


Accreditation Standards: 1.2.10; 26.1.1, 26.1.3, 26.1.4, 26.1.5, 26.1.7, 22.1.8; TAC 5.01, 5.02; CFA 7.07, 7.08, 32.05 Revisions: 06/98; 07/04; 04/05; 06/07; 10/07;12/14; 02/15; 11/15; 01/16; 11/17: 02/20; 07/20; 01/21; 02/21; 09/22; 1/24; 4/25 References: UF Regulation 3.046, 3.047, FSS 104.31, 112.313, 121.091	<p style="text-align: center;">University of Florida Police Department</p>  <p style="text-align: center;">Department Standards Directive</p>	Responsibility: Personnel Pages: 15 Related Documents: CBA Contract
TITLE: STANDARDS OF CONDUCT		

2705 Standards of Conduct

2705.1 Purpose. The purpose of this directive is to define standards of conduct for employees of the Department.

2705.2 Discussion. All employees of the department are components of a team working together with the primary objective of serving the university community. Those employees who fail to follow the necessary rules and regulations governing conduct not only penalize themselves but do a disservice to all other employees of the department. Rules and regulations governing conduct are not intended to restrict the privileges of anyone, but they are designed to ensure the rights and safety of all employees and provide working guidelines to encourage professional conduct.

2705.3 Policy. All employees of the department are expected to espouse the highest moral standards, always conducting themselves in a manner that is fair, ethical, and legal, that portrays a sense of duty and honor, and that aligns with the department's mission, vision, and values. All department members must be committed to the administration of law and order based on the constitutional idea of justice for all, where every citizen will be treated with dignity, fairness, and respect.

2705.4 Procedure. It is the policy of the department to administer disciplinary action in a fair and consistent manner to an employee of the department.

A. Just Cause Standard. Just cause is required for disciplinary action. The type of employee conduct that supports just cause includes, but is not limited to, negligence, inefficiency, incompetence, inability, or unwillingness to perform assigned duties, repeated and/or gross substandard performance of assigned duties, unsatisfactory attendance, insubordination, violation of the provisions of law or University rules, conduct unbecoming a public employee, misconduct, habitual drug abuse or conviction of any crime involving moral turpitude.

1. When determining whether just cause exists, the following questions should be considered:

- a. Was the employee given advance warning or knowledge of possible or probable disciplinary consequences of the employee's conduct?
 - b. Was the rule or managerial order reasonably related to the orderly, efficient, and safe operation of the job function?
 - c. Before administering discipline to an employee, was an effort made to discover whether the employee did, in fact, violate or disobey a rule of management?
 - d. Was the investigation conducted fairly and objectively?
 - e. Have the rules, orders, and penalties been applied evenly and without discrimination to all employees?
 - f. During the investigation, was there developed substantial evidence or proof that the employee was guilty of the offense as claimed?
 - g. Is the degree of discipline reasonably related to the seriousness of the proven offense and the employee's record of service with the University?
2. A supervisor's activities regarding disciplinary action should be conducted in such a way that all of the above questions could be answered "yes" if the facts were reviewed at a later date. However, the failure to answer "yes" to any of these questions must not automatically constitute grounds for reversing a disciplinary action. Examples are illustrated in the Collective Bargaining Agreements (CBA).
- B. Consistency of Discipline.** Although internal consistency in administering discipline is desirable, several factors should be considered in determining the appropriate level of discipline to be assessed at each successive step.
1. Some of the factors include, but are not limited to, length of service, time intervals between offenses, the effectiveness of prior disciplinary actions, willingness to improve, overall work performance, job attitude, and disciplinary actions previously administered to other comparable employees for similar offenses.
 2. Progressive discipline may be utilized in accordance with applicable CBA or UF regulations.
 3. It is further provided that certain offenses are of such a serious nature that immediate dismissal upon the first offense is applicable.
- C. Corrective Actions for Employees.** Corrective action must be administered in conjunction with agency policy, applicable CBA, and UF policy, up to and including dismissal or contract non-renewal. Employees may file a grievance in accordance with the applicable CBA or UF regulation/policy.

1. **Written Counseling Letter.** When it has been determined that an employee's work-related infraction warrants counseling instead of formal disciplinary action, the supervisor must meet with the employee and discuss the basis for the counseling. A written counseling letter is appropriate in those cases involving minor duty infractions that can be resolved without having to resort to formal disciplinary action. The counseling session subsequently must be confirmed in writing to the employee with a written counseling letter. The letter must include the performance level or behavior that is expected, the actions the employee should affect to exhibit improvement, and what the consequences will be should the employees fail to resolve their deficiencies. The employees also must be informed that a copy of the written counseling letter will be placed in their personnel file.
2. **Oral Reprimand.** When it has been determined by a supervisor that there is just cause for issuing an employee an oral reprimand, which is the least severe form of disciplinary action, the employee's supervisor should arrange a meeting with the employee in order for the employee to be advised of the oral reprimand. This formalized meeting will help negate the possibility of the employee's claiming, at a later date, that he/she has no knowledge of receiving the oral reprimand. At this meeting, the employee should be given a written confirmation of the oral reprimand and informed that a copy of the reprimand will be placed in his/her personnel file maintained by University of Florida Human Resources.
3. **Written Reprimand.** A written reprimand provides a formal statement of confirmation of a discussion between a supervisor and an employee regarding the employee's violation of established rules or policies, unsatisfactory performance or duties and responsibilities, or other deficiencies that must be corrected. The reprimand officially recognizes that a problem exists and identifies actions that should be taken by the employee to resolve the problem and to avoid recurrence. The reprimand also serves as official notice to the employee of future consequences should the problem not be corrected or should new problems develop. The reprimand should be issued to the employee as soon as possible after the event(s) which precipitated the reprimand. The supervisor must meet with the employee to review the reprimand and inform that a copy of the reprimand will be placed in his/her personnel file maintained by the University of Florida Human Resources.
4. **Suspension, Dismissal, or Demotion.** An employee may be suspended without pay, dismissed, or involuntarily demoted for just cause in accordance with the provisions of applicable CBA and UF policy.

D. Application of Corrective/Disciplinary Measures.

1. It will be the decision of the Chief or designee to determine whether corrective/disciplinary action is warranted and, if warranted, the type of disciplinary action to be administered. The Chief or designee is authorized to administer suspensions and dismissals.
2. A supervisor may recommend, through a written report submitted to the Chief or designee, other corrective/disciplinary action to be taken against an employee. The report must contain:
 - a. The full name and rank of the individual involved.

- b. The date, time, and location of the misconduct.
- c. The directive number and section of the violation.
- d. A complete statement of the facts surrounding the misconduct.
- e. The corrective/disciplinary action recommended.
- f. The written signature of the person recommending the corrective/disciplinary action.
- g. Upon written authorization of the Chief or designee, the supervisor may administer corrective/disciplinary action, up to and including:
 - (1) Written counseling letter.
 - (2) Oral reprimand.
 - (3) Written Reprimand.

E. Predetermination Procedures Employees.

- 1. The employee must be provided a written notice of the proposed action.
- 2. The notice must include the effective date of the proposed final action and the specific charges or reasons for the action.
- 3. Additional predetermination procedures must be administered in conjunction with applicable CBA, and UF policy.

F. Sexual Harassment Complaint Procedure. Sexual harassment is defined as any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

- 1. The Office of Title IX Compliance must be notified if there are allegations of sexual harassment involving an employee. When complaints or alleged incidents of sexual harassment occur, they must be brought to the attention of the Chief or designee. Employees with supervisory responsibility who have knowledge of sexual harassment are required to promptly report the matter directly to the Office of Title IX Compliance and may be disciplined for failing to do so.
- 2. All issues of sexual misconduct directed at any employee of UF must be reported to the Office of Title IX Compliance.

3. If a finding of sexual harassment is made by the Office of Employee Relations, a record will be maintained in the employee's personnel file located in the University Office of Human Resource Services. Appropriate corrective/disciplinary sanctions must be imposed against an employee found guilty of a charge of sexual harassment in accordance with the provisions of UF Regulations. The record of such corrective/disciplinary action must be maintained in the employee's personnel file located in the University Office of Human Resource Services.
4. Employees who are issued corrective/disciplinary actions resulting from a charge of sexual harassment have the right to grieve such action under the University Grievance Procedure, an appropriate collective bargaining agreement, or, for TEAMS employees, in accordance with the provisions of UF Regulations.
5. If no finding of sexual harassment is made, the confidential findings of the review must be maintained by the University Office of Human Resource Services in a confidential file. The accused, at his/her option, may request that the findings be placed in his/her personnel file located in the University Office of Human Resource Services and at the Department.

G. Standards for Grooming and Appearance. All employees must have access to the Department Standards Directive 2330 "Uniforms, Equipment, Dress Code and Appearance." Violations of grooming and appearance standards are violations of department policy and will subject the employee to appropriate corrective action.

H. Standards for Performance and Conduct. All employees, sworn and non-sworn, must comply with the Standards for Performance and Conduct guidelines delineated in UF Regulations. In addition, there are some Standards of Conduct and Performance that are applicable to all employees, as listed below. The following list of offenses is not to be construed as a limitation upon the retained rights of the Chief or designee but is to be used as a guide.

1. **Acceptance of Gratuities, Bribes, or Rewards.** Employees of the department must not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty or because of the employee's position in the department except lawful salary. If an employee receives a gift from the community, it must be reported to the employee's supervisor.
2. **Address/Phone/Emergency Contact Notification.** It is necessary to have current information concerning the location of department employees in the event of an emergency. All employees will provide the department with the current address of their residence. Post Office Boxes or rural route numbers are not sufficient. At no time will any employee's telephone number or address be given to anyone outside the department without their consent.
 - a. Employees must notify the department within 24 hours of any permanent change of address. Employees must update their profile through MyUFL- My Account- Update My Directory Profile (UF HR) and notify UFPD HR for changes to the employee profile in RMS.
 - b. All employees of the department must maintain a working telephone. Employees must notify the department within 24 hours of any permanent change of telephone number.

Employees must update their profile through MyUFL - My Account- Update My Directory Profile (UF HR) and notify UFPD HR for changes to the employee profile in RMS.

- 3. Advertising.** Employees must not permit the use of their names or photographs for advertising, testimonial, recommendation, or other purposes relating to or based upon their employment with the department without the approval of the Chief or designee.
- 4. Alcohol and Drug Use.**
 - a.** Employees of the department must not consume, transport, or purchase intoxicating beverages while in uniform or on duty. The only exception is in the performance of duty and while acting under proper and specific order from a supervisor.
 - b.** No employee will operate a departmental vehicle under the influence of alcoholic beverages or other intoxicating substances.
 - c.** Employees must not report for duty or be on duty while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on or about their person.
 - d.** Employees must not possess or use any controlled substance, narcotics, or hallucinogens except when prescribed in the treatment of an employee by a physician or dentist or when such substances are being handled as evidence in pending court cases. The only exception is in the performance of duty and while acting under proper and specific order from a supervisor.
 - e.** When controlled substances, narcotics, or hallucinogens are prescribed for an employee, the employee must notify their supervisor immediately.
- 5. Artificial Intelligence.** Officers using artificial intelligence are prohibited from entering confidential or restricted information into text-based artificial intelligence unless the system is CJI compliant and approved by the agency. Many systems currently do not have confidentiality limitations/security sufficient for law enforcement privacy purposes. As always, officers must ensure the accuracy and thoroughness of any reports or other law enforcement documents they submit.
- 6. Attentiveness to Duty.** All employees must direct and coordinate their efforts in such a manner to establish and maintain the highest standards of efficiency and effectiveness. Employees must respond without delay to all calls for police assistance, whether from citizens or other employees. Calls with higher priority must take precedence; however, all calls must be answered as soon as possible consistent with normal safety precautions and traffic laws. In cases where circumstances make it necessary to report a matter or refer a complaint to a more suitable division or agency, the referral must be done in a most expeditious manner and, when possible, explanation or assistance will be given to the reporter until such time the more suitable assistance is available.

Employees must, while on duty, be wholly attentive to their assigned tasks and area of responsibility. Loitering in public or private areas is expressly prohibited unless transacting agency business or taking regular meals as provided in departmental orders. When off duty and not on any official stand-by, employees must not loiter in or around any divisional headquarters or other areas assigned for service use by the department. If it is necessary to conduct business in these areas, it should be done as quickly as possible.

- 7. Attorneys and Bondsmen.** No employee will, either directly or indirectly, recommend the employment of any person as attorney or counsel. No employee will suggest or recommend the name of any bondsman to any prisoner or suspect. No employee will post bond for persons under arrest without authorization from a command officer.
- 8. Business Cards.** No employee of the department will utilize any business card, personal card, or other forms of communication inscribed with any message which purports to grant the bearer any special privileges not enjoyed by all citizens. Business cards utilized by employees of the department must be of the type and style approved by the University of Florida.
- 9. Civil Issues.**
 - a.** Employees must not institute any civil proceedings arising from their official duties without first notifying the Chief or designee.
 - b.** Employees must not use their positions with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the employee.
 - c.** Employees must avoid entering into civil disputes while performing their police duties. In such cases, employees must prevent breaches of the peace and the commission of crimes. Employees must refer civil disputants to the appropriate agencies.
- 10. Compensation.** No employee of this department will accept any fees or compensation of any kind from any person, agency, court, court official, or any other person except those fees and compensation specifically provided and authorized by law and with the authorization of the Chief or designee.
- 11. Contributions.** Employees must not solicit or collect any money or other thing of value, nor may they circulate subscription papers, sell tickets of any kind, or collect money from any person for any purpose without the specific authorization of the Chief or designee.
- 12. Court Attendance.** Every employee of the department must be present at the time specified for court appearance. If an emergency or other exigent circumstance prevents an employee from appearing at the appointed time, the court must be promptly notified. An employee who fails to appear may be subject to progressive discipline.
 - a.** Dress code for court appearance must conform to Standards Directive 2330.

- b.** Each employee must testify truthfully and fairly, whether questioned by the prosecution, defense, or the court, and must not attempt to exert improper influence.
 - c.** Any employee of the department subpoenaed to testify for the defense in any trial or hearing must notify their supervisor upon receipt of the subpoena.
- 13. Courtesy.** Every employee must accord courtesy, consideration, and cooperation to every other employee. Employees must avoid the manifestation of unfriendliness to other employees.
- 14. Criminal Cases.**
 - a.** No employee will interfere with the proper administration of criminal justice. No employee will attempt to interrupt the legal process except where a manifest injustice might otherwise occur. No employee will participate in or be concerned with any activity which might interfere with the due process of law.
 - b.** Except in the interest of justice, employees must not attempt to have any traffic citations, notices to appear, or final warnings reduced, voided, or stricken from the records or files. Any employee having knowledge of such action and failing to inform the appropriate supervisor will be subject to disciplinary action.
 - c.** Employees receiving or possessing facts or information relative to a criminal offense or case must not retain such facts or information through ulterior motives, desire for personal credit, or aggrandizement. Such facts or information must be reported in accordance with department policy.
 - d.** No employee will provide, directly or indirectly, any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment. No employee will provide, directly or indirectly, any information which may enable persons guilty of criminal or quasi-criminal acts to dispose of or secrete evidence of unlawful activity or money, merchandise, or other unlawfully obtained property.
- 15. Criminal Conduct.** Employees will obey all federal and state laws as well as city and county criminal ordinances and will notify appropriate supervisory authority if they observe another agency employee violating the same. Violations of criminal statutes or ordinances, the filing of a deferred prosecution agreement, indictment or information, or an arrest or conviction can be cause for disciplinary action up to and including termination.
- 16. Criticism of University and Department.** Employees must refrain from making any statements or allusions which discredit or disparage another employee, the department, or the university, except when reporting to a superior as required by these regulations.
- 17. Dating/Fraternization.** Employees must immediately advise a supervisor upon becoming involved in a dating relationship with another UFPD member, whether employees, interns, or volunteers. Similar to statute, dating is when individuals have a continuing and significant

relationship of a romantic or intimate nature. The nature of the relationship must be characterized by the expectation of affection or sexual involvement between the parties.

18. Department Property. Employees must immediately report to their supervisor the loss of or damage to department property assigned to them or being used by them. In addition, supervisors must be advised of any property defects and hazardous conditions existing for any department property. Employees must use the appropriate documentation when filing such reports.

- a. No employee, unless authorized by the Chief or designee, will have in their possession keys to any premises on the campus that are not issued to them.
- b. Keys must not be made available to any individual not employed by the department unless expressly authorized by a command officer.
- c. No employee may use or operate state property in an improper or careless manner.
- d. No employee may convert to their own use or claim any state property, found property, recovered property, or property held as evidence.

19. Dissemination of Information and Release of Records. All department employees must treat the official business of the department as confidential. Information regarding official business must be disseminated in accordance with department policy and applicable laws. All requests for information regarding crimes, criminal offenders, persons arrested, and victims must be referred to the Public Information Officer. No employee of the department may release any information without proper authorization. Requests for release of records, to include arrests and all reports, must be forwarded to Records.

While conducting official business, employees will encounter crime and accident scenes with sensitive and personal information, including but not limited to those with human remains. Such information, whether documented in a digital, audio, or printed format, must not be: released, shared via email or file, shared via text message or multimedia message, transmitted by any source, uploaded to any external databases or devices, or shown to any third-party, without permission of the Chief or designee.

20. Driving. Employees will obey the applicable state's traffic laws when driving a department vehicle.

21. False Official Reports. No employee may make a false official report or make a false statement about another employee of the department or the business of the department to the discredit or detriment of the other employee or the department as a whole. No employee may make false official reports or knowingly enter or cause to be entered in any department book, record, or report any inaccurate, false, or improper police information or other material matter.

22. Feigning Illness. Employees must not feign illness or injury nor falsely report themselves injured. Employees must not attempt to deceive any other employee of the department as to the condition of their health.

- a. The recommended progression of corrective action for excessive sick leave will be:
 - (1) First violation corrective action – Letter of Counsel
 - (2) Second violation corrective action – Oral Reprimand
 - (3) Third violation corrective action – Written Reprimand
 - (4) More than three violations corrective action – Suspension or Dismissal
- b. An employee who accumulates three additional sick leave violations within 90 days from the date of any previous corrective action taken against the employee involving sick leave usage will be subject to progressive disciplinary action.
- c. Refer to 2300 – Compensation and Benefits for excessive sick leave.

23. Harassment. All forms of harassment in the workplace are prohibited, regardless of the source, including, but not limited to: sexual, creed, color, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinion or affiliation, genetic information, veteran status, ethnic, racial, or religious harassment is an offense, first, against the department and, secondly, against a specific employee or group of employees. "Offense" refers to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating working environment or have an ethnic, racial, religious, or sexual basis. Examples would include but are not limited to physical contact of a sexual nature; racial, ethnic, or religious jokes, comments, insults, cartoons, or innuendoes; or personal conduct or mannerisms that could be construed by a reasonable person as offensive. Any complaint involving harassment as described herein must be reported to Employee Relations, Human Resource Services, and be jointly investigated. At the discretion of the Chief or designee, in consultation with the Director of Employee Relations, appropriately trained investigators will be assigned to the complaint. At the conclusion of the investigation, a copy of the report and the findings will be forwarded to the Director of Employee Relations for review and resolution.

If any 'offense' listed above rises to the level of an applicable Clery Act crime, and a hate crime has been determined to have occurred, all pertinent information will be shared with the Office of Clery Act Compliance. A Timely Warning message may be issued if there is a serious and continuing threat to students and employees.

If any 'offense' listed above is considered to be sexual harassment or of a sexual nature, the incident must be shared with the Office of Title IX Compliance for investigation.

24. Identification. An employee must give their name and identification number in a respectful manner to any person(s) who may request such, in person or via telephone. The department

provides all employees with photo identification cards. If requested, employees must display their department issued law enforcement identification card. If during an official investigation, revealing such information would cause an officer safety issue or jeopardize the investigation, such as in undercover or covert operations, the information may not be revealed.

- 25. Improper Association.** Employees of the department must avoid association or dealings with individuals whom they know are under criminal investigation, indictment, or who are known to the employee to have a reputation in the community or to the department for personal involvement in illegal criminal behavior. Permissible exceptions are when necessary to the performance of official duties and where unavoidable because of family relationships with the employee.
- 26. Improper Investigations.** Employees of the department must not undertake any investigation or other official action not part of their regular duties without obtaining authorization via chain of command unless the exigencies of the situation require immediate police action.
- 27. Incompetence.** Employees of the department must maintain sufficient competency to perform their duties and assume the responsibilities assigned to their position. Incompetence may be demonstrated by the following:
 - a. A lack of knowledge of the application of laws required to be enforced.
 - b. An unwillingness or inability to perform assigned tasks.
 - c. A failure to conform to work standards established for the employee's rank or position.
 - d. Repeated poor evaluations or repeated violations of departmental directives.
- 28. Injury Payments.** Employees must not accept or agree to accept anything for personal injury incurred in the line of duty without first notifying the Chief or designee.
- 29. Insubordination.** Employees must promptly obey all lawful orders of a supervisor. This may include orders relayed by an officer of the same or lesser rank. Refer to Department Standards Directive 1020 "Command and Control."
- 30. Interference in Private Business.** Employees must not interfere unnecessarily with the lawful business of any person.
- 31. Legal Involvement Notification.** Employees must:
 - a. If arrested, given a traffic citation or indicted, notify his/her supervisor in writing on the employee's next working shift. The supervisor who receives the notification from the employee will forward the notification to the Chief of Police or designee via the chain of command.

- b. If questioned by another law enforcement agency in regard to any criminal activity or his/her knowledge of any criminal activity in which he/she is a suspect or could reasonably become a suspect, notify his/her supervisor in writing on the employee's next working shift. The supervisor who receives the notification from the employee will forward the notification to the Chief of Police or designee via the chain of command.
- 32. Meal Breaks.** When several officers take meal breaks at the same time, different restaurants that are within a reasonable distance to campus should be used to prevent congregating in one specific location. There will be no more than three patrol employees at one restaurant location.
 - a. Members working patrol will not take meal breaks between the hours of 0700 and 0830 nor 1600 and 1730 during their scheduled tour of duty.
 - b. Meal breaks must not be taken during the first or final hour of shift.
 - c. In-service training days or approved training conferences are an exception to the three uniformed employees at one restaurant location.
 - d. A call for service may cause a meal break to be interrupted. All sworn department personnel will leave their assigned portable radios on during their meal break so that they can be dispatched to a call for service.
- 33. Neglect of Duty.** Employees of the department must not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
- 34. Neighborhood Disputes.** Employees must not intentionally become involved in neighborhood quarrels or disputes while off-duty.
- 35. Notices; Marking or Defacing.** No employee will mark, deface, or alter any printed or written notice relating to the Department or other University of Florida business. All notices of a derogatory character related to official transactions with the Department or the University or regarding any unit or person are prohibited.
- 36. Political Activities.** Employees may not participate in political activities during their work time, participate in lobbying activities or campaigning, use their offices to influence or interfere with an election, or solicit funds from other state employees to support or oppose a candidate in a coercive manner. Employees may not solicit funds from anyone to support or oppose a candidate in university buildings, with limited exception when space is rented by Business Affairs. Additionally, employees taking a position for or against a candidate should make clear they are expressing personal opinions, not speaking in their official roles or on behalf of the University. Employees will act in accordance with Florida State Statute 104.31.
- 37. Professionalism.** No member of the department will make any remarks or use threatening or abusive language regarding any member of the department or to any citizen, which may bring the department or any member thereof into disrepute, nor subject it or them to any ridicule.

If there is a personal association or familial relationship with an individual(s) who is involved in a call for service, investigation, or other law enforcement matter in which UFPD is involved, the employee must immediately notify a supervisor and recuse himself/herself from the case or call.

- 38. Refusal to Work.** Because of the potential emergency nature of the services provided by the department, employees can be required to work, as necessary. This may include both emergency and non-emergency situations. Any employee directed to work when needed who fails to do so may be subject to disciplinary action up to and including dismissal. Employees with verifiable medical emergencies are exempted.
- 39. Reporting for Duty.** Employees of the department must report for duty at the time and place required by assignment or orders. Employees must follow established work schedules, to include reporting for duty on time, not returning late from lunch breaks or rest breaks, and not leaving work early at the end of the work schedule. Employees must be physically and mentally fit to perform their duties. Employees must be properly equipped and cognizant of information required for the proper performance of duty so they may assume that duty. Special event assignments, Student Conduct and Conflict Resolution hearing requests, scheduled training, judicial subpoenas, and pre-set court appearances by either warrant or summons will constitute an order to report for duty under this sub-section.
- 40. Smoking/Tobacco Products.** Smoking and tobacco use are prohibited in all facilities and areas of the University of Florida campus, including buildings, parking lots, garages, roadways and state owned/leased vehicles in accordance with UF policy.
- 41. Solicitation, Unauthorized.** The solicitation of an employee by another employee, including the distribution of material for any purpose not specifically authorized by the University of Florida or the Chief or designee while either employee is on duty, is not permitted.
- 42. Special Privileges.** No employee may use their badge, uniform, identification card, or official position to solicit special privileges for themselves or others. An employee may use their official position to obtain admission to any public gathering when such use is in the furtherance of official duties.
- 43. Stationery; Departmental.** No employee may use department stationery for personal correspondence without the approval of the Chief or designee.
- 44. Student Conduct and Conflict Resolution Hearings.** While attending proceedings of the Office of Student Conduct and Conflict Resolution, or depositions, employees must wear appropriate professional attire or the department uniform.
- 45. Subversive Organizations.** No employee may knowingly become an employee or connected with any subversive organization except when necessary, in the performance of duty, and then only with the authorization of the Chief or designee.
- 46. Telephones; Departmental.** Department telephones, office or cellular, are for official use only.

47. Testimony at Departmental Investigations. Employees must answer questions or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.

48. Truthfulness. Employees must be truthful at all times, whether under oath or not, in the official performance of their duties, unless such truthfulness would be detrimental to a specific police purpose (e.g., undercover operations, interviews of suspects, interrogations of suspects).

49. Unbecoming Conduct. Employees of the department must not conduct themselves at any time in such a manner that would be detrimental to the department's image as the law enforcement agency of the University of Florida. Unbecoming conduct may include any act or conduct, whether specifically prohibited or not, which brings the department into disrepute or reflects discredit upon the individual as an employee of the department.

I. Remedial Training. All levels of corrective action should include remedial training relevant to the observed or sustained violation. See Department Standards Directive 3300.

J. Maintenance of Disciplinary Actions. Copies of all written disciplinary actions taken against employees must be placed in their department personnel files and official personnel files maintained by the University Office of Human Resource Services. Written disciplinary actions will remain in an employee's personnel file unless the President of the University, the courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel file in error or that the document is otherwise invalid.

K. Appeal Procedure. All disciplinary actions can be appealed as provided for in Directive Complaint/Grievance Procedures - 2700. An employee may appeal a suspension, demotion with reduction in pay, reduction in pay, relocation, layoff, or dismissal through the arbitration appeals process in accordance with applicable CBA and UF regulations.

L. Distribution. All sworn and non-sworn employees of the department must have access to this directive and will electronically provide signatures of their receipt.

2705.5 Glossary.

Tobacco Use – For the purpose of this policy, “tobacco use” means the personal use of any tobacco product, whether intended to be lit or not, which will include smoking as well as the use of an electric cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigars, and pipe tobacco.

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Approved: _____
Bart Knowles, Chief

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