



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **AGENCY/EMPLOYEE ROLES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

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PURPOSE: The purpose of this Policy & Procedure is to maintain a Mission Statement for the Portage Police Department as well as established goals and objectives and instituting procedures for evaluating the progress made toward attaining those goals and objectives.

Additionally, this Policy & Procedure is to establish the requirement that all Portage Police Department personnel, prior to assuming sworn status, take an oath-of-office to enforce the law, uphold the constitution of the United States and the constitution of the State of Wisconsin; and that all department members abide by a code of ethics adopted by the department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. MISSION STATEMENT
- III. GOALS AND OBJECTIVES
- IV. OATH OF OFFICE
- IV. LAW ENFORCEMENT CODE OF ETHICS
- VI. NON-SWORN PERSONNEL CODE OF ETHICS

I. POLICY

- A. It is the policy of the Portage Department to maintain a Mission Statement and to establish goals and objectives as well as to strive to attain these goals and objectives. It is also the policy of the department for each sworn member of the department to take an oath of office and for all personnel to abide by a Code of Ethics.

II. MISSION STATEMENT

- A. The mission statement of the Portage Police Department, "Protecting our community and its quality of life by delivering exceptional law enforcement services."
- B. The Mission Statement shall be reviewed at an interval determined by the Chief of Police, but not less than a minimum of every five years.

III. GOALS AND OBJECTIVES

- A. The Chief shall establish and provide direction on annual goals. These goals will also be published in the annual report.
- B. The overall continuous goals are:
 - 1. The protection of life and property.
 - 2. Crime prevention through education, detection and apprehension.
 - 3. Providing exceptional services to the citizens and visitors of the City of Portage.
 - 4. Working with other entities and agencies to achieve common goals.
- C. The Portage Police Department will attempt to achieve the overall continuous goals by:
 - 1. Identifying criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings.

This consists of identifying those thought to be guilty of having committed a criminal offense and subsequently proceeding through the investigative and legal process.

The investigation process typically involves the gathering of information from victims and witnesses, the collection and analysis of physical evidence and the relating of the results of these and other inquiries to one or more individuals identified as likely to have committed the offense.

The legal process involves the forwarding of reports and evidence to the Columbia County District Attorney's Office and assisting and testifying in any court proceedings.

2. Reducing the opportunities for the commission of some crimes through preventive patrol and other measures.

The department is responsible for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Department to assist in the identification of problem areas and to inform the public of crime statistics and trends.

3. Aiding individuals who are in danger of physical harm.

This aid extends beyond incidents in which the threatened harm is the result of a criminal attack, but also against hazards, accidents, or even discomforts of life.

4. Protecting Constitutional guarantees.

An officer may enforce any Federal, State, or local statute which is valid on its face without fear of abrogating the Constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of their authority does not deprive persons of their civil liberties.

5. Facilitating the movement of people and vehicles.

The police have assumed a major share of the responsibility for achieving and maintaining the high degree of order that is necessary to make the free movement of people and vehicles possible.

6. Assisting those who cannot care for themselves.

Policing consists of providing care and assistance to those who cannot care for themselves because of their age, their state of health, the physically disabled, and the mentally ill and mentally impaired, and those suffering from alcohol and drug addiction.

7. Resolving conflict.

The police contribute to the order of the community by resolving inter-group conflict with the objective of resolving clashes before they involve physical confrontation.

8. Identifying problems that are potentially serious law enforcement or governmental problems.

The police identify problems that plague the community and channel complaints to the proper governmental agency. Police sort out situations that require attention and identify policies and practices of other governmental agencies that are in need of correction.

9. Creating and maintain a feeling of security in the community.

Police help to create an atmosphere that makes it possible for people, exercising reasonable care and precaution, to carry on their ordinary, daily activities with the expectation that they will not be endangered, interfered with, or subject to criminal attack.

10. Promoting and preserving order.

The handling of a civil disturbance is viewed as extraordinary, but is among the most firmly established responsibilities of the police.

11. Providing other services on an emergency basis.

Saving lives and aiding the injured, locating lost persons, keeping the peace, and providing for many other miscellaneous needs are basic services provided by the department. To satisfy these requests, the department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.

IV. OATH OF OFFICE

- A. All personnel hired as law enforcement officers with the Portage Police Department will, prior to assuming duty, be administered the Oath of Office by the City Clerk of the City of Portage.

OATH OF OFFICE

I, _____, having been appointed to the office of Police Officer swear that I will support the constitution of the United States and the constitution of the State of Wisconsin and the Ordinances of the City of Portage, and will faithfully and impartially discharge the duties of said office to the best of my ability. So, help me God.

B. Maintenance of Records

1. Original copies of the signed Oath of Office are maintained by the City Clerk's office in compliance with department policy.
2. A copy of the signed Oath of Office is maintained in the officer's personnel file. This copy should be maintained for the tenure of the officer's career at the Portage Police Department, plus seven years.

C. Ceremony

1. When possible, the Oath of Office ceremony should be held on the first day of employment.

2. Photographs of the event are permitted and encouraged.

D. Promoted Officers

1. In the case of officers who have been promoted, the Oath of Office shall be administered within a reasonable time frame after assuming the duties associated with the officer's new position.
2. Date of employment and compensation shall be determined based on the date of appointment or promotion as set forth in an official Department Order, and/or related labor agreements, and shall not necessarily be a function of the date the Oath of Office was administered.

V. THE LAW ENFORCEMENT CODE OF ETHICS

- A. The Law Enforcement Code of Ethics will serve as the basic standard of principle and professional behavior for sworn officers of the Portage Police Department.

LAW ENFORCEMENT CODE OF ETHICS

“As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals,

I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.”

VI. NON-SWORN PERSONNEL CODE OF ETHICS

- A. The non-sworn personnel Code of Ethics will serve as the basic standard of

principle and professional behavior for non-sworn members of the Portage Police Department.

NON-SWORN PERSONNEL CODE OF ETHICS

“As an employee of a law enforcement agency, my fundamental obligation is to serve the citizens of the community and to uphold the ethics of my agency.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow employees and the law enforcement profession.

I vow to perform all my duties in a professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that my agency is sworn to uphold. I will seek affirmative ways to comply with the standards of my agency and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible and professional and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a member of the law enforcement profession. I do not take this trust lightly.

As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of this chosen profession”.

Keith J. Klafke

Chief of Police

New Employees will sign a pledge that they will attempt to live by the law enforcement code of ethics and fulfill the Department's Mission statement. The signed copies will be placed in their personnel file.

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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