I. POLICY

The Department does not prohibit all personal relationships between members. However, in order to avoid nepotism or other inappropriate conflicts, certain relationships are restricted due to their creation of actual or perceived conflicts of interest, disruption in the workplace, negative or unprofessional work environment, or cause concerns regarding supervision, safety, security or morale. Further, whenever these relationships present themselves, the Department reserves the right to take whatever action it deems appropriate according to the circumstances up to and including but not limited to transfer, exclusion from assignment, reassignment, shift change, demotion or exclusion from hiring.

II. PROCEDURE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members or those otherwise eligible for hire.

A. Definitions

- **Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that a member’s action, inaction or decisions are or may be influenced by the member’s personal relationship.

- **Nepotism** - The practice of showing favoritism to relatives or others in a personal relationship over others in appointment, promotion, advancement, or other terms and conditions of employment, by any member or public official in a position to influence these personnel decisions.

- **Personal relationship** - Includes marriage, cohabitation, dating or any other personal relationship beyond mere friendship. It also includes personal business relationships outside of City employment.

- **Public official** - A supervisor, manager, or member vested with authority by law, rule, job description, or regulation or to whom authority has been formally or informally delegated.

- **Relative** – A member’s a spouse, domestic partner, child, sibling, parent, grandparent, grandchild, aunt, uncle, cousin, niece, or nephew. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step-, and half-relationships.
• Subordinate – A member who is subject to the temporary or ongoing direct or indirect authority/supervision of a supervisor.

• Supervisor – A member who has temporary or ongoing direct or indirect authority over the actions, duties, assignments, decisions, evaluation and/or performance of a subordinate member.

B. Restrictions

1. Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal relationship.

2. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.

3. Members are prohibited from being assigned to the same shift, unit, team or work-group with a relative or a person with whom they are involved in a personal relationship.

4. Members are prohibited from participating in, contributing to or recommending employment, promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member with whom they are a relative or involved in a personal relationship.

5. Members assigned to train or supervise new or probationary members are prohibited from entering into or maintaining personal relationships with any member they are assigned to supervise, mentor and/or train until such time as the training has been successfully completed and the member is off probation.

6. Supervisors are prohibited from entering into or maintaining personal relationships with any member until such time as the member is off probation.

C. Member Responsibility

Prior to entering into any personal relationship or other circumstance which the member knows or reasonably should know could create a conflict of interest or other violation of this policy, the member shall promptly notify their uninvolved Division Commander or the Deputy or Police Chief.

D. Supervisor/Manager Responsibility

Upon being notified of, or otherwise becoming aware of, any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor or manager shall promptly notify the Police Chief through their chain-of-command.

Darren Pytel
Police Chief
5/18

Reviewed 5/19