

FLORIDA SOUTHWESTERN STATE COLLEGE CAMPUS POLICE DEPARTMENT

GENERAL ORDER

TITLE: CODE OF CONDUCT/ETHICS	GENERAL ORDER: 1.6 (High Risk)
EFFECTIVE: July 1, 2020	AMENDED:
RESCINDS:	ORIGINATED: July 1, 2020
PAGES: 08	

A. PURPOSE: The purpose of this General Order is to delineate the agency’s Mission Statement, Vision Statement, and Core Values which are designed to ensure the rights and safety of all members and to provide working guidelines to encourage ethical and professional conduct and to provide the Florida Southwestern State College (FSW) community and the public with a general standard by which they can measure the performance of the agency.

B. SCOPE: This order shall apply to all Campus Police Department members.

C. DISCUSSION: All members of the Campus Police Department are part of a team working together with a primary objective of serving the FSW community. Members who fail to follow General Orders, Department/Office Directives, and Agency Procedures governing conduct not only penalize themselves, but do a disservice to all other members of the Campus Police Department.

D. POLICY: It shall be the policy of the Campus Police Department to ensure proper conduct among its members by promulgating written guidelines to establish a standard of ethical and professional conduct for all members. It shall further be the policy of the agency that all members abide by the code of conduct/ethics as set forth in this General Order. All members shall conduct themselves in accordance with the agency's Mission Statement, Vision Statement, and Core Values, which state:

1. Mission Statement: We, the members of Florida Southwestern State College Campus Police Department, are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws; and the safeguarding of constitutional guarantees.

We exist to serve all people with respect, fairness, and compassion with community service as our foundation. We hold ourselves to the highest standards of performance and ethics.

To fulfill this mission, the Florida Southwestern State College Campus Police Department is dedicated to providing a quality work environment and the development of its police officers, community service technicians and staff through effective training and leadership.

2. Vision Statement: Our vision is to maintain a staff of well-equipped, highly-trained, professional members to provide the highest level of customer service with a sense of urgency. While providing comprehensive services, we will be transparent in our actions. Utilizing cutting edge technology, we will continue to proactively reduce crime and enhance the quality of life to ensure Florida Southwestern State College is a safe and attractive place to learn, work, and visit.

3. Core Values:

a. INTEGRITY

b. COMPASSION

c. ACCOUNTABILITY

d. PROFESSIONALISM

e. As a member of the Florida Southwestern State College Campus Police Department, I will treat our customers with integrity and compassion. I am accountable for all my actions and am committed to professionalism.

E. PROCEDURE:

1. Conduct of Members:

a. Since the conduct of a member, on or off duty, may reflect directly upon the agency, members are expected to conduct themselves in a manner which does not bring discredit to themselves, the agency, or to FSW.

b. Members shall conduct their official lives in a manner that shall inspire confidence and trust. Members shall conduct their private lives so that the public will record them as examples of stability, fidelity, and morality.

c. No member shall either explicitly or implicitly, directly or indirectly, ridicule, mock, deride, or belittle any person.

2. Respect for Constitutional Rights:

a. No person has a constitutional right to violate the law nor may any person be deprived of constitutional rights merely because of suspicion of having committed a crime.

b. All authorized members of the Campus Police Department may enforce any state statute or county ordinance which is valid on its face without fear of annulling the constitutional rights of the person violating that statute or ordinance. When acting lawfully within the scope of their authority, authorized members of the agency shall not deprive persons of their civil liberties. Authorized members may, within their scope of authority, make reasonable inquiries, conduct investigations, and arrest on probable cause.

c. All authorized members of the Campus Police Department shall use powers of arrest strictly in accordance with the law and with due regard for the rights of the citizens concerned. Members shall cultivate a dedication to the service of the people and the equitable upholding of the law, whether in the processing of law violators or in dealing with law-abiding citizens.

3. Integrity:

a. The public demands the highest integrity of Campus Police Department members. A member of the agency shall scrupulously avoid any conduct which tends to compromise the integrity of oneself, other members, or the agency.

b. In order to preserve the professional integrity of the agency, members shall avoid associating with known criminals except as required by duty assignments.

c. Members shall be required to speak the truth at all times. Misleading or deceptive statements shall not be communicated to any citizen or other member.

d. The truth shall be communicated in all official agency reports and written communications.

4. Gratuities and Gifts:

a. Members shall guard against placing themselves in a position in which any person can reasonably assume that special consideration is given.

b. Members shall be firm in their attempts to refuse gifts, favors, or gratuities which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

c. Members shall not solicit, either for themselves or others, gifts, gratuities, or compensation for services performed in the line of duty, other than that which is paid to them by the agency, or which is granted to them by General Orders, unless authorized by the Chief of Police.

d. Members shall not solicit food, beverages, merchandise, or services from any business free-of-charge or at a discounted rate.

e. Members may accept honors, awards, and rewards approved by the agency.

f. Members may take advantage of member discount programs approved by the agency.

g. Members participating in officially-approved ceremonies or functions, as a representative of the Campus Police Department, may accept food and beverages which are provided incidental to such participation.

h. Fund-raisers and solicitations which have been approved by the Campus Police Department are excluded from these restrictions.

5. Courtesy:

a. Members shall be mindful of their responsibility to the whole community. Members shall deal with individuals of the community in a manner calculated to instill respect for the law. The practice of courtesy in all public contacts encourages professional conduct.

6. Fraternalization:

a. **Supervisors:** No member shall be permitted to maintain a personal intimate relationship or dating relationship with a subordinate or a supervisor within the member's chain of command.

b. **Non-Supervisory Members:** Non-supervisory members who work in the same agency that maintain a personal intimate relationship or dating relationship shall report their relationship to their immediate supervisor so necessary actions are taken regarding job assignments. Members engaged in these types of relationships shall not be permitted to remain on the same shift. When a member's job assignment is unavailable in the member's area of expertise, an exception may be permitted upon written authorization by the Chief of Police.

7. Use of Intoxicants, Drugs, Smoking and Tobacco Products:

a. The consumption of intoxicants is prohibited while a member is on duty.

b. Members shall not consume intoxicants during or within eight (8) hours of reporting for duty.

c. Members shall not use smoking and tobacco products when on duty or any FSW controlled properties.

d. Members shall ascertain the likely effect of prescribed drugs from the prescribing physician before reporting for duty. Members shall obtain the approval from their supervisor before reporting for duty while taking lawfully prescribed medications likely to impair normal physical and/or mental faculties.

e. Members shall not use medical cannabis on or off duty.

8. Attention to Duty:

a. Members shall regard the discharge of their duties as a public trust and recognize their responsibilities as a public servant.

b. The responsibility for the proper performance of duty and punctuality in reporting for duty lies with the member.

c. Tardiness shall not be tolerated.

d. Any unauthorized, excessive, or fraudulent use of leave, or any claims thereof, shall result in disciplinary action.

e. Members are charged with the responsibility for the safety of the FSW community and other agency members. Members shall discharge that responsibility by the faithful, constant, alert, and diligent performance of their assigned duties until properly relieved.

9. Financial Obligations:

a. Members shall avoid incurring financial obligations which are beyond their ability to reasonably satisfy from their anticipated agency earnings. Members are required to repay all just debts and legal liabilities incurred.

10. Refusal to Work:

a. Members do not have the right to strike or engage in any work stoppage, slow-down or speed-up.

11. Authority of Members Outside of State:

a. Members who are outside the boundaries of the state of Florida for purposes of extradition or for other matters of agency concern should not engage in enforcement activities.

12. Endorsements/Testimonials:

a. Members shall not endorse any commodity or service either verbally or by permitting the use of a personal photograph in any testimonial or advertisement.

13. Leaving Duty Post or Assignment:

a. Members are not to leave a stationary post, assignment or a campus controlled property without being duly authorized by a supervisor except in cases of extreme emergency or serious illness which would prevent notification by any reasonable means.

b. Notification to the supervisor shall be made as soon as possible in these circumstances.

14. Knowledge of Laws and Agency Policy:

- a. All law enforcement members shall possess the necessary working knowledge of all laws, making the practical application of all laws relevant to their duty assignment.
- b. All members shall know and obey agency General Orders, Department/Office Directives, and Procedures relevant to their duty assignment.

15. Compensation for Damages or Injuries Sustained on Duty:

- a. Members seeking to pursue claims for damages or injuries sustained during the course of their assigned duties shall notify the Chief of Police, in writing, via the chain of command.
- b. The Office of Risk and Counsel Director shall be notified of such action in every circumstance via the Chief of Police.

16. Responsibility of Members in Court Action Outside the Scope of Their Employment:

- a. Any member becoming involved in a criminal or civil proceeding shall immediately notify the Chief of Police, in writing, via the chain of command.
- b. The Office of Risk and Counsel Director shall be notified of such proceedings, in every circumstance via the Chief of Police.
- c. When the court proceeding involves an injunction for protection, the member shall immediately notify the lieutenant, via the chain of command, who shall, in turn, forward a copy of the injunction for protection to the Deputy Chief for an administrative investigation to be conducted in accordance with G.O. 52.1, Administrative Inquiries and Investigations.
- d. If criminal misconduct is discovered during an administrative investigation, the Deputy Chief shall immediately notify the Chief of Police of the preliminary finding(s) and shall then forward the preliminary finding(s) to the Chief of Police for authorization to commence a criminal investigation in accordance with G.O. 52.1.
- e. Members shall not wear an official agency uniform to a court proceeding which is not part of their official duties.

17. Official Information: The official business of the agency requires all members to work in an environment that contains confidential, privileged, and sensitive information. Members of the agency shall only relate, discuss, or give official information:

- a. To those for whom the information is intended;
- b. When authorized in accordance with General Orders;
- c. Under due process of law; and/or
- d. With the appropriate supervisory approval.

18. Court Trials and Court Attendance:

- a. Members are prohibited from taking part or becoming concerned with, either directly or indirectly, the negotiating of any compromise with a defendant or defendant's representative which would permit such person to avoid the penalty of the law.

b. All members shall be punctual in court attendance, dressed accordingly, and properly prepared for trial.

c. Testimony shall be given accurately and without prejudice.

d. Members shall ascertain what constitutes evidence and shall present such evidence impartially and without malice.

19. Political Activities:

a. No member shall take any active part in a political campaign while on duty or within any period of time during which such member is expected to perform services for which compensation is received from Florida Southwestern State College.

b. Notwithstanding any other provision of this General Order, a person employed by the Police Department may also serve as a member of the state executive committee or county executive committee of a political party, and such member shall not be dismissed or otherwise removed from such employment because of membership on such a committee prior to the effective date of Section 112.046, F.S.

c. Nothing contained in this General Order should be deemed to prohibit any member from expressing an opinion on any candidate or issue, or from participating in any political campaign during the members off duty hours. Members are encouraged to participate in the political process during their off-duty hours, so long as such activities are not in conflict with the provisions of Section 104.31, F.S.

20. Any member violating the provisions of this General Order may be subject to disciplinary action.

21. General Rules of Conduct:

a. Rules of conduct cannot be established to cover all incidents that may arise in the usual discharge of agency duties or in the personal activities of the individual member.

b. Any act or omission contrary to good order, morale, or discipline, shall be subject to disciplinary action.

22. All members shall be required to undergo mandatory ethics training annually.

23. Oath of Office, State of Florida: Florida Statutes mandate that police officers take and subscribe to the Oath of Office, and a Loyalty Oath, prior to appointment and before undertaking the duties of office.

a. The Oath of Office for police officers is mandated by Section 1012.88, F.S., and shall be administered by the Chief of Police or the highest ranking member of the police department. The language of the oath is set forth in Article II, Section 5 (b) of the Florida Constitution. The following oath shall be executed by each police officer prior to being assigned to any law enforcement duties:

“I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of (state office to be held) for Florida Southwestern State College Campus Police Department, on which I am now about to enter. So help me God.”

b. The oath shall be sworn and subscribed to by all members, and filed prior to the approval of any salary, expense, or compensation.

24. Gossip/Malicious Speech:

a. Members shall not speak *or insinuate* another member’s name when that member is not present unless it

is to compliment or reference regarding professional work matters.

b. Members shall refuse to participate when another member mentions a member who is not present in a negative light. Members shall change the subject or tell the member that he/she will not talk about another negatively.

c. Members shall not respond to negative email(s)/electronic/written communications or use email/electronic/written communications to pass on private or derogatory information about any person in the agency.

d. While off or on duty, members shall not speak to a co-worker about people at work in a derogatory light that would be deemed malicious or offensive.

e. If another member in the department expresses malicious speech; specifically, but not limited to, race, gender, religion, political affiliations, personal culture, work ethic, or deemed disruptive or offensive, the witnessing member shall use the proper channels to report this to a supervising member to take corrective action.

f. Gossip/Malicious speech is about conjecture that can injure another member's credibility and/or reputation.

E. GLOSSARY:

FIDELITY - Faithful devotion to duty or one's obligations.

GRATUITIES - Gifts of money, especially those given over payment due for a service rendered; a tip.

MEDICAL CANNABIS - Cannabis ordered by a physician for the treatment of specific medical conditions pursuant to Florida law.

F. INDEXING:

ATTENTION TO DUTY
AUTHORITY OF AGENCY MEMBERS
CODE OF CONDUCT/ETHICS
COMPENSATION FOR DAMAGES OR INJURIES
CONDUCT
CORE VALUES
COURT ATTENDANCE
ENDORSEMENTS/TESTIMONIALS
ETHICS
FINANCIAL OBLIGATIONS
FRATERNIZATION
GRATUITIES AND GIFTS
INTEGRITY
KNOWLEDGE OF LAWS/AGENCY POLICY
LEAVING DUTY POST OR ASSIGNMENT
MISSION STATEMENT

OATH OF OFFICE
OFFICIAL INFORMATION
POLITICAL ACTIVITIES
REFUSAL TO WORK
RESPONSIBILITIES OF MEMBERS IN COURT ACTION
RULES OF CONDUCT
USE OF INTOXICANTS, TOBACCO/DRUGS
VISION STATEMENT

G. ACCREDITATION STANDARDS:

CFA 7.08M

REFERENCES:

[F.S. 104.31](#) [F.S. 876.05](#) [F.S. 112.313](#)

APPROVED: *Jerry Connolly*
JERRY CONNOLLY
CHIEF OF POLICE, FLORIDA SOUTHWESTERN STATE COLLEGE