

# JACKSONVILLE POLICE DEPARTMENT

Policy: 7-7  
Effective: 01-01-09  
Revised: 01-13-21

## REPORTING OF CONDUCT

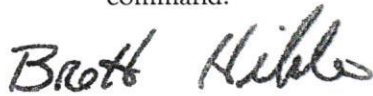
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**PURPOSE:** To provide the proper protocols for notifying a supervisor of any contact that may bring negative attention to the Department or employee.

**POLICY:** An employee is expected to conduct themselves both on and off-duty in a professional and appropriate manner.

**PROCEDURE:**

- A. If any conduct occurs in an employee's presence or at their residence, whether on-duty or off-duty which, if discovered could bring negative attention to the officer or the Department, that employee has a duty to report said conduct to the Office of the Chief of Police via chain of command; and
- B. If any employee of this Department has contact with any law enforcement agency while off-duty, the employee is required to contact their immediate supervisor as soon as they return to work and explain said contact and the circumstances. This is to include contact during a traffic stop or during any incident involving our employee and another law enforcement officer.
- C. An employee who has knowledge of other employees who are violating any laws, ordinances, rules of conduct of the Department, or who disobey orders, shall bring the matter to the attention of his immediate Supervisor. The supervisor shall determine if further action is to be taken in the matter.
- D. Should the employee feel that the matter is of sufficient gravity, or involves supervisory personnel, he may bypass the official chain of command, and go directly to the next superior in the chain of command.



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Brett C. Hibbs  
Chief of Police