



Section 1/100 ♦ Standards of Conduct		
1 / 140	Agency Communications	3/9/98
Accreditation Standards	26.1.1	

1/140.05 SUBMISSION OF REPORTS

An employee shall submit all reports, both oral and written, required by the Department, on time and in accordance with established procedures. All official business transacted by members of the Department must be processed through official channels.

During any administrative investigation an accused employee shall, at the request of competent authority, submit a written report detailing the facts concerning their involvement in the incident where the incident being investigated is related specifically, directly, and narrowly to the performance of their duties.

A police employee shall report to their supervisor all information that comes to their attention concerning organized crime, racketeering, vice conditions, etc.

1/140.10 ACCURATE AND TRUTHFUL REPORTS

All reports submitted by employees of this Department will be truthful; no employee shall knowingly report or cause to be reported any false information and those which contain inaccurate or improper information. To prove a preponderance of evidence that they have submitted a “false report,” evidence must be presented for consideration that such report is untrue and deceitful and made with the intent to deceive the person to whom it was directed.

All reports submitted by employees of this Department will be complete and will not contain improper or inaccurate information. (Inaccurate or improper information may be characterized by that which is untrue by mistake or accident or made in good faith, after the exercise of reasonable care.)

1/140.15 CONFIDENTIALITY

An employee 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 established Department procedures. An employee may remove or copy official records or reports from a police installation only in accordance with established Department procedures. An employee shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of police duties.

1/140.20 TELEPHONES

Laurel Police Department telephone service is for official business and shall not normally be used for personal calls.