

GENERAL ORDER, ADMINISTRATION, NUMBER 19
SEPTEMBER 17, 2003
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Relatives in the Workplace, Duties and Assignments

B. PURPOSE:

To establish guidelines for relationships within the confines of the employee's "immediate family" situation in the workplace.

C. POLICY:

It is the policy of the City of Waterloo to employ the best-qualified applicants and to not discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of immediate family situations.

It is also the City of Waterloo's policy to develop employment practices that create and maintain constructive working relationships and which also protect the individual and the City of Waterloo by establishing certain safeguards against conflicts of interest, whether real or perceived.

D. PROCEDURES:

1. It is the policy of the Waterloo Police Department to prohibit individuals within the "immediate family" situation to work or ride together in the same police vehicle and be assigned as "ward" partners unless considered an emergency or authorized special detail.
2. It is the policy of the Department that no two persons related by "immediate family" definition is in a **direct** supervisory role of the other unless considered an emergency or authorized special detail.
3. This policy applies to an employee's "immediate family" which is defined to include the employee's parent, stepparent, foster parent, sibling, half-sibling, stepsibling, child, stepchild, foster child, grandchild, spouse, domestic partner, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, spouse's grandparent, aunt, uncle, niece, and nephew.
4. If a determination is made of a conflict creating an adverse impact within the Department, the affected employees will have the opportunity to resolve the matter among them. If the affected employees cannot agree to resolve the conflict, the one with Department seniority will prevail. It shall be the Chief's final decision on assignments within the Department for the efficient operation of the Waterloo Police Department.

By order of:

Thomas J. Jennings
Chief of Police