

# UW Whitewater Police



## Code of Ethics

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## I. Purpose

To provide instruction to all UW-Whitewater personnel that concerns their position dilemmas, temptations, responsibilities, and duties.

## II. Policy

- A. All sworn personnel are required to abide by the "Law Enforcement Code of Ethics" adopted by the UW-Whitewater Police Department upon assuming sworn status.

"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 or 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 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 thought 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 officially or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to 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.

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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 to my chosen profession."

**B. Non-Sworn Personnel Code of Ethics**

1. As a civilian employee working in a public safety agency, I regard myself as a member of an important and honorable profession.
  2. I will perform my duty with efficiency to the best of my ability.
  3. I will be truthful at all times. My conduct and my performance of my duties will be accomplished in an honest manner, contributory to my fellow workers, and observant of the laws of the UW System Board of Regents, city, state and country.
  4. I will adhere to the confidentiality required of the law enforcement profession.
  5. I will not, in the performance of my duty, work for unethical advantage or profit.
  6. I will give the most efficient and impartial service of which I am capable of at all times.
  7. I understand the importance of courtesy and will maintain it as my reference point in all my duties.
  8. I will regard my fellow coworkers with equality, dignity, and respect.
  9. I will accept responsibility for my actions.
  10. I will strive for those values which will reflect honor on my fellow coworkers, my agency and myself.
- C. The Lieutenant in charge of training during the third quarter of the year shall ensure that documented ethics training is provided to all department personnel at least biennially.

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## **Appendix A.**

### **CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, have accepted a position at the University of Wisconsin–Whitewater Police Department (UWWPD). As a condition of my employment at UWWPD, I understand and agree with the following provisions that implement the requirements of the Confidential Information Policy to which I am bound as a UWWPD employee:

1. I understand that in performing the duties for which I have been hired I may see and have access to confidential, sensitive and/or private information (hereafter "confidential information"). For purposes of this Agreement, "confidential information" means any fact, matter, document, or file in any form (oral, hard copy, or electronic), disclosed to me or known by me as a consequence of my employment and not generally known outside UWWPD.
2. During my employment and after my employment is terminated, I will not disclose to, discuss or share with any unauthorized person, group or department, inside or outside of UWWPD, any confidential information, in any form, except to the extent such disclosure, discussion or sharing is authorized by the Chief/Director of UWWPD or appropriate designee.
3. I will not use confidential information for my own personal purposes.
4. I will not copy or remove from UWWPD materials containing confidential information, except to the extent that I am given permission to do so by the Chief/Director of UWWPD or appropriate designee.
5. I will not look at, examine, or retrieve any document, file, or database, except those to which I am authorized to access and which are necessary for me to access in order to perform my job duties.
6. I will not discuss or share with any unauthorized person, group or department, inside or outside of UWWPD, any conclusions that I or others draw from confidential information, if discussing or sharing those conclusions would reveal any confidential information.
7. If I am ever uncertain whether a particular fact, matter, document, or file is covered by this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that information, and I will seek clarification from my supervisor before engaging in any conduct that could jeopardize the confidentiality of the information.
8. If I become aware that a breach of confidentiality has occurred due to my own or others' acts or omissions, I will immediately notify my supervisor.
9. I understand that as a UWWPD employee, I am bound by all applicable University of Wisconsin System, University of Wisconsin-Whitewater and UWWPD policies as they now exist and as they may from time to time be amended. For full time and Limited Term Employees this includes University of Wisconsin System Work Rules, I. Work Performance, C. Unauthorized disclosure of confidential information or records. For Student Workers this is in the Student Employment Handbook, Prohibited Conduct, Unauthorized disclosure of confidential information or records.
10. Upon termination of my assignment or as requested by my supervisor, I will return all material containing confidential information to my supervisor or his/her designee.

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11. I understand that any violation of the terms of this agreement may subject me to disciplinary action, up to and including termination of my employment. In addition, I understand that UWWPD reserves the right to take further action including referral to the appropriate internal or law enforcement authorities for investigation, adjudication, or prosecution.

By signing and dating this agreement in the spaces below, I certify that I have read and understood this agreement in its entirety, and that I agree to be bound by its terms both during my employment and after I leave my position at UWWPD.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_