

#### 4.44 SUBPOENAS RELATING TO BUSINESS/OPERATIONS

Any employee who is served with a subpoena or other legal process relating to the business, operations, policies, or procedures of the department will inform the Chief of Police immediately. This requirement does not apply to subpoenas relating to the prosecution of a routine criminal case.

#### 4.45 COMMITTING OR CONDONING ILLEGAL OR FORBIDDEN HARASSMENT

Illegal or forbidden harassment (e.g., sex, race, religion, national origin, ethnic, disability or age) is prohibited as a basis for conduct, behavior, or decisions affecting another employee's or potential employee's terms or conditions of employment. Employees shall not use sex, race, religion, national origin, ethnic background, disability or age in their words, actions, gestures, conducts or behaviors that could reasonably be construed or perceived by another employee or potential employee as hostile, offensive or intimidating. Also see the City of Everett Harassment Policy.

#### 4.46 CODE OF CONDUCT / CANONS OF ETHICS

All personnel will abide by the Everett Police Department Policies and Procedures Manuals and in doing so will, by their actions, adhere to the Canons of Ethics. The Administrative Services Division will conduct ethics training on at least a biennial basis for all personnel.

#### 4.47 DISCRIMINATING OR ESTABLISHING PATTERNS OF DISCRIMINATION IN THE PERFORMANCE OF DUTIES

In words, deeds, gestures, performance of jobs, duties, tasks and delivery of services, employees shall not discriminate; nor shall they establish a pattern of adverse impact in the delivery of services when such discrimination has a basis in such areas as a person's sex, ethnic background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

##### 4.47.1 BIAS BASED POLICING:

In addition to Policy 4.46, employees are prohibited against bias based policing in traffic contacts, field contacts, criminal investigations, and in asset seizure and forfeiture efforts. The Everett Police Department is committed to ensuring its enforcement programs are based on a person's conduct or specific suspect information or behavior and not based on common traits of a group, including but not limited to those associated with race, ethnic backgrounds, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

Corrective measures will be enforced if bias based policing occurs. These measures will include remedial training, coaching and counseling, and potentially other punitive actions.

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##### **4.47.1 BIAS BASED POLICING:**

In addition to Policy 4.46, employees are prohibited against bias based policing when making decisions regarding traffic contacts, field contacts, criminal investigations, arrests, searches and asset seizures and forfeitures. The Everett Police Department is committed to enforcement actions that are based on a person's conduct or specific suspect information or behavior and that are not based on common traits of a group, including but not limited to those associated with race, ethnic backgrounds, gender, sexual orientation, religion, economic status, age, cultural group, persons who ride motorcycles or wear motorcycle-related paraphernalia, or any other identifiable group.

Corrective measures will be enforced if bias based policing occurs. These measures will include remedial training, coaching and counseling, and potentially other punitive actions.

The Administrative Services Division will conduct annual roll-call training on bias based policing issues, including legal aspects.

The Office of Professional Standards will conduct a documented annual administrative review of our agency's practices with respect to any occurrences or citizen concerns of bias based policing.

*Updated &  
Uploaded  
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