

Code of Conduct for Police Staff

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Policy Statement

Summary	<p>West Yorkshire Police (WYP) Code of Conduct for police staff is provided to set out the standard that the Force expects from all police staff employees. The policy adheres to and supports the objectives of the Code of Ethics. The Code of Ethics assists the Force in ensuring high standards of behaviour and conduct from all employees.</p> <p>The Code of Conduct allows for standards to be set, ensures they are adhered to, observed and measured in order to provide a fair and rational method in dealing with individuals who fail to meet them. The Force is committed to getting the best from its people and the Code of Conduct allows us to embed the correct culture.</p>
Scope	<p>This policy applies to all police staff, irrespective of role or service. This includes staff members in their probationary period.</p>

General Conduct

Principles	<ul style="list-style-type: none"> • Whether on or off duty, individuals must not behave in a way which is likely to bring discredit on the police service. • Individuals are expected to act with fairness and impartiality and perform their role: <ul style="list-style-type: none"> ◦ With respect for the needs and feelings of others; ◦ Using appropriate language and behaviour in all dealings with colleagues, members of the public and the communities WYP serve; and ◦ With equal respect to all individuals regardless of their traditions, beliefs or lifestyles.
Appearance	<ul style="list-style-type: none"> • Individuals must be always well turned out, clean and tidy whilst on duty, presenting themselves in a professional manner. This is unless duties dictate otherwise. All individuals must comply with the guidelines stated in the dress and personal appearance policy.
Performance of Duties	<ul style="list-style-type: none"> • While performing duties, individuals must attend work promptly in accordance with rostered schedules, adhere to working time arrangements, and be conscientious and diligent in personal performance completing all appointments, duties and other work within the scope of the role.
Property	<ul style="list-style-type: none"> • Individuals must exercise reasonable care to prevent loss or damage to police property and safeguard their own belonging whilst on police property.
Sobriety	<ul style="list-style-type: none"> • Individuals must not consume alcohol whilst on duty (including during meal breaks) and must be under the alcohol limit when at work. The only exception to this is when conducting covert/undercover work or whilst attending a force/trade union/Federation/staff networking event. In these

instances, authorisation must be given by an officer of Inspector rank or above. Drugs (either illegal or misuse of prescribed drugs) **must not** be taken.

Sickness	<ul style="list-style-type: none"> • If absent through sickness or injury, individuals must inform line managers of any incapacity as soon as possible, act responsibly during the period of absence and recuperation, and provide medical certification if appropriate.
Criminal Convictions or Cautions	<ul style="list-style-type: none"> • Individuals must report any proceedings for a criminal offence taken against them in any country. Conviction of a criminal offence or the administration of a caution may itself result in further action being taken. • Failure to adhere to the code of conduct could lead to advice being given or a disciplinary investigation, in accordance with the force policy on Discipline - police staff.
Gross Misconduct Examples	<ul style="list-style-type: none"> • Gross misconduct is generally seen as misconduct serious enough to destroy the employment contract and trusting relationship between the employer and the individual. There is a list of gross misconduct examples, but it is important to remember this list is not exhaustive.

Principles

Honesty and Integrity	<ul style="list-style-type: none"> • It is of paramount importance that the public has faith in the honesty and integrity of all police staff. Therefore, individuals must act with honesty and integrity at all times and only use the police identification card and position for policing purposes.
Equality and Diversity	<ul style="list-style-type: none"> • Individuals must always uphold the law regarding Human Rights and Equality, treat all people fairly, impartially and with respect. Ensuring all behaviour and language could not reasonably be perceived to be abusive, oppressive, offensive or victimising by the public or colleagues.
Authority, Respect and Courtesy	<ul style="list-style-type: none"> • Individuals must carry out their role and responsibilities in an efficient, diligent and professional manner, avoiding any behaviour that might impair the effectiveness or reputation of themselves or the Force.
Confidentiality	<ul style="list-style-type: none"> • Police Information which comes into an individual's possession must always be treated as confidential. It must not be used for personal gain or divulged to any other parties except in the proper course of police duty. • Individuals must also respect protectively marked information about Force Policy, operations, personal and medical information as confidential unless authorised to disclose it in the course of police duty. • Individuals must be familiar and abide by the principles of the Data Protection Act 2018, access police information for legitimate policing purposes only, not to disclose any information on or off duty to unauthorised recipients and not access personal data without authorisation as this can be a criminal offence, regardless of whether there is any disclosure thereafter.
Use of Force	<ul style="list-style-type: none"> • Individuals must never knowingly use more force than is reasonable and only to the extent that it is necessary, proportionate and reasonable in all circumstances.
Fitness for Work	<ul style="list-style-type: none"> • Individuals must ensure they are physically/emotionally fit to carry out

	their role and fulfil their responsibilities.
Conduct	<ul style="list-style-type: none"> • Individuals must keep in mind the public expectation of the force and maintain the highest standards of behaviour at all times. Decisions, actions or omissions must be made to ensure members of the public do not lose trust and confidence in the policing profession through use of the National Decision Model incorporating the Code of Ethics.
Duties and Responsibilities	<ul style="list-style-type: none"> • When exercising their duties and responsibilities, individuals must ensure they are carried out to the best of their ability, taking full responsibility and being prepared to justify decisions and actions to others. • Using all information, training, equipment and management support available, individuals must keep themselves up to date on any changes to their own role and responsibilities.
Challenging and Reporting Improper Behaviour	<ul style="list-style-type: none"> • It is important to challenge or take action against the conduct of colleagues, who have fallen below the standards of professional behaviour or staff Code of Conduct. By challenging unethical or unprofessional behaviour and questioning the conduct in order to take the appropriate course of action, communicating with Line Managers and other channels following force procedures. This is irrespective of a person's rank, grade or role.

Additional Information

Further Information

Individuals should familiarise themselves with the following Force policies:

- Discipline - Police Staff
 - Attendance Management
 - Unsatisfactory Attendance Procedure – Police Staff
 - Capability Procedure Performance
 - Medical Capability Police Staff
 - Dress and Personal Appearance
 - Flexible Working Arrangements - Police Staff
 - Probationary Procedure Police Staff
 - Recruitment and Selection
 - Whistleblowing
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