



GENERAL ORDER

La Grange Police Department
La Grange, Illinois

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200.1 POLICY

It is the policy of the La Grange Police Department that every sworn Officer shall take an oath of office which shall satisfy both local and state requirements as well as to enforce the law and uphold the Constitution of the United States is a universal practice in law enforcement service. Additionally, abiding by a code or canon of ethics is both traditional and necessary. Traffic stops, arrest or other forms of detention lacking lawful authority based solely upon race, color, ethnicity, sex, age, sexual orientation, etc. are strictly prohibited.

200.2 PURPOSE

The purpose of this policy is to mandate an oath of office which will satisfy both state and local requirements, to set moral and ethical standards for all law enforcement personnel and to establish rules of conduct for the La Grange Police Department.

200.3 DUTY TO ABIDE

All personnel shall abide by the Oath of Office, Law Enforcement Code of Ethics, Canon of Law Enforcement Ethics, Civilian Law Enforcement Code of Ethics, General Orders, the Rules and Regulations of the La Grange Police Department and those requirements set forth within the Village of La Grange Personnel Manual.

200.4 OATH OF OFFICE

All personnel of the La Grange Police Department prior to assuming sworn status shall take an Oath of Office.

The following Oath of Office shall be administered by the Clerk of the Village of La Grange:
I, _____, having been appointed to the office of _____ in the Village of La Grange in the County of Cook, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of _____ to the best of my ability.

200.5 LAW ENFORCEMENT CODE OF ETHICS

All sworn Officers of the La Grange Police Department are required to abide by the Code of Ethics as provided in this policy:

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind, 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 men to liberty, equality, and justice.

I SHALL keep my private life unsullied as an example to all; maintain courageous calm in the faces 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 shall be exemplary in observing the law of the land 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, shall be kept ever secret unless revelation is necessary in the performance of my duty.

I SHALL 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 shall enforce the law courteously and appropriately without unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as 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 police service. I shall constantly strive to achieve these objectives and ideals, dedicating myself before God and my chosen profession...law enforcement.

200.6 CANON OF LAW ENFORCEMENT ETHICS

All sworn Officers of the La Grange Police Department are required to abide by the Canon of Law Enforcement Ethics as provided in this policy:

ARTICLE 1. Primary Responsibility of Job

The primary responsibility of the law enforcement service, and the individual law enforcement officer, is the protection of the people of the United States through the upholding of their laws; chief among which is the Constitution of the United States and its amendments. The law enforcement officer represents the whole of the community and it's legally expressed will and is never the arm of any political party or clique.

ARTICLE 2. Limitations of Authority

The first duty of a law enforcement officer, as upholder of the law, is to know the bounds the law has established for its enforcement. The law enforcement officer represents the legal will of the community, be it local, state or federal. The law enforcement officer shall, therefore, be aware of these limitations and proscriptions which the people, through law, have imposed as a primary responsibility. Law enforcement officers shall recognize the genius of the American system of government which gives no person, group, or institution absolute power. Law enforcement officers shall ensure that they, as prime defenders of that system do not pervert its character.

ARTICLE 3. Duty to be Familiar with Laws and with Responsibilities of Self and Other Public Officials

Law enforcement officers shall assiduously apply themselves to the study of principles of the laws which they are sworn to uphold. Law enforcement officers shall ascertain their responsibilities in the particulars of their enforcement, seeking aid from superiors in technical matters or principles when such effort to fully understand their relationship to other public officials, particular in matters of jurisdiction, both geographically and substantively.

ARTICLE 4. Utilization of Proper Means to Gain Proper Ends

Law enforcement officers shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard of public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

ARTICLE 5. Private Conduct

Law enforcement officers shall be mindful of their identification by the public as upholders of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, will certainly reflect upon the Police Department and the individual officer. The community and the service require that law enforcement officers lead decent and honorable lives. Following a law enforcement career gives no one special prerequisites; however, it does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the Citizens of the United States of America. Officers who reflect upon this tradition will not degrade it. Rather, they shall so conduct their private lives that the public will regard them as examples of stability, fidelity and morality.

ARTICLE 6. Conduct Toward the Public

Law enforcement officers, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. Law enforcement officers shall conduct their official lives in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of them nor a right to command them. Officers shall give service where they can, and require compliance with the law. They shall

do so neither from personal preference or prejudice but rather as duly appointed officers of the law discharging a sworn obligation.

ARTICLE 7. Conduct in Arresting and Dealing with Law Violators

Law enforcement officers shall use powers of arrest strictly in accordance with the law and with due regard for the rights of the citizen concerned. Their office gives them no right to judge the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of responsibilities and limitations regarding detention of the violator.

They shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end they shall cultivate a dedication to the service of the people and the equitable upholding of the law, whether in the handling of law violators or in dealing with the law-abiding.

ARTICLE 8. Gifts and Favors

Law enforcement officers, representing government, bear the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institution. They shall therefore, guard against placing themselves in a position in which any person can expect special considerations or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors or gratuity, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

ARTICLE 9. Presentation of Evidence

Law enforcement officers shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they shall ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

Law enforcement officers shall take special pains to increase perception and skill of observation, mindful that in many situations, theirs is the sole impartial testimony to the facts of a case.

ARTICLE 10. Attitude and Professionalism

Law enforcement officers shall regard the discharge of their duties as a public trust and recognize their responsibilities as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office and hold police work to be an honorable profession rendering valuable service to their community and country.

200.7 CIVILIAN LAW ENFORCEMENT CODE OF ETHICS

All civilian personnel of the La Grange Police Department are required to abide by the Code of Ethics as provided in this policy:

I ACKNOWLEDGE respect for human life, recognizing diversity among the members of the community and department I serve. I will exhibit honesty and integrity through ethical behavior. I will be obedient to the laws of the Village of La Grange, State of Illinois and the United States of America. I will not, in the performance of my duty, work for personal advantage or profit.

I WILL, at all time, recognize that I am a public servant, and that ultimately, I am responsible to the public. I will give the most efficient, impartial and courteous service of standards as I maintain for myself. I will accept responsibility for my actions. I will recognize the positive relationship between good physical and mental conditioning in the performance of my duties. I will do only those things that will reflect honor on my fellow employees, supervisors, agency and myself.

200.8 RULES AND REGULATIONS

Pursuant to the laws of the United States of America, the State of Illinois, and the Village of La Grange, the attached rules and regulations hereinafter set forth are established for the guidance and government of the La Grange Police Department; its members and employees.

The right is reserved to the Chief of Police to amend or revoke any of the attached rules and regulations and to make additional rules and regulations from time to time as the circumstances for the good of the service may require. If any provision, clause or phrase of these rules and regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the remaining rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared to be separable.

Individuals subject to these rules and regulations must understand that no compilation of rules and regulations can be established which will embrace all cases arising in the discharge of their duties. Necessarily some matters must be left to the intelligence and discretion of the individuals. However, all employees and members of the department must understand that if discretion is used in a wanton or unreasonable manner which is determined to be detrimental to the discipline and efficiency of the department and the image of the village and which law and sound public opinion recognize as injurious to the ability of the department and the Village to protect and serve the community, that member of the department who violates or attempts to violate these rules and regulations will be subject to disciplinary action.

The content of the Articles within this General Order shall be identified as Article, Section, Subsection and Paragraph. Example: 1.3.1(a) is Article 1 Section 3 Subsection 1 Paragraph a.

200.9 ARTICLE 1: DIRECTIVES AND ORDERS

1.1 Authority in the department shall be exercised with firmness and impartiality.

1.2 UNLAWFUL OR CONFLICTING ORDERS

- 1.2.1 Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.
- 1.2.2 No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.
- 1.2.3 Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.
- 1.2.4 The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

1.3 SUPERVISOR RESPONSIBILITIES

- 1.3.1 Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:
 - a. Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
 - b. Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
 - c. Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
 - d. The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

200.10 ARTICLE 2: GENERAL STANDARDS

- 2.1 Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority, that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.
- 2.2 Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.
- 2.3 Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

200.11 ARTICLE 3: CAUSES FOR DISCIPLINE

- 3.1 The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.
- 3.2 LAWS, RULES AND ORDERS
 - 3.2.1 Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or Village manuals.
 - 3.2.2 Disobedience of any legal directive or order issued by any department member of a higher rank.
 - 3.2.3 Violation of federal, state, local or administrative laws, rules or regulations.
- 3.3 ETHICS
 - 3.3.1 Using or disclosing one's status as a member of the La Grange Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
 - 3.3.2 The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
 - 3.3.3 The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
 - 3.3.4 Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
 - 3.3.5 Offer or acceptance of a bribe or gratuity.
 - 3.3.6 Misappropriation or misuse of public funds, property, personnel or services.

3.3.7 Any other failure to abide by the standards of ethical conduct.

3.4 DISCRIMINATION, OPPRESSION OR FAVORITISM

3.4.1 Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

3.5 RELATIONSHIPS

3.5.1 Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

3.5.2 Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

3.5.3 Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

3.5.4 Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

3.5.5 Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

3.6 ATTENDANCE

3.6.1 Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.

3.6.2 Unexcused or unauthorized absence or tardiness.

3.6.3 Excessive absenteeism or abuse of leave privileges.

3.6.4 Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without a reasonable excuse.

3.7 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

3.7.1 Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

- 3.7.2 Disclosing active or protected investigation information to any unauthorized person.
- 3.7.3 The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- 3.7.4 Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- 3.7.5 Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.
- 3.7.6 Personnel should use Department letterhead only for official business and with approval of their supervisor. All Department letterhead shall bear the signature of the Chief of Police.
- 3.8 EFFICIENCY
- 3.8.1 Neglect of duty.
- 3.8.2 Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- 3.8.3 Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- 3.8.4 Unauthorized sleeping during on-duty time or assignments.
- 3.8.5 Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers.
- 3.8.6 Failure to notify the Department of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.
- 3.9 PERFORMANCE
- 3.9.1 Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- 3.9.2 The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

- 3.9.3 Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- 3.9.4 Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- 3.9.5 Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- 3.9.6 Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - a. While on department premises.
 - b. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - c. Gambling activity undertaken as part of officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- 3.9.7 Improper political activity including:
 - a. Unauthorized attendance while on-duty at official legislative or political sessions.
 - b. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
- 3.9.8 Engaging in political activities during assigned working hours except as expressly authorized by Village policy, the collective bargaining agreement, or the Chief of Police.
- 3.9.9 Any act on- or off-duty that brings discredit to this department.
- 3.10 CONDUCT
- 3.10.1 Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- 3.10.2 Unreasonable and unwarranted force to a person encountered or a person under arrest.

- 3.10.3 Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- 3.10.4 Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- 3.10.5 Engaging in horseplay that reasonably could result in injury or property damage.
- 3.10.6 Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the Village.
- 3.10.7 Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- 3.10.8 Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- 3.10.9 Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- 3.10.10 Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- 3.10.11 Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- 3.10.12 Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- 3.10.13 Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.
- 3.11 SAFETY
- 3.11.1 Failure to observe or violating department safety standards or safe working practices.
- 3.11.2 Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- 3.11.3 Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- 3.11.4 Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- 3.11.5 Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

- 3.10.6 Unsafe or improper driving habits or actions in the course of employment or appointment.
- 3.11.7 Any personal action contributing to a preventable traffic crash.
- 3.11.8 Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.
- 3.12 INTOXICANTS
- 3.12.1 Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- 3.12.2 Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- 3.12.3 Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
- 3.12.4 Medical Cannabis:
- a. Passage of the Illinois Compassionate Use of Medical Cannabis Pilot Program Act (PA098-0122) has not altered Department policy with regard to use or possession of cannabis by Department members. Cannabis remains an illegal controlled substance under the Federal Controlled Substances Act (21 USC 812(b)(1)) thereby prohibiting Department members from using, possession, or selling cannabis (except when acting in their official capacity as a law enforcement officer) or engaging in any other conduct that would violate the Controlled Substances Act.
 - b. Department employees, volunteers, and interns are prohibited from having any ownership interest in, personal involvement, or association with a medical cannabis dispensing organization or cultivation center, whether as a consumer, owner, agent, cultivator, consultant, or in any other manner except as may be necessary when acting as a law enforcement officer.
 - c. Any employee who has any person living with their residence or in any property they own, manage or are under the control of that is considered under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act to be a "qualifying patient" or "caregiver" shall immediately notify the Chief of Police in writing indicating the person's name, the location in question, and what relationship the department member has with the person(s) and/or location.
 - d. No member of the Department shall be permitted to be a "caregiver" as defined by the Illinois Compassionate Use of Medical Cannabis Pilot Program Act for any person, unless so authorized in writing by the Chief of Police.

200.12 BIENNIAL TRAINING

All personnel shall receive biennial training pertaining to the Oath of Office, Law Enforcement Code of Ethics, Cannon of Law Enforcement Ethics, Civilian Law Enforcement Code of Ethics as well as the Rules and Regulations of the La Grange Police Department.

200.13 ISSUING AUTHORITY

This General Order will supersede any directives or understandings in conflict.

By order of:

Robert Wardlaw
Chief of Police

