



ALLEN PASCUAL
Commissioner

**TOWNSHIP OF NORTH BERGEN
DEPARTMENT OF PUBLIC SAFETY
POLICE DEPARTMENT**

LAW & PUBLIC SAFETY BUILDING
4233 KENNEDY BOULEVARD
NORTH BERGEN, NJ 07047



ROBERT J. DOWD
Chief of Police

EFFECTIVE DATE: Immediately		DIRECTIVE: General Order 16-05
SUBJECT: Civilian Code of Ethics		
REFERENCES:		
ACCREDITATION STANDARDS: N.J.S.A.C.O.P. 1.5.2		
DISTRIBUTION: Police Desk All Divisions via Power DMS General Order Manual		NUMBER OF PAGES: 4
ISSUING AUTHORITY: Robert J Dowd Chief of Police	ISSUE DATE: June 16, 2016	REVISION DATE:

I. PURPOSE:

- A. The purpose of this policy is to provide a Code of Ethics for Civilian, Department personnel and to define limits of authority.

II. POLICY:

- A. The following Code of Ethics, as adopted by the North Bergen Police Department, are embraced as fulfilling and establishing a written code of personal conduct for all civilian / non-sworn members of the Department.
- B. Non-sworn members of the Department shall ascribe to the Code of Ethics for Civilian Public Safety Employees, as codified in this directive.

- C. Actions of Department personnel that are inconsistent, incompatible or in conflict with the values established by our agency negatively affect its reputation and that of its members. Such actions and inactions thereby detract from our agency's overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is imperative that Department personnel conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this directive and otherwise disseminated by this agency.

III. PROCEDURE:

A. CONFIDENTIALITY

- 1. Whatever an employee sees, hears, or learns that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise.
- 2. Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

B. INTEGRITY

- 1. No employee of the North Bergen Police Department will engage in acts of corruption or bribery, nor will they condone such acts by other employees.
- 2. The public demands that the integrity of all public safety employees be above reproach. Public employees must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Employees will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the employee to refrain from performing official responsibilities honestly and within the law.

C. PERSONAL-PROFESSIONAL CAPABILITIES

- 1. All employees will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.
- 2. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

D. PRIVATE LIFE

1. All civilian employees will behave in a manner that does not bring discredit to this agency or themselves.
2. The character and conduct of all employees while off duty must always be exemplary, thus maintaining a position of respect in the community in which they live and serve. The employee's personal behavior must be beyond reproach.

IV. CIVILIAN CODE OF ETHICS

A. I RECOGNIZE I AM A VALUABLE MEMBER OF THE NORTH BERGEN POLICE DEPARTMENT AS A CIVILIAN EMPLOYEE. AS SUCH, I ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

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 recognize the positive relationship between good physical and mental conditioning and the performance of my job.
3. I will perform my duty with efficiency to the best of my ability.
4. 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 North Bergen, state of New Jersey and The United States of America.
5. I will adhere to the confidentiality of the Law Enforcement profession.
6. I will not, in the performance of my duty, work for unethical advantage or profit.
7. I will recognize at all times in my duty that I am a civilian employee working in a public safety agency, and that ultimately I am responsible to the public.
8. I will give the most efficient and impartial service of which I am capable at all times.
9. I understand the importance of courtesy and will maintain it as my reference point in all my duties.
10. I will regard my fellow coworkers with equality, dignity, and respect.
11. I share a reciprocal affinity and obligation with my fellow coworkers, my administration, and my agency.

12. I will accept responsibility for my actions.

13. I will strive for those values which will reflect honor on my fellow coworkers, my agency and myself.

V. TRAINING:

A. All employees shall receive ethics training; to include a review of the department's adopted Code of Ethics. This training shall occur on a triennial basis.

VI. VIOLATIONS:

1. The North Bergen Police Department may discipline employees for violations of this policy or any standards or guidelines referenced. Violations may result in progressive discipline.
2. Serious violations of this policy may also result in criminal prosecution and/or civil liability if applicable.
3. Supervisors shall be held accountable for the enforcement of this directive.



Robert J. Dowd
Chief of Police