



**KAUAI POLICE DEPARTMENT**  
**3990 Kaana Street, Suite 200**  
**Lihue, HI**

# **STANDARDS OF CONDUCT**

STANDARDS OF CONDUCT  
of the  
KAUAI POLICE DEPARTMENT  
County of Kauai

December 2007

The efficiency of the Police Department for enforcing the criminal law and many minor regulations depends largely on the administrative matters of leadership, conduct, and discipline.

Every member will be furnished a copy of this Manual and is hereby directed to keep it in good condition and make such additions and deletions as ordered with such substitutions becoming effective when issued.

Every member of the department is directed to become thoroughly familiar with the contents of this Manual. Deviations from the Manual may be issued by the Chief of Police as may be necessary.

The Standards of Conduct are meant to properly regulate conduct of the Police Department personnel, and violations will result in disciplinary actions.

It must be kept in mind that no arbitrary rules can be established which will embrace all situations in the general discharge of police duties, but some things must necessarily be left to the judgment and discretion of the individual. However, this discretion must not be used without good reason or inconsistently.

All previous rules, regulations, and orders in conflict with the Standards of Conduct contained in this manual are hereby revoked.

CHIEF OF POLICE  
Kauai Police Department

# KAUA`I POLICE DEPARTMENT

## MISSION STATEMENT

*The employees of the Kaua`i Police Department, in full understanding of the “Aloha Spirit,” are committed to enhancing the quality of life in our community.*

### WE EMBRACE THE VALUES OF:

## PONO

### ***RESPECT***

WE ACKNOWLEDGE AND ACCEPT OUR INDIVIDUAL DIFFERENCES AND UNIQUE CULTURAL DIVERSITY, AND PROMISE TO TREAT EACH OTHER AND EVERYONE WE SERVE WITH DIGNITY AND RESPECT.

### ***INTEGRITY***

WE STRIVE TO MAINTAIN PUBLIC TRUST AND CONFIDENCE BY UPHOLDING THE HIGHEST MORAL AND ETHICAL STANDARDS, AND ARE HONEST AND OPEN IN OUR MISSION.

### ***PROFESSIONALISM***

WE PLEDGE TO PROVIDE SUPERIOR LEVEL OF SERVICES, AND TO TAKE RESPONSIBILITY FOR OUR ACTIONS AND DECISIONS.

*As Kaua`i Police Department employees, we promise to strive to be leaders in public safety through teamwork and an unwavering commitment to excellence.*

**E Ho`omālama Pono**  
*“To Serve and Protect”*

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## ARTICLE I

### KAUAI POLICE DEPARTMENT

- A. The Police Department of the County of Kauai shall consist of the Police Commission, a Chief of Police, a force of Police Officers and other such officers and employees as necessary.
- B. The Chief of Police shall be appointed by the Police Commission. The Chief of Police may be removed by the Police Commission only after being given a written statement of the charges against him and a hearing before the commission. The Chief of Police shall have had a minimum of five years of training and experience in law enforcement, at least three years of which shall be in a responsible, administrative capacity. The Chief of Police shall make such reports from time to time as the commission shall require, and shall annually make a report to the commission of the state of affairs and conditions of the police department.
- C. The Chief of Police shall be the administrative head of the police department and shall:
  - 1. Be responsible for the preservation of the public peace, prevention of crime, detection and arrest of offenders against law, preservation of life, and protection of the rights of individuals.
  - 2. Train, equip, maintain, and supervise the force of police officers.
  - 3. Be responsible for traffic safety and traffic safety education.
  - 4. Serve process both in civil and criminal proceedings.
  - 5. Perform such other duties as may be required by law or as may be assigned by the Commission.
  - 6. Promulgate rules and regulations necessary for the organization and internal administration of the department.
- D. The Chief of Police shall plan, staff, direct, and control the personnel and resources of the department, and administer the department in a manner consistent with the Revised Charter of the County of Kauai, the Ordinances of the County of Kauai, the laws of the State of Hawaii, and existing collective bargaining agreements to attain the goals of the department.

## ARTICLE II

### APPLICABILITY, AMENDMENT, REPEAL, AND PUBLICATION OF STANDARDS OF CONDUCT

#### A. Applicability

Officers and civilian employees shall be subject to all Standards of Conduct and all directives, orders, and procedures of the Kauai Police Department at all times, whether on or off duty, including all periods of absence, whether authorized or unauthorized.

#### B. Amendment and Repeal

1. The Chief of Police reserves the right and power to alter, amend, revoke, or repeal these Standards of Conduct, provided such action shall be preceded by consultation with employees' unions as provided by the appropriate collective bargaining agreements in force. Any such action shall be consistent with state laws, county ordinance, and the Charter of the County of Kauai.
2. All Standards of Conduct and amendments thereto, unless otherwise provided therein, shall take effect immediately upon approval by the Chief of Police.
3. The Chief of Police may, during any emergency, suspend, temporarily or for a specific time, any of the Standards of Conduct, and such suspension shall immediately render ineffective the particular standard or standards of conduct so suspended.

#### C. Publication of Standard of Conduct

1. All amendments to the Standards of Conduct shall be published and a copy of such changes shall be posted on the bulletin board of each bureau command of the Kauai Police Department. Such copy shall be so posted for a period of one week. Written notification of any Standards of Conduct change shall be forwarded to the union(s) upon implementation of the change.
2. All bureau commanders shall keep a true and complete copy of all Standards of Conduct of the Kauai Police Department then in force, which shall be available for inspection by any employee of the Kauai Police Department.

## ARTICLE III

### LAW ENFORCEMENT CODE OF ETHICS

As a LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as my symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.

## ARTICLE IV

### COMMAND

- A. Superior officers and supervisory personnel shall be responsible for adherence to the Department's Standards of Conduct, orders and procedures. They shall maintain discipline, and shall provide leadership and supervision to ensure the efficiency of unit operations.
- B. Superior officers and supervisory personnel must command and require that their orders be obeyed and adhered to. They shall:
  - 1. Lead, direct, train, guide and supervise subordinates in the assigned duties.
  - 2. Evaluate and recommend subordinates for promotion.
  - 3. Support the actions of subordinates who act properly within the scope of their official duties.
  - 4. Administer disciplinary action in accordance with Departmental Directives.



ARTICLE V

DISCIPLINE, PROFESSIONAL GUIDELINES AND RESPONSIBILITIES

A. Guide For Disciplinary Action

1. Existence of facts established by a preponderance of evidence establishing that there has been a violation of law, ordinance, standard of conduct, directive, order or procedure shall be sufficient to justify the implementation of disciplinary action under these Standards of Conduct.
2. Disciplinary action for violation of responsibilities contained in Section C of this Article shall be determined by the Chief of Police.
3. Disciplinary action for violations of standards contained in Article VI of these Standards of Conduct shall be as follows:

a. Class A Standards

Minimum action            Suspension of five (5) working days

Maximum action            Dismissal

b. Class B Standards

Minimum action            Suspension of one (1) working day

Maximum action            Dismissal

c. Class C Standards

Minimum action            Written reprimand

Maximum action            Dismissal

d. Class D Standards

Maximum action            Suspension of 10 working days

B. Professional Guidelines

1. Loyalty – Loyalty to the department and to coworkers is an important factor in departmental morale and efficiency. Officers and civilian employees shall maintain such loyalty to the department and their coworkers as is consistent with the law and professional ethics.

ARTICLE V Discipline, Professional Guidelines & Responsibilities  
(B) Professional Guidelines

2. Cooperation – Cooperation between the ranks and units of the department is essential for effective law enforcement. Therefore, all officers and civilian employees are strictly charged with establishing and maintaining a high level of cooperation.
3. General Guidelines – Officers shall, at all times, take appropriate action to:
  - a. Identify criminal offenders and criminal activity, and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
  - b. Reduce the opportunities for the commission of crimes through preventive patrol and other techniques.
  - c. Aid individuals in danger of physical harm.
  - d. Protect constitutional guarantees.
  - e. Facilitate the movement of people and vehicles.
  - f. Assist those who cannot care for themselves.
  - g. Resolve conflicts.
  - h. Identify potentially serious law enforcement and government problems.
  - i. Create and maintain a feeling of security in the community.
  - j. Promote and preserve civil order.
  - k. Provide emergency services.
  - l. Enforce all federal, state, and local laws and ordinances coming within the jurisdiction of the department.
4. Duty Requirements – Officers are always subject to duty although periodically relieved of its routine performance. Officers assigned to specialized duties are not relieved from taking necessary or appropriate action outside the scope of their specialized assignments.

## ARTICLE V Discipline, Professional Guidelines & Responsibilities

### C. Responsibilities

1. Knowledge of Laws and Regulations – Officers and civilian employees are expected to establish and maintain a working knowledge of those ordinances of the County of Kauai, statutes of the State of Hawaii, standards of conduct and procedures and orders of the department and elements thereof which are applicable to their functions as police officers or civilian employees. In the event of improper actions or breaches of procedures, it will be presumed that the employees were familiar with the law, standard of conduct, procedure or order in question.
2. Obedience to Laws and Regulations – Officers and civilian employees shall observe and obey all laws and ordinances and all rules, regulations, standards of conduct and orders of the department.
3. Manner of Issuing Orders – Orders from superiors to subordinates shall be in clear, understandable language, civil in tone and issued in furtherance of departmental business.
4. Unlawful Orders – Command or supervisory personnel shall not issue any order which is contrary to any law, ordinance, departmental rule or standard of conduct.
5. Obedience to Unlawful Orders – Officers and civilian employees are not required to obey any order which is contrary to federal or state law, local ordinance or standard of conduct. Responsibility for refusal to obey rests with individual officers and civilian employees. They shall be required to justify their actions.
6. Obedience to Unjust Orders – Officers and civilian employees who are given orders which they feel to be unjust, must first obey the order to the best of their ability and then may proceed to appeal under current departmental provisions.
7. Conflicting Orders – Upon receipt of an unlawful order, an order contrary to standards of conduct, or an order conflicting with any previous order or instruction, the officer or civilian employee affected shall advise the person issuing the order of this fact. Responsibility for countermanding the original order or instruction then rests with the individual issuing the conflicting order. If the original order or instruction is countermanded, the late order shall be obeyed.

ARTICLE V Discipline, Professional Guidelines & Responsibilities  
(C) Responsibilities

8. Unlawful, Unjust, Improper Orders; Reports and Appeals – Officers and civilian employees receiving unlawful, unjust or improper orders shall, at first opportunity, report in writing to the Chief of Police through official channels.

This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time. Extra-departmental action regarding such appeal shall be conducted through the Office of the Chief of Police.

9. Extended Action – Repetitious violations of any standards of conduct shall be considered grounds for dismissal. Three or more violations occurring within a span of twelve months for which disciplinary action is imposed is considered “repetitious” for disciplinary purposes.
10. Performance – Officers and civilian employees shall perform their duties as required or directed by law, standards of conduct, other directives, policies or procedures, or by order of a superior. All lawful duties required by competent authority shall be performed promptly and as directed, notwithstanding the general assignment of duties and responsibilities.
11. Mental and Physical Competence – It is the responsibility of officers and civilian employees to maintain their physical and mental well-being, and to seek assistance when they are aware of physical or emotional problems.

It is also the responsibility of fellow and supervisory personnel to be alert to physical and emotional problems that may actually or potentially interfere with job performance and to take such preventive actions as may be required.

A finding that any employee is, at the time of the physical examination or any other time, upon examination by the County physician, or any reputable physician or psychologist, physically or mentally unable to perform the duties for which the individual was employed, shall be presented to the Chief of Police for consideration.

12. Conduct – Officers and civilian employees shall conduct their private and professional lives in a manner which conforms to the highest professional behavior and demeanor.

ARTICLE V Discipline, Professional Guidelines & Responsibilities  
(C) Responsibilities

13. Detrimental Statement – Officers and civilian employees shall not make any false or misleading statement that maligns the character or reputation of any member of the police department.
14. Prohibition of Political Activity – Officers and civilian employees of the Department shall be aware of political restrictions under State and Federal laws. Each officer and civilian employee of the Department is responsible for refraining from prohibited political activity. If the officer or civilian employee is in doubt whether any political activity is prohibited, he should obtain a ruling from the Department or from the Department of Personnel Services before engaging in such activity.
15. Falsification of Records – Officers and civilian employees shall not knowingly falsify, either orally or in writing, official reports or enter or cause to be entered, either orally or in writing, any inaccurate, false or improper information on any records of the department.
16. Truthfulness – Officers and civilian employees are required to be truthful at all times, whether under oath or not.

## ARTICLE VI

### STANDARDS

#### A. CLASS A STANDARDS

- A 1 Malicious Use of Physical Force – Officers shall not maliciously use physical force or willfully use a dangerous instrument which may result in bodily injury to another person.
- A 2 Cowardice – Officers shall not display cowardice in the performance of their duty.
- A 3 Mistreatment of Prisoners – Officers and civilian employees shall not abuse prisoners.
- A 4 Use of Drugs and Narcotics – The illegal possession or use by officers or civilian employees of any tranquilizer, narcotic, depressant, intoxicating compound, stimulating drug, or marijuana or its derivatives is expressly prohibited.

#### B. CLASS B STANDARDS

- B 1 Physical Abuse – Officers and civilian employees shall not physically abuse other officers or civilian employees.
- B 2 Drinking Intoxicating Beverages on Duty – Officers and civilian employees shall not drink intoxicating beverages while on duty except in performance of a police duty, and only with specific consent of a commanding officer.
- B 3 Security of Departmental Business – Officers and civilian employees shall not reveal police information outside the department, or remove or cause to be removed any official records except as provided elsewhere in these Standards of Conduct or as required by directives, orders, law or competent authority. Specifically, information ordinarily accessible only to officers and civilian employees, and names of informants, complainants, witnesses and other persons known to the police, are considered confidential.
- B 4 Personal Preferment – Officers and civilian employees shall not seek the influence or intervention of any organization or persons outside the department for purposes of personal preferment, advantage, or transfer, except as provided for by civil service rules and regulations or any collective bargaining contract.

ARTICLE VI Standards

(B) Class B Standards

- B 5 Departmental Investigation - Testifying – Officers and civilian employees are required to respond truthfully to questions of, or render all materials and relevant statements to a competent authority in a departmental administrative investigation when so directed.
- B 6 Commission of any Criminal Act – Officers and civilian employees shall not commit any criminal act.
- B 7 Gambling – Officers and civilian employees are prohibited from engaging in any unlawful gambling activity unless in performance of an assigned duty.
- B 8 Assistance – Officers shall take appropriate police action to aid a fellow police officer, or any other person, who is exposed to danger or in a situation where danger may impend.

C. CLASS C STANDARDS

- C 1 Solicitation and Acceptance of Gifts, Gratuities, Fees, Rewards, Loans, Etc. – Officers and civilian employees shall not solicit or accept any gifts, gratuities, loans, fees, or rewards where there are any direct or indirect connections between the solicitations or offerings and their departmental membership or employment, without prior written approval and prior determination by the Chief of Police that the item is not intended to influence the recipient in the performance of official duties.
- C 2 Disposition of Unauthorized Gifts, Gratuities, Etc. – Any unauthorized gifts, gratuities, loans, fees, rewards or other things which come into the possession of officers or civilian employees shall be forwarded to the Office of the Chief of Police together with a written report of the circumstances which led to such possession.
- C 3 Conduct Toward Superior and Subordinate Officers and Associates – Officers and civilian employees shall treat superior officers, subordinates and associates with respect. Officers and civilian employees shall not be insubordinate to superior officers and/or supervisors.
- C 4 Relief – Officers and civilian employees are to remain at their assignments and on duty until properly relieved.
- C 5 Reports – Officers and civilian employees shall promptly submit such reports as are required in performance of their duties or by competent authority.

ARTICLE VI Standards

(C) Class C Standards

- C 6 Consumption of Intoxicants and Prescribed Drugs – Officers and civilian employees shall not consume intoxicants nor use prescribed drugs to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that their ability to perform duty is impaired.
- C 7 Intoxicants on Departmental Premises – Officers and civilian employees shall not bring, or keep, any opened container of intoxicating liquor, or display or consume any intoxicating liquor, on departmental premises except as required by official duty.
- C 8 Firearms – Employees shall not display, brandish, or manipulate firearms unnecessarily or draw them except for inspection or official use in accordance with departmental directives.
- C 9 Malingering – Officers and civilian employees shall not malingering.
- C 10 Recommending Attorneys, Bail Bond Brokers, Tow Services, or Others, Prohibited – Officers and civilian employees shall not suggest, recommend, advise or otherwise counsel any person who comes to their attention as a result of police business, in the retention of any attorney, bail bond broker, tow service, alarm company, private investigator, or security service.
- C 11 Commercial Testimonials – Officers and civilian employees shall not permit their names or photographs to be used to endorse any product or service which may in any way be connected with law enforcement without the prior written permission of the Chief of Police. They shall not, without prior written permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the department.
- C 12 Impartial Attitude – Officers and civilian employees shall remain completely impartial toward all persons coming to the attention of the department. They shall not display favoritism for, or discrimination against, a person because of race, sex, creed, or influence.
- C 13 Obtaining of Liquor – Employees on duty or in uniform shall not enter any place for the purpose of obtaining liquor.
- C-14 Use of Physical Force – Physical force shall not be used except to the extent necessary to accomplish a police objective.
- C 15 Overbearing Conduct – Overbearing or oppressive conduct shall not be practiced under color of police authority.



ARTICLE VI Standards  
(D) Class D Standards

D. CLASS D STANDARDS

- D 1 Absence from Duty – All officers and civilian employees who, unless otherwise directed, fail to appear properly attired and equipped for duty at the date, time and place specified for so doing are “absent without leave”. Failure to return from lunch break or any other approved absence shall be included under this standard. If an officer or civilian employee is unable to report for duty, such inability shall be reported in accordance with departmental directives.
- D 2 Conduct Toward the Public – Officers and civilian employees shall be courteous when dealing with the public. They shall refrain from using harsh, violent, degrading, or insolent language that could be construed as being directed at a member of the public. When requested, employees shall courteously furnish their names and badge numbers or employee number either orally or in writing.
- D 3 Court Attendance – Officers and civilian employees shall be punctual and attend court when duly subpoenaed. If an officer or civilian employee is unable to report for court, such inability shall be reported in accordance with departmental directives.
- D 4 Ticket Sales by Police Officers and Civilian Employees – Officers and civilian employees are prohibited from selling or offering for sale tickets of any character whatsoever during working hours, without prior written approval of the Chief of Police.
- D 5 Ticket Sales, Etc., by Police-Associated Groups – Associations, clubs, auxiliaries, fraternities, or other groups of officers and civilian employees acting under the auspices or sanction of the department shall not sell tickets, solicit sales of any kind, or offer performances of any nature to raise funds for special purposes without prior written approval of the Chief of Police.
- D 6 Criticism of Orders – Officers and civilian employees shall not publicly criticize any instruction or order received from competent authority.
- D 7 Conducting Personal Business – Officers and civilian employees are prohibited from conducting personal business while on duty.
- D 8 Military Courtesy – Officers shall conform to normal standards of military courtesy.

ARTICLE VI Standards

(D) Class D Standards

- D 9     National Colors and Anthem – Uniformed officers shall render full military honors to the national colors and anthem at appropriate times.
- D 10    Reporting for Duty – Unless otherwise directed, officers and civilian employees shall report for duty at the time and place specified, properly attired and equipped. If an officer or civilian employee is unable to report for duty or court, such inability shall be reported in accordance with departmental directives.
- D 11    Wearing the Uniform – Uniforms shall be kept neat, clean and well pressed at all times. Unless otherwise directed, uniforms shall be worn complete. Uniformed employees shall also maintain a military bearing.
- D 12    Equipment – All equipment must be clean, in good working order and conform to department specifications.
- D 13    Departmental Property and Equipment – Employees shall not use any departmental equipment unless authorized by competent authority. Employees are responsible for the proper care of departmental property and equipment assigned to them.
- D 14    Transporting Citizens – Citizens will be transported in police vehicles only when necessary to accomplish a police purpose. Such transportation will be provided in conformance with departmental directives or at the direction of a command officer, immediate supervisor or communications center.
- D 15    Reporting Accidents – Accidents involving officers and civilian employees, government property and/or equipment must be reported in accordance with established procedures.
- D 16    Traffic Regulations – Officers and civilian employees shall comply with traffic regulations and signals except when operating under the exemptions granted by law. In any event, caution shall be exercised to safeguard lives and property.
- D 17    Appearance – The personal appearance and grooming of officers and civilian employees shall conform to published department requirements.
- D 18    Radio Discipline – Use of police radio equipment and response to radio calls shall conform to departmental directives and the rules and regulations of the Federal Communications Commission.

ARTICLE VI Standards

(D) Class D Standards

- D 19 Conduct and Responsibility While in Uniform – Any time an employee is in uniform, compliance with departmental directives is required as if the employee were on duty.
- D 20 Sleeping – Officers and civilian employees shall not sleep on duty.
- D 21 Directives – Any violation of departmental directives is prohibited.

## ARTICLE VII

### SUSPENSIONS, LEAVE PENDING INVESTIGATION AND DISMISSALS

#### A. Authority

1. Suspension, leave pending investigation, or dismissal of any officer or civilian employee shall be pursuant to the Standards of Conduct and/or other applicable directives of the Kauai Police Department.
2. By the authority vested in the Chief of Police in appropriate Civil Service Rules, the below-enumerated personnel of the Kauai Police Department are authorized to execute suspensions in accordance with the Standards of Conduct and other applicable directives of the Kauai Police Department.
  - a. All officers of the rank of sergeant and above are authorized to execute suspensions upon subordinate officers and civilian employees.
  - b. All employees officially designated as temporarily acting in the capacity of either police or civilian employee supervisors shall have the same authority as if they were permanent employees in such positions.
  - c. The following civilian personnel are authorized to execute suspensions upon civilian subordinates only:
    - (1) Fiscal Section
      - a) Fiscal Officer I
    - (2) Records Section
      - a) Police Records Unit Supervisor
    - (3) Dispatch
      - a) Supervising Radio Dispatcher
3. The Administrative Review Board is authorized to review and initiate discipline, to determine the validity of the charge or charges and to make a recommendation to the Chief of Police affirming or modifying the disciplinary action initiated.
4. The Chief of Police or his designee shall impose the final and official discipline, as was originally initiated by the supervisor and reviewed by the Administrative Review Board.

## ARTICLE VII Suspensions, Leave Pending Investigation & Dismissals

### B. Limitations

1. All actions by the aforementioned authorized supervisors shall be limited to:
  - a. Immediate suspension for an indefinite period whenever circumstances are of such a nature as to warrant immediate relief from duty pending completion of an investigation.
  - b. A maximum of 10 working days for other suspensions.
  - c. Written reprimand.
2. The Chief of Police shall remain the sole authority to demote, dismiss, or place on leave pending investigation, any employee, for infractions of departmental orders, policies or Standards of Conduct.

### C. Procedures and Responsibilities

1. Whenever an officer is suspended or placed on leave pending investigation, the badge, service issue weapon, vehicle with keys, building access and identification cards shall be surrendered forthwith to the officer who has ordered the action. The badge, service issue weapon, vehicle with keys, building access and identification cards shall, as soon as possible thereafter, be delivered to the Bureau Commander or designee of the officer suspended, or placed on leave pending investigation, for appropriate disposition pending the outcome of the case. In the event of a prolonged suspension or leave pending investigation, the named items shall be returned to the equipment officer.
2. Whenever a civilian employee is suspended or placed on leave pending investigation, the identification and building access cards, and any police department equipment as determined by the employee's immediate supervisor, shall be surrendered forthwith to the person who has ordered the action. The identification and building access cards, and any police department equipment requested, shall be delivered to the employee's Bureau Commander, or the Commander's designee, for appropriate disposition pending the outcome of the case.

ARTICLE VII Suspensions, Leave Pending Investigation & Dismissals  
(C) Procedures and Responsibilities

3. While on suspension, on leave pending investigation, or appealing dismissal from the department, an officer shall not:
  - a. Exercise police authority.
  - b. Carry upon the person any firearm, including department-issued or department-approved firearms.
  - c. Wear the police uniform or any part thereof.
4. An officer or civilian employee shall not receive any compensation for the period of any suspension or pending the appeal of a dismissal.

## ARTICLE VIII

### RESIGNATIONS

- A. At least fourteen days prior to the date on which any voluntary resignation is to take effect, the person wishing to resign shall submit to the Chief of Police, through official channels, a written and signed resignation. The Chief of Police may waive the requirement for advance notice.
- B. All resignations shall be submitted in duplicate and processed in accordance with civil service regulations.

## ARTICLE IX

### DEFINITIONS

Whenever used in these Standards of Conduct, the below-listed terms shall have the following meaning:

- A. *Police Force* shall mean the officers and other employees under the command of the Chief of Police. Where the word *department* is used, it shall be considered synonymous.
- B. *Commanding Officer* shall mean the officer assigned by the Chief of Police to command any Bureau of the department. The same designation shall apply to any officer, regardless of grade, who may be temporarily in command of such a Bureau.
- C. *Superior Officer* shall mean any officer with the rank of sergeant, detective or higher.
- D. *Employee* shall include officers and civilian employees of the department.



## ARTICLE X

### SEPARABILITY CLAUSE

Whenever a provision of these Standards of Conduct conflicts with a law, statute, ordinance, regulation or collective bargaining agreement, the terms of the law, statute, ordinance, regulation or collective bargaining agreement shall take precedence. If any section of a standard is affected, the remaining sections that do not conflict with a law, statute, ordinance, regulation or union contract will remain in force.



## ACKNOWLEDGEMENT OF RECEIPT

### Kaua'i Police Department STANDARDS OF CONDUCT

I hereby acknowledge receipt of the Kaua'i Police Department Standards of Conduct. I understand that the Standards of Conduct applies to all employee of the Kaua'i Police Department and violations will result in disciplinary action.

I agree to read the Standards of Conduct and become familiar with the contents. I understand it is my responsibility to keep it in good condition and make additions and deletions as ordered with substitutions when issued.

PRINT EMPLOYEE'S NAME:

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SIGNATURE OF EMPLOYEE:

\_\_\_\_\_  
DATE

#### INSTRUCTIONS:

1. *Read the Acknowledgement of Receipt*
2. *Sign and date form*
3. *Submit the signed acknowledgement to the Training Lieutenant*
4. *Retain the Standards of Conduct for your files*