

orig

ORDINANCE NO. 565

AN ORDINANCE TO ADOPT A CODE OF ETHICS, PROFESSIONAL STANDARDS OF DUTY PERFORMANCE, AND RULES AND REGULATIONS, FOR THE LEROY POLICE DEPARTMENT

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY THIS 7th DAY OF November, 1994.

PRESENTED: November 7, 1994

PASSED: November 7, 1994

APPROVED: November 7, 1994

RECORDED: November 7, 1994

PUBLISHED: November 7, 1994

In Pamphlet Form

Voting "Aye" 5

Voting "Nay" 0

The undersigned being the duly qualified and acting City Clerk of the City of LeRoy does hereby certify that this document constitutes the publication in pamphlet form, in connection with and pursuant to Section 1-2-4 of the Illinois Municipal Code, of the above-captioned ordinance and that such ordinance was presented, passed, approved, recorded and published as above stated.

(SEAL)

X Jeanita Sagley  
City Clerk of the City of LeRoy,  
McLean County, Illinois

Dated: November 7, 1994.



Aldermen elected 6

Aldermen present 5

VOTING AYE:

Lois Parkin, Ronnie Litherland, Patrick Beaty, David McClelland

(full names)

Randy Zimmerman

VOTING NAY:

None

(full names)

ABSENT, ABSTAIN, OTHER:

Robert D. Johnson absent

(full names)

and deposited and filed in the office of the City Clerk in said municipality on the 7th day of  
November, 1994.

X Juanita Dagley  
Juanita Dagley, City Clerk of the City of LeRoy,  
McLean County, Illinois

APPROVED BY the Mayor of the City of LeRoy, Illinois, this 7th day of

November, 1994.

X Jerry C. Davis  
Jerry C. Davis, Mayor of the City of LeRoy,  
McLean County, Illinois

ATTEST: (SEAL)

X Juanita Dagley  
Juanita Dagley, City Clerk, City of LeRoy,  
McLean County, Illinois

LERROY POLICE DEPARTMENT  
CODE OF ETHICS

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PROFESSIONAL STANDARDS  
OF  
DUTY PERFORMANCE

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RULES AND REGULATIONS  
OF THE  
LERROY POLICE DEPARTMENT

LERROY POLICE  
DEPARTMENT  
CODE OF ETHICS

ARTICLE I

I am a sworn police officer. I serve in a profession dedicated to preserving law and order and protecting the constitutional rights of all citizens within this jurisdiction. I have a moral and legal obligation to dedicate my service to lawful purposes and to defend these principals even at the risk of loss of life.

ARTICLE II

The covenants within my oath of office are my guide in the discharge of my duties. I will serve faithfully and will obey the lawful orders of my superiors. I will subordinate my personal ambition to the needs of the department and for the good of public order. Diligence in the department is my professional goal.

ARTICLE III

I will prepare myself to conduct my assigned duties in a manner consistent with the laws, statutes and codes which I am sworn to enforce. My use of force will be limited to the minimum degree necessary and consistent with the public's guaranteed right to protection from unlawful abuse.

ARTICLE IV

Duty, honor and service are the cornerstones of my profession. Strict adherence to the principles of honesty and high standards of moral integrity will influence my conduct at all times. I will insure that no action of mine will bring deliberate disdain upon myself, my fellow officers, or the community in which I live and serve.

LEROY POLICE DEPARTMENT  
PROFESSIONAL STANDARDS OF DUTY PERFORMANCE

STANDARD I: RULE OF LAW

Police organizations need officers who subscribe to the rule of law. The rule of law holds the law supreme with legal restrictions placed on police.

STANDARD II: DIGNITY OF PERSONS

Each person has certain inalienable rights which are inherent and protected by law. Every person is to be treated with fundamental fairness and courtesy by police.

STANDARD III: PUBLIC APPROVAL OF POLICE

The effectiveness of police performance is dependent upon public approval of police purpose and action. Public respect for police is essential.

STANDARD IV: PUBLIC-POLICE COOPERATION

Police effectiveness increases with increased public cooperation. Decreased public cooperation increases the potential for use of force and compulsion.

STANDARD V: REASONABLE AND NECESSARY FORCE

The exercise of police investigative or arrest authority requires persuasion, advice or warning. When this is insufficient, police use of physical force may become non-negotiable. Such force must be reasonable and necessary under the specific circumstances involved.

STANDARD VI: POLICE EFFECTIVENESS

Police effectiveness is determined by an increase in public order, a decrease in crime, and the identification and apprehension of criminal offenders.

## STANDARD VII: CRIME PREVENTION PRIORITY

The greatest strategic priority shall be placed on crime prevention to reduce crime. Criminal interception and investigation are alternatives when prevention fails.

## STANDARD VIII: TERRITORIAL IMPERATIVE

The diverse functions of the police officer must be personal. The complex nature of these functions requires that the police and the people they serve work on a collaborative basis. Police organization and individual assignments will insure that the police and the public have a consistent opportunity to identify and resolve community problems. This is the basis for the geographical area concept of police organization and assignment.

## STANDARD IX: OPENNESS AND HONESTY

Openness and honesty will develop and maintain public respect for police. Openness and honesty will enhance communication and the exchange of information between the public and the police. Credibility and mutual respect depend on professional competence rather than appearance.

## STANDARD X: POLICE-CRIMINAL JUSTICE COOPERATION

Police are part of the criminal justice system. Police must cooperate with other segments of the criminal justice system to resolve protection, prevention, service and enforcement problems.

RULES AND REGULATIONS OF THE  
LEROY POLICE DEPARTMENT

I. GENERAL

A. Pursuant to the laws of the United States of America, the State of Illinois, and the City of LeRoy, the Rules and Regulations hereinafter set forth are established for the guidance and government of the City of LeRoy Police Department and its members, including its officers and employees. The City Council of the City of LeRoy may amend or revoke any of these rules and regulations and make additional rules and regulations from time to time as the circumstances for the good of the City, the Department, and/or the public may require. If any provision, clause, or phrase of these rules and regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the remaining rules and regulations which can be given effect without the invalid provision or application, and, to this end, the provisions of these rules and regulations are declared to be separable.

B. No compilation of rules and regulations can be established which will embrace all cases arising in the discharge of the duties of department personnel. Necessarily, some matters must be left to the intelligence and discretion of the individual. All members of the Department must understand that discretionary actions may not be taken in a wanton or unreasonable manner. If such discretionary action is determined to be detrimental to the discipline and efficiency of the Department or to the image of the City, or both, and such action may be determined as a matter of law to be injurious to the ability of the Department or of the City (or both) to protect and serve the community, then members of the Department who violate or attempt to violate these rules and regulations will be subject to disciplinary action.

C. The existence of facts establishing a violation of law or of these rules and regulations, or of policies, procedures, written or verbal orders, is a sufficient basis for departmental discipline. Disciplinary action for a violation (either attempted or actual) of State or Federal law, or of these rules and regulations, or for a wanton or unreasonable use of discretion, shall be limited to reprimand or suspension by the Chief of Police, or reprimand, suspension or dismissal by the City Council.

D. All previous rules and regulations of the City of LeRoy Police Department are superseded as of the date and time of approval and adoption of these rules and regulations. Any cause of action which arose or which may arise during a period of time in which these rules and regulations

were not in effect shall be handled by the rules and regulations in effect at the time of the occurrence of the event.

## II. OPERATING DIRECTIVES

The Chief of Police shall issue written directives (which he or she may amend or cancel at anytime) from time to time to enhance the operation and efficiency of the Department.

These directives shall have the force of law, the same as all rules and regulations adopted by the City Council of the City of LeRoy; however, such directives shall not have the effect of negating or limiting the effect of any ordinances, rules or regulations adopted by the City.

## III. PROHIBITED ACTS - GENERAL

The following are applicable to and prohibited of all members of the Department and may be made the subject of disciplinary actions:

### 3.1 VIOLATION OF LAW

Violation or attempted violation of any Federal, State, or City of law or ordinance, or any Department rule or regulation.

### 3.2 DISOBEDIENCE OF ORDERS

Failure to obey and fully execute any order, written or oral, given by a superior. Such orders shall include, but shall not be limited to, these rules and regulations, and all directives, policies and procedures of the Department.

### 3.3 POSSESSION/USE OF ALCOHOL

Possession and/or use of alcohol on duty other than in an authorized duty capacity. Unless absolutely required to conduct a police investigation, no member of the Department shall be to any degree under the influence of alcoholic beverages while on duty.

### 3.4 POSSESSION/USE OF CONTROLLED SUBSTANCES

Possession and/or use on duty of controlled substances, except with the approval and guidance of a physician licensed to practice in the State of Illinois and with the knowledge of a superior. At no time may any member of the Department use or consume any controlled substance while on duty unless prescribed by a licensed physician.

3.5 LEGAL LIABILITIES

No member shall borrow any money from or otherwise become indebted to any City official.

3.6 WITHHOLDING INFORMATION ON CRIMINAL ACTIVITY

Withholding or failure to report information of criminal activity.

3.7 SELF-ASSIGNED POLICE ACTION

Undertaking of self-assigned police action. (For purposes of this Section, "self-assigned" means action undertaken at the discretion of a member of the Department under less than emergency circumstances, or action initiated by any member of the Department without the request, direction, or by the instruction, of a superior.) All emergency, self-assigned police action shall, within 24 hours after commencement, be reported in writing to the Chief of Police.

3.8 COOPERATION WITH POLICE INVESTIGATIONS

Failure to fully cooperate with any police investigation, whether conducted by the Department or by some outside agency. (Nothing in this section shall be construed so as to violate one's Federal or State constitutional rights.)

3.9 FIREARMS USE/DISPLAY

The drawing or display of a firearm in any place, except for necessary inspection or use. Any member who fires a gun, either accidentally or intentionally, except on a target range, shall report this action, in writing, to the Chief of Police in accordance with the following:

- if the member is on duty, then the action shall be reported before the end of the tour of duty;
- if the member is off duty, then the action shall be reported within 24 hours of its occurrence;
- this rule excepts from its inclusion use of firearms during lawful hunting activities while off duty.

Members of the Department shall not intentionally fire any guns, except as authorized by law or at a firearms range. No warning shots will be fired.

### 3.10 PUBLIC CRITICISM OF THE DEPARTMENT

Public criticism of the Department, of its administrative officials, of its policies or of its members, or of other City officials, by talking, writing, or any other form of expression and which criticism: (a) is defamatory, b) is obscene, (c) is unlawful, or d) tends to impair the operation of the Department, or of the City, by impairing its efficiency, or interfering with the ability of supervisors to maintain discipline. To this end, Department members shall utilize the grievance procedures of the City by submitting complaints through the appropriate chain of command.

### 3.11 DIVULGENCE OF DEPARTMENT BUSINESS

Discussion of the operations and official business of the Department which is of a confidential nature with anyone outside the Department without the permission of a superior. (For purposes of this Section, all Department documents, records, and orders are considered confidential unless otherwise directed by a superior. This Section does not apply to orders that are of such a nature that they must be communicated to others. )

### 3.12 NOTICES - POSTPONING CIRCULATION/DESTRUCTION/DEFACING

Destroying or defacing any official written notice relating to police business. The on-duty posting or circulation of any notices of a non-official, or derogatory character, relating to any person, group, or police activity is prohibited.

### 3.13 PERSONAL APPEARANCE

Failure to have a neat and clean personal appearance which adversely reflects upon the individual's competency, efficiency, and pride as a member of the Department and upon the ability of the City and the Department to foster and enhance a professional, efficient, effective image or posture. To this end, the wearing of an improper uniform, failure to carry all necessary police equipment, or to maintain one's uniform and/or equipment in good order is prohibited.

### 3.14 PROFESSIONAL IMAGE

Failure to work diligently or with a bearing consistent with the image of a professional police officer, including but not limited to:

- a. Unnecessary shouting or using obscene language;
- b. Inappropriate demeanor;
- c. Tardiness in reporting for work;
- d. Conducting personal business while on duty;

- e. Sleeping or being idle while on duty;
- f. Taking excessively long meals or refreshment breaks;
- g. Failure to respond promptly to a request for police services;
- h. Failure to return promptly to service after answering a call for police service;
- i. Lack of courtesy to an individual, either on the telephone or in person;
- j. On duty gambling, unless to further a legitimate police purpose.

### 3.15 USE OF FORCE

Use of force which is excessive or unnecessary to accomplish one's lawful purpose. To this end, all prisoners shall be treated humanely and with regard to their legal rights.

### 3.16 DUTY TO READ/UNDERSTAND/COMPLY WITH ORDERS

Failure to read, understand, or comply with all rules and regulations, directives, policies and procedures of the Department, and written or verbal orders of a superior. To this end, it shall be considered to be neglect of duty not to take reasonable action necessary for a full understanding of all such orders and/or to inquire of a superior as to the meaning or application of such orders.

### 3.17 RECEIPT OF MAIL/CALLS/VISITORS AT POLICE STATION

Consistently receiving personal mail or visitors at the police station, or utilizing departmental telecommunications equipment for non-duty related purposes.

### 3.18 TRUTHFULNESS/COOPERATION

Testifying, making reports or conducting police business in an untrue or misleading manner.

### 3.19 DEPARTMENTAL RECORDS/REPORTS/CITATIONS

Stealing, altering, forging, or tampering with any kind of Department record, report, or citation. To this end, the removal of any record, card, report, letter, document, or other official file from the Department's possession, except by process of law or as directed by the Chief of Police, or by a superior, is prohibited. Additionally, the obtaining or duplication of any information from Department files, sources, or reports, other than that to which one is properly entitled in accordance with one's duties or assignments, is prohibited.

### 3.20 RECOMMENDATIONS - ATTORNEY/SERVICES

Recommendation to any suspect, prisoner, or any other person with whom the Department member is involved, within his or her official capacity, for the retention of any specific attorney, law firm, wrecker service, ambulance service, car repair service, etc. This section does not apply to references to the Public Defender, Legal Aid Society, or Lawyer's Referral Service.

### 3.21 COMMERCIAL UTILIZATION OF ENFORCEMENT AUTHORITY

Utilization of the enforcement authority granted and approved by the City where one is compensated, directly or indirectly, for exercising the enforcement authority or image for commercial, as opposed to official purposes, except as authorized in writing by the Chief of Police.

### 3.22 OFF-DUTY EMPLOYMENT

Off-duty employment without the knowledge and approval of the Chief of Police. (The approval of the Chief of Police shall be based upon: (a) increasing off-duty efficiency and availability, (b) avoiding potential conflicts of interest and protecting the image of the Department, (c) avoiding impairment of on-duty performance.) The Chief of Police shall respond to requests for approval of off-duty employment by Department personnel within ten (10) days.

### 3.23 GIFTS - SOLICITATIONS/ACCEPTANCES

Soliciting or accepting a gift or gratuity from a host or donor that the member knows or has reason to believe is seeking to influence a member's performance or non-performance of an official duty, or that the member knows or has reason to believe has a substantial interest in an enterprise which is licensed or regulated by the city or has a pending matter before the City or the judiciary.

### 3.24 ILLNESS CONDITION (PHYSICAL/MENTAL)/SICK LEAVE

Failure to duly notify a superior officer when one becomes ill and cannot report for work, or if there is any change in one's physical or mental health that could disqualify the individual from being employed by the Department. Additionally, the use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member or employee of the Department is strictly prohibited.

### 3.25 ABSENCE FROM WORK

Absence from work without permission or abstaining wholly or in part from the full performance of one's duties in one's normal manner without permission. To this end, permanent members claiming physical or mental incapacity relating to the performance of their duties shall honor the request of the Chief of Police or his or her designated agent to be periodically interviewed as to the nature and extent of a claimed injury or illness and/or submit to an examination regarding the claimed physical/mental incapacity by a person licensed or certified as a professional dealing with the subject condition or problem, chosen by the Chief of Police or his or her designated agent, or, as an alternative, by a person licensed or certified as a professional dealing with the subject condition or problem chosen by the employee claiming the incapacity. In either event, the examining party must be appropriately licensed to conduct such examinations. The results of the examination shall be made available without reservation or omission both to the member and to the Chief of police. Failure to honor such a request of the Chief of Police or his or her designated agent shall be a violation of this rule.

### 3.26 ON/OFF DUTY CONDUCT, MORALE, EFFICIENCY/IMAGE/PUBLIC CONFIDENCE

Engaging in conduct, on duty or off duty, which adversely affects the morale or efficiency of the Department, or engaging in conduct which has a tendency to destroy public respect for the Department member and/or the Department, and/or destroy confidence in the operation of the City.

### 3.27 NEGLECT OF DUTY

Neglect of duty. To this end, there shall be no failure to give suitable attention to the performance of one's duty. Examples include, but are not limited to: failure to take appropriate action on the occasion of a criminal offense; disorder or other act or condition deserving police attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, or general or special order; failure to conform to Department operating policies and/or procedures.

### 3.28 PROMPT PERFORMANCE OF DUTY

Failure to promptly perform as directed all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities.

3.29 INSUBORDINATION

Insubordination, which shall include, but not be limited to, any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, mutinous, insolent, or abusive language or action toward a superior, whether in or out of the presence of the superior.

3.30 VALUABLE ITEMS - BUYING/RECEIVING/SELLING

Buying, receiving, or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to the attention of or which arose out of Department involvement without first giving written notice to the Chief of Police and receiving written permission from the Chief of Police permitting the Department member to engage in the designated transaction.

3.31 SOLICITATION OF FAVORABLE ACTS

Soliciting anyone to intercede with the Chief of Police, Mayor, City Council, or any other elected or appointed official, in relation to promotions, departmental assignment, disposition of pending charges or findings in a disciplinary proceeding. (Nothing in this section shall be construed to be applicable to licensed attorneys-at-law of the State of Illinois, when representing a member of the Department.)

3.32 MISCONDUCT KNOWN TO DEPARTMENTAL PERSONNEL

Failure to report a fellow Department member's violation of a law, rule or regulation, policy or procedure, general or special order. To this end, all such violations shall be reported in writing to a superior in the Department. Any violation on the part of the Chief of Police shall be reported to the Mayor.

3.33 PHYSICAL/MENTAL CONDITION

Lack of maintenance of good physical/mental condition which interferes with the proper handling of departmental business.

3.34 TERMINATION OF DUTY/ASSIGNMENT

Termination of duty or assignment unless properly relieved or dismissed by constituted authority.

3.35 COOPERATION WITH INTERNAL INVESTIGATIONS

Failure to answer questions, respond to lawful orders, or to render material and relevant statements in an internal Department investigation when such orders, questions, or statements are directly related to job responsibilities. (Nothing in this section shall be construed as to violate one's Federal or State constitutional rights. )

3.36 LEAVING CITY

Going beyond the City limits while on duty unless in the performance of an investigation, pursuit, or other similar duty, or upon the direct order of a superior.

3.37 RENDERING AID/FURNISHING IDENTIFICATION

Failure to render aid or furnish information as is consistent with one's duty. To this end, a Department member shall furnish one's name and badge number in a respectful manner when so requested.

3.38 RECOVERED PROPERTY/EVIDENTIARY MATERIAL

Failure to turn over to the designated agent of the Department all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of a Department member as a result of the performance of the member's departmental duties. To this end, all such material shall be turned over prior to the completion of the tour of duty during which the material came into the possession of the member of the Department.

3.39 FEES/REWARDS

Acceptance or receipt of any fee or reward from any source for any service rendered in the line of duty without the knowledge and written consent of the Chief of Police.

3.40 FIGHTING/QUARRELING

Fighting or quarreling with another member of the Department to the extent that it jeopardizes official business or the ability of either member to immediately fulfill his or her duties.

3.41 ESCAPES

Allowing a suspect or prisoner to escape from custody because of negligence or inattention to duty.

3.42 GENERAL RESPONSIBILITIES AT CRIME SCENE/ARRESTS

Failure to thoroughly search for, collect, preserve, and identify evidence of persons, property, and locations in any arrest or investigation.

3.43 SERVING AS A CHARACTER WITNESS

Giving testimony as a character witness for any defendant in a criminal trial without the knowledge and written consent (which shall not be unreasonably withheld) of the Chief of Police.

3.44 KNOWLEDGE OF LAWS/RULES AND REGULATIONS/POLICIES AND PROCEDURES/ DIRECTIVES

Failure to establish and maintain a working knowledge of laws, policies and procedures, rules and regulations, general and special orders.

3.45 SETTLEMENT OF DUTY INCURRED EXPENSES/DAMAGES

Acceptance from any person of money or other compensation for damages sustained or expenses incurred in the line of duty without first notifying the Chief of Police in writing, and receiving his or her written permission or consent to accept such money or other compensation.

3.46 PRIVATE BENEFIT FROM DEPARTMENTAL ASSOCIATION

Use of the prestige or influence of one's official position, or the use of the time, facilities, equipment or supplies of the Department, for the private gain or advantage of oneself or another.

3.47 REPORTS

Failure to promptly submit such reports as are required in, by and for the performance of one's duties or by constituted authority.

IV. PROHIBITED ACTS: OFFICIAL EQUIPMENT AND PROPERTY

The following are applicable and prohibited to all members of the Department and may be made the subject of disciplinary action:

4.1 CARRYING OF GUN/DEPARTMENTAL IDENTIFICATION

Failure to carry Department approved firearms and departmental identification in the City of LeRoy, Illinois, or when performing one's duties outside the City of LeRoy. This rule should not be construed to apply when an officer is at home, or when it is impractical to carry said items.

4.2 DEPARTMENTAL PROPERTY - REPORTING DAMAGE/RETURN

Failure to immediately report in writing all damage to Department vehicles and equipment or to file such report containing all known facts surrounding the cause and nature of the damage. In the event that City property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible. Department members shall return any Department or other City equipment when ordered to do so by the Chief of Police.

4.3 UNAUTHORIZED PERSON IN POLICE VEHICLES

Allowing unauthorized persons to ride in Department vehicles. Unauthorized persons are those who are not police personnel or prisoners. Those persons on official police business, as authorized by the Chief of Police or the Mayor, shall be permitted to ride in Department vehicles.

4.4 POSSESSION OF KEYS

Possession of keys pertaining to Department business or obtained under departmental authority, not one's own, without the approval of the Chief of Police.

4.5 LOSS OF CITY PROPERTY/EQUIPMENT - REPORTING

Failure to promptly report to the Chief of Police or his or her designated agent the loss of any City property or equipment that has been furnished to the individual.

4.6 DEPARTMENT PROPERTY-LOSS/DAMAGE-NEGLIGENCE/INATTENTION

Loss or damage to Department property due to negligence or inattention to duty.

4.7 REGISTRATION OF PERSONAL POLICE EQUIPMENT

Failure to register with the Chief of Police the description and/or serial numbers of all personal police equipment owned or carried by a Department member.

4.8 DUPLICATION OF POLICE IDENTIFICATION

Duplication, trading, lending, or exchange of police identification without the knowledge and written consent of the Chief of Police.

4.9 DRIVER'S LICENSE

Failure to possess and maintain at all times while on duty a valid Illinois Driver's License. This applies to all Department members who drive vehicles assigned to the Police Department.

4.10 USE OF PRIVATE VEHICLES/EQUIPMENT

Use of private vehicles or equipment for official purposes unless directed or authorized in writing to do so by the Chief of Police, or his or her designee.

V. PROHIBITED ACTS REGARDING PUBLIC AND PRIVATE ACTIVITIES

The following are applicable and prohibited to all employees and members of the Department and may be made the subject of disciplinary action:

5.1 PROHIBITED ASSOCIATION/FREQUENTING

Frequenting or associating with person(s), organizations, or places with a bad reputation, unless necessary for police business where such associating or frequenting would be detrimental to the image of the Department or City. To this end, personal association with any person or persons who have been convicted of a felony within the last five years or who are under criminal investigation or indictment, or who have an open and notorious reputation in the community for felonious activity is prohibited.

5.2 POLITICAL UTILIZATION OF OFFICIAL POSITION

Utilization of one's official position with the Department for political purposes. To this end, the use of one's official position for a non-duty related involvement in an election is prohibited. Nothing in this section should be construed to prohibit a member of the Department from, as a private citizen: (a) exercising the right of suffrage, (b) casting a vote or expressing one's opinions privately, (c) being a delegate to or member of a political caucus, or (d) taking part in a political canvas.

## 7.2 PARTICIPATION IN CIVIL MATTERS

Giving a deposition, affidavit, or appearing as a witness in any civil matter stemming from one's official duties as a Department member without prior notification to the Chief of Police and receiving his or her written consent.

## VIII. DEPARTMENTAL DISCIPLINE

### 8.1 WHO IS SUBJECT TO DISCIPLINARY ACTION

Any member of the Department who violates or attempts to violate a law of the United States of America, the State of Illinois, any City of LeRoy ordinances, or who violates or attempts to violate any rule or regulation, policy or procedure, directive, written or verbal order, or who is incompetent to perform one's duty is subject to appropriate disciplinary action.

### 5.3 LABOR DISPUTES

While on duty, entering into any building, structure, or premises where any person or persons has or have been placed to indicate a labor dispute in progress, except when necessary in the performance of duty. To this end, strict impartiality shall be followed and gratuities, food and/or drink shall not be accepted from any party participating in the dispute.

## VI. PROHIBITED ACTS REGARDING RESIDENCE

The following are applicable and prohibited to all members of the Department and may be made the subject of disciplinary action:

### 6.1 RESIDENCE - TELEPHONE/ADDRESS

Failure to maintain a telephone at one's residence or to immediately notify the Chief of Police, in writing, of any change of address or telephone number.

### 6.2 RESIDENCY - SWORN PERSONNEL

Failure to live, reside or be domiciled within three miles of the city limits of City of LeRoy.

## VII. PROHIBITED ACTS REGARDING JUDICIAL REQUIREMENTS

The following are applicable and prohibited to all members of the Department and may be made the subject of disciplinary action:

### 7.1 COURTROOM DEMEANOR

Unprofessional courtroom demeanor. For purposes of this section, Department members should be punctual, properly dressed and prepared (to include consultation with the prosecutor and possession of pertinent police reports, notes and evidence). At all times, members of the Department shall maintain a respectful attitude toward the court and all attorneys involved in the case proceeding. Should one be requested or subpoenaed to testify for the defense in any trial or hearing, or against the City or Department in any hearing or trial, the one so requested or subpoenaed shall notify the Chief of Police in writing upon receipt of the request or subpoena.

**CERTIFICATE**

I, Juanita Dagley, certify that I am the duly elected and acting municipal clerk of the City of LeRoy, of McLean County, Illinois.

I further certify that on November 7, 1994, the Corporate Authorities of such municipality passed and approved Ordinance No. 565, entitled:

**AN ORDINANCE TO ADOPT A CODE OF ETHICS, PROFESSIONAL STANDARDS OF DUTY PERFORMANCE, AND RULES AND REGULATIONS FOR THE LEROY POLICE DEPARTMENT,**

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 565, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on November 7, 1994, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at LeRoy, Illinois, this 7th day of November, 1994

(SEAL)

  
Municipal Clerk

STATE OF ILLINOIS        )  
                                  ) SS:  
COUNTY OF McLEAN        )

I, Juanita Dagley, do hereby certify that I am the duly qualified and acting City Clerk of the City of LeRoy, McLean County, Illinois, and as such City Clerk that I am the keeper of the records and files of the Mayor and the City Council of said City.

I do further certify that the foregoing is a true, correct and complete copy of an ordinance entitled:

**AN ORDINANCE TO ADOPT A CODE OF ETHICS, PROFESSIONAL STANDARDS OF DUTY PERFORMANCE, AND RULES AND REGULATIONS FOR THE LEROY POLICE DEPARTMENT.**

I do further certify said ordinance was adopted by the City Council of the City of LeRoy at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 1994, and prior to the making of this certificate the said ordinance was spread at length upon the permanent records of said City where it now appears and remains as a faithful record of said ordinance in the record books.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1994.

X \_\_\_\_\_  
City Clerk

(SEAL)