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## 26.1 Code of Conduct

*Disciplinary procedures are also covered under Human Resource Handbook Article XIV Section 1401.*

*All employees of the Department will comply with the code of conduct set forth in this General Order.*

### 26.1.1 General Standards of Expected Conduct

*Employees shall not engage in any conduct, whether on or off duty, which is unbecoming or detrimental to their duties, position, or the Department. All employees shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon the Department or themselves. Employees shall treat each other and all persons with whom they have contact with respect and courtesy.*

### 26.1.2 Expected Conduct Toward the Public

- A. *All persons are entitled to courteous and respectful consideration and must be given every assistance that may be proper under the rules of this Department. Employees shall not physically or verbally mistreat or abuse any person.*
- B. *Employees shall politely provide their name and badge number, and display their Department issued identification card with their photograph on it, to any person who requests it. This mandate to present Department identifiers does not pertain to personnel who are actively working in an undercover capacity.*

### 26.1.3 Security and Confidentiality of Department Business

- A. *Employees shall consider the operations, official business and records or files, of the Department to be confidential. Such information shall be released only in accordance with Department procedure and then only by persons authorized to make such releases.*
- B. *Employees shall not steal, alter, destroy, forge, remove, copy or tamper with any kind of police record, report, recording, photograph, evidence, citation, or document, including any electronic version, except that employees may destroy or copy police records with proper approval. Employees shall not submit any type of fraudulent report for any purpose.*



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C. *Employees* are prohibited from retaining personal copies of official police *reports* and *shall* incorporate all notes and working files into the official record (pursuant to department policy and Arizona Rules of Criminal Procedure, Rule 15, see below) maintained in the Records and Evidence Units. *Employees* are prohibited from retaining copies of voice recordings, video recordings, photographs, and other similar material, whether obtained on *Department* or personal equipment, related to official police investigations. All such items *shall* be submitted to Property and Evidence according to standard *Department* protocols.

1. Arizona Rules of Criminal Procedure, Rule 15, allows handwritten notes to be destroyed if they are substantially incorporated into a document or report within 20 working days or otherwise preserved as specified by the Rule. Otherwise, handwritten notes must be maintained for disclosure purposes.

D. Excluding those *departmental* telephone lines that are automatically recorded and recordings that occur as a part of an official criminal or administrative investigation, *employees* of the *Department* are prohibited from recording their conversations with another *employee* (either with their knowledge or surreptitiously).

**26.1.4 Lawful and Proper Conduct**

A. All *employees shall* observe and obey all laws, *Town* policies, *Department General Orders*, Department procedures and policies, as well as any procedures and policies established by their *supervisors*.

B. *Employees shall* immediately notify their *supervisor* when they:

1. receive a moving vehicle citation
2. have any official contact with any law enforcement agency outside the normal course of their duties with the Paradise Valley Police *Department*. The Paradise Valley Police Department will assure compliance with this through periodic driver license and criminal history inquiries.
3. engage in any conduct which, if prosecuted, would be prosecutable as a petty offense, misdemeanor or felony under local, state or federal law



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4. are *arrested* or convicted for any violation of local, state or federal law that is punishable, upon conviction, as a petty offense, misdemeanor, or felony
5. receive notice of any temporary or permanent suspension, restriction or revocation of their driver license
6. are served with any court order, other than an order of protection, or serve another person/party with a court order (non-duty related), including orders of protection and injunctions against harassment
7. are served with an order of protection. In addition to notifying their supervisor, the employee shall provide their supervisor with a memorandum detailing the service of the OP (date, time, location, method of service, etc.), and a copy of the OP. The supervisor shall forward the memo and OP to their chain of command and the legal advisor/counsel will be notified if assistance is needed in determining whether the officer is a prohibited possessor.
8. observe or become aware of any neglect of duty or misconduct, either on or *off duty*, on the part of any other *employee*
9. are the subject of a lawsuit for any act performed while engaged in police activity, either on or *off duty*. This information *will* be reported in writing, preferably the same business day but no later than the next business day, and routed through the chain of command to the *Police Chief*.
10. have a medical condition that might inhibit job performance. Disclosure of the specific medical condition to the *supervisor* is not required (it *may* ultimately be required to be disclosed to Human Resources).
11. participate in or become aware of any incident in which employees allegedly performed in a manner that created or creates an increased likelihood of death or serious injury to persons or significant loss of property, or which may result in heightened community interest. Supervisors should immediately notify the Chief through the chain of command.





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**26.1.5 Insubordination Prohibited**

Insubordination can be defined as the willful failure to obey a *supervisor's* lawful order, disobedient, rude or disrespectful behavior towards a *supervisor*.

No *employee shall* be insubordinate to any superior officer or employee.

**26.1.6 Failure to Follow an Order**

No *employee shall* refuse to take any directed action or fail to follow any order or direction given by a superior officer, unless the action, order or direction is unlawful, unethical or represents unjustified or reckless disregard for life or safety.

**26.1.7 Cowardice Prohibited**

*Officers shall* not avoid or disregard their duty in the face of danger.


**26.1.8 Abuse of Authority; Cruel, Unlawful or Improper Treatment Prohibited**

*Employees shall* not abuse their authority, treat any person or animal cruelly, use excessive *physical force*, fail to observe the *constitutional* rights of any person, or neglect to take any necessary humane actions when circumstances require.

**26.1.9 Gifts, Gratuities, Fees, Rewards, Loans, etc. Prohibited**

Except as *may* be specifically authorized by the *Police Chief*, *employees shall* not:

1. accept or solicit, directly or indirectly, any gift, gratuity, loan, service, fee, *off duty* work or secondary work or discount (including discounted or free rent) where there is a direct or indirect connection with their *Department* employment;
2. accept any reward for services rendered in the line of duty to the community, or to any person or agency;
3. accept free or discounted meals, other than those offered to the general public, from any commercial establishment.
4. engage in any business transaction with a person in police custody;

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5. engage in bribery or extortion.

**26.1.10 Endorsements**

Except as specifically authorized by the *Police Chief*, *employees shall* not knowingly permit their names or photographs to be used to endorse any product or service as representative of the *Department*, nor permit the use or use the *Department* uniform, vehicle, logo, badge or other identifiable equipment in any unauthorized manner or for any private purpose.

**26.1.11 Untruthfulness**

- A. No *employee shall* knowingly make an untrue statement about a fact, either orally or in writing, in connection with any investigation, assignment or inquiry. No *employee shall* knowingly sign any false official statement or *report*, commit perjury, or give false testimony before any court, grand jury, board, commission, judicial or administrative hearing, or *Department* hearing, whether or not under oath.
- B. *Employees* are required to report completely, honestly, and accurately all facts and information pertaining to any investigation, whether criminal or administrative, or any other matter of concern to the *Department*.
- C. This rule does not apply to an *officer's* questioning or interrogation of a person involved in a criminal investigation, or where the *officer* is engaged in an approved undercover role, where such misrepresentation is consistent with the law and accepted professional practice.

**26.1.12 Required Knowledge**

- A. All *officers shall* have a working knowledge of all *constitutional*, criminal, and motor vehicle laws, and ordinances in force in the *Town*, as well as *Town* policies, *Department General Orders*, and policies and procedures of their respective work units, as *may* be appropriate to their assignment or *classification*.
- B. Professional staff employees *shall* have a working knowledge of all laws, *Town* policies, *Department General Orders*, and policies and procedures of their respective work units as *may* be appropriate to their assignment or *classification*.



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- C. All *employees* are responsible for seeking and obtaining any additional information or clarification necessary in order to comply with laws, ordinances, *Town* policies, *Department* policies and procedures or any other subject area with which they *must* be familiar.

#### 26.1.13 General Responsibilities and Requirements

- A. All *employees shall* satisfactorily perform their assigned duties as required or as directed by law, the *Constitutions of the United States* and the *State of Arizona*, *Town* ordinances, *Department* General Orders, *Department* policies and procedures, *Town* policies, or the proper *order* of a superior *officer*.
- B. The administrative delegation of the enforcement of specialized laws and ordinances to particular units of the *Department* does not relieve *employees* of other units from the responsibility for taking prompt, effective police action to enforce those laws when the occasion arises.
- C. All *employees shall* assist other *employees* when asked and when appropriate to do so. Such assistance *shall* include the utilization of any special skills or talents that an *employee may* have. Any question as to whether the assistance is appropriate *may* be referred to a *supervisor*.

#### 26.1.14 Reporting Violations Required

*Employees* having knowledge of other *employees* violating laws, *constitutional* rights, ordinances, *Town* policies, *Department* General Orders, policies or procedures, or disobeying *orders*, whether on or *off duty*, *shall* promptly report such violation to their *supervisor*.

#### 26.1.15 Actions Taken Under Color of Authority

Any action taken by an *employee* of the *Department* under color of authority (while acting as a police *officer* or public *employee*) subjects the *employee* to all applicable provisions of *Department* General Orders and *Town* policies.





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**26.1.16 Consorting Prohibited**

*Employees shall avoid personal associations with persons who have an open and notorious reputation in the community for criminal behavior or known convicted felons (immediate family ties excluded), except in the discharge of their official duties or with the permission of the Police Chief.*

**26.1.17 Maintenance of Minimum Standards Required**

- A. *Employees are expected to meet, maintain, and demonstrate all minimum Department standards and performance expectations at all times. Employees shall maintain all necessary certifications, maintain the physical fitness necessary to perform the essential functions of their position, and meet any requirements of their position classification at all times. Employees shall attend all training sessions as required or at the direction of their supervisors.*
- B. *Sworn employees shall meet all AZ POST standards necessary to retain certified peace officer status. Revocation of peace officer certification shall be grounds for immediate dismissal of any sworn employee. Suspension of a sworn employee's peace officer certification by AZ POST shall subject the employee to disciplinary action up to and including termination.*

**26.1.18 Strikes or Labor Stoppages Prohibited**

*Employees shall neither engage in nor conduct a work stoppage or strike. The term "strike" means the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstention in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.*

**26.1.19 Prohibited Uses of Property**

- A. *Employees shall not damage, abuse or lose any Department property entrusted to them. Because of the risk to the community in their loss or theft, items such as firearms, identification cards, keys, access cards, badges, and radios require a greater degree of care.*



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- B. Town owned property, evidence, abandoned and *found property*, property maintained for *safekeeping*, and any other property received by an *employee shall* not be used, utilized, converted, copied, distributed, etc., for personal use by any *employee* or by any other person with an *employee's* knowledge or assistance, except as provided in these *General Orders*. Any property coming into the possession of an *employee shall* be handled in accordance with established procedures.

#### 26.1.20 Chain of Command

*Employees shall* utilize the chain of command in all official actions as appropriate. *Employees must* realize that the chain of command is dynamic and *may* change depending on circumstances, schedules and availability.

#### 26.1.21 On Duty Requirements

- A. *Employees will* have assigned duty hours and *will* be considered *off duty* at all other times. *Employees shall* be punctual in reporting for duty at the time and place designated by their *supervisors*. *Employees may* not be absent from any duty assignment without permission or authorized leave. All *employees* are to remain at their assignment and *on duty* until the end of their assigned *shift*. If the performance of assigned duties requires that an *officer* continue working beyond the completion of the *shift*, a *supervisor shall* be contacted for approval. *Officers shall* not consider themselves relieved of duty, even if their *shift* has concluded, until properly relieved by another *employee* or dismissed by proper authority. *Officers may* be held beyond their scheduled hours to fulfill *Department* staffing needs as directed by a *supervisor* or *officer* in charge.
- B. *Employees will* not conduct any non-police related outside employment business on *Town* time or while using *Town* equipment or facilities, unless approved by a *supervisor*.
- C. *Employees will* carry their identification card while *on duty*. No *employee shall* drive a motor vehicle *on duty* unless in possession of a valid driver license for the class of vehicle driven.
- D. All employees shall carry the appropriate identification card while on duty.





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**26.1.22 Prohibited *On Duty* Conduct**

*Employees* are prohibited from engaging in any unauthorized activity, action, or conduct that detracts from their obligations and responsibilities while *on duty*.

**26.1.23 Completion of Assignments**

*Employees* are expected to thoroughly and professionally complete any and all assignments, duties, or tasks for which they are responsible.

**26.1.24 Alcohol, Intoxicants, or Drugs**

A. No *employee shall*:

1. report to duty with the odor of alcohol on their breath.
2. report to duty impaired by or under the influence of intoxicants or drugs.
3. report to duty unfit for duty due to the use of alcoholic beverages or drugs.
4. consume or purchase any alcoholic beverages (or beverages which approximate the smell or appearance of alcoholic beverages) during breaks or meal periods, or while *on duty* or in uniform, except when necessary in the performance of their duty and then only with the approval of their *supervisor*.
5. possess any intoxicants or *controlled substance* on *Department* premises except when necessary in the performance of a police task. Such materials brought into *Department* premises in the furtherance of a police task *shall* be properly identified and stored.
6. consume alcoholic beverages *off duty* to the extent that it *may* bring discredit to the *Department*.
7. use any *controlled substance* not prescribed to them.
8. report to duty impaired by the use of medications, whether prescribed to the *employee* or not.



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9. report to duty with any measurable amount of alcohol or illegal substances in their system.

B. *Employees who are prescribed controlled substances or who use medications, including over the counter drugs, which may affect their ability to perform their duties shall adhere to the policies and requirements set forth in G.O. #26.3 regarding such use.*

*An employee who refuses to be examined for controlled substances or alcohol will be treated as having tested positive and should be disciplined.*

**26.1.25 Use of Tobacco Products**

Smoking and the use of other tobacco products is prohibited while performing any police function or when in violation of other *Department, Town* or State laws and policies. Those *employees* who choose to smoke or use other tobacco products while *on duty* and not performing a police function are responsible for the safe and sanitary disposal of these items (chewing tobacco *should* be placed into a separate sealed receptacle prior to being disposed of in a trash can). Smoking is not permitted in any *Town* vehicle.

**26.1.26 Investigations**

*Employees shall not withhold any information about criminal activity. Employees shall not undertake self-assigned investigations, whether on or off duty, that are outside the scope of the agency's jurisdiction, do not involve criminal activity, involve the conduct of another employee or involve a matter which is for the officer's personal gain, without the prior notification of and approval by a supervisor.*

**26.1.27 Gambling**

No form of gambling *shall* be permitted on *Department* property or while *on duty*, except in the performance of police duties and then only with the approval of the *employee's* chain of command.

**26.1.28 Offensive Conduct, Materials, and Statements**

*Employees on duty or on Town property shall not possess, reproduce, circulate, or post any material that may be considered offensive based upon existing laws or community*



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standards, except as required for a police purpose. *Employees shall* not tell jokes, make verbal statements, or engage in any other conduct that *may* be considered offensive based upon existing laws or community standards.

All *electronic communications* including but not limited to e-mail, text, chat, and mobile messaging *shall* be professional in tone and context. Such communications are public records and subject to Freedom of Information Act (FOIA) requests. As such, the *Department* retains the right to audit any communications transmitted from or to any *departmental device* at any time. The *Department WILL* conduct random audits of *electronic communications* to ensure compliance with all applicable policies and procedures. Audits *will* be conducted by the Administrative Division.

**26.1.29 Call Out**

During *off duty* time, *employees* of the *Department shall* be subject to call out duty as needed. *Employees shall* not be contacted off duty except when, in the considered judgment of the person initiating the call, the mission of the Department requires it.

**26.1.30 Emergency Stand-By**

*Employees shall* be subject to *emergency stand-by* as deemed necessary by the *Police Chief* or designee.

**26.1.31 Standards for Police Action While Off Duty**

*Off duty officers shall* act in an official capacity if they observe an incident requiring police action when time is of the essence, or if such action *will* safeguard life or property, or prevent the escape of a felon or violent criminal. If *off duty officers* observe, or have their attention called to, an incident requiring police action not meeting this standard, they *shall* report the incident to the appropriate law enforcement agency as soon as practical.

*Officers may* carry a firearm *off duty*, but they *will* exercise discretion as to when and where it is worn.

**26.1.32 Involvement in Neighborhood Disputes Prohibited**

*Officers shall* not intentionally become involved in quarrels or disputes involving their neighbors, friends, associates, or relatives. *Officers shall* not make an *arrest* or take





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other official actions in personal matters or those of their family or neighbors unless such action is warranted by the immediate threat of serious bodily harm or significant property damage. A *supervisor shall* be notified as soon as possible anytime such action is taken.

#### 26.1.33 Nepotism

Nepotism is also addressed in the *Human Resources Handbook* Section 304

- A. *Supervisors will* not be permitted to oversee, within their direct chain of command, a relative, or participate in or influence others in any manner regarding *departmental* decisions, including *hiring*, promotion(s), *discipline*, and merit increase(s) of a relative. This includes a spouse, child, step-child, grandchild, parent, grandparent, siblings of any legal definition, or a grandchild, sibling, parent, grandparent of their spouse and/or a person residing in the *employee's* household as an *employee* of the family. This also includes a roommate, or a person who shares a substantial financial interest with another *Department employee*, or a person who has any other relationship of such a nature that it *may* create a conflict of interest or the appearance of a conflict of interest. All *sworn* command staff and professional staff equivalents *shall* advise the *Chief* of any relative or other person covered by this rule who works in any other *Department* of the *Town*.
- B. For purposes of this rule, "oversee" includes *supervisors* who, while not in the direction chain of command, oversee *employees* regularly due to overlapping coverage.
- C. This rule does not prohibit middle managers and executives from overseeing workgroups where a relative is assigned as long as the relative is not an immediate subordinate.
- D. *Employees will* not date or engage in an intimate relationship with a *supervisor* or subordinate in their direct chain of command. For purposes of this rule, intimate relationship is defined as any physical touching of a personal nature, any sexual contact, and/or an emotional dependency beyond a usual level of friendship. This policy includes *employees* of the same rank where one is acting in a *supervisory* capacity over the other, such as with a Field Training *Officer* (FTO) and *Officer* in Training (OIT).



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- E. Two or more *employees* of an immediate family *may* be assigned to the same work unit or under the direction of the same chain of command with approval of the involved command staff.

**26.1.34 Statutory Conflicts of Interest**

Any *employee* who has, or whose relative has, a conflict of interest under *Arizona law* shall declare that conflict and refrain from participating in the matter involving the conflict. The involved *employee shall* contact the *Town Attorney* to resolve questions regarding the application of state law, for further information and to complete the necessary forms to declare the conflict.

**26.1.35 Debts**

*Employees will* pay their just debts promptly.

**26.1.36 Employee Personal and Emergency Contact Information**

*Employees shall* advise the *Department* within three (3) days of any changes to their name, their current residential (dwelling unit) address, current residential and cell telephone numbers and/or emergency contact information. All *employees will* maintain a working home telephone or a cellular phone number. *Employees should* not list their employment address as their residence on any legal documents or personal mail.

**26.1.37 Town and Personally-Owned Equipment**

All Town owned equipment shall be returned when an employee separates from the Department. *Employees will* not misuse, abuse, or improperly use *Town* equipment and are responsible for the proper storage and security of assigned equipment, including firearms. *Employees shall* promptly report all damage or loss of *Town* equipment, or personally owned equipment identified as police equipment, to their *supervisor*. *Employees will* not without permission use another *employee's Department* issued or personally owned equipment, such as firearms, computers, uniforms, etc.

**26.1.38 Outside Employment and Business Interests (Non-Law Enforcement)**

- A. No *employee shall* engage in any *off duty* employment or occupation that is considered detrimental to the *Department*. No *employee or employee's spouse*



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or domestic partner *will* own, or have a financial interest in, any establishment whose business is of such a nature that it would bring discredit on the *Department* or require an abnormal amount of police regulation. This includes, but is not limited to: marijuana dispensaries, pool halls, bars, nightclubs, adult entertainment industry (book stores, production companies, escort agencies and theaters), massage parlors, scrap metal dealers and automobile towing, storage, or salvage businesses.

This regulation does not prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following: sales of food, sales of merchandise, investments in stocks, bonds, and other securities, (securities *must* be listed with the United States Securities and Exchange Commission or the Arizona Corporation Commission).

- B. *Employees must* receive approval from the *Police Chief* prior to investing in a business that *may* represent a conflict of interest with the *Department*.
- C. The *Police Chief* has the primary responsibility for ensuring outside employment is not in conflict with *Town* employment and has the authority to deny outside work.
- D. No *employee may* engage in outside employment or business interest without written permission from the *Chief of Police*.

**26.1.39 Secondary work as a Peace Officer**

*Officers shall not work off duty* as a peace officer except in full compliance with these General Orders.

**26.1.40 Political Activity**

*Employees will not take part in political management, affairs, or political campaigns while in uniform or on duty. Employees may appear before the State Legislature as private individuals or representatives of a private organization. Appearances should be made during off duty time and employees will advise legislators that they do not represent the Town or the Department.*





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When an appearance relates to an issue in which the *Town* has an interest, *employees* will send a memorandum of notification to the *Police Chief* through their chain of command prior to their appearance.

**26.1.41 Public Discussions**

- A. While *on duty*, *employees* will not engage in political or religious discussions in a public place nor will they speak critically of the nationality, color, creed, disabilities, sexual orientation, age, religion, or beliefs of another person.
- B. While on or *off duty*, *employees* will not publicly criticize or ridicule the *Department*, its policies, or other *employees* to the degree that doing so impairs working relationships of this *Department* for which loyalty and confidence are necessary, impedes the performance of duties, impairs *discipline* by superiors and harmony among coworkers, or interferes with the regular operation of the *Department*.

**26.1.42 Endorsements/Recommendations**

- A. While *on duty*, *employees* are prohibited from making any recommendations regarding the employment of any attorney, bail bond business, wrecker or other service where a fee is charged.
- B. *Employees* will not endorse any commercial product while identifying themselves as *employees* of the *Department*, without approval of the *Chief*.

**26.1.43 Reporting to Supervisors**

All *employees* will keep their *supervisors* informed of any unusual activity, situation, or problem with which the *Department* might be concerned. All such incidents will be reported to a *supervisor* as soon as possible and/or within 24 hours of the incident. If an *employee's* immediate *supervisor* is not available, the *employee* will notify another *supervisor* in their chain of command. An anonymous report does not suffice to meet this requirement to report.

**26.1.44 Personal Use of the Internet and Social Media Sites**

- A. Employees are free to express themselves as private individuals on social media sites to the degree that their speech does not impair working relationships of this



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department for which loyalty and confidence are necessary, impede the performance of duties, impair discipline by superiors and harmony among coworkers, adversely affect the reputation, credibility, or integrity of the Department, or interfere with the regular operation or mission of the department.

- B. For safety and security reasons, employees are cautioned concerning disclosing their employment with this department. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- C. Employees are cautioned that speech on- or off-duty, made pursuant to their official duties — that is, that owes its existence to the employee's professional duties and responsibilities — is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Employees should be aware that their speech and related activity on social media sites may reflect upon their office and this department.
- D. Employees shall not:
  - 1. Access personal social media sites from Town-owned electronic equipment unless approved in writing by the employee's supervisor to carry out legitimate law enforcement functions.
  - 2. Post (which for purposes of this subsection and all of section D includes re-posts), transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Police Chief or the Chief's designee. This includes video or audio files, photographs or other digital or text media memorializing any law enforcement related action of this agency, such as Department trainings, tactical situations, calls for service, investigations, etc., whether created or memorialized with department or personally owned equipment.
  - 3. Post information pertaining to any other personnel of the department without their permission.
  - 4. Display department logos, uniforms, patches, badges, vehicles, or similar identifying items on personal web pages.



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5. Post photographs/depictions/writings or provide similar means of recognition that may cause them to be identified as a department police officer or a department employee.
  6. Post, if they are or may reasonably be expected to work in undercover operations, any form of visual or personal identification.
  7. Post obscene material, as well as speech containing sexually explicit language, images, or acts that reflect negatively upon the agency.
  8. Post statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
  9. Post statements or materials involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible (such as lewd sexual conduct, excessive alcohol consumption, or similar behaviors).
  10. Post statements or other forms of speech that may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
  11. Make any statements or endorsements or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
- E. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately.