

	<b>The University of North Carolina Greensboro Police Department</b>	
	<b>General Order 1-1.1</b>	<b>Department</b>

## **Purpose and Scope**

The purpose of this policy is to ensure that oaths, when appropriate, are administered to sworn department members.

## **Policy**

It is the policy of the University of North Carolina Greensboro Police Department that, when appropriate, department members are to swear or affirm, and reaffirm annually, the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

### **A. Departmental Description**

The University of North Carolina at Greensboro (UNCG), chartered in 1891, is located in the Piedmont Triad area of North Carolina, in the city of Greensboro. The UNCG Police Department (department) is a support unit of the University, organized for the purpose of protecting lives and properties of the University and promoting public safety education for its members on self-protection responsibilities. The department is under the direction of the Vice Chancellor for Finance and Administration and is an auxiliary function of the University.

The department is a fully functioning law enforcement agency capable of enforcing all laws and investigating all offenses which come under its jurisdiction. As a campus law enforcement agency, the department is also charged with enforcing the rules and regulations of the University, particularly those which affect the preservation of an environment conducive to the educational goals of the University. The department aims to achieve a reasonable level of security on the campus so that students and employees of the University can pursue their goals without fear of harm or disruption.

The department is headed by the Chief of Police with full authority to issue, modify, or approve agency written directives. The department is composed of sworn and non-sworn personnel. Non-sworn personnel hold positions in telecommunications, building security, student employees, and office staff. All of the employees of the UNCG Police Department are dedicated to providing the best law

enforcement services possible for the university community.

## **B. Mission/Values/Vision Statement**

We at the UNCG Police Department believe that in stating our mission, we define our purpose and the values that we collectively hold as an organization.

### Our Mission

To provide proactive, professional law enforcement services to the community in support of the University's mission.

### Our Values

- Integrity – We are honest and ethical in our personal and professional lives.
- Compassion – We have compassion for those we serve and for each other.
- Fairness – Our actions are free from favoritism or bias, respecting the dignity and worth of every person.
- Accountability – We expect to be held responsible for our actions and responsibilities by the public and our fellow employees.
- Excellence – What we do everyday will demonstrate our commitment to performing at our very best.

### Our Vision

To be the leading campus law enforcement agency in the nation.

## **C. Code of Ethics**

### Sworn Officers

One part of the definition of a profession is that its members subscribe to a code of ethics. The UNCG Police Department subscribes to the "Law Enforcement Code of Ethics" as published by the International Association of Chiefs of Police (IACP). All sworn officers must abide by this code:

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. The IACP believes it is important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

### Primary Responsibilities of a Police Officer

A police officer acts as an official representative of the government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

### Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, sexual orientation, gender identity or political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

### Discretion

A police officer will use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest - which may be correct in appropriate circumstances - can be a more effective means of achieving a desired end.

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances. Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

### Confidentiality

Whatever an officer of the UNCG Police Department sees, hears or learns of, which is of a

confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy and information obtained about them must not be improperly divulged.

### Integrity

An officer of the UNCG Police Department will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency.

Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

### Cooperation with Other Officers and Agencies

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one among many organizations that may provide law enforcement services in a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

### Personal/Professional Capabilities

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

### Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves. A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which they live and serve. The officer's personal behavior must be beyond reproach.

### Non-Sworn Personnel

Non-sworn personnel must abide by this code:

As an employee of the UNCG Police Department I regard myself as a member of an important and honorable profession.

I WILL perform my duties with efficiency to the best of my ability.

I WILL be truthful at all times. My conduct and performance of duties will be accomplished in an honest manner and in compliance with local, county, state, and national laws. .

I WILL adhere to the confidentiality of the Law Enforcement profession.

I WILL NOT, in the performance of my duties, work for unethical advantage or personal profit.

I WILL recognize at all times that I am a Public Safety employee and that ultimately I am responsible to the public.

I WILL give the most efficient and impartial service of which I am capable at all times.

I WILL be courteous in all my contacts at all times.

I WILL regard my fellow employees with equality, dignity, and respect.

I WILL be loyal to my fellow employees, my superiors, and my agency.

I WILL accept responsibility for my actions.

I WILL strive to do only those things that will reflect honor on my fellow employees, my agency, and myself.

### Confidentiality

Whatever an employee of the UNCG Police Department sees, hears or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy and information obtained about them must not be improperly divulged.

### Integrity

Employees of the UNCG Police Department will not engage in acts of corruption or bribery, nor will an employee condone such acts.

### Cooperation with Other Officers and Agencies

Employees will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. It is imperative that an employee assist colleagues fully and completely with respect and consideration at all times.

### Personal/Professional Capabilities

Employees will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

### Private Life

Employees will behave in a manner that does not bring discredit to their agencies or themselves.

## **D. Departmental Stance on Bias Based Profiling**

The UNCG Police Department understands the value of criminal intelligence gathering as a useful tool to assist law enforcement officers in carrying out their duties; however, officers are prohibited from practicing bias based profiling in any manner. This includes the use of bias based profiling in traffic enforcement, suspect and vehicle searches, property seizures, and field contacts. As a department we recognize that no person should be targeted by law enforcement solely because of characteristics including but not limited to race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, disability, economic status, age, and/or cultural background. All law enforcement personnel will receive training on bias-based profiling and the inherited legal implications.

Complaints of bias based profiling will be routed through Internal Affairs and the UNCG Bias Education and Support Team for review and investigation. Violations of this policy will be handled as a disciplinary matter based on the circumstances surrounding the incident. Annually, the Bias Based Profiling Report will include an administrative review of all bias based profiling complaints, investigations, dispositions and to include corrective measures to be taken.

## **E. Oath of Office**

### Sworn Officers

G.S. §116-40.5 requires that officers of the UNCG Police Department, upon entering their office, take an oath whereby they swear to support the Constitution of the United States and the State of North Carolina. See Appendix for oaths of office and reaffirmation forms.

### Non-Sworn Personnel

See Appendix for oaths of office and reaffirmation forms.

## **F. Source of Authority**

G.S. §116-40.5 grants the Board of Trustees of any constituent institution of The University of North Carolina System the authority to establish a campus law enforcement agency which shall be considered the equivalent of a municipal police department and employ campus police officers. Pursuant to this statute, the Board of Trustees of UNCG established the Department of Public Safety and Police (UNCG Police Department). As such, the department is a legally appointed entity whose sworn personnel have all the powers of law enforcement officers generally. The territorial and subject matter jurisdiction of the department and its officers are established by G.S. §116-40.5 and mutual extension agreements as described in the "Agency Jurisdiction and Mutual Aid" section of this manual.

## **G. Annual Reaffirmation to Professionalism**

The UNCG Police Department is a professional, service oriented law enforcement agency striving to meet the needs of our community. As a part of our professionalism, we annually reaffirm our commitment through our code of ethics, mission statement and core values.

Before entering upon the duties of any position within the Police Department, and thereafter at the beginning of each calendar year, every employee of the UNCG Police Department shall receive an "Annual Reaffirmation to Professionalism" form to review the Code of Ethics, the agency Mission Statement, as well as the Core Values of the agency. Upon reviewing the form, each employee shall sign the form which will be placed in the department's personnel file. This is to ensure that each employee is aware of their role in the department and the mission of the police department as it falls within the university.

## **H. Use of Discretion**

In exercising discretion, an officer must be able to analyze the situation, taking many factors into consideration. These factors include, but are not limited to:

- The department's overall goals and objectives;
- The availability of a supervisor or other police officers for guidance and consultation;
- Facts and circumstances which will subsequently justify the decision;
- The range of available alternatives; and
- Other factors such as manpower availability, seriousness of the incident, the impact on the community, humane considerations, potential for recurrence, departmental values, and possibility of danger or liability.

Every situation will involve a unique set of circumstances. Rarely will an officer be in a position to thoroughly analyze all of the potential factors involved. However, in every instance an officer is expected to use their training, knowledge, and judgment to reach an appropriate and reasonable conclusion.

## **I. Diversion Programs (Referrals)**

The UNCG Police Department encourages its officers to use established criminal justice and diversion programs designed to divert individuals from the criminal justice system when such programs effectively accomplish department objectives.

The UNCG Police Department recognizes and supports criminal justice and social service diversion

programs including the diversion of juveniles pursuant to guidelines established in General Order - Juvenile Law and Procedure and diversion programs established and coordinated by Guilford County Courts, and various University services such as, but not limited to: The Counseling Center, Dean of Students Office, Housing and Residence Life, and the Office of Student Rights and Responsibilities (OSRR).

Officers of the UNCG Police Department will refer all criminal violations or charges of a student to the OSRR unless doing so will jeopardize the investigation or outcome of a criminal case or endanger the lives and safety of the student(s) or a third party. In cases concerning the use of confidential criminal informants, referral to OSRR may be delayed for a reasonable amount of time for purposes of protecting the identity of the informant until release of the information is determined to be appropriate by the investigating officer and their supervisor.

The University may then take disciplinary action against the student in accordance with the policies and procedures prescribed by the University Student Code of Conduct. Sanctions from the University often have more dramatic effects on the student than the criminal sanctions imposed by the court. Referrals to OSRR may be used as either:

- A substitute for applicable criminal charges as a diversion from the criminal court system, or
- In conjunction with criminal charges for repeat offenders or more egregious offenses such as a felony.