UNC Greensboro Police Department

Rules of Conduct

General Order 1-4.1

General Conduct

Employees shall conduct their private and professional lives in such a manner as not to impede the department's efforts to achieve its policies and goals nor bring discredit upon the department or upon the individual as an employee of the department.

This rule applies to both the professional and private conduct of all employees of the department. It prohibits conduct which is contrary to the intent and purpose of departmental policies and goals, or which would reflect adversely upon the department or its employees. It includes not only all unlawful acts by employees but also all acts, which although not unlawful in itself, would degrade or bring disrespect upon the employee or the department.

Chain of Command

All personnel will use the chain of command when conducting departmental business or matters of concern to the Department, unless otherwise specified by departmental regulations. Any individual with a request should discuss the matter with their immediate superior. If the superior is unable to handle the matter, the employee may request and will be permitted to appeal to the next superior in the line of authority up to and including the Chief of Police.

Obedience to Laws and Regulations

Employees shall observe and obey laws, ordinances, UNCG policies and procedures, and UNC System policies and directives. All employees have the responsibility to become thoroughly familiar with all the provisions and regulations of the *UNCG Police Department General Orders Manual* and are expected to know and assume their duties and obligations. In the event of breach of discipline or violation of some rule, general order, procedure, or other duty, it will be presumed that the employee was familiar with the law, rule or policy, or other duty in question.

Any employee charged with or arrested for a violation of a criminal or traffic law or ordinance will report such fact, without unnecessary delay, to their immediate supervisor within 24 hours of the incident and include all pertinent facts concerning the violation. The notification must specify the nature of the offense(s), the jurisdiction and court in which the case is handled, and the date the charge(s) will be heard in court. The supervisor will then enter all information into the department's

appropriate records system, triggering notification to the chain of command. Upon conclusion of judicial action in the matter, the same process as specified above will take place.

Duty to Intervene and Report Violations of Laws, Ordinances, Rules, and Directives

Employees knowing or suspecting other employees as well as other public safety associates, of violating laws, ordinances, or departmental directives shall report it to their supervisor. If an employee believes the information is of such a nature or gravity, official channels may be bypassed, and the information may be reported directly to the Chief of Police or the Professional Standards Unit.

Other public safety/criminal justice associates might include, but are not limited to, members of task forces with which the agency volunteers, or representatives from support organizations within the broader criminal justice system.

It is the policy of UNCG Police Department that all member recognize and act through policy and training that reporting and or intervention is expected to prevent to stop other member or public safety official(s), whether law enforcement or non sworn employee from conducting and act that is unethical or that violates law enforcement policy, and that is a component of their oath of office and code of ethics. Failure to report and/or act upon and intervene when observation or knowledge of a violation as outlined herein may subject an agency member to disciplinary action

Truthfulness

Employees are required to always be truthful, whether under oath or not. Upon order of the UNCG Police Chief or designee, superior officer, or other authorized personnel, employees shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the department that may be asked of them.

The Chief of Police may direct an employee to submit to a polygraph examination to help determine the credibility of a complainant, witness, or accused employee. Such tests administered under this rule shall only apply to any administrative process that may result.

Competency

Employees shall establish and maintain sufficient competency to effectively perform their duties and carry out the responsibilities of their position. They shall perform their duties in such a manner as to effectively and efficiently carry out the functions and objectives of the department.

Incompetence may be demonstrated by a lack of knowledge in the application of laws to be enforced or rules and policies to be followed, an unwillingness or inability to perform assigned tasks and duties, or the failure to conform to work standards established for the employee's rank, grade, or position. The failure to take appropriate action on the occasion of a crime, disorder, or other condition warranting

police action may be considered incompetence. Incompetence may also be indicated by any or all of the following: repeated poor evaluations, repeated failure of a training school or specialized training, or written record of repeated infractions of the rules, regulations, policies, or procedures of the department.

Conduct toward Public and Employees

Employees shall at all times be respectful, courteous, and impartial when dealing with the public and other employees.

Employees shall be tactful in the performance of their duties, shall control their tempers, and reasonably exercise the utmost patience and discretion, and shall not engage in argumentative discussions – even in the face of extreme provocation Employees shall not use coarse, violent, profane, derogatory, or insolent language or gestures, and shall not maliciously express any prejudice concerning race, religion, politics, sex, sexual orientation, gender identity, or national origin. Employees are encouraged to bear in mind the sensitivity of others and should exercise good judgment when making remarks that may be offensive to others even though these remarks are not meant to be malicious.

Harassment

The police department will provide a professional work environment free from all forms of employee discrimination, including incidents of hostile workplace, retaliation or sexual harassment. Such harassment is a prohibited form of discrimination under Federal and State Employment Law as well as University policy, rules and regulations, and is also considered misconduct subject to disciplinary action by the department. Harassment of any form will not be tolerated.

Malicious Criticism and Gossip

Employees shall not maliciously criticize the department, its directives, or other employees of the department where such malicious talking, writing, or other expressions tend to impair the operations of the department by interfering with the department's goals and efficiency, interfering with the ability of supervisors to maintain discipline, or having been made without knowledge of fact or circumstance with regard to truth.

Sleeping on Duty

Employees are prohibited from sleeping while on duty and shall constitute grounds for disciplinary action up to and including dismissal.

Conducting Private Business

No employee shall conduct personal business while on duty when such actions would interfere with assigned responsibilities. Employees shall not engage in any personal undertaking or activity when off duty and in uniform that would detract from the uniform, degrade or bring disrespect upon the employee or the department.

The high visibility of the police uniform sets the officer apart from the rest of the community. In the eyes of the public, the officer is not an individual but reflects the identity of the entire police department. All employees must be conscious of presenting a professional image. Uniformed police employees must especially exercise good judgment and discretion even when not on duty, keeping in mind their special identification by the public.

Impairing Substances

Employees shall not consume, purchase, or possess any intoxicating beverage while in uniform or on duty or on departmental premises.

Employees shall not consume intoxicating beverages to the extent as to render them unfit to report for their next regular duty day or special assignment.

Employees shall not report for duty or be on duty while visibly affected from the use of liquor, controlled substances, drugs, or any other means, or with an odor of intoxicants on their breath.

Any employee on duty or reporting for duty while visibly affected using liquor, controlled substances, drugs, or any other means or with an odor of intoxicants on their breath may be subject to a breath analysis test and/or other diagnostic tests. Such tests administered under this rule shall only apply to any administrative process that may result.

Employees should not use any medications that will impair their ability to safely and completely perform their duties. Any employee who is medically required or has a need to take such medication shall report that need to their immediate supervisor prior to commencing any on duty status.

Interference with Investigations, Operations or Due Process

Employees shall not interfere with the work or operations of any unit in the department or the work or operations of other governmental agencies, including cases currently assigned to others. No employee against whom a complaint has been made shall attempt directly or indirectly, by threat, appeal, persuasion, payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charge, allegation, or investigation.

Employees shall not interfere with the proper administration of criminal justice or interrupt or be associated with any activity that might interfere with the due process of law.

Posting and Recommending Bail Bond

No departmental employee or their spouse may in any case become surety on a bail bond for any person other than a member of their immediate family.

No departmental employee or their spouse shall act as an agent for any bonding company or professional bondsman. No such person may have an interest, directly or indirectly, in the financial affairs of any firm or corporation whose principal business is acting as a bondsman. This includes recommending a bail bondsman that would be in conflict with existing State or University policies.

Gratuities, Solicitations and Bribes

Unless approved by the Chief of Police, employees of the department may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as employees of the department regardless of whether the service was performed while on or off duty. Employees may not solicit any gift, gratuity, loan, present, fee or reward for personal gain. This rule is not intended to prevent employees from engaging in approved off-duty employment that is in compliance with departmental guidelines. Any unauthorized gift, gratuity, loan, fee, reward, or other item falling into any of these categories, coming into the possession of any employee, shall be forwarded to the office of the Chief of Police for disposition, together with a written report explaining the circumstances.

Employees shall neither solicit, directly or indirectly, for any commercial organization, person, or firm or recommend the services of a specific commercial organization, person or firm to any persons coming to their attention as a result of departmental employment.

Employees will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees will proceed in accordance with established departmental procedures.

Any employee receiving a bribe offer shall immediately make a written report to their immediate supervisor.

Association with Criminals

Employees shall not associate with persons whom they know or should have known to be criminals, prostitutes, gamblers, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary in the performance of official duty or where unavoidable due to familial relationships.

Prohibited Transactions, Endorsements and Use of the Department's Name

Employees are prohibited from knowingly buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention, or which arose out of their departmental employment.

This rule is designed to prohibit transactions with complainants, witnesses, defendants, etc., which may create the impression of unfair advantages or unethical dealings as a result of official police contacts.

Employees shall not permit their position or employment with the department to be used to endorse any commercial product or service.

Employees shall not order, purchase, or otherwise acquire any goods, merchandise, or services in the name of UNC Greensboro or in the name of the UNCG Police Department when such is for personal use or gain.

Arrest of Police Officers

Any time an officer of the UNCG Police Department arrests another law enforcement officer of this or any other agency, the arresting officer is to notify their immediate supervisor as soon as the arresting officer is aware of the identity and employment of the arrestee. That supervisor will immediately notify the Chief of Police through the chain of command. The Chief or designee will notify the District Attorney or a member of the District Attorney's staff.

Notice of Lawsuits Against Officers

Employees who have had a suit filed against them because of an act performed in the line of duty shall within three days notify the Chief of Police in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.

Use of Tobacco Products While on Duty

Employees will not use tobacco products when in formation, when it would be offensive or inappropriate on an assignment or post, or when engaged in traffic direction or control. Use of tobacco products in departmental vehicles is prohibited.

When in direct contact with others, employees should be aware that the use of tobacco products (chewing, as well as smoking) is offensive to some people. Employees should be considerate of others when using tobacco products. The spitting of tobacco residue into receptacles not specifically designed for that purpose (trash cans, drinking cups, water fountains, etc.) creates a particularly offensive condition and is prohibited.

The use of e-cigarettes or "vaping" is permissible. However, vaping is strictly prohibited while conducting official business or representing the University or police department in any professional capacity.

Reporting Motor Vehicle Accidents and Personal Injuries

Employees shall promptly report the following motor vehicle accidents and personal injuries to their supervisor:

- All on-duty traffic accidents in which they are involved;
- All personal injuries received in the line of duty;
- All personal injuries not received in the line of duty, but which are likely to interfere with the performance of their duties; and
- All property damage or injuries to other persons that resulted from the performance of their duties.

Depending upon the seriousness of the injury or condition, the employee may be required to provide verification from a physician that the employee can perform the duties to which they are assigned.

Submission of Required Reports

Employees shall submit such reports as are required for the performance of their duties or by competent authority prior to the end of the duty day, unless specifically authorized not to do so by competent authority.

Administrative investigations that cannot meet these criteria shall be informally reported, as provided by procedure or directive, and formally submitted upon completion.

Reports and records submitted by employees will be accurate and complete.

Improper Use of Property and Evidence

Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedure.

Responsibility for Safety and Security of Persons and Property

Each employee shall ensure that reasonable measures are taken to provide safety, protection, and security for persons and property coming under their care and control because of arrest or other police action, in accordance with department procedures.

Prohibited Areas

No persons shall be permitted inside an officially designated prohibited area, posted unauthorized area, crime scene, etc., unless authorized by the employee in charge of such area.

Employee Identification

Employees will be provided an official agency identification card, including the employee's name, picture, and access to the police facility. Employees will carry their badge and identification card on their person at all times while on duty. Employees will furnish their first initial, middle initial last name and unit number to any person requesting that information, whether in person or on the phone, when they are on duty or while representing themselves as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. When not in uniform, employees will carry their badge and identification card on their person at all times when armed with a department-issued or personally owned firearm.