


STANDARD OPERATING PROCEDURE			
	<b>SUBJECT:</b> <b>OATH OF OFFICE/CODE OF ETHICS</b>  <b>DPS 2010-12</b>	<b>DIVISION:</b>  ALL	<b>DISTRIBUTION:</b>  ALL PERSONNEL
	<b>ISSUING AUTHORITY:</b>  ROBERT MALDONADO CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)	<b>EFFECTIVE DATE:</b> JULY 1, 2010  <b>Revised Date:</b> November 17, 2021	<b>SUPERSEDES:</b>  Revised re IACLEA & Oath of Office

### **Oath of Office/Code of Ethics**

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## REFERENCES:

- SOP 2011-52 SPD/DPS Authorizing Memorandum of Understanding
- SOP 2006.12 DPS Duty Manual

## ATTACHMENTS: N/A

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

**II. PURPOSE:** The purpose of this standard operating procedure is to formally articulate the high standards and level of professionalism that the members of the DPS will espouse and promote. The DPS recognizes that all of its members are symbols of stability and authority upon which the University community relies, that the conducts of its members are closely scrutinized, and that members are/should be held to a high standard.

With the execution of the formal Oath of Office, and Code of Ethics it is intended that each DPS member will be guided to exhibit the highest degree of professionalism at all times and will seek to promote the tenets highlighted in the department's Mission and Vision statements.

**III. POLICY:** It is the policy of the Department of Public Safety to ensure that all sworn members of the department take an oath of office affirming their intent to uphold the United States constitutional rights and laws of the nation as well as the laws of the State of New York. It is also the policy of the DPS that prior to assuming operational duties, to provide Public Safety Officers, Community Service Officers, Dispatcher/Communications Officers, applicable Reserve and Auxiliary Personnel, administrative staff and student employees with a copy of a Code of Ethics applicable to their position. These codes of ethical conduct shall serve to guide and assist in the continuation of good conduct by DPS members and to promote public confidence in the department. The code, in addition to the rules and regulations of the department, relates to the ethical conduct expected of members of the University's Department of Public Safety and will be adhered to in conjunction with the standards defined within the department's Duty Manual, and for student employees the Students for Community Safety policies and procedures, and reinforced through ethics training/review, at a minimum, annually. **(2.1.3) (11/17/21)**

## IV. PROCEDURES:

**A. Sworn Officer Oath of Office:** The Syracuse Police Chief or his/her designee will, pursuant to the existing Memorandum of Understanding, officially swear in every sworn officer employed by the department at the time of appointment. The oath of office shall be signed by the officer and placed within the employee's personnel folder maintained by the department. **(2.1.1) (1.1.1)**

1. Oath of Office: The affirmation below will be read and sworn to in its entirety and the form endorsed.

*I, \_\_\_\_\_ do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, the laws of the City of Syracuse, the laws, applicable policies and the mission statement of Syracuse University, and that I will discharge the*

*duties of Syracuse University Campus Peace Officer for the City of Syracuse, according to the best of my ability.*

- B. Code of Ethics and Affirmation of Duty Declaration:** Upon hire, and prior to assuming operational duties, Public Safety Officers, Community Service Officers, Dispatcher/Communications Officers, applicable Reserve and Auxiliary Personnel, administrative staff and student employees will be provided with a copy of a Code of Ethics applicable to their position and to abide by the following declaration to enforce the laws and applicable Syracuse University policies and to support the educational mission of the University. **(2.1.3) (1.1.2)**

1. Ethics Training: Department members shall receive training relative to its importance during individualized Field Training or new employee orientation / training, and will also be subject to additional training through one or more of the following means: Roll Call training, computer based training or bulletins, or formalized In-Service training **annually. (11/17/21)**
2. Public Safety Officers, Community Service Officers, and applicable Reserve and Auxiliary Personnel: The Code of Ethics below will be provided to sworn Public Safety Officers, Community Service Officers (non-sworn) , and applicable Reserve and Auxiliary Personnel: **(2.1.2)**

*As an Officer for the Syracuse University Department of Public Safety, I recognize that I am given a special trust and confidence by the Chief and the public that I serve. This trust and confidence is my bond to ensure that I shall have and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics:*

*I SHALL ENSURE that in the performance of my duties, I will enforce and administer the law according to the principles of the United States Constitution, applicable laws of our state, and applicable Syracuse University policies in support of the educational mission of the University so that equal protection of the law and due process are guaranteed to everyone. To that end, I shall not permit personal opinion, biases, prejudice, party affiliation, or consideration of the status of others to alter or lessen these principles.*

*I SHALL DEMONSTRATE standards of behavior consistent with the responsibilities, duties, obligations and functions of an Officer.*

*I SHALL NOT ENGAGE IN, NOR CONDONE brutal, cruel, or inhumane treatment of others in my care and custody.*

*I SHALL ADHERE at all times to the standards and principles of honesty and integrity and shall keep my private life unsullied as an example to all.*

*I SHALL ENSURE that there is proper use and accountability of property and funds entrusted to my care.*

*I SHALL PRACTICE sound judgments and decisions in fulfilling the assigned responsibilities, duties and functions of my position as an Officer.*

*I SHALL ENDEAVOR to the best of my ability to maintain those standards of objectivity and merit for which I was hired.*

*I SHALL ENDEAVOR to perform my duties in a competent and professional manner according to the standards set forth to me in my training and supervision.*

*I SHALL ENSURE that during my tenure I shall not use my position as an Officer for personal gain or self-aggrandizement.*

*I ACCEPT and will adhere to this Code of Ethics, so doing, I also accept responsibility for encouraging others in my profession to abide by this code*

3. Communications Officers: The Code of Ethics below will be provided to Communications Officers:

*As a Public Safety Communications Officer, I am dedicated to serve the public; to safeguard life and property; to keep my personnel informed on all calls that may require their attention; to assist all public safety vehicles and personnel in the performance of their duties; assure that all rules and regulations which govern my position are not violated in any manner.*

*I will keep my private and social life free from all criticism; maintain a calm attitude during times of stress and emergencies; develop self-control and be constantly mindful of the welfare of others, regardless of race, creed or religion. I will obey the laws of the land, rules and regulations of the Federal Communications Commission and my department. Whatever information I receive of a confidential nature will be revealed only in the official performance of my duties.*

*I will never act in a selfish or unofficial manner or let my personal feelings, friendships, prejudices or animosity influence my decisions. I will enforce the rules and regulations of my department and the Federal Communications Commission without fear, favor or ill will, never employing unnecessary force and never accepting gratuities.*

*I recognize the high responsibility of my position as a symbol of public faith and trust and will accept it to be held as long as I am faithful to the ethics of public safety service. I will constantly strive to achieve those objectives and ideals, which govern my profession, dedicating myself to my chosen profession, public safety telecommunications.*

4. Administrative Staff and Student Employees: The Code of Ethics below will be provided to Administrative Staff and Student Employees:

*As an employee for the Syracuse University Department of Public Safety, I recognize that I am given a special trust and confidence by the Chief and the public that I serve. This trust and confidence is my bond to ensure that I shall have and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics:*

*I SHALL ENSURE that in the performance of my duties, I will enforce and administer the policies and procedures according to the Department of Public Safety and Syracuse University. To that end, I shall not permit personal opinion, biases, prejudice, party affiliation, or consideration of the status of others to alter or lessen these principles.*

*I SHALL DEMONSTRATE standards of behavior consistent with the responsibilities, duties, obligations and functions of a Department of Public Safety employee as outlined for my specific job/role within the department.*

*I SHALL ADHERE at all times to the standards and principles of honesty and integrity and shall keep my private life unsullied as an example to all.*

*I SHALL ENSURE that I will act in a professional manner whenever dealing with items or information in the performance of my duties that are confidential in nature.*

*I SHALL PRACTICE sound judgments and decisions in fulfilling the assigned responsibilities, duties and functions of my position.*

*I SHALL ENDEAVOR to the best of my ability to maintain those standards of objectivity and merit for which I was hired.*

*I SHALL ENDEAVOR to perform my duties in a competent, courteous and professional manner according to the standards set forth to me in my training and supervision.*

*I SHALL ENSURE that during my tenure I shall not use my position as a Department of Public Safety employee for personal gain or self-aggrandizement.*

*I ACCEPT and will adhere to this Code of Ethics, so doing, I also accept responsibility for encouraging others in my role to abide by this code.*  
**(10/22/14)**

### **POLICY REVISION HISTORY**

<b>NO</b>	<b>SECTION REVISED</b>	<b>DATE ISSUED</b>
1	Formatted Revised Pg. 2 (yellow Highlight)	5/16/12
2	Revised and Reformatted	10/22/14
3	Revised Oath and Code of Ethics re IACLEA	09/30/15
4	Revised Re IACLEA 2 <sup>nd</sup> Edition	11/17/21
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