

Glendale Heights Police Department

GENERAL ORDER # 100

SUBJECT: Oath of Office and Code of Ethics

ACTIVE DATE: 01-18-2018

RESCINDS: GO #100, issued 01-18-2008

AUTHORITY: Chief Douglas R. Flint

RELATED DOCUMENTS: Oath of Office

.01 Purpose

The purpose of this order is to define the Oath of Office taken by all sworn officers upon hiring, and to define the Codes of Ethics the Department lives by.

.02 CALEA Standards

1.1.1, 1.1.2

.03 Policy

The Village of Glendale Heights will administer an oath of office to those employees that are hired as certified law enforcement personnel. At the time of the oath this induction signifies sworn status and allegiance to the department, its rules and regulations, and the standards and expectations expressed in the words of the oath.

All members of the Glendale Heights Police Department must be fully aware of the ethical responsibilities of their position and must constantly strive to live up to the highest possible standards of ethical policing. All members shall adhere to and abide by the ethical principles in the Law Enforcement Code of Ethics, the Six Pillars of Character, and other ethical guidelines set forth in this order.

.04 Definitions

CHARACTER COUNTS!—An ethical framework incorporating Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. The Six Pillars of Character were developed by the Josephson Institute of Ethics, and are a nationwide model for making ethical decisions. The Glendale Heights Police Department belongs to Village- and County-wide CHARACTER COUNTS! coalitions, which include school districts, fire departments, police departments, businesses, libraries and hospitals.

ORDER:

.10 Oath of Office

A. The Village Clerk or his/her designee will administer the Oath of Office to any person being appointed as a sworn employee.

B. The Oath of Office shall read as follows:

“I, (name), having been appointed to the office of Probationary Police Officer in the Village of Glendale Heights, Illinois in the County of DuPage aforesaid, do solemnly

swear or affirm, 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 Probationary Police Officer to the best of my ability.”

C. After reciting the oath, the newly sworn employee will sign a dated copy of the oath

1. A copy of the signed and dated oath will be filed in the personnel folder of the newly sworn employee.
2. The newly sworn employee will receive a copy of the signed oath.

.15 Law Enforcement Code of Ethics

All Department members shall adhere to and abide by the ethical principles in the Law Enforcement Code of Ethics, as follows:

“As a law enforcement employee, 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 obeying 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police employees. 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.”

.20 Police Officer Ethical Guidelines

A. The Department believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these directives, and has adopted the following ethical guidelines to meet these ends:

1. **Primary Responsibilities of a Police Officer.** A police officer, acting as an official representative of the government, is required and trusted to work within the law. The officer's powers and duties are conferred by statute (65 ILCS 5/11-1-2 Duties and Powers of Police Officers). The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all to liberty, equality and justice.
2. **Performance of the Duties of a Police Officer.** A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity. Officers will never allow personal feelings, animosities or friendships to influence official conduct. The law will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner to inspire confidence and respect for the position of public trust they hold.
3. **Discretion.** A police officer will responsibly use the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken. Consistent and wise use of discretion, based on professional policing competence, will preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice, rather than an arrest, may be correct in appropriate circumstances and a more effective means of achieving a desired end.
4. **Use of Force.** A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty that is reasonable in all circumstances. The use of force should be used only with the greatest restraint and only after discussion, negotiation, and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhumane treatment of any person.
5. **Confidentiality.** Whatever a police officer sees, hears or learns that is of a confidential nature will be kept secret unless the performance of a duty or a legal provision requires otherwise. Members of the public have the right to security and privacy, and information obtained about them must not be improperly divulged.
6. **Integrity.** A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands the integrity of police officers be above reproach. Police officers must therefore avoid any conduct that might compromise integrity and thereby undermine the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause an officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

7. **Cooperation with Other Police Officers and Agencies.** Police Officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one of many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assists colleagues fully and completely with respect and consideration at all times.
8. **Personal-Professional Capabilities.** Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a police officer can acquire the high level of knowledge and competence essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.
9. **Private Life.** Police officers will behave in a manner that does not bring discredit upon themselves or their agencies. A police officer's character and conduct off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

.25 CHARACTER COUNTS!—The Six Pillars of Character

A. The Glendale Heights Police Department adheres to the Josephson Institute's ethical framework called the Six Pillars of Character, and actively participates in the Village- and County-wide CHARACTER COUNTS! Coalitions.

B. All employees are expected to follow the Six Pillars of Character when dealing with the public and fellow employees, and in making job-related decisions. The Six Pillars are as follows:

- **Trustworthiness**—Integrity; Honesty; Promise-keeping; Loyalty
- **Respect**—Value all persons; Live by the Golden Rule; Respect others' dignity, privacy, and freedom; Be courteous and polite; Be tolerant and accepting of differences
- **Responsibility**—Do your duty; Be accountable; Pursue excellence; Exercise self-control
- **Fairness**—Treat people equitably and consistently; Avoid favoritism or prejudice
- **Caring**—Concern for others' well-being; Compassion; Empathy; Kindness; Charity
- **Citizenship**—Fulfill civic duties; Do your share; Play by the rules; Respect authority and law; Pursue civic virtues

.30 Ethics Training

The Department shall conduct ethics training for all personnel at least once every two years. This training may be in the form of classroom, shift briefing, computer based training and bulletins, or any combination of methods.