

Washington, DC Chapter of Concerns of Police Survivors
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Standard Operating Procedure #2012-01

Review/Revision Date: January 23, 2024

Code of Conduct

1.1 SCOPE: This Standard Operating Procedure (SOP) establishes expected conduct for all Chapter members and particularly those serving as a Washington, DC Chapter of Concerns of Police Survivors, hereinafter referred to as DC-COPS, Board member. A "Board member" refers to anyone who serves in an elected or appointed position on the DC-COPS Board.

1.2 OBJECTIVE: To provide sufficient information to DC-COPS members and particularly Board members regarding the expectations for behavior and respect.

1.3 PURPOSE: Establish clear communication and clearly define and promote acceptable behavior as a DC-COPS member and particularly a Board member.

1.4 APPLICATION: A Board member who willfully violates the Code of Conduct faces consequences, depending on the severity of the offense. Potential actions may include, but are not limited to, verbal warning, written warning, reprimand, and/or removal from office. Upon notification of such violation, the DC-COPS Board will review the information including discussion with the individual in question to determine further action. Such determination could be reprimand or removal from office/appointed position. If removal from office/appointed position occurs, the DC-COPS President has the authority to fill the vacant position by appointing an individual with approval of the DC-COPS Board. If it is the DC-COPS President in violation, the Vice President will assume the duties of the DC-COPS President.

1.5 APPROVED: This SOP was approved and adopted by the DC-COPS Executive Board on November 10, 2012 and was reviewed and revised by the Executive Board on October 4, 2014, and was reviewed and revised by the Board on February 6, 2016. It was reviewed and revised by the Chapter Board on January 23, 2024.

2.0 RULES AND REGULATIONS: DC-COPS Board members are under these rules to promote the professionalism and integrity of the organization as a whole. These rules are set forth as an example how the DC-COPS Board members shall conduct themselves. DC-COPS

stresses respect for others and the rights of others, among them the right to an environment which facilitates support and healing. They are applicable to all members of the Chapter as well.

2.1 REGULATIONS: The following regulations must be observed:

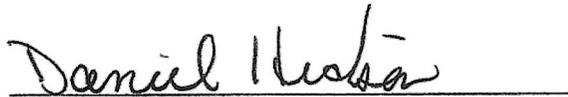
- A. No abusive language and obscene gestures.
- B. No disrespectful actions towards other DC-COPS members, particularly Board members.

2.2 CODE OF CONDUCT:

- A. DC-COPS Board members will be deliberate in their responsibilities to DC-COPS by preparing for a Business Meeting and decision-making, and following through in a timely manner to all duties assigned.
- B. DC-COPS Board members will base each decision on all available facts in each situation. These decisions will be made in the best interest of DC-COPS as a whole and without any personal bias or the views of special interests. The DC-COPS Board members will accept, support and implement all decisions of the DC-COPS Board, even if an individual Board member may not initially support the decision or if decisions were made in the absence of any Board member.
- C. The *C.O.P.S. Confidentiality & Nominee Pledge Information Policy* will be adhered to when discussion or decisions are deemed confidential by the DC-COPS and shall remain confidential outside of Business Meetings unless deemed necessary by the DC-COPS President to discuss.
- D. DC-COPS members and particularly Board members will abide by C.O.P.S. policies on conflicts of interest and will strive to avoid even the slightest appearance of such conflicts. DC-COPS Board members will also adhere to the Bylaws and SOPs of DC-COPS and the requirements of assigned committees.
- E. DC-COPS members and particularly Board members will address fellow members with respect in listening to opinions and ideas.
- F. DC-COPS members and particularly Board members shall conduct themselves at all times in a manner which will reflect credibility on DC-COPS and National C.O.P.S. DC-COPS members and particularly Board members will avoid and refrain from any personal and/or inappropriate comments, touching, or suggestive mannerisms with fellow C.O.P.S. members and survivors. Physical assault or sexual assault will not be tolerated. If such actions are witnessed, it must be reported to the DC-COPS Board.
- G. DC-COPS Board members or Chapter members will never be in possession of any substances or items in violation of the law while participating in any DC-COPS or National C.O.P.S. activity or meeting. In addition, DC-COPS members and particularly

Board members or Chapter members will not consume any illegal substance, or consume in excess any legal or prescribed substance or alcohol that is known to impair judgment and behavior while representing DC-COPS at any activity or meeting.

H. DC-COPS Board members will act with utmost professionalism and carry out all duties to not cause harm to the integrity, activity, or purpose of the organization as a whole.

A handwritten signature in cursive script that reads "Daniel Hickson". The signature is written in black ink and is positioned above a horizontal line.

Daniel Hickson

President

Washington, DC Chapter of C.O.P.S.

January 23, 2024