



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1280
TOPIC: WORKPLACE RELATIONSHIPS
ISSUED BY: TERESA EWINS, CHIEF OF POLICE
DATE: 11-19-2021
SUPERSEDES: G.O.1280, 2018
REFERENCE: G.O. 1420, LMC 2.76.355, Mayor's Administrative Regulation No. 37

I. POLICY

The Lincoln Police Department encourages employees to socialize and develop professional relationships in the workplace while also maintaining a safe, professional, positive environment free from actual or potential conflicts of interest.

II. PROCEDURE

A. Definitions

1. Immediate family member shall mean spouse, child, father, mother, sister, brother, father-in-law, and mother-in-law.
2. Intimate partner shall mean a spouse, former spouse and persons who are involved in a dating (romantic or intimate) relationship.
3. Nepotism shall mean the practice among those with power or influence of favoring immediate family members or intimate partners.

B. Guidelines

1. Employees who engage in a personal relationship (including immediate family or intimate partners) should be aware of their professional responsibilities at work and be accountable for assuring the relationship does not interfere with the course of their duties or distract from the department's mission, goals and objectives.
2. Nepotism is prohibited. Employees shall not occupy a position in the chain of command or be directly or indirectly supervised by an immediate family member or intimate partner.
 - a. An employee who is an immediate family member or intimate partner of a supervisor can work on the same team/unit, but not on the same shift or have overlapping hours. These

- employees can work on the same shift but not on the same team/unit.
 - b. An employee who is an immediate family member or intimate partner of a captain or unit head cannot be on the same team or unit.
 - c. An employee who is an immediate family member or intimate partner of a duty commander cannot work on the same shift nor have overlapping hours when the duty commander may directly or indirectly supervise the employee. These employees can work on another shift.
 - d. An immediate family member or intimate partner cannot be in the direct chain of command of the chief of police or an assistant chief of police.
3. Exceptions to this policy may be approved on an individual basis as follows:
 - a. Indirect supervision assignments only. No exceptions shall be approved in direct supervision assignments.
 - b. Short-term exceptions may be approved by a captain or above.
 - c. Long-term exceptions require a written request directed to the impacted chain of command for consideration with final approval by the chief of police or designate.
 4. An employee who has a change of family or relationship status that creates an actual or potential violation of this policy shall notify, in writing, the chief of police or designate within 24 hours. This allows the department to:
 - a. Obtain approval from the mayor per LMC 2.76.355.
 - b. Order a reassignment of the work schedule.
 - c. Consider an exception in cases of an indirect supervision conflict.

5. If only conflicting assignments are available during the bid process, the chief of police or designate will assign one of the employees to a non-conflicting assignment.
6. Off-duty jobs/assignments are also subject to this General Order.
 - a. Immediate family members and intimate partners are prohibited from working together in an off-duty capacity when their expected duties create a supervisory/employee relationship.
 - b. Employees working off-duty, who are immediate family members or intimate partners of employees working on-duty, should consider any potential conflicts.
7. Supervisor's Responsibility. Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the chief of police, or designate, of such actual or potential violations.
8. Employees will not make recommendations as to hiring, discipline, promotion, evaluation or other areas where a conflict of interest may exist involving an immediate family member or intimate partner.
9. A newly hired employee whose immediate family was employed by the City when the new employee was hired is required to file a written disclosure with the City Clerk.