



California State University, Los Angeles
Department of Public Safety

NUMBER: I-4 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/1/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Rules of Conduct & Ethical Behavior**

I. PURPOSE.

To prescribe, outline and establish the basic rules of conduct for employees and officers.

II. POLICY.

The Rules of Conduct are universally applicable to all members of the California State University, Los Angeles, Department of Public Safety.

III. DEFINITIONS.

- A. Department. Refers to the Department of Public Safety and the University Police as interchangeable terms.
- B. Director. The Director of Public Safety, Chief of Police, or a person acting in that capacity.
- C. Rules and Regulations. A set of specific guidelines to which all employees must adhere to.

IV. PROCEDURES.

A. Inappropriate Conduct

- 1. Inappropriate conduct is any conduct which interferes with police operations, even though it is not specifically addressed in this manual.
- 2. Conduct considered inappropriate may result in a corrective disciplinary measure or dismissal

B. Ethical Responsibilities

- 1. Officers and all employees shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon the university or the department.

2. Officers acting in a law enforcement capacity, whether on or off duty, and all other employees, while on duty shall conduct themselves in a professional manner and shall be civil, orderly and courteous in their conduct and behavior toward the public and each other. Employees shall not spread rumors about other employees or speak disrespectfully about other employees or this department.
3. Employees shall not speak despairingly of any nationality, race, group, religion, gender, or sexual orientation.
4. Employees shall refrain from using profane, insolent or disrespectful language.
5. Employees will not be disrespectful to their supervisors.
6. Neither employees nor members of their families shall convert to their own use, or have any claim upon, any found or recovered property or evidence held for disposition by the California State University, unless they are the legal owners of same.
7. Employees shall not use their positions with the California State University to influence nor intimidate persons in any civil or criminal action.
8. Employees shall not use their positions with the California State University for personal gain or advantage.
9. The California State University System-wide *Standards of Conduct* shall be adhered to [available as an attachment in written directive I-2].

C. Obedience to Orders

1. Employees will be considered insubordinate if they fail or deliberately refuse to obey a lawful order contained in this manual or issued by a supervisor. That includes an order relayed from a superior officer by an employee of the same or lesser rank. Insubordination will result in appropriate disciplinary action.
2. A supervisor will not knowingly issue any order which violates any law, University policy or regulation, or any policy or regulation of this department.
3. Employees, who are given an otherwise proper order, which is in conflict with a previous or existing policy, will inform the supervisor who issued the order of the conflict. If the supervisor does not alter or retract the conflicting order, the order will be obeyed.
4. Employees will not obey any order that requires them to commit any illegal act. If in doubt as to the legality of the order, the employee will request the issuing supervisor to clarify the order or confer with higher authority.
5. The general rules and regulations of the California State University, Los Angeles, also govern employees of this department.

D. Specific Rules of Conduct

1. Unbecoming Conduct.
 - a) Employees will conduct themselves, both on and off duty, in such a manner as to reflect most favorably on the Department.
 - b) Conduct Unbecoming will include that which brings the Department into disrepute or reflects discredit upon the employee as a member of this Department, or that which impairs the operation of efficiency of this Department or the employee.
2. Immoral Conduct.
 - a) Employees will maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession.
 - b) Employees will not participate in any activity involving moral depravity that impairs their ability to perform as an employee of this Department or causes the Department to be brought into disrepute.
3. Conformance to Law.
 - a) Employees will obey each law of the United States and of any state or local jurisdiction where they are present.
 - b) A conviction of any law will be prima facie evidence of a violation of this policy.
4. Gifts, Gratuities, Bribes or Rewards.

Employees will not solicit or accept from any person, business or organization, any gift (including money, intangible personal property, food, beverage, loan, promise, service, or entertainment) for benefit of themselves or this Department if it may reasonably be inferred that the person, business or organization:

 - a) seeks to influence any action of any official nature or seeks to affect the performance or nonperformance of any official duty; or
 - b) has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.
5. Abuse of Position.
 - a) Employees will not use their official position, official identification card or badge for:
 - Personal or financial gain;
 - Obtaining privileges not otherwise available except in the performance of their duty; and/or
 - Avoiding the consequences of an illegal act.
 - b) Employees will not lend another person their identification card or badge. The identification card will not be reproduced.
6. Payment of Debt.

Employees will not undertake any financial obligation which they know or should know they will not be able to meet.
7. Truthfulness.
 - a) An employee will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of this Department, which may be asked of them upon the order of a superior officer.
 - b) An employee will not make false statements on any report or in court testimony.

8. Intervention in Department Investigations.
 - a) Employees will not intervene with a case being handled by another employee of this Department or by any other governmental agency unless:
 - They are ordered to intervene by a superior; and/or
 - The intervening employee believes that a manifest injustice would result from the failure to take immediate action.
 - b) Employees will not undertake an investigation or other official action not part of their regular duty without obtaining permission from their superior.

9. Dissemination of Information.
 - a) An employee will treat the official business of this Department as confidential.
 - b) Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established Department procedure.
 - c) An employee may remove or copy an official record or report from the Department only in accordance with established Department procedures.
 - d) An employee will not divulge the identity of a person giving confidential information except as authorized by proper authority.

10. Endorsement or Referral.
 - a) Employees, in the course of their employment, will not recommend or suggest in any manner the employment or procurement of a particular product, professional service, or commercial service (such as attorney, towing, bondsman, etc.).
 - b) When services are necessary and the person needing the service is unable or unwilling to procure it or request assistance, the employee will proceed in accordance with established Department procedures.

11. Court Appearances.
 - a) Attendance at court or quasi-judicial hearings in compliance with a subpoena is an official duty. Permission to omit this duty must be obtained from a supervisor.
 - b) When testifying in court, sworn employees will appear in uniform or appropriate business attire. Non-sworn will appear in appropriate like attire.
 - c) Employees will testify with the strictest of accuracy, neither suppressing or overstating the slightest circumstances with a view for favoring or discrediting any person.

12. Unsatisfactory Performance.
 - a) Employees will maintain sufficient competency to perform their duty properly and assume the responsibilities of their position. Each duty will be performed in a manner which maintains the highest of standards of efficiency. Performance may be considered Unsatisfactory when an employee demonstrates:
 - A lack of knowledge for the application of a required law;
 - An unwillingness or inability to perform an assigned task;
 - Failure to conform to a work standard established for employees;
 - Failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving this Department's attention; and/or
 - Absence without leave.

- b) Repeated poor evaluations or a written record of repeated infractions of the rules, regulations, directives or orders of this Department will be considered prima facie evidence of Unsatisfactory Performance.

13. Reporting for and Neglect of Duty.

- a) Employees will report for duty at the time and place required by assignment or order and will be physically and mentally fit to perform their duty. They will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
- b) Employees will report to their supervisor in person at the expiration of their tour of duty unless exempted by that supervisor.
- c) Employees are subject to being called to duty in cases of emergency and will report immediately upon receipt of and compliance with directions given at the time of the notification. It is the responsibility of off-duty employees to contact the Department when they become aware of a major incident affecting this Department.
- d) Employees will not read, play games, watch television or otherwise engage in entertainment activity while on duty. They will not engage in any activity or personal business that would cause them to neglect or be inattentive to duty.
- e) Employees will remain awake and alert while on duty.
- f) Employees will not leave their assigned duty post during a tour of duty except when authorized by a supervisor.

14. Intoxicating Beverage and Drugs, Use and Possession.

- a) Employees will not consume an intoxicating beverage while in uniform or on duty, except in their performance of duty while acting under proper and specific orders from a supervisor.
- b) Employees will not appear for duty or be on duty, while under the influence of an intoxicant or any drug, to any degree whatsoever, or with an odor of an intoxicant on their breath (verifiable prescription narcotics and over the counter medications such as aspirin not included).
- c) Employees will not possess or use any controlled substance, narcotic or hallucinogen except when prescribed by physician or dentist. When these are prescribed, employees will notify their supervisor.
- d) Employees will not store or bring into the Department area or vehicle, any alcoholic beverage, except those held as evidence.

15. Gambling.

Employees will not engage or participate in any form of illegal gambling at any time, except in the performance of their duty or while acting under proper and specific orders from a supervisor.

16. Use of Tobacco.

Employees will not use tobacco when they are dealing directly with the public and will comply with State property regulations/restrictions.

17. Integrity.

- a) Employees must avoid any conduct that might compromise the integrity of the employee, fellow employees, the Department, or the University. Any actions that compromise or bring to question the integrity of an employee may be grounds for disciplinary action.

- b) Employees will avoid regular or continuous personal association or dealings with a person who is under criminal investigation, or indictment, or who has a reputation in the community, or this Department for current involvement in criminal behavior, except as necessary for the performance of official duties.

18. Processing Property and Evidence.

- a) Property or evidence, which has been discovered, gathered or received in connection with Department responsibilities, will be processed in accordance with established Department procedures.
- b) Employees will not convert to their own use, conceal, falsify, destroy, remove, tamper with, store in other than approved storage areas, or withhold any property or evidence.

19. Change in Address or Telephone Number.

Employees will notify the Department within 24 hours of any change of address or telephone number. This notification will be made in writing to the Director, Chief of Police.

20. Courtesy.

- a) Employees shall at all times be courteous and civil to the public and to one another. They shall be orderly, attentive, respectful and exercise patience and discretion in the performance of their duties.
- b) Employees on duty or in uniform should refrain from using indecent or profane language.
- c) Employees shall treat superiors, subordinates and associates in a respectful manner. Employees are prohibited from making personal attacks that ridicule, belittle, or defame another member of the Department. No employee shall use epithets or terms that tend to denigrate a particular race, religion, gender, sexual orientation, or ethnic group.

21. Office and Department Equipment.

- a) Employees will not abuse Department furniture or equipment, or allow it to present an unprofessional, sloppy, or unkempt appearance.
- b) Employees assigned to a permanent work area will keep those areas neat and clean. Items posted and placed in or around permanent work zones will be in good taste and appropriate.
- c) All Department equipment is intended for official use only.
- d) Department bulletin boards are for the exclusive use of posting Department notices, assignments, and other necessary correspondence. Employees will not mark, deface, remove, write, or damage in any manner any posted material. The maintenance and upkeep of all Department bulletin boards is the responsibility of the Police Lieutenant.
- e) The Department will maintain keys to access all lockers and desks. Entry to these areas may be necessary during an employee's absence or in an emergency.

V. APPENDICES. None.