

**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
4.9 RULES OF CONDUCT**

SUBJECT: Rules of Conduct		
4.9	EFFECTIVE: 5/1/2019	<i>William Cochran</i> William Cochran, Chief of Police
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4.9.1 PURPOSE

This policy identifies the high expectations of performance and professionalism the Department requires of its employees in their professional and personal lives.
<26.1.1>

4.9.2 POLICY

All employees shall conduct themselves in accordance with the Department's standards of conduct as prescribed in this policy and other Departmental guidance and shall act reasonably and appropriately in everything they do on and off-duty that may reflect professionally on them or the Department.

4.9.3 STANDARDS OF CONDUCT FOR SWORN AND CIVILIAN PERSONNEL

A. Legal Mandated Authority <1.2.1>

Officers shall exercise their legally mandated authority, derived from the Kansas State Constitution and the Municipal Code, in a fair and impartial manner, ever mindful of the needs of the community.

B. In General

1. Officers and, as applicable, other employees, shall to the extent reasonable under the existing circumstances:
 - a. Uphold the Department's mission;
 - b. Protect life;
 - c. Preserve property;
 - d. Maintain peace and order;
 - e. Prevent crime;
 - f. Make forcible arrests, including the pursuit of offenders;
 - g. Enforce and obey federal, state, and local laws and ordinances;
 - h. Promote the highest moral standards, by always behaving fairly, ethically, and legally, which portrays a sense of duty and honor; and

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- i. Uphold a commitment to the administration of law and order, based on the constitutional idea of justice for all where every citizen will be treated with dignity, fairness, and respect.

2. These basics are required of every officer, regardless of rank or position.

C. Integrity

1. Employees shall scrupulously avoid any conduct that might compromise their personal integrity, the integrity of their co-workers, or the Department.
2. Employees shall report misconduct and dishonesty on the part of other employees.

D. Abuse of Position or Authority

Employees shall not use their official position or identification for:

1. Personal or financial gain;
2. Obtaining privileges not otherwise available to them except by performance of their duty; and
3. Avoiding the consequences of illegal acts.

E. Intervention

When it can be done reasonably and safely, employees shall intervene in any unethical, illegal or clearly inappropriate action of another employee, including use of excessive force.

F. Accountability

1. Employees are directly accountable to the Chief of Police for their actions, through the chain of command.
2. Employees shall accept responsibility for their actions without attempting to conceal, divert, or mitigate any culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.

G. Advertisements

Employees shall not permit the use of their names, photographs, or official titles such as would identify them as employees of the Department in connection with testimonials for or advertisements of any commodity or commercial enterprise and shall not in that manner endorse, certify, or approve any product or service, without the prior written authorization of the Chief of Police.

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H. Alcohol and Drugs

1. An employee shall not be under the influence of alcohol while on-duty.
2. Employees shall not consume any intoxicating beverage while on-duty unless authorized by a supervisor.
3. No employee shall report for duty with the odor of alcoholic beverage on his or her breath.
4. Employees must report the use of any substance, prior to reporting for duty, which impairs their ability to perform their job task. No officer shall report to work or be on-duty as a law enforcement officer when alcohol, medication, or other substances have impaired his or her judgment or physical condition.
5. Employees shall submit to a drug or alcohol test in a timely manner when asked or ordered to do so by appropriate Departmental authority.
6. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol while on-duty or is at any time using drugs illegally. Such screening shall conform to the City policy and applicable labor contracts on employee drug-screening and testing.
7. Any use of illegal drugs or abuse of legally prescribed drugs is strictly prohibited. No employee shall use any illegal drug or controlled substance in any manner, unless a physician prescribes such use. Employees shall use prescription drugs only in accordance with the physician's instructions.

I. Associations

1. Employees shall not voluntarily associate with known felons, or persons, organizations, or places known to be involved in criminal activity, except as necessary in the performance of official duties or where unavoidable because of family relationships and obligations. Employees shall avoid regular or continuous associations with persons who they know or should know are convicted felons.
2. Employees shall not have regular or continuous personal contact with individuals, organizations, or places that are under active criminal investigation or indictment, or persons, organizations, or places, which have criminal or immoral reputations in the community or the Department for involvement in felonious or criminal behavior.

J. Attitude and Demeanor

1. Employees shall exhibit and maintain a fair and impartial attitude toward complainants, violators, witnesses, suspects and any other persons.
2. Employees shall further community relations by presenting a positive, professional and helpful demeanor to members of the public.
3. Employees shall treat one another with respect and courtesy.

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K. Businesses

1. Employees shall not engage in private business while on-duty unless granted specific permission by their supervisor. Such permission may be given only with respect to meal breaks and will not be used to extend meal breaks beyond standard limits.
2. Employees shall not engage in any business transaction of any type with a person under arrest, liable to be arrested, in custody, after release from custody during the time any court or other legal action is pending against the person, or during any police contact with such a person.

L. Buying/Selling Related to Case

Buying, receiving, or selling, or attempting to buy, receive or sell, anything of value to any complainant, suspect, witness, defendant, prisoner, or any other person involved in a case is prohibited, except as may be specifically authorized by the Chief of Police.

M. Chain of Command

The chain of command shall be respected and preserved during tactical and operational incidents. In other matters, the Chief of Police adheres to an "open door" policy but employees are expected to discuss issues and concerns with their direct supervisors in order to keep them informed of problems before jumping the chain of command.

N. Common Sense and Judgment

Employees shall exercise good judgment and common sense in their professional actions and decisions and in their personal life as it might bear on the professional effectiveness or reputation of the employee and/or the Department.

O. Communications

Officers shall effectively communicate with their immediate supervisor, keeping him or her promptly informed of all matters which would be of concern to a supervisor, including but not limited to major incidents, incidents involving felonies, matters which have the potential to become major incidents, and types of injuries at a collision scene.

P. Conduct toward Co-Workers

1. Employees have the right to go to work each day and do their job in peace. Each employee shall protect the rights of their fellow employees to work in an atmosphere free from unlawful intimidation, hostility or offensiveness. All

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employees shall work toward a hostile-free environment and follow all relevant Departmental and City policies. <26.1.3>

2. Employees shall conduct themselves in a manner that will foster cooperation among members of this Department, showing respect, courtesy, and professionalism in their interactions with each other.
3. Employees shall not use language or engage in acts that demean, harass, abuse, threaten or intimidate another employee.
4. Employees shall treat superior officers, subordinates and associates with respect. Employees will be courteous and civil at all times in their relationships with one another.
5. When on-duty and in the presence of the public, officers will be referred to by rank.

Q. Conduct Unbecoming

Employees shall conduct themselves at all times, on and off-duty, in a manner that reflects favorably on the City and the Department and is in keeping with the high standards of the law enforcement profession.

R. Conflicting or Illegal Orders <12.1.3>

1. Employees who are given an otherwise proper order that is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances the responsibility for the conflict shall be upon the supervisor. Employees shall obey the conflicting order and will not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
2. A supervisor who countermands another supervisor's previous order shall promptly inform that supervisor of the countermanding action and explain the justification for it.
3. A supervisor who directs an officer to act in a way that is not consistent with Department directives or training shall promptly notify his or her chain of command in writing of that action and its justification.
4. Employees shall not obey any order which they know or should know would require them to commit an illegal act. If there is doubt as to the legality of an order, employees shall request the issuing employee to clarify the order or to confer with a higher authority.

S. Conformance to Laws

Employees shall obey all laws of the United States and of any state and local jurisdiction in which the employees are present. Ignorance of the rules, regulations and directives, orders or policies shall not be considered a justification for any such violations.

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T. Courtesy

1. Employees shall be patient, courteous, and respectful when dealing with the public and each other.
2. Employees will be tactful in the performance of their duties, control their tempers, and exercise the utmost patience and discretion.
3. Employees will not engage in argumentative discussions even in the face of extreme provocation. Employees will not express any prejudice, hostility or bias concerning race, religion, politics, national origin, gender, sexual orientation, social background, or similar personal characteristics, or physical disabilities.

U. Department Letterhead

Employees shall not use Department letterheads except for authorized Departmental correspondence. See also "Written Communications" below.

V. Dissemination of Information

1. Members of the public have a right to security and privacy, and information obtained about them shall not be improperly divulged.
2. Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with law and established Departmental procedures.
3. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.
4. Employees shall not reveal facts about the official business of the Department except to those for whom it is officially intended, unless directed to do so by a superior officer or under due process of law.
5. Employees will not divulge any information about any person's criminal history except to other authorized law enforcement agencies or under due process of law.
6. Information concerning the activities of the Department shall only be released to the public by the Public Information Officer, or designee. This requirement will not apply to employees assigned to address community meetings, etc.
7. Officers shall not publicly criticize the Department, its policies or employees by talking, writing, or expression in any manner where such talking, writing, or expression: (a) is defamatory, (b) is obscene, (c) is unlawful, (d) tends to impede the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or is made with reckless disregard for truth or falsity.

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W. Driver's License Requirement

1. A valid driver's license, issued by the State of Kansas, is required for all sworn employees of the Department. Failure of a sworn officer to maintain a valid driver's license may be cause for disciplinary action, up to and including termination. The circumstances surrounding a license suspension or revocation will be considered in any disciplinary decision.
2. An officer who has his or her driver's license suspended or revoked for any reason will immediately notify their commander. An officer whose license is under suspension or revoked will not operate a City owned vehicle under any circumstances.
3. Non-sworn Department personnel are not specifically required to maintain a valid driver's license. However, they may not, under any circumstances, operate a City owned vehicle unless they have a valid driver's license issued by the State of Kansas.
4. In compliance with State law, Department employees, sworn or non-sworn, will not operate a City owned vehicle unless their valid driver's license is in their immediate possession or on their person at the time the vehicle is being operated.

X. Ethics <1.1.2>

All sworn members of the Department will conduct their assigned duties in accordance with The Law Enforcement Code of Ethics and the Law Enforcement Oath of Honor.

Y. False or Incomplete Reports or Testimony/Tampering with Records

Employees shall not:

1. Knowingly make or cause to be made any false or inaccurate report.
2. Knowingly omit or cause to be omitted any information that is required for a complete and accurate report.
3. Knowingly make a false, incomplete, or deliberately misleading statement on any application or statement.
4. Make any false, incomplete, or deliberately misleading statement in any judicial hearing, administrative hearing, or investigation.
5. Steal, forge, sell, tamper with, or remove from the Department any Department record, report, citation, card, report, letter, document, or official file except by process of law or as directed in writing by the Chief of Police. When by process of law any record, card, report, letter, document, or official file is removed, then a copy of the judicial order or order of the Chief of Police shall remain on file in the Department.

Z. Financial Obligations

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Employees shall avoid incurring financial obligations beyond their ability to pay.

AA. Fraternalization

1. Employees of the Department shall not fraternize with any Departmental volunteers, including but not limited to Explorers or interns.
2. Supervisors, managers and administrators shall not fraternize with persons who work in their chain of command and all other supervisory personnel are strongly discouraged from fraternizing with those subordinate in rank, irrespective of their current chain of command.
3. For purposes of these rules, "fraternization" means romantic and/or sexual involvement, including "dating" as that term is commonly understood, or any other more than casual social involvement.

BB. Gifts and Gratuities

1. Employees shall not accept any gift, gratuity, loan, fee, or other thing of value when such acceptance tends to influence directly or indirectly the actions of said employee or any other employee in any matter of police business or which might tend to cast an adverse reflection on the Department.
2. Police employees shall not receive private or special advantage from their official status or duties.
3. Employees shall not solicit or accept rewards for performance of their duties, ask for gratuities, or use their position to seek favors or preferential treatment of any kind.
4. Employees shall not solicit or accept contributions for this agency or for any other agency, organization, event, or cause without the express consent of the Chief of Police or his or her designee.
5. Employees shall not directly or indirectly accept any gratuity, gift, fee, or favor from any person under arrest, liable to be arrested, in custody, or after release from custody.
6. Employees will not solicit or accept any bribe or gratuity in exchange for permitting an illegal act.

CC. Identification <22.2.7>

1. All employees shall have their badge and Department photo identification card on his or her person at all times while on-duty or during official business, except as otherwise authorized in specific instances by the Chief of Police.

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2. Police employees may not lend their identification cards or badges to another person, or permit them to be photographed or reproduced without the approval of the Chief.
3. Employees will politely provide their name and badge number, in person or on the telephone, when asked to do so by any person while the employee is on-duty or otherwise conducting Department business.

DD. Insubordination

Employees shall not be insubordinate to those superior in rank or position. Examples of insubordination include, but are not limited to:

1. Refusal to promptly obey a lawful order of a ranking employee or supervisor;
2. The use of derogatory remarks or criticism directed toward or about a ranking employee or supervisor that affects the Department's operations or efficiency;
3. By-passing a ranking employee or supervisor in the chain-of-command without justification; or
4. Refusal to submit to any examination or procedure required during an internal investigation in accordance with current union contracts.

EE. Language

Employees shall avoid using insulting, profane, or unnecessarily antagonistic language to any citizen or fellow employee.

FF. Meal Breaks are outlined in the FOP Labor Agreement and apply to all bargaining unit employees except 9 hour employees, who have a 1-hour meal break

GG. No Expectation of Privacy in Department Owned Areas

If employees choose to occasionally store personal items in department lockers, desks, vehicles, file cabinets, computers or similar areas, employees shall be aware that these and similar places may be searched as outlined in union contracts.

KK. Notifications Required By Employees in Respect to Legal and CPOST Matters

1. Notification will be made to his or her immediate supervisor as soon as possible, both verbally and in writing when the employee:

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- a. Is charged, arrested or accused of violating any offense under federal, state, or local law;
 - b. Is notified that their driver's license is suspended, or otherwise have knowledge that their driving privileges may be suspended; or
 - c. Receives legal service or other notification as a party, witness, or defendant of a civil lawsuit where the City is defendant.
2. Voice mail notifications are not sufficient. If the employee cannot immediately contact his or her supervisor he or she shall immediately seek assistance in doing so via their chain of command. This notification must include the details of the incident and/or any paperwork received.
 3. Failure to properly notify the Department as provided in this policy may result in termination of employment.
 4. No employee shall file a suit for damages, or settle such a suit, arising out of his or her official duties, without prior notice to the Chief of Police. If an officer is notified that legal action has been filed against him or her, the City Attorney and the Chief of Police shall be notified immediately. This provision does not regulate civil suits unrelated to the City.
 5. Non-supervisors
 - a. All non-supervisory employees of the Department shall promptly notify their supervisors of any request or other attempt to communicate with such employee about any legal or administrative proceeding or other such matter as to which the City is either a party or has the potential to become a party. Such proceedings include City grievance hearings; proceedings involving the Department of Labor, the Equal Employment Opportunity Commission, or any other federal or state agency; and actual or potential lawsuits filed against the City.
 - b. In the event that a non-supervisory employee is contacted by any person seeking to discuss such proceedings or other legal matters involving the City, he or she shall report such contact to his or her immediate supervisor without delay. Absent a court order, a subpoena, or a directive from the Chief of Police, the City Manager, or the City Attorney, employees are not required to communicate with anyone about such proceedings, including any current or former employee who may be involved in such a proceeding, any non-City attorney, or any other individual outside the chain of command. This is not meant to prohibit any employee or FOP representative from meeting with their attorney concerning a legal matter involving their employment.
 6. Supervisors
 - a. Unless directed to do so by the Chief of Police or as otherwise provided herein, no Department supervisory employees shall communicate with any person, including current and former employees, citizens, and non-City attorneys, regarding any legal or

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administrative proceeding or other such matter as to which the City is either a party or has the potential to become a party. Such proceedings include City grievance hearings; proceedings involving the Department of Labor, the Equal Employment Opportunity Commission, or any other federal or state agency; and actual or potential lawsuits filed against the City.

- b. In the event that a supervisory employee is contacted by any person seeking to discuss such proceedings or other legal matters involving the City, he or she shall decline such communications, obtain the person's name and contact information, and report the contact to his or her immediate supervisor without delay. The Chief of Police will then determine whether it is necessary, appropriate, or permissible for the supervisory employee to participate in such communications.

LL. Oath of Office <1.1.1>

All personnel employed by the City shall take and subscribe an oath or affirmation as set forth in K.S.A. 54-106 before entering upon the duties of their respective office or employment.

MM. Off-Duty Police Action

1. Employees shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, employees shall summon on-duty police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.
2. Employees shall refrain from acting in a law enforcement capacity while off-duty, except in cases of emergencies, when serious criminal offenses have been committed or as necessary for extra-duty employment. In such exceptional circumstances, officers are empowered to place themselves on-duty without additional authority, but must promptly report the matter through their chain of command. Outside the city limits employees are acting in the capacity of a private citizen.

NN. Off-duty Time

1. Employees shall have regularly assigned duty hours. All other times shall be considered off-duty time.
2. All employees are subject to recall to duty if a situation arises that requires additional staff.

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3. Employees shall cooperate with and respond to requests from Department supervisors or command employees for information related to their work responsibilities even while off-duty.
4. When on their scheduled off-duty time, employees may be required to report to duty to provide information, perform assigned duties, participate in investigations, and/or respond to messages or requests for information via telephone. A Commander may change off-duty time at any time when that change is necessary for the proper operation of the Department.

OO. Political Activities

1. Employees shall not solicit contributions, directly or indirectly, in support of any political activity while on duty and shall not use their official position for political purposes related to the City.
2. Employees shall not engage in a political campaign for themselves or another candidate while in uniform or on-duty or as a representative of the Department, without prior written approval of the Chief of Police.
3. No employee shall hold any elective or appointed public or political office while they are a member of this Department without prior approval by the Chief of Police.
4. No employee shall place any advertisement supporting any candidate for public or political office on a City owned vehicle or property.
5. Political activity not related directly or indirectly to the City will be conducted as a private citizen. Such political activity will be conducted off-duty, in ordinary civilian attire and without reference to the City personnel, policies, or operations.
6. Nothing in this section shall be construed as a restriction on an employee's right to vote.

PP. Prohibited Establishments

Employees will not knowingly visit, enter, or frequent a house of prostitution, illegal gambling house, or establishment wherein the laws of the United States, the State, or the local jurisdiction are regularly violated, except in the performance of duty.

QQ. Public Relations

1. All plans for public appearances before groups of any kind, including the press, for the purposes of discussing Department business of any kind shall be done in conjunction with the employee's job assignment or must be pre-approved by the Chief of Police.
2. Nothing in this rule prohibits employees from making extemporaneous statements in response to questions for information at meetings, etc.

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3. Employees shall not engage in discussions of political, sexual or religious matters while on-duty and in public unless necessary for an official investigation.
4. Employees will not speak negatively of another person's race, ethnicity, nationality, sex, sexual orientation, or other protected category while on-duty or off-duty where such comments could negatively affect the efficiency or public perception of the Department. Employees shall not participate as a judge or as a sponsor of public contests or debates because of their membership in the Department or as a representative thereof, without prior written authorization of the Chief of Police.
5. Employees shall obtain permission from the Chief of Police before publishing articles as official representatives of the Department.

RR. Racial, Religious, & Ethnic Violence

Employees are strictly prohibited from engaging in incidents of racial, religious, or ethnic hatred.

SS. Radio Discipline

Officers will be patient, professional, and courteous during radio transmissions.

TT. Recommendations of Products, Services and Businesses

While on-duty or acting in an official capacity, employees will not recommend or suggest in any manner, except in the transaction of personal business with family and close friends, the employment or procurement of a particular product, professional service, or commercial service.

UU. Roll Call

FOB officers will attend roll call before going in-service or the start of their shift.

1. A shift supervisor or designee will conduct shift briefing. The supervisor or designee will take roll and distribute pertinent information. The supervisor will also evaluate officers for their appearance and readiness to assume duties.
2. Information should include:
 - a. Changes in schedules or assignments;
 - b. New directives or changes;
 - c. Wanted persons/runaways;
 - d. Officer safety issues;

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- e. Major investigations; and
- f. Stolen vehicles.

3. Periodically detectives may informally attend patrol roll call to exchange information.

VV. Reduction or Dismissal of Charges

Unless specifically authorized by the Chief of Police, an employee shall not recommend that a criminal or traffic offense be reduced or dismissed unless the employee is the arresting officer or the complainant. Such action will be taken only in an effort to cooperate with a prosecutor or a court, and only in the interest of justice.

WW. Residence and Telephone Numbers

Each employee shall have a functioning telephone where they may be reached 24 hours a day, seven days a week. Employees shall inform their supervisor, the administrative assistant for the Chief of Police, and the Human Resources Director of any change in their permanent address or telephone number before the end of the next business day after making such change.

XX. Retaliation

1. All employees of this Department have a duty to report serious acts of misconduct or failures to perform actions, as defined by Department policy and procedure. Failure to report shall result in corrective or disciplinary action.
2. Acts of retaliation against employees who make good faith complaints or disclosures of misconduct against another employee are strictly forbidden. Such acts shall form the basis for charges of misconduct resulting in serious disciplinary action.
3. All employees have an affirmative duty under this policy to cooperate fully during the investigation of any allegation of employee misconduct whether conducted by this department or another authorized authority. Protection from retaliation is extended under this policy to all employees who cooperate in good faith.
4. Employees who have been subjected to retaliation by fellow employees are encouraged to seek assistance through personal counseling or other services, as available from this department's employee assistance program or human resources department.
5. All complaints of retaliation shall be submitted to a supervisor. If the supervisor is the subject of or is involved in the complaint, an employee

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shall submit the complaint to the next higher ranking employee in the chain of command.

6. In uncommon situations involving highly egregious offenses or illegality that may have departmental or governmental implications, a complaint may be made directly to the Chief of Police.

YY. Sales and Collection of Funds

1. No employee shall distribute or sell tickets, offer any type subscription, or advertise, collect, or receive, directly or indirectly, any funds for any purpose or cause, either for an individual or organization within or outside the Department, while on-duty or in uniform, except with the approval of the Chief of Police or designee.
2. Employees shall not offer or make available for sale or publication, or reveal for publication by any public information media, any writings, case histories, photographs, Department patches, and/or other materials pertaining to the work or activities of the Department without prior written approval by the Chief of Police.
3. Employees will take no part, either directly or indirectly, in sales promotions, solicitations, fund raising campaigns, or similar activities for personal gain or benefit of commercial enterprise while representing themselves as police employees or as employees of the Department, or authorize others to conduct themselves in a manner as indicated above that would leave the impression they are representing the Department, without prior written authorization of the Chief of Police.

ZZ. Strikes and Sickouts

Employees shall not engage in strikes or sickouts for any reason.

AAA. Timesheets

1. The accounting for employees' work hours, any leave taken, and the submission of timekeeping records (electronic or paper), will be done accurately and in a timely manner.
2. Any willful falsification of timesheets will be grounds for disciplinary action up to and including termination.

BBB. Tobacco Products

1. No form of tobacco may be used by employees when they are on duty when in view of the public, dealing with the public, conducting police business, or in any facility or vehicle owned or maintained by the Department.
2. While on-duty in or around any Department facility, employees shall not use any tobacco product unless they are in an area officially designated for that use.

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3. Employees shall not abuse their scheduled on-duty time by taking excessive smoke breaks; smoking shall occur only during otherwise authorized breaks.
4. Employees shall not use tobacco in violation of the law, ordinance or city policy.

CCC. Truthfulness

1. Employees shall not intentionally make any materially false statements in police business or in connection with their performance of official duties.
2. Employees shall not intentionally fail to disclose information in connection with the performance of official duties when the purpose of such nondisclosure is to conceal misconduct or unsuitability for duty of themselves or another or to gain improper personal advantage or to otherwise mislead persons conducting police department business.
3. No employee shall change, alter, or otherwise distort the information on any official document written or issued by himself or herself or another member of the Department without prior written approval by a supervisor.
4. Any material falsification of or any intentional failure to disclose information relevant to suitability or fitness for police employment which is discovered after an individual is hired may result in the termination.

DDD. Written Communications

Any non-routine written Department communication to a person or agency outside the City shall be signed by the Chief of Police, or must be previously approved by the Chief of Police. In all cases, a copy of any such communication shall be provided to the Chief of Police.