



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NY 12210



1789

**CODE OF ETHICS**  
**GENERAL ORDER NO: 1.1.10**

<b>Issue Date:</b> May 2, 2017	<b>Effective Date:</b> September 25, 2014
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<b>Volume 1:</b> Organizational Structure	<b>Chapter 1:</b> Organizational Values and Goals
<b>Distribution:</b> All Personnel	<b>Page:</b> 1 of 3
<b>Issuing Authority:</b> Chief Eric Hawkins	

**PURPOSE:** The purpose of this policy is to establish a canon of ethical behavior of which all personnel are expected and required to abide.

**POLICY:** It is the policy of the Albany Police Department that all personnel shall abide by the code of ethics provided in the City's Personnel Policy and Procedures Manual. All sworn officers of the department shall also abide by the Law Enforcement Code of Ethics which has been adopted by the Albany Police Department.

**DEFINITIONS:** **Municipal Officer or Employee** – Municipal officer or employee means an officer or employee of the City of Albany, whether paid or unpaid, including members of any administrative board, commission or any agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a fire chief or assistant fire chief.

**Interest** – Interest means a direct or indirect pecuniary benefit accruing to a municipal officer or employee as the result of a contract with the municipality which such officer or employee serves. For the purpose of this policy a municipal officer or employee shall be deemed to have an interest in the contract of: (1) his/her spouse, minor children and dependents, except contract of employment with the municipality which such officer or employee serves; (2) a firm, partnership or association of which such officer or employee is a member or employee; (3) a corporation of which such officer of employee is an officer, director or employee; and (4) a corporation, any stock of which is owned or controlled, directly or indirectly, by such officer or employee.

**I. LAW ENFORCEMENT CODE OF ETHICS**

**A.** Officers of the Albany Police Department shall be aware that their fundamental duty is to serve the citizens. This shall include the following:

1. Protect the Constitutional Rights of all citizens, with special regard to their right to liberty, equality, and justice;
2. Safeguard the lives and property of the citizens; and

3. Protect the citizens against deception, oppression, or intimidation.
- B. Departmental personnel are expected to keep their private lives untarnished as an example to all. They will be honest in their actions involving both their personal and official lives.
  - C. Personnel shall be exemplary in their obedience to local, State, and federal laws; as well as the policies and procedures of the Albany Police Department.
    1. Whatever an employee sees or hears of a confidential nature, or that which is confided in an official capacity, will be kept confidential unless revelation is necessary in the performance of duty.
  - D. Personnel of the department shall never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence their decisions. They shall enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force and never accepting gratuities.
  - E. Personnel of the Albany Police Department will be expected to recognize their badge of office as a symbol of public faith, and accept it as a public trust.

## II. CITY OF ALBANY CODE OF ETHICS

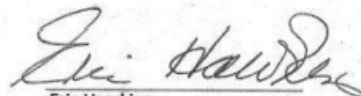
- A. Pursuant to the provisions of [Section Eight Hundred Six of the New York State General Municipal Law](#), the Common Council of the City of Albany recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a higher degree of moral conduct is to be obtained, and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct of this resolution, as adopted, shall not conflict with, but shall be in addition to, any prohibition of [Article Eighteen of the General Municipal Law](#) or any other general or special law relating to ethical conduct and interest on contracts or municipal officers and employees.
- B. Every officer or employee of the City of Albany shall be subject to and abide by the following standards of conduct:
  1. Every officer or employee of the City of Albany shall not, directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five (75) dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other from, under circumstances in which it could reasonably be inferred the gift was intended to influence him/her, could reasonably influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties, or was intended as a reward for any official action on his/her part.
  2. He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
  3. He/she shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter

before any municipal agency of which he/she is an officer, member, or employee, or of any municipal agency over which he/she has jurisdiction, or to which he/she has the power to appoint any member, officer, or employee.

4. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of this municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. To the extent that he/she knows, a member of the Common Council, any officer, or employee of the City of Albany, whether paid or unpaid, who participates in the discussion or gives official opinion to the Common Council on any legislation shall publicly disclose, on the official record, the nature and extent of any direct or indirect financial or private interest he/she has in such legislation.

### **III. CODE OF ETHICS TRAINING**

- A. All personnel shall receive ethics training biennially (i.e., every two (2) years), at a minimum.
  1. This training may be delivered via in-service training or via training online in PowerDMS.



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