Policy Title:		
Oath of Office/Ethics		
Sample Police Dept.	Chief Top Justice *Top Justice*	*State Accreditation*
		1.1.1 & 1.1.2
NUMBER	**ISSUE DATE**	**EFFECTIVE DATE**
001-01	12-02-2008	12-02-2008

1. **Oath of Office**: In accordance with K.S.A. 75-4308 and K.S.A. 54-106, all Department sworn and non-sworn personnel will, before entering upon the duties of their office or employment, subscribe in writing to the oath set out as follows: [KLEAP 1.1.1]

   "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, the community, and the agency I serve, so help me God."

   a. The Oath of Office shall be administered by the Chief of Police or designee. The Oath of Office will be administered orally and shall be in writing with said writing being placed in the employee's personnel file.

2. **Canons of Police Ethics:** The Law Enforcement Code of Ethics and the Canons of Police Ethics are adopted by the Sample Police Department. All sworn officers will abide by the Canons and Code of Ethics. [KLEAP 1.1.2]

   Article 1. Primary Responsibility of Job. The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

   Article 2. Limitations of Authority. The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon the officer in enforcing it. Because the officer represents the legal will of the community, be it local, state or federal, he/she must be aware of the limitations and proscriptions which the people, through law, have placed upon him/her. He/she must recognize the genius of the American system of government which gives to no person, groups of persons or institutions, absolute power, and he/she must insure that, as a prime defender of that system, its character is not perverted.

   Article 3. Duty to be Familiar with the Law and with Responsibilities of Self and Other Public Officials. The law enforcement officer shall assiduously apply himself/herself to the study of the principles of the law which he/she

is sworn to uphold. He/she will make certain of his/her responsibilities in the particulars of their enforcement, seeking aid from his/her superiors in matters of technicality or principle when these are not clear; he/she will make special effort to fully understand his/her relationship to the public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4. Utilization of Proper Means to Gain Proper ends. The law enforcement officer shall be mindful of his/her responsibility to pay strict heed to the selection of means in discharging the duties of his/her office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

Article 5. Cooperation with Public Officials in the Discharge of Their Authorized Duties. The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. He/she shall be meticulous, however, in assuring himself/herself of the propriety, under the law, of such actions and shall guard against the use of his/her office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to questions, he/she shall seek authority from his/her superior officer, giving him/her a full report of the proposed service or action.

Article 6. Private Conduct. The law enforcement officer shall be mindful of his/her special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privileges, will reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a police officer gives no one special prerequisites. It does give the satisfaction and pride of the following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather he/she will conduct his/her private life that the public will regard him/her as an example of stability, fidelity and morality.

Article 7. Conduct Toward the Public. The law enforcement officer, mindful of his/her responsibility of the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct his/her official life in a manner such as will inspire confidence and trust. Thus, he/she will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of him/her nor a right to command him/her. The officer will give service where possible, and require compliance with the law. He/she will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging his/her sworn obligation.

Article 8. Conduct in Arresting and Dealing with Law Violators. The law enforcement officer shall use his/her powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. His/her office gives him/her no right to prosecute the violator nor to mete out punishment for the offense. He/she shall, at all time, have a clear appreciation of his/her responsibilities and limitations regarding detention of the violator; he/she shall conduct himself/herself in such a manner as will minimize the possibility of having to use force. To this end he/she shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with law abiding citizens.

Article 9. Gifts and Favors. The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in his/her own conduct, the honor and integrity of all government institutions. He/she shall, therefore, guard against placing himself/herself in a position in which any person can expect special

consideration or in which the public can reasonably assume that special consideration is being given. Thus, he/she should be firm in refusing gifts, favors or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing his/her judgment in the discharge of his/her duties.

Article 10. Presentation of Evidence. The law enforcement officer shall be concerned equally in the prosecution of the wrong-doer and the defense of the innocent. He/she shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, he/she will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. The law enforcement officer shall take special pains to increase his/her perception and skill of observation, mindful that in many situations his/her is the sole impartial testimony to the facts of a case.

Article 11. Attitude Toward Profession. The law enforcement officer shall regard the discharge of his/her duties as a public trust and recognize his/her responsibility as a public servant. By diligent study and sincere attention to self-improvement, he/she shall strive to make the best possible application of science to the solution of crime, and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. He/she shall appreciate the importance and responsibility of his/her office, and hold police work to be an honorable profession rendering valuable service to community and country.

3. **Code of Ethics**.

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 peaceful against violence or disorder; and to respect the constitutional rights of all liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 though and deed both in my personal and official life, I will be exemplary in obeying the law 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, political beliefs, aspirations, animosities or friendships influence my decisions. With no compromise for crime and with relentless 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

75-4308. Oath required for public officers and employees. Before entering upon the duties of his or her office or employment, each person to be employed by the state or any agency thereof or by any county, city or other municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106.

History: L. 1968, ch. 106, § 1; July 1.

Source or Prior Law:

21-305.

54-106. Form of oath to be taken by officer. All officers elected or appointed under any law of the state of Kansas shall, before entering upon the duties of their respective offices, take and subscribe an oath or affirmation, as follows:

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of _____. So help me God."

History: G.S. 1868, ch. 72, § 6; October 31; R.S. 1923, 54-106.

Sample Police Department

OATH

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of **Dispatcher**. So, help me God."

Oliva Smith

Oliva Smith, Dispatcher

12-08-2020

Date

Law Enforcement Officer
Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public's trust.

I will always have the courage
to hold myself and others
accountable for our actions.

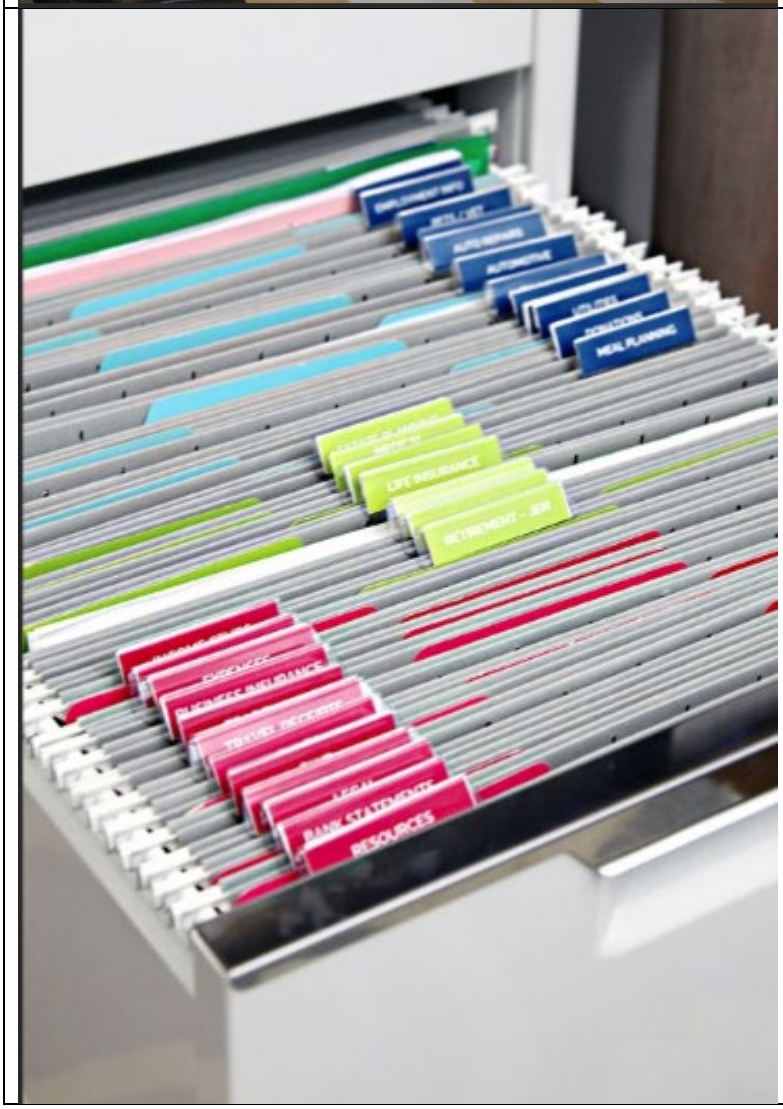
I will always uphold the Constitution,
the community, and the agency I serve,
so help me God.

James Hill

Officer's James Hill

01-21-2020

Date

2020	
	Sample Police Department – Administrative Division
	HR Personnel Files, where Oaths are filed.

Sample Police Department

OATH

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of **Accreditation Manager**. So, help me God."

Debra Jean

Debra Jean, Accreditation Manager

09-09-2021

Date

Law Enforcement Officer
Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public's trust.

I will always have the courage
to hold myself and others
accountable for our actions.

I will always uphold the Constitution,
the community, and the agency I serve,
so help me God.

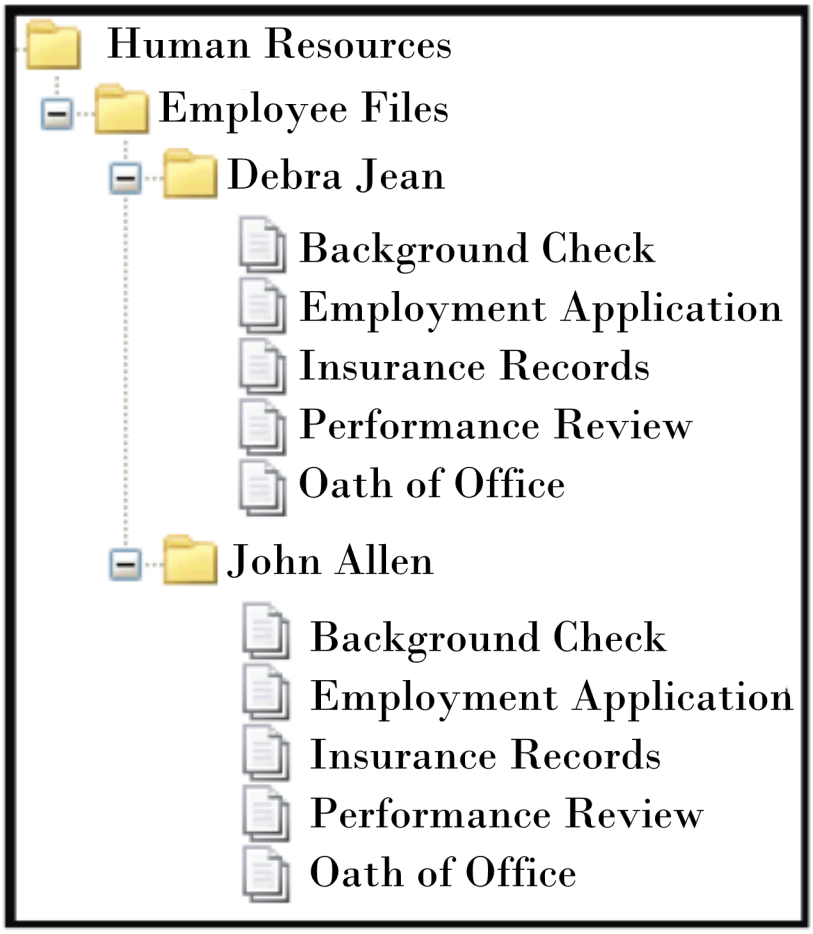
John Allen

Officer's John Allen

05-19-2021

Date

2021



HR Personnel Files – electronic storge

HR Checklist for Successful Onboarding

Employee:	Robert Henry, Police Officer	**Date:**	06-23-2022

Sample Police Dept.

Once all elements have been completed the Checklist will be filed by HR Personnel in the applicable employee's personnel file.

	Send and Complete New Hire Paperwork
☒	Employment Information Form
☒	W-4 Federal Form
☒	I-9 Federal Form
☒	Direct Deposit
☒	Equal Opportunity Data Form
☒	Self-Identification Forms
☒	Background Check Forms
☒	W-2 Form
	Issued Equipment
☒	Prepare Uniforms
☒	ID Card
☒	Department Challenge Coin
☒	Key Token
	Company Policies Requirements
☒	Provided Policy Checkoff Sheet
☒	Signed Oath of Office
☒	Provide Accreditation Brochure

Sample Police Department

OATH

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of **Records Supervisor**. So, help me God."

Kari Williams

Kari Williams, Records Supervisor

02-14-2022

Date

Law Enforcement Officer
Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public's trust.

I will always have the courage
to hold myself and others
accountable for our actions.

I will always uphold the Constitution,
the community, and the agency I serve,
so help me God.

Robert Henry

Officer's Robert Henry

06-23-2022

Date