



University of California, San Francisco

Police Department General Orders

3.3 Classification and Delineation of Duties and Responsibilities: Classification

3.3.6 Prohibited Acts (Revised: 2/16/17)

The following actions by Police Department personnel are prohibited and may subject the personnel to disciplinary action:

- A. Consuming, Possessing, ofsr Purchasing Intoxicating Beverages while On Duty, Except in the Performance of Duty and while Acting under Proper and Specific Orders from a Supervisor.

When consuming alcohol in the performance of duty and while acting under proper and specific orders from a supervisor, members shall refrain from consuming intoxicants to the extent that it results in impairment, intoxication or offensive behavior that discredits them or the Police Department or renders them unfit to continue their assigned duties. On-duty personnel suspected of being under the influence of intoxicating liquor shall submit to a chemical test upon direction of supervisory personnel. Refusal to comply with the request shall be considered insubordination.

- B. Intoxication of Police Department Personnel
Defined as consumption of intoxicating beverages, on or off duty, to the extent that it results in impairment, intoxication or obnoxious or offensive behavior that discredits the member or the Police Department or renders the member unfit to report for duty.
- C. Possession/Purchase or Use of Cannabis or Controlled Substances
Possession/purchase and/or use of cannabis and/or controlled substances, except when the possession/purchase is as a result of official duties or the purchase/use is in compliance with a prescription and the orders of a licensed physician. If a member is under doctor's care and receives a prescription to take cannabis at any time or to take controlled substances while on-duty, the member shall report in detail, in writing to his/her supervisor the specific substance the member is taking under doctor's orders at the start of the member's next working day, unless the prescription is made while on duty, at which time the member shall notify their supervisor. The supervisor shall immediately forward the information in writing through the chain of command to their Division Manager.
- D. Withholding Information of Criminal Activity
Failure to promptly report to the Police Department any information concerning any crime or unlawful activity occurring within UCSF jurisdiction, whether the information or observation comes to the attention of the member while on or off duty.



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- E. **Prohibited Association**
Associating with persons known to have been convicted of a felony within the past five years, who have a reputation in the community for felonious involvement or who are under present criminal indictment/investigation, except as necessary to the performance of official duties or where unavoidable because of other personal relationships to members.
- F. **Solicitation of Favorable Acts**
The solicitation of an individual to intercede with the Chief of Police, a supervisory member, the Associate Vice Chancellor of Administration or any University official in relation to promotions, assignments, and disciplinary actions or personnel investigations. This section shall not apply to licensed attorneys at law or employee organization representatives who are representing department personnel consistent with the provisions of collective bargaining agreements.
- G. **Known Conduct of Police Department Personnel**
Failure to promptly report a fellow Police Department member's violation of a law, rule or regulation, policy or procedure, General or Special Order or written or verbal order from a supervisor. To this end, all such known violations of a member shall be immediately reported in writing to a supervisor in the Police Department.
- H. **Failure to Cooperate with Internal Investigations**
Failure to answer questions, respond to lawful orders or to render relevant statements in an internal investigation being conducted by the Police Department, when such orders, questions and statements are specifically and narrowly related to the member's job responsibilities and fitness for office. Nothing in this section shall be construed as to be in violation of a person's Federal or State Constitutional rights.
- I. **Participation in Civil Matters without Notifying the Chief**
Giving a deposition or preparing/submitting an affidavit stemming from one's official duties as a Police Department member in a civil matter, without the knowledge of the Chief of Police.
- J. **Escapes**
It is prohibited to allow a subject in custody to escape as a result of negligence or inattention to duty.
- K. **Serving as a Witness without Notifying the Chief**
By providing testimony in any legal proceeding arising out of one's official duties, without the knowledge of the Chief of Police.



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- L. Failure to Establish and/or Maintain Knowledge of Laws, Rules, Policies, etc.
The failure to establish and maintain a working knowledge of Laws, Rules and Regulations, Policies and Procedures and General and Special Orders can result in discipline.
- M. Failure to Register Weapons
The failure to register with the Police Department any personal handgun carried by a member, on or off duty, in connection with the member's peace officer status.
- N. Private Benefit from Police Department Association
Use of the prestige or influence of one's official position or the use of the time, facilities, equipment or supplies of the Police Department for the private gain or advantage to oneself or another.
- O. Settlement of Duty Incurred Expenses/Damages
Acceptance of money or other compensation for damages sustained or expenses incurred in the line of duty from any individual without first notifying the Chief of Police in writing.
- P. Vexatious/Unnecessary Complaints
The making a vexatious or unnecessary complaint against a fellow member of the Police Department is inappropriate and will be handled accordingly.
- Q. Use of Private Vehicles/Equipment
The use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Chief of Police or a supervisor.
- R. Neglect of Duty/Incompetence/Inefficiency
The failure to present suitable attention in the performance of one's duties will not be tolerated. Some examples include, but are not necessarily limited to: failure to take appropriate action on the occasion of a criminal offense, disorder or other act or condition deserving police attention, absence without leave, failure to perform duties or comply with any lawful rule, regulation, policy or procedure or order, failure to maintain sufficient competency to perform duties, failure to efficiently perform duties.
- S. Failure of Prompt Performance of Duty
The failure to promptly perform required duties is subject to discipline.
- T. Insubordination
Failure or refusal to obey a lawful order given by a supervisor and/or, any disrespectful, mutinous, insolent or abusive conduct toward a supervisory member whether or not in the presence of the supervisory member, is inappropriate.



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- U. **Failure to Forward Communication through the Chain of Command**
Failure to forward communications through the chain of command as required is inappropriate.
- V. **Providing Inaccurate Information in Official Documentation**
Falsifying any official report or entering or causing to be entered any false, inaccurate or improper information on the books, records or reports of the Police Department.
- W. **Accepting/Soliciting Gifts**
Soliciting or accepting for oneself or member money or other compensation for services provided in the line of duty other than as outlined in Police Department orders.
- X. **Failure to Provide Residence Telephone Number**
Failure to maintain an operable telephone at one's residence and/or to provide the Police Department with a current telephone number is unacceptable. Personnel shall report any change in their telephone to the Office of the Chief of Police as soon as possible and in no event later than three days after the change becomes effective.
- Y. **Failure to Provide Residence Address**
Failure to provide the Police Department with one's current residential address. Personnel shall report any change in their address to the Office of the Chief of Police as soon as possible and in no event later than three days after the change becomes effective.
- AA. **Surrender of Police Department Property**
Failure to surrender to the Police Department all Police Department-issued/owned property upon request of the Police Department or upon separation from the Police Department.
- AB. **Unauthorized Police Department Vehicle Use**
Use of a Police Department vehicle outside the scope of Department duties and without permission of the on-duty supervisory personnel.
- AC. **Unauthorized Persons in Police Vehicles**
Allowing unauthorized persons to ride in police vehicles without permission of the on-duty supervisory personnel.
- AD. **Irresponsible Operation of Police Motor Vehicles**
Negligent, careless, reckless or inattentive operation of a police vehicle by any Police Department personnel.



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- AE. Crashes Involving Police Motor Vehicles
Failure to promptly report any crash involving the operation of a police vehicle and failure to comply with Police Department General Orders in making such reports.
- AF. Improper Use of Police Radio
Unnecessary or inappropriate use of the police radio.
- AG. Failure to Provide Prompt, Courteous Service/Behavior
Failure to promptly respond to calls for police service and/or provide courteous contact with citizens; harassment of or offensive conduct toward the public or fellow personnel; unwillingness or inability to work harmoniously with the public or fellow personnel; playing mean, cruel or dangerous pranks; swearing at others; spreading harmful comments, rumors or gossip; threatening others and/or any other type of aggressive or violent acts.
- AH. Improper Patrol Activities
Failure to devote attention to duty by lounging on post, inappropriately visiting with citizens, loafing, congregating with other officers except to exchange information or concealing a police vehicle for no useful purpose.
- AI. Failure to Respond to Radio Calls
Failure to promptly respond to a radio call unless occupied with police business or failure to check a silent radio for malfunction.
- AJ. Conduct Unbecoming a Member
Conduct that adversely affects the morale or efficiency of the Police Department, disgraces Police Department personnel or reflects discredit upon the Police Department or the member as an element of the Police Department.
- AK. Interfering with Other Units, Divisions, Sections, etc.
Engaging in conduct that interferes with another unit, division or section of the Police Department or that interferes with cases assigned to another member, without the consent of the assigned member or his/her supervisor.
- AL. Unauthorized Investigations
Conducting an investigation on a member of the Police Department without authorization from the Chief of Police or conducting a criminal investigation in any manner other than with the knowledge of the Police Department and in compliance with the Police Department General Orders.
- AM. Safety Violations
Failure to exercise due care and caution in the performance of duties or performing duties in violation of issued safety manuals, bulletins or directives.



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- AN. Failure to Possess Specialized Licenses
Failure to maintain a valid license or certificate for specialized services acquired by virtue of training received by the Police Department, without permission from the Chief of Police.
- AO. Failure to Complete Specialized Training
Failure to maintain a working knowledge of the skills acquired from specialized training received as Police Department personnel and paid for by University/Department funds.
- AP. Compromising Criminal Cases
Interfering with the proper administration of justice or legal process.
- AQ. Failure to Render Aid/Furnish Information
Failure to provide proper aid or assistance to any person while on duty or failure to provide one's name and identification number in a respectful manner when so requested.
- AR. Failure to Report Loss or Damage to University Property
Failure to promptly report in writing to a supervisor when property of the University or the Police Department is lost or damaged.
- AS. Failure to Protect Police Department Property
Failure to adequately secure and care for Police Department property.
- AT. Failure to Recover Property/Evidentiary Material
Failure to inventory and process recovered property in conformance with Police Department General Orders.
- AU. Failure to Submit Reports
Failure to promptly submit reports as are required by the performance of one's duties or by constituted authority.
- AV. Violation of Law
Violation or attempted violation of any Federal, State, County or Municipal law while on or off duty.
- AW. Unavailability when On Duty
Failure to be immediately and readily available to the public while on duty.
- AX. Acceptance of Fees/Rewards/Gratuities
Acceptance of any fee, reward, compensation or gratuity for any service in the line of duty without the knowledge and consent of the Chief of Police.



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- AY. Fighting/Quarreling
Fighting or quarreling with another member of the Police Department.
- AZ. Firearms Use/Display/Handling
Drawing, displaying or discharging a firearm, other than as authorized by the Law and/or Department orders, or the negligent handling or discharging of firearms.
- AAA. Criticism of the Police Department
Criticizing or ridiculing the Police Department, its policies or other members, where the talking, writing or other expression tends to impair the operation of the Police Department by interfering with its efficiency, interferes with the ability of supervisors to maintain discipline or has been made with reckless disregard for truth or falsity.
- AAB. Divulgence of Police Department Business Inappropriately
Disseminating or releasing Police Department records or information concerning police matters except as provided by Police Department General Orders.
- AAC. Inappropriate Political Utilization of Official Position
Engaging in partisan political activity of any nature while on duty, unless that activity is authorized by State law. Inappropriately utilizing influence for partisan political reasons. Use of University funds, supplies, property or equipment, or wearing a uniform for partisan political purposes.
- AAD. Notices – Posting/Circulation/Destruction/Defacing
Destroying or defacing any official written notice posted by the Police Department and intended for viewing by Police Department personnel or the posting or circulating of any written materials of a derogatory nature relating to any person, member of the Police Department, group or Police activity.
- AAE. Valuable Items – Buying/Receiving/Selling
Buying, receiving or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other individual involved in any case that has come to the attention of a member or which arose out of a member's employment with the Police Department, except as authorized by the Chief of Police.
- AAF. Illness/Condition (Physical/Mental) Sick Leave
Failure to notify a supervisory member when one becomes ill and cannot report for duty or if there is any change in one's physical/mental health that could disqualify the individual from being employed by the Police Department.
- AAG. Failure to Report Outside Employment
Police Department personnel performing secondary or outside employment without the specific authorization of the Chief of Police.



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AAH. Failure to Read/Understand/Comply With Orders

Failure to interpret, comprehend or comply with rules and regulations, policies and procedures, general and special orders or written or verbal orders of a supervisor. To this end, it shall be considered Neglect of Duty to fail to inquire of a supervisor until the matter is resolved, any question as to the meaning of any law, rule or regulation, general or special order, policy or procedure of the Police Department or any written or verbal order of a supervisor.

AAI. Inappropriate Courtroom Conduct

Failure to be punctual for court appearances. Failure to appear in court prepared to testify. Failure to appear properly dressed in police officer uniform or business attire for court, including Grand Jury, in accordance with Police Department orders. Failure to maintain professional demeanor while in court.

AAJ. Dishonesty/Uncooperative

Divulging fraudulent information in securing employment with the University. Testifying, making reports or conducting police business in less than a truthful and/or cooperative manner.

AAK. Unauthorized Actions regarding Police Departmental Records/Reports/Citations

Stealing, releasing, altering or tampering with any record, report, citation or documentation in the Police Department, except as provided in Police Department General Orders and in accordance with the law. To this end, the copying, releasing, altering or tampering with any record of the Police Department or information contained in any record of the Police Department except by process of law or as directed by the Chief of Police or a supervisory member is prohibited.

AAL. Absence from Duty/Tardiness

Failure to appear for duty at the date, time and place assigned without being excused or properly notifying the Police Department of illness or other emergency, in addition to habitual or excessive absence or abuse of sick leave.

AAM. Unauthorized Recommendation of Professional or Commercial Services

Recommending to any citizen the retention of or consultation with a specific attorney, professional person or commercial service is prohibited. This rule does not apply to referring persons to the District Attorney, legal referral services or public social service agencies.

AAN. Holding Items in Mouth

Holding a cigarette, cigar, pipe, toothpick, tobacco, candy or gum in the mouth while in uniform in official contact with the public and conducting police business.



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AAO. Uncooperative with Investigations

Failure to testify or cooperate in investigations being conducted by the Police Department, other law enforcement agencies, a grand jury, the District Attorney, the Attorney General or a governmental administrative agency (City, State or Federal) when properly called upon to do so and when there is no properly asserted Constitutional privilege or when immunity from prosecution has not been granted.

AAP. Unnecessary Use of Force

Unnecessary or excessive use of physical force against any person while on or off duty.

AAQ. Leaving Place of Assignment

Leaving one's duty assignment without being properly relieved or without proper authorization.

AAR. Criticism of Orders

Publicly criticizing instructions or orders, except as provided for in established grievance/complaint procedures.

AAS. Inappropriate Person Stops

It is a fundamental duty of every member of this agency to observe, respect and protect the Constitutional rights of every person with whom we come in contact. No person shall be subjected to any stop, detention or search by members of this agency when such a stop, detention or search is based solely and impermissibly on the person's race, color, sex, national origin or sexual orientation, or upon the member's perception of any person's race, color, sex, national origin or sexual orientation.

AAT. Sleeping on Duty

Employees shall remain awake while on duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.