IDAHO STATE POLICE PROCEDURE

01.02 CONDUCT EXPECTATIONS

ISP's Conduct Expectations are statements of required behavior for all employees. All procedures are acted upon consistent with these expectations. Read them often and understand them thoroughly. Behavior counter to these expectations is investigated and may lead to discipline up to and including termination of employment.

1. Comply with the laws of the United States and the state of Idaho, and observe the rights expressed in the Constitution of the United States and the Idaho Constitution.

2. Comply with all regulations and procedures governing the conduct of public employees in general (IDAPA 15.04.01) and Idaho State Police employees specifically.

3. Obey instructions and lawful orders from your supervisor.

4. Tell the truth.

5. Maintain a high standard of personal and professional responsibility including respect for others.

6. Consider first the safety of others and yourself in all actions.

7. Recognize that ISP does not tolerate any form of violence in the workplace, including verbal or physical threats.

8. Maintain a passion for customer service by recognizing that the people of Idaho are both your employer and your customer.

9. Recognize the public's right to an accounting of your activities, practices, and records.

10. Recognize that your every action both on- and off-duty reflects on the reputation of the ISP.

11. Use public resources in a responsible, ethical, moral, legal and cost-effective manner.

12. Recognize and protect the confidential nature of lawfully restricted police information.

13. Maintain an appearance consistent with agency guidelines.

14. Maintain a level of physical conditioning that allows you to perform job related functions and safeguards your health.

15. Exercise your right to fair treatment and an environment free from all forms of harassment, discrimination or violence by reporting inappropriate or threatening employee behavior through the channels provided.

16. Use your leave benefits appropriately and report your time in accordance with stated guidelines.

17. Do not illegally use, manufacture, possess or distribute controlled substances as defined by Idaho Code § 37-2701, or improperly use other drugs or alcoholic beverages.

18. Do not accept gratuities such as discounted merchandise, meals, or gifts that are offered based solely on your employment with ISP but not available to the agency as a whole or by District; You may, however, accept discounts that are offered to all State of Idaho employees or law enforcement or public safety employees without an expectation of *quid pro quo*.

19. Do not use your position to favor any segment of the community, including your own family.

20. Do not make false statements or intentionally omit information in response to questions relating to the performance of official duties or fitness for duty or you may be subject to criminal charges.

21. Do not pursue romantic relationships, sexual or otherwise, with a person you know or should have known is a victim, witness, defendant, or informant in an ongoing ISP investigation or unadjudicated case.

22. Do not intentionally record undercover officers or confidential informants.

23. Do not make personal copies of recordings or duplicating, showing, playing, or distributing recordings except for legitimate agency business purposes.

24. Do not record conversations involving another ISP employee without the knowledge of all parties, except when conducting a bona fide official investigation authorized by the Office of Professional Standards (OPS).