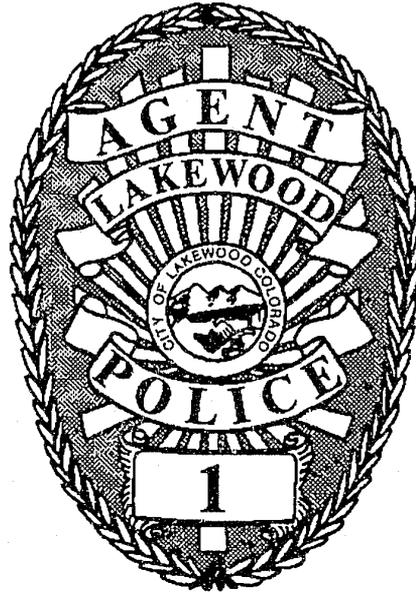


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CITY OF LAKEWOOD



NOTES

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ACQUISITIONS

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POLICE DEPARTMENT

1995 RECRUIT TRAINING ACADEMY RULES AND REGULATIONS

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LAKWOOD POLICE DEPARTMENT

RECRUIT ORIENTATION MANUAL

Introduction

Welcome to the Lakewood Police Academy. You are commended for choosing law enforcement as your profession. You can be proud that you were selected from numerous applicants to begin an exciting and rewarding career with this department. Your success in meeting the rigorous standards of the police selection process is an indication that you possess many of the qualities required of police officers in a complex society. Academy training will enhance these characteristics and provide the necessary foundation upon which to build your future career.

This training program is designed to provide you with the information you will need to perform the duties of a law enforcement officer. To a large extent, what you learn here will depend upon your individual effort. However, there are rules and regulations to assist you in the learning process and to facilitate orderly orientation to the training program.

Considering the needs and expectations of today's society for professionalism in law enforcement, the department places great emphasis on preparatory training. Consequently, the recruit curriculum is specifically designed to achieve technical competence, physical proficiency and an empathic attitude toward others. The curriculum includes the use of video tapes, films, written texts, role playing, and live classroom instruction.

The Academy staff is committed to your development and is ready to assist you in every way possible. You should view your relationship with your instructor as a mutually supportive partnership, the goal of which is your successful completion of the demanding and challenging training program. As with any professional endeavor, achievement depends on your dedication, maturity, and determination. You are expected to put forth your maximum effort. The primary responsibility for your success or failure rests with you.

The instructors for your Academy are highly qualified and competent. However, the process of learning will not occur without your avid participation.

"To Protect and to Serve" is more than just a motto. It is a deeply held commitment of each agent of the Lakewood Police Department. We will employ all of our resources to assist you in achieving this goal.

The role of a police agent is unique and requires a variety of skills and abilities to deal with a myriad of sensitive and volatile issues. You must be objective, fair, impartial, and of exemplary character. You will be required to make critical decisions concerning life and death, personal liberty and major crises, relying on your intelligence, judgment, self-discipline, and training.

HOW TO SUCCEED AS A RECRUIT

1. Follow the directions and instructions of the Academy staff to the best of your ability.
2. At no time consider what the minimum requirements might be, or let them influence your conduct.
3. You must excel. If you know by your prior experience that your abilities have permitted you to get by and do well without effort, you must overcome this and learn to exceed your own standards no matter how high they may be.

HOW TO FAIL THE TRAINING ACADEMY

1. Refuse to comply with the rules and regulations of the Academy.
2. Continue to receive substandard scores in written tests, firearms proficiency, police skills, leadership marks and evaluations. The Academy Staff will provide tutorial sessions and concentrated instruction if you have any problems.
3. Develop an attitude that interferes with discipline, class morale, or is contrary to the Law Enforcement Code of Ethics, the Academy rules and regulations, or your department.

PERSONAL QUALIFICATIONS AND STANDARDS

You must demonstrate a level of professional conduct, both on and off duty, which is in keeping with the high standards of police service and the department.

It is imperative that recruits conduct themselves in a professional manner at all times. Misconduct by a recruit reflects a poor image of that recruit's maturity and a lack of respect for his/her fellow recruits. You will be evaluated on personal qualifications and standards which include but are not limited to:

- Adherence to rules and regulations of the department.
- Ability to adapt to a variety of situations.
- Ability to get along with people, and establish cooperative relationships.
- Appearance, personal hygiene, and demeanor.
- Maturity and poise.
- Positive and professional communication skills.
- Alertness.
- Dependability, such as the ability to perform and meet assigned tasks.
- Punctuality.
- Work habits, including organization of work, promptness, teamwork, and diligence.
- Proper off-duty conduct.

Police recruits are expected to perform their duties to the public in a prompt, professional, fair, impartial, and courteous manner. The personal qualifications learned or reinforced during training provide a framework for the standard of service expected.

You will find that a moderate amount of discipline will be applied during your academy and field training. This is for your eventual benefit - when proper occupational functioning and your personal safety depend upon your internal discipline.

Observance of these rules and regulations is an integral part of your training. It is part of the selection process. How well you are able to abide by these rules is an indication of your probable performance in your chosen career--the police profession.

We wish you success!

CHAIN OF COMMAND

Police work is para-military in design, organization, and function. In this respect the "chain of command" must be adhered to. Recruits shall follow the Academy chain of command at all times. Unless ordered to contact a specific member of the Academy Staff, a recruit must follow his chain of command prior to contacting members of the Staff. Violation of the chain of command will result in disciplinary measures.

The Academy chain of command is:

The Recruit
The Class Leader
Training Agent - the Academy Coordinator
Lieutenant of the Personnel Services Section - the Academy Director
Captain of the Administrative Services Division - the Academy Commander
Chief of Police

INTERNAL CLASS ORGANIZATION AND PROCEDURE

Class Leader

A recruit will be selected each week to assist in the administration of the class. Duties are outlined below:

1. The class leader will form the class on assigned mornings for inspection by the Training Staff.
2. The class leader will accept and review all memoranda submitted by recruits to insure that form and content is correct. When he/she is sure of the form and content, he/she will initial the memorandum and submit it to the Training Staff.
3. The class leader will maintain the class record and insure that all violations of the rules and regulations which are reported or observed are entered. Entries in the class record may be made on the class leader's initiative or upon direction of the Training Staff.
4. The class leader will direct the policing of the training room to insure its orderliness at all times, i.e. returning supplies to the training cabinet as well as checking on the refilling of supplies, and straightening of the training room.
5. The class leader will be responsible for transmitting orders and directions to the class as may, from time to time, be considered necessary by the Academy Staff.
6. The class leader will accompany the Training Agent at inspection.

7. The class leader will maintain the class "Sign-Out Sheet."
8. The class leader will distribute and collect instructor evaluations.
9. The class leader will distribute cloth badges at the start of each week and collect them at the end of the week. These will be turned into the Training Staff.

Uniforms and personal grooming inspections will be conducted routinely. All recruits will be required to be prepared for inspection at any time. All recruits are required to report for scheduled inspections and class instruction in the designated uniform, unless otherwise specified. Inspections will be conducted while the recruits are in formation.

Recruits will follow the uniform regulations contained in this manual.

Recruits shall demonstrate a knowledge of subjects covered in prior classes and be ready to answer questions concerning the recruits understanding of those topics. Recruits shall be familiar with their agency's organizational structure, geography, population, authorized sworn personnel, etc.

Personnel conducting the inspections will consist of the Training Staff and miscellaneous guest inspectors.

A recruit's academic standing will dictate seniority with respect to watch, vacation, and holiday selection (pertains to Lakewood Police Department).

Academy standards for successful completion:

Academics - A recruit must receive a minimum score of 80% on each written test.

First Aid and CPR - The prescribed course of instruction must be successfully completed. This includes the academic and practical application portions. Practical application will be evaluated by the first aid instructor utilizing standard mechanical instrumentation.

Arrest and Control Techniques - Requires successful completion at the prescribed success criteria of 80% and a demonstrated proficiency in the physical test.

Pursuit Driving - Requires a successful completion of 80% on the practical demonstration.

Firearms (Handgun and Shotgun) - Requires successful completion at the prescribed success criteria of 80%.

Physical Fitness - A fitness level of 50% or better must be attained as established by the Cooper Institute for Aerobic Research standards. A copy of these standards will be given. Areas which will be tested are: aerobic capacity (1.5 mile run), absolute strength (bench press, leg press), muscular endurance (sit-ups, push-ups), and flexibility. A fitness program will be administered during your Academy to help you excel in your fitness level.

ACADEMY COMMANDS

Attention

To come to attention, bring your heels together smartly with the feet turned out equally and forming an angle of 45 degrees.

The knees are to be straight, but without stiffness. The weight of the body should rest equally on the heels and balls of the feet.

The body is to be held erect, chest lifted and arched, shoulders square with the head held erect, chin pulled in with eyes to the front and not moving.

The arms are to hang straight without stiffness, the fingers curled slightly so that the tip of the thumb touches the tips of the forefingers. The thumbs are to be held along the seams of the trousers.

At Ease

At the command, "At Ease", the recruit shall move his left foot smartly 12 inches to the left of the right foot, keeping the legs straight so that the weight of the body rests equally on both feet. At the same time, clasp the hands behind the small of the back, palms to the rear, thumb and fingers of the right hand clasping the left thumb without constraint. Preserve silence and immobility.

This position can be executed from the position of attention only.

Fall Out

At the command "Fall Out", the recruits shall sound off loudly, "Yes, Sir" or "Ma'am," and move from the group. The command shall be given from the position of attention only.

Formation for Inspection

The formation for inspection shall be regular class formation.

- This formation shall be established by members of the Academy Staff and may have one or two ranks. All recruits are expected to fall into this formation in the same position each day.

It will be the class leader's responsibility to form the class each day for inspection.

- When the inspecting party arrives, the class leader will report "Class Ready for Inspection, Sir/Ma'am."

The class leader will, after he has been inspected by the inspecting party, accompany the inspecting party during the inspection. He shall note in the recruit log the names of recruits with infractions and type of infraction and other notations requested by the inspecting party member(s).

When at ease during the inspection and a member of the inspecting party stops in front of him or directs a question to him, the recruit shall immediately come to the position of attention, returning to at ease only after the inspecting officer has departed or the questioning is completed.

Inspection of Firearms

A. Revolvers

At the command, "Inspection", the recruit shall unstrap his holster strap and grasp the butt of the weapon. The weapon will be drawn from the holster (trigger finger OUTSIDE the trigger guard), keeping the muzzle forward and pointed down. When the weapon is in front of the abdomen, lay the gun in the palm of your left hand (assuming that you are right handed) and push the cylinder latch with the thumb of your right hand. Run the middle two fingers of your left hand between the cylinder and the top strap of the gun. This throws the cylinder out to a position where it can be easily controlled with the two fingers and thumb of the left hand. Press the ejector rod with the thumb of the left hand, simultaneously pointing the barrel up, to eject the rounds into your right hand. Hold the rounds in your extended right hand. **AT NO TIME** do fingers enter the trigger guard, or touch the trigger. Turn the unloaded firearm so the barrel is pointed rearward with the two fingers of the left hand protruding through the cylinder window supporting the firearm. The weapon is held shoulder high with the grips presented to the inspecting party.

When the inspecting party takes possession of the weapon, **AND ONLY THEN**, will the person being inspected release control of the weapon. When the inspecting party takes your firearm for inspection, lower your left arm and hand smartly to your side as in the position of attention. Raise the left arm and hand to original position when the inspector is ready to return the weapon.

This position will be maintained until the last member of the inspecting party has passed. At this time the recruit (without receiving additional commands) will place the live rounds into the right trouser pocket and return the weapon to the holster, snapping the strap.

When told to "load", assume the same position as for unloading. The two fingers are extended through the opening in the frame with the cylinder out. Rotate the cylinder to the left and insert the ammunition, rotating the cylinder slightly after each bullet is inserted in the chamber. Keeping the firearm pointed down, close the cylinder and then return the firearm to your holster and secure the strap.

B. Semiautomatic Pistols

Unloading weapon (finger off trigger)

1. Upon command, turn 90 degrees to the right.
2. Draw weapon, point at 45 degree angle up at chest height and parallel to chest.
3. Remove magazine and insert in belt.
4. Keep finger out of trigger guard.
5. Put weak hand over ejection port (don't cover arm or elbow).
6. Tip weapon on side, slide away from you.
7. Slowly open slide until round is ejected into hand.
8. Manually lock slide open.
9. Point weapon straight up at shoulder height, magazine well to front.
10. Place ejected round and magazine in open hand of weak hand.
11. Turn 90 degrees to the left.

Reloading weapon

1. Turn 90 degrees to the right.
2. Bring weapon back to 45 degree angle, parallel to and even with chest.
3. Insert loaded magazine.
4. Work slide release (finger off trigger).
5. Decock.
6. Holster and snap.
7. Remove magazine.
8. Insert round into magazine.
9. Insert magazine into firearm - check to verify it is seated.
10. Turn 90 degrees to the left.

COURSE REQUIREMENTS

During your training assignment, you will be tested in many ways. There will be weekly written examinations on course material presented. The most subjective area in which you will be graded is how well you conduct yourself, both in and out of the Academy setting, and what kind of leadership traits you have, or can develop.

Recruits have an obligation:

- To adhere to the principles contained in the Law Enforcement Code of Ethics, the rules and regulations of the department and those of the Academy. The public expects that the integrity of its law enforcement officers be exemplary. The dishonesty of a single officer may impair public confidence and cast suspicion upon the entire department. An officer must scrupulously avoid any conduct which might compromise personal integrity, the integrity of fellow officers, or the integrity of the department.
- To embrace the commitment of serving the public, to protect civil liberties and to promote public peace and welfare, each recruit must be dedicated to impartial enforcement of the law.
- To develop a sense of self-confidence in your abilities and to take responsibility for your own actions and behaviors, on and off the job.
- To develop self-discipline and maintain emotional control under pressure, avoiding loss of temper, impatience, rudeness, vulgarity or sarcasm.
- To promote a positive image to the public by maintaining proper uniform and grooming standards.
- To develop the ability to deal effectively with all members of the community in a fashion that reflects respect and dignity. You should deal with people in a sensitive and understanding manner. Courtesy is fundamental to sound public and community relations and to the department's objectives.
- To develop an understanding of the role of the public in the prevention of crime and the apprehension of criminals.
- To understand your department's use of force policy and to apply only reasonable and necessary force to accomplish the police mission.
- To develop the ability to make decisions taking into account ethical, legal, and tactical considerations.
- To develop an appreciation for the cultural diversity of the community and of the department's goal of delivering impartial police service to all.

Instructor Evaluation

1. Recruits shall evaluate instructors and field problem coordinators. Recruits will be supplied with proper evaluation forms.
2. The form will be completely filled out. A narrative is REQUIRED in each area.
3. The objective of the instructor evaluation report is to improve the quality of instruction within the Academy. CONSTRUCTIVE criticism is welcomed by the Academy Staff.
4. In completing the evaluation, the recruit should address both the strengths and weaknesses of the instructor.
5. The class leader shall distribute the forms and collect the completed evaluation forms. Completed forms shall be submitted to the Training Unit.
6. The class leader has the responsibility of assuring that the above procedures are followed.

FIREARMS TRAINING, EQUIPMENT, AND SAFETY PROCEDURES

All recruits will have training in the use and theory of firearms. It is absolutely necessary that recruits KNOW and UNDERSTAND the following procedures in order to ensure maximum safety rules are complied with.

Enforcement of Policy

Instructors shall strictly enforce the recruit policy and procedures regarding weapons as well as the firearms safety rules.

- Recruits shall not carry their weapons until they have received instruction in firearms, have qualified, and have successfully completed the academic portion of the Academy.

Weapons shall be carried HOLSTERED. Absolutely no unauthorized display of any firearms shall be tolerated. Violations of this rule may result in dismissal from the Academy.

Marksmanship Training

Marksmanship training will consist of firing the Lakewood Police Department's pistol combat course.

Firearms Range Safety Rules

Firearms accidents do not happen, they are caused, usually by carelessness or ignorance. Carelessness can be overcome by developing correct habits in the handling of firearms on the range and elsewhere. Ignorance can be overcome by education and training in the proper handling of firearms. Refer to and follow these rules until they become so firmly fixed in your mind that they will be habits. Habits gradually become second nature; that is, you perform them without thinking. Form good habits in handling firearms and insist that your shooting companions do the same.

Unloading and Loading

ALL FIREARMS SHALL BE UNLOADED AT ALL TIMES ON THE RANGE, EXCEPT WHEN YOU ARE ON THE FIRING LINE AND INSTRUCTED TO LOAD. FIREARMS SHALL BE UNLOADED PRIOR TO WALKING ONTO RANGE PROPERTY.

A. Revolvers

When you are called to the firing line, proceed to your position and face the target. At the command "unload", draw your gun (trigger finger OUTSIDE the trigger guard) and bring it into position with the muzzle pointing down range, TOWARD THE TARGET. Lay the gun in the palm of your left hand (assuming

that you are right handed) and push the cylinder latch with the thumb of your right hand. Run the middle two fingers of your left hand between the cylinder and the top strap of the gun. This throws the cylinder out to a position where it can be easily controlled with the two fingers and thumb of the left hand. Press the ejector rod with the thumb of the left hand to eject any cases or cartridges.

On the command "load", assume the same position as for unloading. The two fingers are extended through the opening in the frame with the cylinder out. Rotate the cylinder to the left and insert the ammunition, rotating the cylinder slightly after each bullet is inserted in the chamber.

B. Semiautomatic Weapons (See instructions on page 8)

Shot Count

The importance of counting your shots cannot be over-emphasized. It may be the deciding factor in saving your life. If you fire without thinking of the number of shots you have fired, you may find yourself with an empty gun at a crucial moment. Form the habit of counting your shots and in an emergency you will find that you will be constantly aware of the number of shots you have left in your gun.

Cocking the Hammer - Single Action

DO NOT COCK YOUR WEAPON AT ANY TIME.

Distractions

While awaiting the order to fire, give your entire attention to the target area and the job at hand. THE GUN IS TO BE HELD DOWN RANGE AT ALL TIMES, OR IS TO BE HOLSTERED. Down range is toward the target.

Hang-Fire or Mis-Fire

Reference to mis-fires or hang-fires refers only to firing on the range and should be discounted under emergency conditions. If the cartridge fails to fire after the hammer has fallen, keep the muzzle pointed down range for at least ten seconds. Do not attempt to fire another shot. Primer failures do occur and if the primer has not fired, there will be no action in the cartridge case. Ten seconds should be sufficient time to allow before opening the cylinder to determine the trouble. Hang-fire delay is caused by the fact that the primer charge has been fired but the action is impeded by slow burning powder. **IN ALL CASES, THE FIREARM SHOULD BE HELD AT ARM'S LENGTH AND POINTING DOWN RANGE FOR AT LEAST TEN SECONDS.** If the powder is completely desensitized, or if the powder was left out of the cartridge, there is not usually enough powder from the primer charge to force the bullet through the barrel. If the bullet stops in the barrel and another is fired, it may cause the gun to explode or the gun barrel to burst.

Range Conduct

The safety of every person on the range, or any place nearby, depends on the safe handling of firearms. It is your duty to immediately call attention of others to any infractions of the safety rules. Violation of the safety rules will justify the range officer in removing any person from the firing line or ordering him from the range.

The following rules shall be observed:

1. Never point, sight, or dry fire a firearm behind the firing line.
2. Never take a firearm from another person without having the cylinder open.
3. Never take the word of anyone that a firearm is not loaded.
4. Never talk to a shooter or distract his attention in any way while he is on the firing line, except when you are his coach.
5. Never fire while moving either on the range or off. Stop before you fire.
6. Additional safety rules will be presented in the classroom and at the range.
7. ANY VIOLATION OF PROPER RANGE CONDUCT IS DEEMED TO BE A MAJOR INCIDENT OF MISCONDUCT.

RULES AND REGULATIONS

1. Recruits are required to read and adhere to the provisions of this manual.
2. Academy hours will normally be from 0800 - 1700 hours, Monday through Friday. Schedule changes will be announced.
3. Recruits must maintain satisfactory attendance throughout the entire training program. Excessive absence may constitute grounds for termination.
4. Excuse from class for any reason must be obtained from the Training Staff. Inability to report to class must be reported immediately to a member of the Training Staff (987-7350).
5. An anticipated tardiness in reporting to class will be reported by phone to the Training Staff at 987-7350. Upon arrival, a memorandum must be submitted to the Training Staff explaining the reason for tardiness.
6. Recruits will not leave the department area during hours of regular assignment without permission from the Training Staff. Details of any absence shall be noted on the "Sign-Out-Sheet" prior to leaving. The sign-out-sheet is the responsibility of the class leader.
7. When entering City Hall, all recruits will use the sally port garage entrance via the pedestrian door. Once inside use the north entrance door into the building.
8. Each recruit is responsible for all requirements related to assignments, test dates and times, participation in situation simulation exercises, and field training programs. Absence from class does not excuse or relieve a recruit of this responsibility.
9. Recruits must wear a jacket over the uniform shirt while driving to and from the Academy, unless a change of civilian clothes is brought by the recruit.
10. Recruits will wear the regulation training uniform and prescribed police equipment during Academy sessions. Other uniforms may be worn as directed by the Training Staff.
11. No jewelry shall be worn during the Academy class or during physical training, with the exception of wedding rings and watches.
12. Fresh shaves are required daily and no mustaches will be permitted. Side burns will be cut even with the center of the inner ear opening.
13. Hair will be neat and closely cut during the training period. Females will wear their hair up off the collar. No colored fingernail polish will be allowed during recruit training.

14. All recruits are required to maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, and/or dirty unkept hair are all conditions that do not meet Academy standards.
15. Uniforms will be cleaned and pressed. Leather goods will be kept brightly shined.
16. In case of illness during regular duty hours, recruits will report directly to a member of the Training Staff for advice.
17. Recruits shall not converse with other recruits in the classroom except during class breaks.
18. Recruits shall not visit with relatives, friends, business agents, or others not connected with the Academy upon the training premises during normal duty hours.
19. Recruits shall discourage personal messages from friends and relatives, except in cases of emergency.
20. There will be no tobacco use in the classroom, hallways, or during field problems. There will be no eating or drinking in the hallways or departmental offices.
21. Recruits may drink in the classroom only during breaks.
22. Lunches may be eaten in the Academy classroom. Recruits will not eat lunches in any office space or in their automobiles at 445 South Allison Parkway.
23. Recruits may use any of the cafes or restaurants nearby but in no instance will more than four recruits eat inside at the same establishment. Recruits will not be in Academy uniform while at any such establishment.
24. In no instance will any recruit have lunch in any establishment that is designated or advertised as primarily an alcoholic beverage outlet.
25. Recruits will not consume any alcoholic beverage during duty hours.
26. Recruits will not stroll or loiter in the municipal complex while eating, drinking, or smoking.
27. Prior to entering an office, recruits will knock and announce their presence. Upon entering an office, recruits will not sit until directed to do so.
28. There shall be no congregating in the hall, lobby, or in the parking lot.
29. While in the hallways, recruits will be in single file and yield to all other traffic in the hall. Recruits will walk on the right side of the hall.

30. Loud talking, profanity, boisterous conduct, and horseplay is not permitted while on duty.
31. Off-duty conduct must be exemplary.
32. Recruits shall use payroll signatures and employee numbers on all reports.
33. All staff and guest instructors will be addressed as "sir" or "mister", "ma'am" or "ms", or by their academic or professional rank such as "Doctor", "Chief", "Lieutenant", "Sergeant", or "Agent."
34. As an instructor enters the classroom, the first recruit sighting the instructor will call the class to "attention."
35. When addressing the class for any reason, all recruits shall stand, identify themselves first as "Recruit _____", followed then by question, etc.
36. While in the classroom, and except while class is in session, upon sighting any sworn member of the Academy Staff or sworn member of the department, recruits shall call the class to "attention" and shall hold this position until directed to "carry on" or until the instructor or officer leaves the area.
37. Recruits will park in the designated recruit parking area.
38. Recruits will at all times comply with their department's directives.
39. At no time shall firearms be drawn from the recruit's holster except during scheduled training and inspections. Firearms will be carried in a holster at all times.
40. Recruits may not participate in other employment, college courses, or training programs while in the Academy.
41. Recruits shall not grant interviews or make public statements regarding Academy or department policies, procedures, or training activities without prior approval of the commanding officer of the Training Unit.
42. Recruits are responsible for the proper care and use of all department and city-owned equipment in their possession.
43. Any involvement in an on-duty incident which may be a violation of the Training Unit rules, procedures, or policies; or any conduct which would subject the department or recruit to adverse criticism, must be reported to the Training Staff. Off-duty incidents require immediate notification to the watch commander and the Training Staff on the next working day.
44. Any violations of the Academy rules and regulations may result in immediate dismissal from the Academy.

DISCIPLINE

A log entry and counseling will be given to any recruit who violates the Academy rules and regulations or the policies and procedures of the Lakewood Police Department. (In the case of recruits who are employed by other agencies, the Academy Staff will discipline in those cases where Academy rules and regulations are violated. If the recruit violates the policies and procedures of their employing agency, that agency will determine if discipline is necessary and administer the same.) If violations are repeated, discipline may become more severe to include reprimand, suspension, or possible termination.

HONOR CODE

1. Complete all assignments on an individual basis unless otherwise directed by the Academy Staff.
2. Do not consult any resources during an examination or quiz unless directed to do so.
3. Report any violation of the rules, regulations, ethics code or honor code immediately to the Training Staff.

SUMMARY

The Academy's honor code is specified above. Its basis is the time honored statement, "We do not lie, cheat, or steal. We will not tolerate among us anyone who does!"

That statement is the basis for all honorable police service. It is, in two sentences, a good summary of the more detailed law enforcement code of ethics. You will be required and privileged to live by the tenets of these articles during your service with this agency.

UNIFORMS

As stated in the Academy Rules (#14), uniforms will appear neat, pressed, and clean. Leather goods will be kept brightly shined.

The cloth badge will be worn on the left above the pocket.

The tie will be dressed (tucked in) between the second and third button.

Pens will be secreted in the shirt pocket and not clipped to the shirt flap.

Department issued metal name plates or clip on police ID and accreditation pins will be worn. No other items will be worn on the uniform shirt.

The uniform shall be free of debris, i.e., loose hair, protruding thread, etc.

Large items will not be carried in the pockets which cause the pockets to bulge and negatively affect the clean lines of the uniform.

Police batons and flashlights will be worn as part of the equipment belt for inspection. However, the baton will be removed after inspection.

DEPARTMENT PRINCIPLES

PRIMARY OBJECTIVES

DEPARTMENT MOTTO

The motto "Integrity--Intelligence--Initiative" describes the three pillars upon which the department rests and which enable it to carry out its primary objective in an efficient, effective, professional manner. It is through these that the department serves the people of Lakewood by performing the law enforcement function in a professional manner.

LAW ENFORCEMENT OBJECTIVE

The department will enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is not the role of the department to legislate, to render legal judgments, or to punish.

LAW ENFORCEMENT CODE OF ETHICS

PRIMARY RESPONSIBILITIES OF A POLICE AGENT

A police agent acts as an official representative of government who is required and trusted to work within the law. The agent's powers and duties are conferred by statute. The fundamental duties of a police agent 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.

PERFORMANCE OF THE DUTIES OF A POLICE AGENT

A police agent 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 shall be treated equally with courtesy, consideration, and dignity.

Agents shall never allow personal feelings, animosities, or friendships to influence official conduct. Laws shall be enforced appropriately and courteously and, in carrying out their responsibilities, agents shall strive to obtain maximum cooperation from the public. They shall conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

DISCRETION

A police agent shall use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness shall guide the agent's determinations and the agent shall 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 do much to 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 arrest--which may be correct in appropriate circumstances--can be a more effective means of achieving a desired end.

USE OF FORCE

A police agent shall never employ unnecessary force or violence and shall use only such force in the discharge of duty as is reasonable in all circumstances.

Force shall 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 agent shall refrain from applying the unnecessary infliction of pain or suffering and shall never engage in cruel, degrading, or inhumane treatment of any person.

CONFIDENTIALITY

Whatever a police agent sees, hears, or learns which is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

INTEGRITY

A police agent shall not engage in acts of corruption or bribery, nor will an agent condone such acts by other police agents. The public demands that the integrity of police agents be above reproach. Police agents shall, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Agents shall refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the agent to refrain from performing official responsibilities honestly and within the law. Police agents shall not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

COOPERATION WITH OTHER OFFICERS AND AGENCIES

Police agents shall cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police agent assist colleagues fully and completely with respect and consideration at all times.

PERSONAL AND PROFESSIONAL CAPABILITIES

Police agents shall be responsible for their own standard of professional performance and shall take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police agent can acquire the high level of knowledge and competence that is 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.

PRIVATE LIFE

Police agents shall behave in a manner that does not bring discredit to their agencies or themselves.

A police agent's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he lives and serves. The agent's personal behavior shall be beyond reproach.

CITY OF LAKEWOOD

ELECTED OFFICIALS

MAYOR

Linda Morton

WARD 1

Dennis Mateski
Elwyn Rolofson

WARD 2

Scat Scatterday Jr.

WARD 3

Tom Leadabrand
Gene Motta

WARD 4

Bob Filson
Ed Watson

WARD 5

Michael McFadden
Kathy Stapleton

LAKEWOOD POLICE DEPARTMENT

