

- 4.9.4 **Telephones.** Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor.
- 4.9.5 **Radio Discipline.** Employees operating the police radios shall strictly observe the procedures and restrictions for such operations as set forth in department policy and procedure and by the Federal Communications Commission.

4.10 Conduct Toward Public

- 4.10.1 **Courtesy.** Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties politely, avoiding profane language and shall always remain calm regardless of provocation.
- 4.10.2 **Request for Identification.** Upon request, employees are required to supply their identification in a courteous manner.
- 4.10.3 **Impartiality.** Employees shall not exhibit bias or favoritism toward any person because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.
- 4.10.4 **Use of Derogatory Terms.** Employees shall not use language that is derogatory to anyone because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.
- 4.10.5 **Affiliation with Certain Organizations Prohibited.** No employee shall knowingly become a member of any organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity, except when necessary in the performance of duty and at the direction of the Chief of Police.
- 4.10.6 **Representing the Police Department.** Employees shall not give public speeches or demonstrations on behalf of the department, nor shall they endorse any product or service as a representative of the department, without prior approval from the Chief of Police.

4.11 Political Activities

- 4.11.1 Employees shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the County Prosecutor.