 Conduct Toward Co-worker B
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253 • Employees will conduct themselves in a manner that will foster cooperation among members of this
254 agency, showing respect, courtesy, and professionalism in their dealings with each other. Employees
255 will not engage in acts of "horseplay" which involve the potential for risk of injury to the employee, other
256 employees, other persons, or damage to property.
257 • Employees will not use language or engage in actions that demean, harass, or intimidate co-workers.
258 • Harassment in any form is strictly prohibited, including but not limited to sexual, ethnic, racial, or religious
259 harassment.

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- An employee, while on-duty or off-duty, or their agent, will not record (audio and/or video) any conversation with another employee or supervisor without that employee's or supervisor's knowledge. Exceptions to the recording of an employee conversation are recordings which are routinely made and/or monitored as part of daily operations of the Department. i.e. Body Worn Cameras, In-Car Cameras, CCTV, employees will not make or transmit copies of recorded communications for purposes other than those involving official Departmental business.

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269 1.02 Unbecoming Conduct C
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- Employees will conduct themselves at all times in a manner that reflects favorably on the Department. Unbecoming conduct may include any action that discredits the Department or impairs the efficiency or operations of the Department. Employees must diligently avoid any conduct that compromises the integrity of the Department. The LPD does not prescribe employee conduct off-duty per se. However, any conduct or activity on-duty or off-duty that affects the employee's credibility, effectiveness, performance, or ability to fully carry out the responsibilities of an LPD Officer, and any conduct or activity that is prejudicial to the interests, reputation, or operations of the LPD and the City of Lansing are subject to disciplinary action.
 - Employees conduct or enforcement of law will not be motivated by any prejudice, hostility, or bias concerning race, religion, politics, national origin, gender, sexual orientation, social background, or similar personal characteristics.

283 1.26 Associations C
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- Employees will avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employee.
 - Employees will not knowingly join or participate in any organization that advocates, incites, or supports criminal acts, criminal conspiracies, or hate crime activities.

293 1.28 Public Statements and Appearances C
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- Employees will not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expression, where such speech, writing, or other expressions is defamatory, obscene, unlawful, impairs the operation or efficiency of the Department, is made with reckless disregard for truth or falsity or could be reasonably interpreted as having an adverse effect upon Department morale, discipline, operation of the Department or perception of the public.
 - Employees will not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or a periodical, release, or divulge investigative information, or any other matters of the Department, while portraying themselves as a representative of the Department in such matters without the express written permission of the Chief of Police/designee.

305 1.33 Dissemination of Information C
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- Employees will treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended. In accordance with law and established Departmental procedures. Employees will not divulge the identity of persons giving confidential information except as authorized by proper authority.

312 1.35 Department Reports B/C
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- Employees will submit all necessary reports on time and in accordance with established Departmental procedures. Reports submitted by employees will be accurate and complete, and no employees will knowingly enter, or cause to be entered, any inaccurate, false, or improper information. An employee will immediately report any personal injury received in the line of duty.

- 318 1.36 Processing Property and Evidence B/C
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320 • Property or evidence which has been discovered, gathered, or received in connection with Departmental
321 responsibilities will be processed in accordance with established Departmental procedures. Employees
322 will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold
323 any property or evidence in connection with an investigation or other police action, except in accordance
324 with established Departmental procedures. The mishandling of evidence related to guns, money, drugs,
325 or felonious crimes will be grounds for elevation of the disciplinary matrix.
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- 327 1.45 Carrying and Use of Weapons C
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329 • Officers will carry firearms in accordance with law and Departmental procedures.
330 • Officers will not use or handle weapons in a careless or imprudent manner. Officers will use weapons in
331 accordance with law and Department procedures.
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- 333 1.46 Arrest, Search, and Seizure C
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335 • Employees will not make any arrest, search, or seizure which they know or should know is not in
336 accordance with law and Departmental procedures. Employees will not knowingly violate anyone's
337 constitutional rights.
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- 339 1.52 Conduct of Supervisors C
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341 • Supervisors must set a high standard for leading those for whom they have responsibility. Therefore,
342 supervisors should not engage in the following:
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344 ○ Failure to effectively supervise a precinct, section, unit, squad, etc., as appropriate.
345 ○ Knowingly or intentionally violate union contracts or Equal Employment Opportunity rules or
346 employment opportunity, harassment-free, inclusive organization.
347 ○ Abusive or derogatory language when addressing a subordinate.
348 ○ Failure to accept and record all complaints.
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351 1.04 Conformance to Laws C Step 1/D
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353 • Employees will obey all laws of the United States and any of state and local jurisdiction in which the
354 employees are present. A conviction of the violation of any law will be prima facie evidence of a violation
355 of this section. Lack of a criminal complaint or an acquittal of a violation of law will not preclude internal
356 administrative disciplinary action.
357 • The severity of the offense committed may aggravate the disciplinary sanction.
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- 359 1.13 Possession and Use of Drugs D
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361 • Employees will not possess or consume any illegal controlled substances. Employees will not possess
362 or consume any legal controlled substances, narcotics, or hallucinogens except when prescribed in the
363 treatment of employees by a physician or dentist. Marijuana; medical or otherwise will not be consumed
364 on or off-duty.
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- 367 1.17 Insubordination B/D
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369 • Employees will not be insubordinate. Insubordination is disrespect toward a supervisor, open defiance,
370 or the refusal to obey any lawful order or directive of a supervisor in a timely and satisfactory manner.
371 This will include orders and directives relayed from a supervisor by an officer of the same or lesser rank.
372 • Disrespect toward a supervisor includes, but is not limited to disrespectful conduct or language which
373 impairs a supervisor's ability to carry out their Departmental duties.

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- Open defiance includes, but is not limited to, deliberate or willful refusal to carry out or disregard an order/directive, direct refusal, and/or outright or blatant verbal indication or actions that clearly defy an order, rule, regulation, or directive.
- 378 1.19 Gifts, Gratuities, Bribes, or Rewards D
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- Employees will not solicit and/or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the employees or the Department if it may reasonably be inferred that the person, business or organization:
 - Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
 - Has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.
 - Employees may solicit and/or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of employees or the Department with the express prior authorization of the Chief of Police.
 - An employee receiving any reward for police service rendered will forward the reward and a written report of the Chief of Police. Rewards, if approved, will be accepted and disbursed at the discretion of the Board of Police Commissioners.
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- 398 1.20 Abuse of Position C/D
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- Employees will not have any claim to any found property or property turned into them during the course of their employment, including any property held as evidence.
 - Employees are prohibited from using information gained through their position as law enforcement employees to improve their financial position or to advance the private interests of themselves or others.
 - Employees will not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
 - Employees will not authorize the use of their names, photographs, or official titles which identify them as employees in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.
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- 410 1.37 Abuse of Process D
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- Employees will not make false accusations of a criminal or traffic charge. Employees will not knowingly make false accusations of employee misconduct.
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- 415 1.41 Truthfulness D
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- Upon the Order of the Chief of Police/designee or a supervisor, employees will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.
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- 421 1.43 Treatment of Persons in Custody C/D
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- Employees will not mistreat persons who are in their custody. Employees will handle such persons in accordance with law and Departmental procedures.
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- 426 1.44 Use of Force C/D
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- Employees will not use more force in any situation than is reasonably necessary under the circumstances. Employees will use force in accordance with law and Department procedures.
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- 430 1.49 Accountability, Responsibility, and Discipline D
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 432 • Employees are directly accountable for their actions through the chain of command, to the Chief of
 433 Police.
 434 • Employees will cooperate fully in any internal administrative investigation conducted by this or other
 435 authorized agency and will provide complete and accurate information in regard to any issue under
 436 investigation.
 437 • Employees will submit to photographs, ballistic tests, line-ups and weapons examinations upon request.
 438 • Employees will accept responsibility for their actions without attempting to conceal, divert, or mitigate
 439 their true culpability, nor will they engage in efforts to thwart, influence, or interfere with an internal or
 440 criminal investigation.
 441 • Employees who are arrested, cited, or come under investigation for any criminal offense in this or
 442 another jurisdiction will report this fact to a Command Officer as soon as possible.
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- 444 1.53 Probationary Employees D
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 446 • Probationary employees may be dismissed without jurisdiction.
 447 • Resignation: Employees resigning from the LPD will forward a written reprimand to the Chief of Police at
 448 least two weeks prior to the effective date.
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Appendix

Obsolete Rules of Conduct

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- 453 1.03 Immoral Conduct
 454 1.07 Fictitious Illness or Injury Reports
 455 1.15 Use of Alcohol Off-Duty
 456 1.18 Conflicting or Illegal Orders
 457 1.23 Citizen Complaints
 458 1.25 Requests for Assistance
 459 1.27 Visiting Prohibited Establishments
 460 1.31 Payments of Debts
 461 1.40 Carrying of Firearms
 462 1.42 Photographed, Line-ups, Ballistic Tests, Firearms
 463 1.47 Gambling
 464 1.48 Prohibited Weapons