Standard Operating Procedure #2012-01

November 10, 2012

Review/Revision Date: October 4, 2014

Review/Revision Date: February 6, 2016

Code of Conduct

1.1 SCOPE: This Standard Operating Procedure (SOP) establishes expected conduct for serving as a Washington, DC Chapter of Concerns of Police Survivors (C.O.P.S.) Board member, whether elected or appointed.

1.2 OBJECTIVE: To provide sufficient information to Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, regarding the expectations for behavior and respect.

1.3 PURPOSE: Establish clear communication and clearly define and promote acceptable behavior as a Washington, DC Chapter of C.O.P.S. Board member, whether elected or appointed.

1.4 APPLICATION: A Board member, whether elected or appointed, who willfully violates the Code of Conduct faces a variety of consequences, depending on the severity of the offense. Potential actions may include, but are not limited to, verbal warning, written warning, reprimand, and/or removal from office. Upon notification of such violation, the Washington, DC Chapter of C.O.P.S. Board will review the information including discussion with the individual in question in order to determine further action to be taken. Such determination could be reprimand or removal from office/appointed position. If removal from office/appointed position occurs, the Washington, DC Chapter of C.O.P.S. President has the authority to fill the vacant position by appointing an individual with approval of the Washington, DC Chapter of C.O.P.S. Board. If it is the Washington, DC Chapter of C.O.P.S. President in violation, the Vice President will be transferred the duties of the Washington, DC Chapter of C.O.P.S. President and follow the same procedure listed above.
1.5 APPROVED: This SOP was approved and adopted by the Washington, DC Chapter of C.O.P.S. Executive Board on November 10, 2012 and was reviewed and revised by the Executive Board on October 4, 2014, and was reviewed and revised by the Board on February 6, 2016.

2.0 RULES AND REGULATIONS: Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, are under these rules to promote the professionalism and integrity of the organization as a whole. These rules are set forth as an example how the Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, shall conduct themselves. Washington, DC Chapter of C.O.P.S. stresses respect for others and the rights of others, among them the right to an environment which facilitates support and healing.

2.1 REGULATIONS: The following regulations must be observed:

A. Abusive language and obscene gestures are unacceptable.

B. Disrespectful actions towards other Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will not be tolerated.

2.2 CODE OF CONDUCT:

A. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will be deliberate in their responsibilities to the Washington, DC Chapter of C.O.P.S. by preparing for a Business Meeting and decision-making, and following through in a timely manner to all duties assigned.

B. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will base each decision to be made on all available facts in each situation. These decisions will be made in the best interest of Washington, DC Chapter of C.O.P.S. as a whole and any personal bias or the views of special interests will not be the basis of a decision. With each decision made, the Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will accept, support and implement all decisions of the Washington, DC Chapter of C.O.P.S. Board, even if an individual Board member, whether elected or appointed, may not initially support the decision or if decisions were made in the absence of any Board member, whether elected or appointed.

C. The C.O.P.S. Confidentiality & Nominee Pledge Information Policy will be adhered to when discussion or decisions are deemed confidential by the Washington, DC Chapter of C.O.P.S. Board and shall remain confidential outside of Business Meetings unless deemed necessary by the Washington, DC Chapter of C.O.P.S. President to discuss.

D. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will abide by C.O.P.S. policies on conflicts of interest and will strive to avoid even the slightest appearance of such conflicts. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will also adhere to the Bylaws and SOPs of
the Washington, DC Chapter of C.O.P.S. and the requirements of assigned committees.

E. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will address fellow members with respect in listening to opinions and ideas.

F. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, shall conduct themselves at all times in a manner which will reflect credibility on Washington, DC Chapter of C.O.P.S. and National C.O.P.S. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will avoid and refrain from any personal and/or inappropriate comments, touching, or suggestive mannerisms with fellow C.O.P.S. members and survivors. Physical assault or sexual assault will not be tolerated. If such actions are witnessed, it must be reported to the Washington, DC Chapter of C.O.P.S. Board.

G. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, or Chapter members will never be in possession of any substances or items in violation of the law while participating in any Washington, DC Chapter of C.O.P.S. or National C.O.P.S. activity or meeting. In addition, Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, or Chapter members will not consume any illegal substance, or consume in excess any legal or prescribed substance or alcohol that is known to impair judgment and behavior while representing Washington, DC Chapter of C.O.P.S. at any activity or meeting.

H. Washington, DC Chapter of C.O.P.S. Board members, whether elected or appointed, will act with utmost professionalism and carry out all duties to not cause harm to the integrity, activity, or purpose of the organization as a whole.

Hector T. Dittamo
President
Washington, DC Chapter of C.O.P.S.
February 6, 2016