

	The University of North Carolina Greensboro Police Department	
	General Order 1-4.2	Duty Requirements

Purpose and Scope

Providing UNCG with the highest standards of effective law enforcement is the mission of the UNCG Police Department. Establishing the level of effectiveness that the community deserves and expects requires that certain duty requirements be set.

Policy

This policy defines the duty requirements for sworn personnel of the UNCG Police Department.

A. Reporting for Duty

Employees shall report to daily lineup, roll call, or other assignment at the time and place specified, properly dressed and equipped. Employees who are unable to report for duty must notify the appropriate supervisor prior to the beginning of the scheduled assignment.

Extended work hours of duty shall be approved by a commanding officer. Twelve-hour shift employees shall not work more than four hours over their regular shift and shall receive eight hours of proper rest prior to returning to duty. Eight-hour shift employees shall not work more than eight hours over their regular shift and shall receive eight hours of proper rest prior to returning to duty. The shift supervisor shall approve any extended hours including emergency extensions.

B. Relief from Duty

Employees shall remain at their assignment and on duty until properly relieved or dismissed by a shift supervisor.

C. Duty Responsibilities

Employees shall perform all duties as required by law and competent authority, regardless of their specific assignment or job description.

Employees assigned to specialized duties are not relieved of the responsibility of taking prompt action in the matter of any violation of law or rules of the department coming to their attention, unless

specifically authorized by competent authority, general order, or procedure.

Officers shall not:

- Neglect of duty by failure to perform their duties faithfully and diligently and take responsibility for and exhibit attentiveness, care and thoroughness in the conduct of assignments and responsibilities.
- Failure to conduct themselves in an expeditious manner to avoid any unreasonable delays to the public in the performance of law enforcement duties and activities.
- Unsatisfactory work performance, including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- Unauthorized sleeping during on-duty time or assignments.

D. Performance of Duty

Employees shall be attentive to their duties at all times and shall perform all duties assigned to them, even if such duties are not specifically assigned to them in any department rules or procedures manual.

- Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.
- The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any department record, public record, book, paper, or document.
- Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this department or its members.
- Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency, and discipline of this department or that would tend to discredit any of its members.

Officers within their jurisdiction shall at all times respond to the lawful orders of supervisors and to the call of citizens in need of police assistance. The fact that the officer may be technically off-duty shall not necessarily relieve them from the responsibility of taking prompt and appropriate action.

E. Absence from Duty

Employees shall not absent themselves from duty except as may be authorized by official leave and/or approved by the shift supervisor. Failure to properly notify one's supervisor and to gain consent for absence is considered absence without leave.

Employees shall not absent themselves from duty by reason of any feigned illness or injury. The Commander may take all necessary steps to prevent abuses, including dispatching a supervisor, nurse or physician to verify illness, or requiring a medical examination as evidence of physical status. All employees are expected to give the reason for the absence or tardiness. Unless prior approval, the employee must call in each day of their absence. Chronic and repeated tardiness without acceptable reason is cause for disciplinary actions.

F. Military Deployment and Reintegration

In recognition of the importance of citizen soldiers' mission to the country, the UNCG Police Department will comply with the University's policy on military leave, G.S. § 127a-116, and the Uniformed Services Employment and Reemployment Rights Act of 1994.

Upon official notification of military service, the employee will notify the Chief of Police in writing and submit a copy of official military orders. The Chief, or designee, will meet with the employee to ensure the employee understands their rights and obligations in regards to University policy as well as State and Federal law. The Chief, or designee, will assist the employee with contacting UNCG Human Resource Services and ensure that all necessary forms and paperwork are completed.

The Chief, or designee, will collect all weapons, lethal and non-lethal, and other equipment deemed necessary by the Chief, for safe keeping during the employee's absence.

The Chief, or designee, will establish, if available, regular contact with the employee during deployment. The Chief, or designee, will also maintain regular contact with the employee's immediate family, unless expressly declined by the employee or family, to offer available support from the department.

Upon returning from Deployment, the employee will meet with the Chief, or designee, to discuss reintegration and assignment. The Chief, or designee, will ensure that the employee is aware of access to the Employee Assistance Program and other available community resources.

The training coordinator will ensure that the employee obtains any needed mandated and/or refresher training, including weapons requalification, within a reasonable period of time.

G. On-Duty Meals

Due to the on-call nature of police work, employees will be considered on-duty and subject to recall at any time while taking breaks, including meal breaks. In order to facilitate quick response to calls for service, employees may partake of their meals in places or establishments within a radius of four miles from campus. Officers will check out of service with Communications when going to pick up a meal or when actually eating a meal. No more than two officers will be checked out on meal break at one time and only when sufficient patrol coverage permits. The employees' supervisor or the on-duty supervisor must approve any exception to this policy before leaving campus.

H. Maintaining Communication While On Duty

While employees are on duty or officially on call, they shall be directly available by normal means of communication or shall keep their office or supervisors informed of the means by which they may be reached when not immediately available.

I. Taking Official Action While Off Duty

The University of North Carolina Greensboro Police Department officers generally should not initiate law enforcement action while not on-duty with this department. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that they reasonably believe poses an imminent threat of serious bodily injury or death, or significant property damage or loss may take reasonable action to minimize or eliminate the threat.

There is no legal requirement for off-duty officers to take law enforcement action. Officers should consider waiting for on-duty uniformed law enforcement personnel to arrive and gather as much accurate intelligence as possible, instead of immediately intervening. However, should an officer decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration:

- The potential to be misidentified by other law enforcement personnel.
- The potential to be misidentified by members of the public, who may be armed or who may take action.
- The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
- Limited off-duty firearms capabilities and ammunition.
- The inability to communicate with responding law enforcement personnel.
- The lack of equipment, such as body armor, handcuffs or control devices.
- Unfamiliarity with the surroundings, including escape routes.
- The potential for increased risk to bystanders by confronting a suspect or taking action.
- Whether the officer is in or outside of their territorial and/or subject matter jurisdiction.

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the officer should provide the dispatcher receiving

the call a description of themselves so it can be broadcast to responding officers.

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as or as appropriate.

Officers shall notify the On Duty Commander regarding any law enforcement action taken while off-duty. The On Duty Commander may send a Shift Supervisor to the location. The Shift Supervisor will determine whether a criminal or administrative report should be completed by the involved officer.