

	Abilene Police Department Operating Procedures		
	Subject: <i>Office Decorum</i>	Issued: 0730/2021	TBP:

Office Decorum

Employees are asked to remain focused on maintaining an environment of professionalism and respect for others, including citizens who may visit officers and/ or open areas within the Police Department

Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day.

All decorations should be modest in nature and should not overwhelm the decorum of any office or open area. Decorations should be tasteful, limited and appropriate for a professional work environment.

Every effort will be made to avoid decorations that could be offensive, or that could promote controversy or discomfort with citizens or fellow employees. Any decorations that are viewed as offensive by reasonable standards may be required to be removed.

Questions regarding this policy should be directed to supervisory staff.