

# THE RALEIGH POLICE DEPARTMENT

**1100-01**

## EXECUTIVE POLICIES

### PURPOSE

The purpose of this directive is to set forth our mission, our values and our guiding principles, and the code of ethics by which all personnel are expected to abide.

### VALUES REFLECTED

This directive reflects our values of *Service and Integrity*. We are committed to the mission, values and principles that are the basis of all our actions as police officers.

### UNITS AFFECTED

All Divisions/All Personnel

### REFERENCES/FORMS

Raleigh City Code, Section 5-1001 "Police Chief, Officers and Employees"  
Law Enforcement Code of Ethics (Attachment A)

May be Released to Public

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Effective Date: 02-21-14  
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Approved By: Ruffin Hall  
City Manager

## **OUR MISSION**

Our mission statement is intended to convey what we believe to be the fundamental purpose of our Department.

In the spirit of service, the Raleigh Police Department exists to preserve and improve the quality of life, instill peace, and protect property through unwavering attention to our duties in partnership with the community.

## **OUR VALUES**

Our core values are fundamental convictions and beliefs that we hold so firmly that they cannot be altered by circumstances. Our values and how we define our values serve as our ethical compass in making decisions and taking actions.

### Service

We set the highest possible standard of excellence as we serve and protect the community; seeking to maximize the benefits we provide in the interest of community well-being.

### Courage

Our valor proves us worthy of the trust given to us by this community. Our words and actions demonstrate the willingness to venture into danger and difficulty when our duties call for it.

### Fairness

We practice impartiality, equity, and honesty without self interest, prejudice and favoritism. We treat people with dignity and respect.

### Integrity

We strive to be forthright and honest in all of our affairs and to maintain the highest moral and ethical standards of character and conduct. We are accountable for our duties and actions. We will freely give reasons for our actions and accept responsibility for them.

### Compassion

We continually remember that our work involves interactions with people, many of whom are undergoing trying circumstances. We display patience and sympathy for those in distress as we work to alleviate harm and suffering.

## **GUIDING PRINCIPLES**

Our guiding principles must be at the core of how we lead and perform our duties.

### Our Commitment to Our People

As a Department, our people are the single most important resource we have. We invest energy and financial support into training, career development and personal development opportunities for

all employees. We further demonstrate this commitment through a meaningful reward and positive recognition system to reinforce a culture of dedicated professionals.

#### Our Commitment to Professionalism

We will achieve an unparalleled level of professionalism through professional accountability. We will demonstrate professional accountability by taking responsibility for our actions and decisions, while upholding the values of our Department. We will have mechanisms in place for early identification of personnel and operational problems and act swiftly and appropriately to correct them.

#### Our Commitment to Leadership

How we lead determines how successful and skillful we are at achieving our mission and vision. Skillful leaders inspire others to work hard to achieve organizational goals and inspire others to become effective leaders. Focused leadership occurs when we combine the depth of our people and professionalism, a clearly communicated organizational direction, and the power of change to create the most beneficial outcomes available. We will create an organization that is constantly learning and adapting and is ready for what lies ahead.

#### Our Commitment to Innovation and Interoperability

As we face new challenges, we will seize the opportunity to examine current methods and a system for potential enhancements to create tomorrow's "better practices." We will encourage our people to envision and pursue innovative ideas for problem solving. Our innovations will propel us toward our vision.

While innovation takes us to the next level, interoperability streamlines our efforts. Interoperability exists when our dynamic partnerships with government entities, public safety and health agencies, community, and businesses result in a unified network focused on achieving common goals.

#### Our Commitment to Organizational Change

Because change is inevitable and a part of growth, we are committed to creating an organization that is capable of change without losing sight of its guiding beliefs and principles. Change is difficult for an organization; therefore, we will approach organizational change by developing trust, empowering all levels, eliminating unnecessary work, designing new ways and developing new systems.

*Developing trust* is a lengthy, yet invaluable process that must be given considerable attention. Trust is continuously being cultivated. It is affected by our leadership and management styles. Skepticism is addressed by providing clear, articulate and accurate information and empowering our people to aid in affecting change.

*Empowering all levels* refers to encouraging creativity, initiative, and education. We empower our people through training, career development and involved leadership.

*Eliminating unnecessary work* involves evaluating performance areas and job tasks to streamline and eliminate those that are outdated, or otherwise ineffective or inefficient.

*Designing the new way* means redrawing the current blueprint of our organization to better enable us in achieving effective and efficient policing. We must look to refresh the design of our systems as if starting from the beginning; keeping "better practices" and becoming open-minded to new ideologies and strategies for accomplishing our mission.

### **ACCOUNTABILITY TO CIVILIAN AUTHORITY**

The exercise of police power in a free society requires that the Department hold itself accountable to civilian authority. The Department is accountable to the City Manager, the City Council, and ultimately, to the citizens of Raleigh. All members of the Department will hold the Constitution of the United States as one of their most sacred treasures and, will at all times, obey the laws of our City, State and Country.

Accountability requires thorough review of complaints of alleged misconduct. Protecting citizens and improving employees requires that complaints, from all sources, be investigated.

Accountability requires the highest level of public access to information that does not place our security or operations in jeopardy. The Raleigh Police Department will keep the public informed about its activities and will respond in a forthright manner to requests for information.

### **POLICE DISCRETION**

Each employee will be held accountable for the sound use of discretion and the use of good judgment in the performance of their duties.

Police discretion is a necessary tool of law enforcement requiring constant care to avoid abuse.

Enforcement of infractions and misdemeanor violations may take several forms. The option selected in each case should be the one that maintains the safety of the public, discourages repetition of the violation, and causes the least inconvenience to those involved.

Enforcement of felony violations will be more closely mandated by statute or by specific procedure.

### **ACCOUNTING MANAGEMENT**

#### **Expense Reimbursement**

All Expense Reimbursements will be handled through the Fiscal Unit. When an employee seeks reimbursement for an expense accrued while performing their duties for the City of Raleigh, all receipts will be given to the Fiscal Unit. The Fiscal Unit will enter the receipt into PeopleSoft in order to reimburse the employee for any work related expense. Reimbursement will be made through direct deposit.

#### **Cash Funds**

All cash funds will follow proper accounting procedures. An approved ledger or other system that identifies initial balance, credits, debits, and balance-on-hand will be used by those employees authorized to manage cash funds. Proper documentation will support each entry. All cash accounts will be audited quarterly.

### Asset Forfeiture Funds

All funds received from asset forfeiture proceedings will be managed according to proper accounting procedures. Complete records of receipts, deposits and disbursements will be maintained.

### **RECORDS RETENTION**

All records for the Department will be maintained in accordance with the "Municipal Records Retention and Disposition Schedule" published by the North Carolina Department of Cultural Resources, Division of Archives and History.