	Abilene Police Department Operating Procedures		
	Subject: Restrictions on Activities	Issued: 03/22/2023	TBP: 2.19, 2.20, 2.21. 4.05

Seeking Personal Preferment

Employees shall not solicit the unjustified intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, or change of duty within the Department for themselves or others.

Soliciting Gifts and Gratuities (TBP 2.21)

Solicitation Defined – The presentation of position, badge, or uniform, in anticipation or expectation of, a gift or gratuity being offered.

Employees shall not use their official position, badge, or uniform to solicit special privileges, gifts, or gratuities for themselves or others. Exceptions to this policy must be approved by the Chief of Police.

This section does not prohibit:

- A. Acceptance of an award, including money, given to an employee by a publicly recognized organization in recognition of outstanding service or achievement.
- B. An employee accepting money or gifts on behalf of the Department with approval of any command-level supervisor. Such items shall be of benefit to the Department as a whole for a worthy cause, which is sponsored in whole or in part by the Department. The gift shall be immediately turned over to Administration for proper disposition.
- C. Any other recognized and sanctioned method of soliciting funds for goods for a benevolent or charitable cause approved by the Chief of Police.


Any authorized gift, gratuity, reward, or other material benefit possessed by any employee shall be forwarded to the Chief of Police. The Chief of Police shall consult with the City Attorney’s Office to determine whether the gift should be returned and/or if an investigation against the giver is needed. The involved employee shall be notified in writing of the disposition.

Endorsing Products, Services, Vendors, and Contractors

In order to provide fair and impartial service, employees shall not use their official capacity, title, or position within the Department to endorse any organization, program, product, or service, unless such endorsement is approved and required in the performance of their duties, as defined by the Chief of Police. Employees shall not allow personal feelings or the possibility of personal gain to influence any decisions they may be called upon to make regarding contracts or agreements with private sources, suppliers, vendors, or contractors.

Financial Obligations

Employees shall avoid incurring financial obligations that are beyond their ability to fulfill. Such financial distress may impair the employee’s effectiveness and may tend to discredit the Department.

	Abilene Police Department Operating Procedures		
	Subject: Restrictions on Activities	Issued: 03/22/2023	TBP: 2.19, 2.20, 2.21. 4.05

Notice of Suits against Employees

Employees who have a civil suit filed against them for actions performed in their line of duty shall immediately notify their supervisor and the Chief of Police.

Subversive Acts

Employees shall not perform any acts or make any statements (oral or written) that may do any of the following:

- A. Destructively criticize the Department or administrative officers in the performance of their official duties;
- B. Disrupt or impair the performance of official duties and obligations of officers within the Department; or
- C. Interfere with or subvert the reasonable supervision or proper discipline of employees within the Department.

Employees shall use the chain of command to report or make known instances of wrongdoing or unfair practices.

Use of Intoxicants (TBP 2.19, 2.20)


Employees shall not report to duty, or continue to work, while under the influence of alcohol or drugs. This includes prescription drugs, if such prescription drug would affect the employee’s judgment or physical condition.

Employees shall not consume intoxicants while on duty or before going on-duty, and shall, at all times, comply with the City of Abilene Substance Abuse and Testing Policy. If an employee is required by a doctor to take any medication (prescribed or otherwise) that would adversely affect their job performance or judgment, the employee shall immediately notify their supervisor.

Employees may only consume intoxicating beverage(s) while on duty if it is done so in the performance of a legitimate law enforcement task.

While off duty, employees shall not consume intoxicants to the degree that the effect or odor is detectable when reporting to work, or to the degree that such consumption will reflect unfavorably on themselves and/or the Department. If an employee, while off duty, is called for an unscheduled duty assignment, including a court appearance, and they have been consuming intoxicants or taking any medication that would adversely affect their job performance, the employee shall openly advise the person calling of their condition.

Employees are prohibited from consuming, possessing, manufacturing, distributing, selling, or storing any alcohol and/or illegal drugs on City property, including buildings or vehicles, with the exception of a legitimate law enforcement function, as approved by the Chief of Police.

	Abilene Police Department Operating Procedures		
	Subject: Restrictions on Activities	Issued: 03/22/2023	TBP: 2.19, 2.20, 2.21. 4.05

Entering Bars, Clubs, and Liquor Stores

On-duty officers, or those in uniform, shall not enter or visit any bar, lounge, or club where liquor is sold or served, except in the line of duty. On-duty officers, or those in uniform, shall not enter any liquor store for the purpose of purchasing an intoxicating beverage, except to perform a law enforcement task or assignment.

Tobacco Use by Police Personnel

City policy prohibits the use of tobacco products in all City buildings or vehicles. In order to maintain the professional image of the Department, employees shall not smoke, chew, or dip tobacco products while making an official contact with the public. In furtherance of this policy, employees shall provide their own receptacle(s) for the proper disposal of tobacco waste and not use wash basins, water fountains, or trash containers for that purpose.

Security of Police Information

All records collected and stored in police files are confidential to the extent that no employee shall make use of or divulge any information for personal reasons. Employees shall treat as confidential the official business of the Department.

Off-site locations housing undercover, specialized units shall not be disclosed to the general public, unless authorized by Police Administration. Employees not assigned to these locations shall refrain from conducting any visits to these sites, unless a call-for-service requiring a police response is generated through Communications.


Persons interviewed or interrogated by members of an undercover, specialized unit located off-site shall be transported to the Police Department, where there are rooms specifically designed to conduct an interview.

Personal Business Cards

Departmental employees shall not have or use personal cards that show their connection with the Department, unless those cards directly pertain to their official work as employees of the Department.

Officers under Suspension

Officers under suspension shall not wear the police uniform, or any part thereof, including on-duty and off-duty weapons. At the time the suspension commences, officers shall relinquish their ID cards and badges to their immediate supervisor or to the Chief of Police. Officers under suspension shall not represent or identify themselves as police officers, except when testifying in a court of law.

	Abilene Police Department Operating Procedures		
	Subject: Restrictions on Activities	Issued: 03/22/2023	TBP: 2.19, 2.20, 2.21. 4.05

Gifts from Prisoners

No employees of the Department shall purchase, or accept as a gift, any article from any person under arrest or in a detention facility.

Communications

Communiqués transmitted via any Departmental communication medium should be professional, job-related, and appropriate, and should be suitable for review by a third party. When using Mobile Data Computers (MDCs), employees should be mindful that MDC communiqués are captured and stored and may be reviewed for a variety of reasons. MDC vehicle locators shall not be disabled. All use of computers within the Department shall conform to the communications policy of the City of Abilene.

Treatment of Suspects and Prisoners

Suspects and prisoners shall be treated in a fair and humane manner. They shall not be ridiculed or taunted. Use of force shall be governed by Departmental procedure.

Restrictions on Social Media Websites

The Department has a duty to protect the reputation of the organization and its employees, as well as guard against potential liability and legal risk.

The terms "social media" and "online networking" are defined by the City of Abilene Policy Manual, Policy S-6.

The Department reserves the right to monitor social media websites. Employees are thereby advised of the following:

- A. Employees should exercise caution and good judgment when social networking online.
- B. Employees should be aware that the content of social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony.
- C. Any individual who can be identified as an employee of the Department has no reasonable expectation of privacy when social networking online and is subject to all pertinent City of Abilene Policies, Departmental Rules and Regulations, and all local, state, and federal laws regarding public information on arrests, investigations, police operations, and personal data.



Abilene Police Department Operating Procedures

Subject: Restrictions on Activities	Issued: 03/22/2023	TBP: 2.19, 2.20, 2.21. 4.05	Number: C-4
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- D. Employees are responsible for content of their messages and for all content posed on or to the website by the employee or any other person once they become aware of it.
- E. Postings by employees involving offensive or unethical content are strictly prohibited. Under no circumstance should messages contain language that would be considered profane or offensive or that tends to denigrate citizens or any particular gender, race, nationality, ethnic, or religious group or person.
- F. Employees shall not represent that they are speaking or acting on behalf of the Department or the City of Abilene. Employees must clearly state that any opinions expressed are their own and not those of the Department.

[Reviewed and Revised 3-22-2023 \(487\)](#)