

Rules of Conduct - General

1018.1 STANDARD OF CONDUCT

1. Members shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon themselves or the Department.
2. Commissioned officers shall conform with the Code of Professional Conduct and Responsibilities for Peace Officers (Policy 1001).

1018.2 LOYALTY

Members shall maintain such loyalty to the Department and their associates as is consistent with their oath of office and personal and professional ethics. Loyalty to the Department and to associates is an important factor in Departmental morale and efficiency.

1018.3 COOPERATION

Members shall establish and maintain a high spirit of cooperation within the Department and with other agencies. Cooperation between the ranks and units of the Department and between the Department and other law enforcement agencies is essential to effective law enforcement.

1018.4 INSUBORDINATION

Members shall not be insubordinate. Intentional failure or refusal by any Member of the Department to obey a lawful order given by a superior officer shall be insubordination.

1018.5 PERFORMANCE OF DUTY

Members shall perform their duties as required or directed by law, Department rules/regulations, procedures, policies, or by order of a superior officer. All lawful duties required by competent authority shall be performed promptly as directed.

1018.6 OBEDIENCE TO LAWS AND REGULATIONS

1. Members shall observe and obey all laws and ordinances, all rules/regulations, procedures and policies of the Department and all orders of the Department or Commands thereof. In the event of improper action or breach of discipline, it will be presumed that the Member was familiar with the law, rule/regulation, procedure or policy in question.
2. Members are to report to their immediate supervisor within 24 hours any arrest, incident, or allegation of criminal or other misconduct, which could result in the Member being criminally prosecuted. All allegations of criminal and other misconduct will be immediately documented by the supervisor in memo form to his/her Commander/Director.

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3. Members authorized to carry a handgun, on duty or off duty, must immediately notify their Commander if they have been convicted of any domestic violence offense. Defined: "Any use or attempted use of physical force committed against a current or former spouse, parent or person similarly situated."
4. Members authorized to carry a handgun, on duty or off duty, must immediately notify their Commander if they are currently the subject of a court restraining order, which is based upon threats of violence.

1018.7 ESTABLISHING ELEMENTS OF A VIOLATION OF LAW

The existence of facts establishing a violation of the law or ordinance is all that is necessary to support any allegation under Section 1018.6. When a violation of law occurs under Section 1018.6, lack of criminal prosecution shall be no bar to administrative discipline.

1018.8 CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES

Members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. They shall not maliciously ridicule one another or the orders issued by competent authority.

1018.9 COURTESY TO RANK

While on duty, commissioned personnel holding rank shall be addressed by such rank.

1018.10 CRITICISM OF ORDERS

Members shall not criticize instructions or orders in the presence of subordinates or persons from outside the Department.

1018.11 ISSUING ORDERS

Orders shall be issued in clear and understandable language and in pursuit of Departmental business. No Member shall issue any order, which is in violation of any law, or ordinance or which is beyond the scope of their authority.

1018.12 OBEDIENCE TO UNLAWFUL ORDERS

Obedience to an unlawful order is never a defense for an unlawful action; therefore, no Member is required to obey any order, which is contrary to federal or state law or county ordinance. Responsibility for refusal to obey an unlawful order rests with the Member and they must be able to justify their action.

1018.13 CONFLICTING ORDERS

In the event of a conflict of orders, Members shall call such conflict to the attention of the superior issuing the last order. Responsibility for countermanding the original order then rests with the

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individual issuing the second order. Should the superior not change or rescind the order, it shall be obeyed, and Members shall not be held accountable for violating the previous order. Orders shall be countermanded, or conflicting orders issued only when necessary for the good of the Department.

1018.14 SOLICITING GIFTS, GRATUITIES, REWARDS, LOANS, ET CETERA

Members, in their official capacity, shall not solicit any gifts, gratuities, rewards, loans, or establish any accounts, where there is any direct or indirect connection between the solicitation and their Departmental membership, without authorization from the Sheriff-Coroner.

1018.15 ACCEPTANCE OF GIFTS, GRATUITIES, REWARDS, LOANS, ET CETERA

Members shall not accept any gift, gratuity, reward or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of the Member or other Member in any matter of official business, or which might tend to cast an adverse reflection on the Department or its Members.

1018.16 OTHER TRANSACTIONS

Members are prohibited from buying or selling anything of value to or from a prisoner, or any complainant, plaintiff, suspect, witness, defendant, or other person currently involved in any case which has come to the Member's attention or which arose out of their Departmental employment, except as may be specifically authorized by the Sheriff-Coroner.

1018.17 FREE ADMISSION AND PASSES

Members shall not solicit free admission to theaters or other places of amusement for themselves or others except in the line of duty.

1018.18 REPORTING FOR DUTY AND TIME OFF REQUESTS

1. Members shall report for duty at the specified time and place and in the attire appropriate to their duty assignment. Inability to comply shall be reported to their superiors as early as possible in advance of the scheduled start time.
2. Members, when applicable, shall submit their time off requests and receive approval from their supervisor prior to taking time off.
3. It is the responsibility of each Member to ensure the accuracy of their timecards by entering the hours worked and requested time taken off into the VIRTUAL TIMECARD INTERFACE (VTI). Members shall certify the accuracy by electronically submitting their timecard to their supervisor for final approval.
4. It is the responsibility of each supervisor to review and approve Member's timecards.
5. Divisions utilizing the "Report of Absence" forms shall retain them within their division in accordance with the Department's records control schedule.

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1018.19 MAINTENANCE OF TELEPHONE

All sworn Members are required to maintain a cellular or residence telephone.

1018.20 CHANGE OF ADDRESS AND PHONE NUMBERS

Members shall, within 24 hours, report any change in address and telephone number to their command superior and the Professional Standards Division.

1018.21 APPEARANCE - WORK AREA

Members shall maintain their individual desks, work areas, etc. in a neat, clean, and orderly condition at all times. Desks shall be cleared at the end of the tour of duty and work materials properly stored.

1018.22 APPEARANCE - PERSONAL

1. Members shall be neat and clean in their person and attire when on duty. They shall maintain good personal hygiene and keep their hair neatly trimmed and combed and their fingernails clean. Members wearing civilian clothes shall adopt attire appropriate to a neat, conservative, businesslike appearance (See Policy 1044).
2. Members who are attending training classes may dress in casual clothing that is in keeping with acceptable community standards unless otherwise directed. Items such as tank tops, tube tops, halter-tops, shorts, cutoffs, sandals and other beachwear shall not be worn.

1018.23 DAMAGE TO PRIVATE, REAL OR PERSONAL PROPERTY

1. Any material damage to private, real or personal property committed in the performance of official duties shall be promptly reported to the Member's superior in writing.
2. If a Member's personal property is damaged during the course of their duties, a claim for damages shall be made to County Risk Management. Claim forms can be obtained from the Professional Standards Division.

1018.24 CARE OF PROPERTY AND EQUIPMENT

1. Members shall be responsible for the proper care, maintenance and serviceable condition of any county property issued or assigned to their use. They shall report to their Commander the loss of, damage to, or unserviceable condition of any such property.

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2. Members shall not loan to any person their identification card, badge or cap piece.
3. Members shall not permit any unauthorized person the use of any county equipment issued to the Member.

1018.25 MISAPPROPRIATION OF PROPERTY

No member shall appropriate for their own use or the use of another, any property belonging to the county or any item of evidence, found, stolen or recovered property, except as provided by law.

1018.26 SURRENDER OF COUNTY PROPERTY

1. Upon separation from the Department, Members shall surrender all county and Departmental items of property to the Professional Standards Division within 48 hours.
2. Department issued equipment, including handguns and badges are the sole property of the Department and shall be returned immediately upon request.

1018.27 UNTRUTHFULNESS

No Member shall knowingly make false statements or misrepresentations to other Members or superiors.

1018.28 REMOVAL OR ALTERATION OF OFFICIAL RECORDS PROHIBITED

Members shall not remove or alter any official record of the Department except as directed by superiors in accordance with established Departmental procedures, or under due process of law.

1018.29 OFFICIAL CORRESPONDENCE

Only those Members authorized by the Sheriff-Coroner may engage in official Departmental correspondence.

1018.30 DEPARTMENT LETTERHEAD

All official correspondence shall be written on the Department's official letterhead stationery. Official letterhead shall not be used for any purpose other than official business.

1018.31 ABSENCE FROM DUTY

No Member shall be absent from duty without proper leave or permission from, or notification to, the appropriate supervisor.

1018.32 SICK LEAVE

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1. While on official paid sick leave, Members shall remain at home or other place of confinement except when, in the Department's judgment, their individual circumstances justify leaving the place of confinement. Members shall advise the Department of their place of confinement.
2. Members shall not feign illness or injury or deceive a superior as to the Member's health condition.

1018.33 INCURRING LIABILITY

Members shall exercise extreme caution and good judgment to avoid occurrences that might give rise to liability chargeable against the Department, the Sheriff-Coroner, or the county.

1018.34 PATRIOTIC COURTESY

To the flag:

1. On the approach of the American flag or during flag ceremonies, Members shall stand, face the flag and come to attention. If in uniform and covered, they shall render a hand salute and maintain the salute until the flag has passed. Members uncovered or Members in civilian dress shall place their right hand over their left breast.

The United States national anthem:

1. When the United States national anthem is played, Members in uniform shall face the source, stand at attention and, if covered, render a hand salute. They shall maintain the salute until the conclusion of the national anthem. Members uncovered or Members in civilian dress shall place their right hand over their left breast.

Funerals:

1. When a funeral procession for a Department Member or other person to whom national and/or local recognition is given approaches, Members in uniform shall come to attention and render a hand salute. They shall maintain the salute until the procession passes. While passing a casket to view the remains at a funeral, they shall place their cap over their left breast.

1018.35 USE OF ALCOHOL

1. Members of the Department shall not report for or be on duty while under the influence of an alcoholic beverage or drugs or be unable to effectively carry out their duties and responsibilities because of their use. The odor of an alcoholic beverage on the breath or person shall be considered presumptive evidence of a violation of this section. No Member shall drink any alcoholic beverage while on duty except when necessarily consumed in the line of duty.

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2. Members, on or off duty, shall not display uniform insignia or badges during the purchase of alcoholic beverages.
3. Personnel shall not operate a Department vehicle (defined in section 706.2) if they have taken any medication or consumed an alcoholic beverage, or combination thereof, that would tend to adversely affect their mental or physical abilities.

1018.36 INTOXICANTS ON DEPARTMENTAL PREMISES

Alcoholic beverages shall not be brought onto Departmental premises except in furtherance of a law enforcement task or Department approved activity.

1018.37 SMOKING, TOBACCO USE AND ELECTRONIC SMOKING DEVICES

Department Members are prohibited from smoking, using tobacco in any form or using electronic smoking devices while on duty in public view, except in a designated smoking area. Department Members are also prohibited from smoking or using any electronic smoking devices inside any Department workplace, facility, or vehicle.

1018.38 SLEEPING ON DUTY

Members shall not sleep on duty.

1018.39 USE OF OFFENSIVE LANGUAGE

Members shall not use offensive or uncomplimentary language within the hearing of any other person.

1018.40 OFFENSIVE CONDUCT

Members shall not antagonize any person by their actions, speech, or demeanor.

1018.41 RECEIPT OF TRAFFIC CITATION - COUNTY VEHICLE

Members who receive a traffic citation while operating a county vehicle shall not request the Department to intercede in their behalf but shall handle the matter as a private citizen.

1018.42 FIXING TICKETS

Members shall not "attempt to fix" or "fix" a citation for a traffic violation.

1018.43 FRATERNIZATION

1. Except as permitted by written authority of their Commander, no Member shall fraternize with, engage the services of, accept services from, or give to or receive favors from any person in Department custody or recently released (within one year) from Department custody. Any Member who is contacted by or on behalf of a recently released (within one year) prisoner shall immediately report same, in memorandum form, to his or her immediate supervisor.

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2. Members shall not associate socially with, or fraternize with the spouse or family member of any person in the custody of the Department without the express permission of the Sheriff-Coroner.
3. Except as necessary to carry out their assigned duties, Members shall not engage in familiarity with inmates or the families or friends of inmates. Members shall not discuss Departmental matters or private affairs concerning themselves or coworkers with inmates.
4. Members shall not trade or barter with, lend to or borrow from, or engage in any other personal transaction with any inmate. Members shall not, directly or indirectly, give to or accept from any inmate, or member of the family of any inmate, anything of value or a promise of same.
5. Members shall not accept from, or send to, any inmate any verbal or written message, reading matter, literature, or any item, article, or substance except as necessary in carrying out the Member's assigned duties.

1018.44 COURT CASES

Members shall not interfere in any way with the normal judicial procedure.

1018.45 COURT ATTENDANCE AND DEMEANOR

1. Members, when subpoenaed into court to testify, shall be punctual in attendance.
2. All members, except professional staff, responding to court directly from their work location during a scheduled work day or from an off duty status shall wear their Department approved Class "A" short or long sleeve uniform and equipment, Class "B" (BDU alternative uniform) and equipment or business attire. Polo shirts may not be worn.
3. Business attire shall include the following:
 - (a) Male Department Members shall wear a suit and tie or slacks with a sport coat and tie.
 - (b) Female Department Members shall wear a pantsuit/blouse with jacket, a skirt/blouse or a dress.
4. Motor personnel may wear their assigned alternative uniform.
5. Specialty units such as gangs or narcotics, where it is common for Members to grow beards and/or long hair, are exempt from the grooming standards as defined in Policy 1044 but shall trim and groom their hair and their facial hair as to portray a professional appearance.
6. All Members who are professional staff responding directly from their work location during a scheduled work day or from an off duty status shall wear business attire.
7. Members placed on call for court will be prepared to respond to that court at the specified time or within the established time limits and in appropriate attire.

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8. Members shall testify in a calm, distinct and audible tone of voice. Members shall not suppress or overstate the slightest circumstance with a view of favoring or discrediting any person, but shall testify with the strictest accuracy.
9. Members shall not, by their actions or demeanor, make apparent their feelings toward any defendant or witness during the proceedings within the courtroom or within the hearing of the participants.
10. Members who are off work due to an industrial or non-industrial injury or illness are not expected to participate in courtroom testimony. If medically able, a Member may testify while off work with written permission from their health care provider.

1018.46 NEIGHBORHOOD DISPUTES

Members shall attempt to avoid becoming involved, either as an officer or as a participant, in neighborhood disputes, except in the line of duty.

1018.47 CONTROVERSIAL OPINIONS

Members shall not involve the Department in any manner in their expressions of views on any political, religious or controversial subject.

1018.48 UNAUTHORIZED KEYS

1. Members shall not have possession or control of any Department key not specifically issued to that Member.
2. Members shall not, unless authorized by the Sheriff-Coroner, possess keys to any private, commercial premise, not their own, or public building or facility in or near their duty area.

1018.49 HOURS OF DUTY

1. Members of the Department shall be assigned regular hours. When off duty, all commissioned personnel and certain professional staff may be subject to call out. If needed, Members may be required to work additional hours.
2. Members shall not change the dates or times of their assigned duty, nor make any exchanges of duty with other Members without prior approval of the appropriate superior.

1018.50 LOITERING IN DEPARTMENT AREAS

Members off duty and not on official standby shall not loiter in Department areas, other than those normally designated for use as recreation or rest areas.

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1018.51 CONDUCTING BUSINESS IN DEPARTMENT AREAS

Members shall not conduct any commercial ventures for profit in Department work sites unless authorized by the Sheriff-Coroner.

1018.52 USE OF THE BADGE, I.D. CARD AND UNIFORM BY NON COMMISSIONED PERSONNEL

1. Professional staff, who have been issued a badge, I.D. card and/or uniform, shall not, under any circumstances, display same except at or during their work assignment.
2. Badges, I.D. cards or uniform items shall not be used for any purpose other than official Department business.
3. Professional staff shall not carry their badge while off duty or to or from work. Badges are to be left at work assignments. Exceptions shall be forensic personnel subject to call out and special circumstances requiring written approval of a Commander.

1018.53 AUTHORIZED TELEPHONE USAGE

Members of the Department, whether on duty or off duty, shall not make or receive telephone calls, using county telephone equipment or services, for purposes other than official Department business or family emergencies. Any identified misuse of the telephone may result in discipline and/or reimbursement to the Department for the cost of the calls.

1018.54 MEMBER'S DUTY TO REPORT MISCONDUCT

The reporting of misconduct and prevention of the escalation of misconduct are areas that demand a Member to exercise courage, integrity, and decisiveness. This policy requires that when a Member, at any level, becomes aware of possible misconduct by another Member of this Department, the Member shall immediately report the incident to a supervisor or directly to the Internal Affairs Bureau. This requirement applies to all Members, including supervisory personnel and managers who learn of possible misconduct through the review of a Member's work. Generally, the supervisor accepting the complaint shall initiate the complaint process.

Furthermore, a Member who observes serious misconduct shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other Members present from this obligation.

1018.55 PROHIBITED ACTS OR OMISSIONS

The following acts or omissions by Members are prohibited:

1. Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily injury on another.
2. Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Sheriff of such action.

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3. Using Departmental resources in association with any portion of their independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.
4. Engaging in horseplay resulting in injury or property damage or the reasonable possibility thereof.
5. Unauthorized possession of, loss of, or damage to Department property or the property of others or endangering it through unreasonable carelessness or maliciousness.
6. Failure of any Member to promptly and fully report activities on their own part or the part of any other Member where such activities may result in criminal prosecution or discipline under this policy.
7. Failure of any Member to promptly and fully report activities that have resulted in official contact by any other law enforcement agency.
8. Using or disclosing one's status as a Member with the Department in any way that could reasonably be perceived as an attempt gain influence or authority for non-Department business or activity.
9. The use of any information, photograph video or other recording obtained or accessed as a result of employment with the Department for personal or financial gain or without the expressed authorization of the Sheriff or his/her designee may result in criminal prosecution and/or discipline under this policy (Penal Code § 146g).
10. Seeking restraining orders against individuals encountered in the line of duty without the expressed permission of the Sheriff.
11. Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
12. Engaging in on-duty sexual relations including, but not limited to sexual intercourse, excessive displays of public affection or other sexual contact.
13. Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.
14. Unsatisfactory work performance including but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.
15. Concealing, attempting to conceal, removing or destroying defective or incompetent work.
16. The wrongful or unlawful exercise of authority on the part of any Member for malicious purpose, personal gain, willful deceit or any other improper purpose.
17. Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Department or subverts the good order, efficiency and discipline of the Department or which would tend to discredit any Member thereof.

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18. Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Department or members thereof.
19. The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any Department record, book, paper or document.
20. Wrongfully loaning, selling, giving away or appropriating any Department property for the personal use of the Member or any unauthorized person(s).
21. The unauthorized use of any badge, uniform, identification card or other Department equipment or property for personal gain or any other improper purpose.
22. The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the Member's duties (lawful subpoena fees and authorized work permits excepted).
23. Any knowing or negligent violation of the provisions of the Department manual, operating procedures or other written directive of an authorized supervisor. Members shall familiarize themselves with and be responsible for compliance with each of the above and the Department shall make each available to the Members.
24. Work-related dishonesty, including attempted or actual theft of Department property, services or the property of others, or the unauthorized removal or possession of Department property or the property of another person.
25. Criminal, dishonest, infamous or disgraceful conduct adversely affecting the Member/Department relationship, whether on or off duty.
26. Failure to disclose or misrepresenting material facts, or the making of any false or misleading statement on any application, examination form, or other official document, report or form or during the course of any work-related investigation.
27. Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved Department practices or procedures.
28. Substantiated, active, continuing association with or membership in organized crime and/or criminal syndicates with knowledge thereof, except as specifically directed and authorized by the Department.
29. Misappropriation or misuse of public funds.
30. Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
31. Unlawful gambling or unlawful betting on Department premises or at any work site.
32. Substantiated, active, continuing association on a personal rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the Member has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department.

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33. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on Department property or while in any way representing him/herself as a Member of this Department.
34. Engaging in political activities during assigned working hours.
35. Violating any misdemeanor or felony statute.
36. Any other on-duty or off-duty conduct which any Member knows or reasonably should know is unbecoming a Member of the Department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the Department or its Members.
37. Any failure or refusal of a Member to properly perform the function and duties of an assigned position.
38. Failure to maintain required and current licenses (e.g. driver's license) and certifications (e.g., first aid).
39. Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor, or other person in a position of authority, in connection with any investigation or in the reporting of any Department-related business.

1018.56 EXPLORER ADVISOR CONDUCT

The purpose of this section is to set policy for advisors. The Department utilizes advisors to mentor, and supervise explorers during various county, city and competition functions.

1. Fraternalization between an advisor and explorer on or off duty, even if the explorer is an adult, is prohibited.
2. If an explorer makes inappropriate advances or suggestive comments to an advisor, the advisor must notify the explorer coordinator or explorer director immediately.
3. If an explorer makes an allegation of misconduct against any Member of the Department, the Member receiving the allegation must immediately notify the appropriate chain of command per Department policy.
4. Advisors should avoid being alone with an explorer of the opposite sex.
5. Advisors should avoid one on one contact with explorers. This includes counseling, performance reviews, and conversations. Every effort should be made to have another advisor or ranked explorer present.
6. Advisors should not engage in "social media" with an explorer, other than Department business. Personal texting, photographs, audio, video recordings, or all other personal communication is prohibited. Exceptions would be if an explorer is reaching out to an advisor about personal issues that affects the explorers or someone else's well-being. These types of issues must be dealt with in a professional manner and must be reported to the appropriate chain of command.
7. On overnight events, such as explorer academies, competitions or any other overnight activity, advisors shall never be alone in a housing/sleeping area with an explorer. If

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an advisor needs to contact an explorer in a housing/sleeping area for any reason the advisor must have another advisor with them preferably one of the same sex as the explorer. If another advisor is not available the advisor must have a ranking explorer with them preferably one of the same sex as the explorer. The only exception would be if a life-threatening emergency exists.

8. Advisors shall avoid one-on-one transportation of an explorer of the opposite sex. If a situation arises where an explorer of the opposite sex needs a ride to or from any explorer related activity (ride home, ride to work, etc.) the advisor must make all attempts to have another advisor or an explorer with them. If an advisor or explorer cannot be found, the advisor must follow Department policy on transportation of the opposite sex (call dispatch, record time and mileage). Only exception is at explorer related functions and ride-a-longs.
9. Advisors must wait until all explorers depart from the event venue or Department site prior to leaving the location.