



Lunenburg Police Department

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| Policy Number: 4.55 | Subject: Code of Ethics & Oath of Office |
| Issue Date: 2/5/2021 Revision Date(s): 1/20/2022 Effective Date: 2/5/2021 | Massachusetts Police Accreditation Standards Referenced: 1.1.1, 1.1.2, 12.2.1 |
| Issuing Authority: <i>Chief Thomas L. Gammel</i> | |

I. PURPOSE

The purpose of this policy is to define the Code of Ethics, and Oath of Office for Sworn and non-sworn personnel for the Lunenburg Police Department. The policy also provides the Department's Mission Statement and Values.

II. POLICY

It will be the policy of the Lunenburg Police Department for the Chief of Police and every officer, before assuming sworn status, to take an oath of office. This oath and appointment will occur on an annual basis. [1.1.1]

It will further be the policy of the Lunenburg Police Department for all personnel to subscribe to and adhere to their established Code of Ethics and the Oath of Honor. [1.1.2]

III. DEFINITIONS

- A. Sworn Personnel: Those members of the Department, full and part time, who are duly sworn and vested with police power under M.G.L. Chapter 41, Section 98. Sworn personnel have the authority to make "full custody" arrest (as opposed to a citizen's arrest). This definition does not apply to civilian employees who take an oath of office or are sworn-in.
- B. Employee: Any person officially affiliated with the department whether full or part time, sworn, civilian, special or auxiliary police, crossing guard, animal control officer, volunteer, intern, or other.

- C. Civilian Employees: All non-sworn employees of the department. They have no arrest authority *[but may be authorized to issue civil citations for violation of Town of Lunenburg by-laws or ordinances]*. Civilian employees may or may not be uniformed.

IV. **LAW ENFORCEMENT OFFICER OATH OF OFFICE** [1.1.1]

Each new sworn employee is required to take an Oath of Office prior to assuming sworn status. This oath requires officers to enforce the laws of the Commonwealth of Massachusetts and the Town of Lunenburg Ordinances and to uphold the Constitution of the United States of America. The Oath of Office is administered by the Town Clerk upon appointment by the Select Board.

I, _____, do solemnly swear or affirm that I will faithfully and impartially discharge the duties incumbent on me, as a (*police officer, police sergeant, police Lieutenant, police captain, deputy police chief, or police chief*) and agent of the licensing authority for the Town of Lunenburg, according to the best of my ability and understanding, agreeably to the rules and regulations of the Police Department, the Constitution and the laws of the United States and the Commonwealth of Massachusetts and under rules, regulations and ordinances or by laws of my municipal employer made under the authority thereof, so help me God.

V. **LAW ENFORCEMENT CODE OF ETHICS & OATH OF HONOR** [1.1.2]

A. All sworn employees are required to abide by the Code of Ethics.

1. The Code of Ethics is provided to each employee at time of hire as a cornerstone to a successful law enforcement career. This Code of Ethics is also included in the introductory section of the Rules & Regulations.
2. The Code of Ethics reads as follows:

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence and disorder; and to respect the Constitutional rights of all 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 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 prosecution of criminals.

I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a 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."

B. Sworn employees will also adhere to the following Oath of Honor:

On my honor, I will never betray my badge, my integrity, my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community and the agency I serve, so help me God.

VI. CIVILIAN EMPLOYEE CODE OF ETHICS [1.1.2]

A. All other civilian employees of the Lunenburg Police Department shall abide by the Civilian Employee Code of Ethics:

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

I will keep my private life unsullied as an example to all 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 capacity as a civilian employee of a law enforcement agency will be kept ever secret unless revelation is necessary in the performance of my job.

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Recognize that the chief function of local government and this law enforcement agency at all times is to serve the best interests of all people.

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

- B. Appointment: Civilian employees are appointed by The Town Manager of the Town of Lunenburg, Massachusetts.

VII. ANIMAL CONTROL OFFICERS OATH OF OFFICE [1.1.1]

- A. The oath of office shall be administered to the Animal Control Officer(s) annually by Town Clerk of the Town of Lunenburg, Massachusetts. Each Animal Control Officer shall state, sign and abide by the oath of Office:

“Do you solemnly swear to perform the duties of the Animal Control officer to the best of your ability, so help you god”?

VIII. ANIMAL CONTROL OFFICER CODE OF ETHICS [1.1.2]

- A. All animal control officers shall abide by the Animal Control Officer Code of Ethics:

As an Animal Control Officer, my fundamental duty is to serve the community; to safeguard human and animal lives, and property; and to respect the Constitutional rights of all people to liberty, equality, and justice.

I will keep my official 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 my official life, I will strive to obey 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 forever 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 and with accurate

reporting and presentation of the facts for prosecution of violators and abusers, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, always employing humane practices and high, acceptable community standards, and never accepting gratuities.

I recognize the badge of my office as a 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 Animal Control Profession.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession--Animal Control.

- B. Authority: Animal Control Officers are appointed by the Town Manager of the Town of Lunenburg, Massachusetts. They shall have the authority granted under their warrant, and M.G.L. c. 150 §151 and §151A.

IX. TRAINING

All Department personnel will complete ethics training as prescribed by the state ethics commission. [1.1.2]

X. MISSION STATEMENT [12.2.1]

Mission Statement:

We, the members of the Lunenburg Police Department, strive to provide the highest quality of police services to our community members and visitors alike. We believe in Community Policing, and all of the benefits that are realized from this concept. We will strive to maintain the strong partnerships that have been developed with our community, and continuously look for ways improve that relationship. We will strive to deliver police services in a fair and impartial manner, consistent with all applicable laws, while respecting all individual rights. We will use innovative and modern ideas and techniques to solve crimes, apprehend criminal offenders, and help resolve quality of life issues.

Values:

- We are committed to ensuring that all of our actions reflect the utmost integrity, and honesty.
- We are committed to respecting individual rights, human dignity, and the values of all members of the community and members of the Lunenburg Police Department.
- We are a proactive and problem solving agency.
- We strive to serve our citizens in a professional manner with compassion, respect, and empathy.

- We are committed to providing the highest quality of police services to our community.
- We recognize the value of our employees, and recognize they are our most valued resource. We will strive to provide our employees with the necessary resources, training, and career development to enhance their professionalism.
- We recognize that the wellbeing of our employees is the utmost importance. We will strive to provide the necessary assistance to assure our employees enjoy a long and satisfying career.