

New Orleans Police Department  
Policy Manual

## **RULE 3: PROFESSIONAL CONDUCT**

### **DEFINITION OF PROFESSIONALISM:**

*Professionalism is both an individual characteristic and an ideological position. The primary definition is that of individual professionalism: the idea that membership of a profession carries with it a set of internalized values that will be reflected in the way in which work is carried out and the ethical standards that are adhered to.*

*John Quiggin: Commentary on Australian & world events from a social-democratic perspective*

### **PROFESSIONALISM**

1. Employees shall conduct themselves in a professional manner with the utmost concern for the dignity of the individual with whom they are interacting. Employees shall not unnecessarily inconvenience or demean any individual or otherwise act in a manner which brings discredit to the employee or the New Orleans Police Department.

### **ABUSE OF POSITION**

2. Employees shall not use their position, official identification cards or badges for personal or financial gain, obtaining privileges, or for avoiding consequences of illegal acts. Employees shall not lend to another person their identification cards, badges, or uniform parts identifying the wearer as a police officer, or permit them to be photographed or reproduced without the approval of the Superintendent of Police.

### **NEATNESS AND ATTIRE**

3. Employees shall, except under circumstances which are duty related, be neat and clean in person and dress, and shall be attired and equipped in accordance with the Department's Operation Manuals, General Orders, Special Orders, and/or from a supervisor. Hair and moustaches shall be trimmed according to the Department's Operations Manuals.

### **ACCEPTING, GIVING ANYTHING OF VALUE**

4. Members, in their official capacity as employee(s) of the City of New Orleans, shall not solicit or accept from any person(s), business(es), organization(s), or court(s) any gift, donation, good, money, property (tangible, intangible, real

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or personal), loan, promise, service, or entertainment for the benefit of the employee(s) or the Department without the expressed written approval of the Superintendent of Police. Requests for such approval shall be forwarded to the Superintendent of Police through the employee's chain of command using a NEW ORLEANS POLICE DEPARTMENT form 105 (Interoffice Correspondence).

Under no circumstances shall a gift, donation, good, money, property (tangible, intangible, immovable or movable), loan, promise, service, or entertainment be solicited or accepted by any members of the Department if it is reasonable to infer the person, business, or organization:

- seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or
- has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

### **REFERRALS**

5. Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, doctor, ambulance service, towing service, bondsman, mortician, etc.). In the case of an ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established department policies and procedures contained in the Operation Manuals, General Orders and Special Orders.

### **COMMERCIAL ENDORSEMENT**

6. Employees shall not permit or authorize the use of their names, photographs, or official titles identifying them as employees, in connection with a testimonial or advertisement of any commodity or commercial enterprise, without the written approval of the Superintendent of Police.

### **USE OF DRUGS/SUBSTANCE ABUSE TESTING**

7. Employees shall be guided by the City's substance abuse policy as defined under Rule V, Section 9 of Civil Service Rules and C.A.O. Policy Memorandum # 89 (Revised) dated 9/99. An employee shall not report to duty under the influence of any drug, medication or other substance impairing his/her normal sensory and/or motor body functions.

### **USE OF ALCOHOL/DRUGS ON DUTY**

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8. Members shall not drink intoxicating beverages or consume Schedule I, II, III, IV or V, legal or illegal drugs, while on duty, except in the performance of duty and while acting under proper and specific orders from a superior officer. Members shall not appear for duty, or be on duty, while under the influence of intoxicants or drugs to any degree whatsoever, or with an odor of alcoholic beverage on their breath.

### **USE OF ALCOHOL/DRUGS OFF-DUTY**

9. An employee while off duty, shall refrain from consuming intoxicating beverages and Schedule I, II, III, IV, or V drugs to the extent it results in impairment, intoxication, obnoxious or offensive behavior that discredits him/her, the Department, or render the employee(s) unfit to report for his/her next regular tour of duty. Commissioned employees of the Police Department shall refrain from carrying a firearm while in an alcoholic beverage outlet (R.S. 14:95.5 Possession of firearm on premises of alcoholic beverage outlet), consuming alcohol, or while under its influence.

### **ALCOHOL/DRUG INFLUENCE TEST**

10. Any employee in violation of the rules pertaining to the use of alcohol and/or prohibited drugs on-duty and off-duty, shall submit to a test, as ordered by a supervisor. Under orders from the Superintendent of Police, or the Superintendent's designee, an employee shall submit to other additional tests such as saliva, urine, hair, and/or blood test.

### **USE OF TOBACCO**

11. Members, while in uniform, may use tobacco as long as they are not in formation for inspection; leave their assignment or post for the sole purpose of smoking, and/or are not engaged in traffic control. When an employee is in direct contact with the public, he/she shall first obtain permission to use tobacco from the citizen with whom he/she is in direct contact with.

All employees of the New Orleans Police Department are prohibited from smoking any type of hand rolled cigarette/cigar or machine rolled cigarette/cigar, which appears to be hand rolled while:

- on duty;
- off duty in uniform, including paid details;
- in a city owned/leased vehicle, marked or unmarked;
- appearing as a representative of the New Orleans Police Department including but not limited to, meetings, court appearances.

### **RETALIATION**

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12. Retaliation for reporting misconduct or for cooperating with an investigation of misconduct is an egregious offense and shall be grounds for discipline, up to and including termination of employment.

### **SOCIAL NETWORKING WEBSITES, FACEBOOK, MYSPACE, PRINT OR TRANSMITTED MEDIA, ETC.**

13. Employees shall not post any material on the internet including but not limited to photos, videos, word documents, etc. that violates any local, state or federal law, and/or embarrasses, humiliates, discredits or harms the operations and reputation of the Police Department or any of its members.