STANDARDS OF CONDUCT
GENERAL ORDER #11.00

Adopted: 09/01/05
Replaces: Sheriff’s G.O. #2313, Stanford G.O. #2.1, 2.2, 2.3, 2.4, 3.1

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POLICY

All personnel on or off-duty shall conduct themselves at all times in a manner that is consistent with the Code of Ethics and the best interests of the Stanford University Department of Public, the Sheriff’s Office, and their respective mission statements. While employees of the Stanford University Department of Public are expected to do vastly different jobs, each employee is expected to address his or her responsibilities with the same high level of commitment, dedication, and integrity. The working standards of the Stanford University Department of Public, as well as the Sheriff’s Office, anticipate that excellence will be the norm to which we aspire and expect of ourselves.

Supervisors and managers are responsible for both the commendable and objectionable and substandard performance of their subordinates. Just as rule violations reflect poorly on staff and department alike and should be avoided, good performance reflects well on us all and should be both encouraged and rewarded.

STANDARDS

A. TRUTHFULNESS AND ACCURACY

1. Employees of the Stanford University Department of Public shall make truthful statements when questioned, interviewed, or in submitting reports. Employees of the Stanford University Department of Public shall not make false statements to any supervisor or to any person conducting an internal investigation. Employees of the Stanford University Department of Public shall make truthful testimony in any legal proceeding. Employees of the Stanford University Department of Public understand...
that truthfulness and their personal integrity are the foundations upon which law enforcement work is based. Employees that are not truthful in any investigation in which they are involved may be disciplined up to and including termination.

2. **In order to accurately account for personnel time and resources spent on various department activities and special events, employees of the Stanford University Department of Public shall account for any and all work hours by making accurate and truthful entries on daily activity reports as well as any official payroll records, to include sign-in rosters or other time cards, leave request slips, and overtime/specialty pay requests. Failure to document time accurately may result in disciplinary action up to and including termination.**

### B. REPORTING REQUIREMENTS

1. It is the affirmative duty of each member of the Stanford University Department of Public Safety to report to his or her immediate supervisor any violation of these General Orders, without delay. If his or her immediate supervisor is unavailable, the employee will notify the next person in the chain of command or the on-duty SUDPS Patrol Sergeant. Employees shall not engage in gossip or verbal allegations against other employees. If an employee feels that the actions of a fellow employee constitute misconduct he shall lodge a formal complaint with the appropriate supervisor or administrator. Any employee desiring to make a complaint against another member of the Department alleging misconduct must do so in a timely fashion so that an investigation of the allegation may be started quickly to insure fairness to all parties.

2. Employees, who are arrested for any offense, other than an infraction under the Vehicle Code, or who have knowledge that they have been named as a principal or suspect in a written crime report or criminal complaint filed with any law enforcement agency shall promptly notify their immediate supervisor of the facts of the arrest, report, or complaint. It shall be the responsibility of the immediate supervisor to promptly notify the Director of Public Safety and the Sheriff’s Office – Stanford Liaison Captain that the employee has been arrested, or is the subject of a report or complaint and of the facts of the arrest, report, or complaint.

3. Employees whose job requirements include being a licensed driver and whose privilege to drive has been suspended shall promptly notify their immediate supervisor that their driving privilege has been suspended. It shall be the responsibility of the immediate supervisor to obtain the keys to any department vehicle possessed by the employee and to promptly notify the SUDPS Field Services Captain that the employee has had his or her driving privileges suspended.
4. A SUDPS deputy who has been convicted of a misdemeanor crime of domestic violence, as defined in 18 United States Code sections 921(a), 922(d), and 922(g), or who have been convicted of any offense under federal law or the law of any state that as a consequence does not permit the person convicted to possess a firearm in the State of California, or who is subject to a restraining order that does not permit them to carry a firearm, shall promptly notify their immediate supervisor of that fact. Any SUDPS deputy coming within these provisions shall promptly surrender any department-issued firearm to the SUDPS Field Services captain. It shall be the duty of the immediate supervisor of the deputy to promptly notify the Director of Public Safety and the Sheriff’s Office – Stanford Liaison Captain that he or she comes within these provisions.

C. CONDUCT ON DUTY

1. Employees shall report for duty promptly at the time, place, and to the person required. Employees shall be equipped and prepared to assume their regular duties at the time their shift begins. Employees unable to comply with these requirements shall report this to their immediate supervisor or other responsible person as far in advance as possible prior to the time set for reporting.

2. All employees shall check their mailboxes each day that they are assigned to work. The purpose of the mail slot is to pass on current departmental and university information. The mailbox should not be used as a repository for assorted papers and equipment.

3. All employees shall check their departmental e-mail each day that they are assigned to work, minimally at the beginning and end of their assigned shift.

4. Deputies on duty shall be constantly alert and observant, and shall keep a vigilant watch for needed police services. Employees shall not leave their district, beat, or other designated posts of duty except in the necessary discharge of duty or when previous approval has been obtained from the employee’s supervisor.

5. The SUDPS Main Station and the Annex are intended to be secured facilities. To prevent strangers and unescorted citizens from entering the buildings, the doors shall be locked at all times. No external door to the station or the annex will be propped open and left unattended.

6. Use of Electronic Equipment:

   a. Television Usage - Television sets shall be used for job related functions while on duty. Training and supervisory personnel are the only employees
authorized to operate television sets. Training personnel or supervisory may authorize other employees to use the television equipment. Employees are not permitted to view television programs during breaks or lunch periods for entertainment purposes except with supervisory approval.

b. **Radios, Recording Players** - Devices of this kind shall not be used for entertainment purposes by employees while on duty without prior supervisory approval.

c. **Recording Devices:** Recording devices are to be used as an investigative tool. Employees shall not use them to record the statements of other persons for other than official use.

7. Employees shall not use any illegal drug or any alcoholic beverage at any time while in uniform. Employees shall not use any illegal drug or alcoholic beverage at any time while on duty; however, an alcoholic beverage may be consumed when necessary to carry out a duty assignment. Employees shall not report for a regular tour of duty with any indication of having consumed any illegal drug. Employees shall not report for a regular tour of duty under the influence of any substance which impairs the mental or physical ability of the employee to perform assigned duties. An employee who ingests a prescription medication during a tour of duty and who discovers that the medication impairs his or her mental or physical ability to perform assigned duties shall immediately notify his or her supervisor, who shall evaluate his or her fitness for duty. On-duty employees that a superior officer has reasonable suspicion to believe have consumed or ingested any drug or alcoholic beverage in violation of this order, may be subject to a substance abuse and/or alcohol screening test.

8. Employees shall obey any lawful order, either written or oral, issued by a superior officer. If the order conflicts with a previous order or written directive, the employee shall advise the superior of the conflict and proceed according to the superior's direction. If the superior officer is unavailable, the deputy shall follow the last order given. The employee may prepare a memorandum detailing the circumstances of the incident. Any employee acting on an order issued by a superior officer in conflict with a written order, memorandum or other departmental policy, will not be held responsible for any violation of these orders, while acting upon the order of the superior officer. In such cases, the full weight of responsibility rests with the superior officer issuing the order. **No superior officer shall knowingly issue any order that is in violation of any statutory law or ordinance. Obedience to an unlawful order is never a defense for an unlawful action. However, responsibility for refusal to obey an order rests with the employee, who shall be required to justify his action.**
Employees shall not criticize a supervisor or orders they have received in public. Any criticism of superiors' orders should be directed to the superior in private.

9. Employees shall not act in an insubordinate manner. Insubordination is defined as a deliberate failure or refusal of any employee to obey a lawful order given by a supervisor, any display of contempt toward a supervisor, any verbal or physical threat to a supervisor, or any public display of anger towards a supervisor.

10. No employee shall address another employee in a profane or insulting manner.

11. Employees shall comply with General Order #11.02 (Harassment and Discrimination).

12. All personnel shall be responsible for reading information posted on bulletin boards in their assigned work area. Deputies are expected to read the daily log and “Farm” report as well as keep an active file of B.O.L. information.

13. Employees shall obtain permission from their immediate supervisor before placing any material on department bulletin boards. Posted materials should be related to the law enforcement profession or the Stanford community (employees or events). This order does not affect the posting of material, in an area designated by the Stanford University Department of Public Safety, by a duly authorized agent of any collective bargaining unit when the posting is completed for the specific purpose of communicating with the unit’s membership. In any case, all notices shall be posted in accordance with established procedures.

14. The Department does not allow the posting or placement of derogatory materials on bulletin boards, desks, lockers, mailboxes, walls, or any other surface in the annex or main station. The term "derogatory" shall be interpreted to mean pictures, posters, notices, bulletins, cartoons, slogan, jokes, or drawings ridiculing or focused on race, religion, color, national origin, ancestry, disability, medical conditions, marital status, sex, age or sexual orientation or any other material that the Department may deem to be offensive or inappropriate for the work environment.

15. Employees, when assigned in uniform, shall report for duty in complete, clean, and well-pressed uniforms. Employees in uniform shall not shop or carry large quantities of merchandise, unless the shopping or carrying is directly connected with their normal police activity or required in the line of duty. When assigned in civilian clothes, personnel will dress in a dignified, conservative manner befitting their positions. Undercover deputies may dress appropriate for their assignment.
16. Employees shall not sleep while on duty except as required by law and/or by contract as part of an extended shift.

17. *Employees on duty shall not read newspapers, periodicals or similar material except in connection with official duty or during an authorized break.*

18. Notwithstanding the assignment of specific duties and responsibilities to employees of the Stanford University Department of Public Safety, all employees shall perform all such other duties as may be required of them. *Employees in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by going through the chain of command.*

19. Employees shall maintain good health and physical fitness in order that work can be performed effectively and efficiently and to minimize personnel shortages caused by sick leave.

20. When acting in the performance of their duties, both on and off duty, employees shall treat the public with courtesy and respect and not use harsh, profane or uncivil language. Employees shall perform their duties in a fair and impartial, and nondiscriminatory manner. *Employees on duty shall not speak slightly of any individual, nationality, race or religion.* When requested, SUDPS deputies shall promptly and politely provide their name, badge number and assignment.

21. Deputies shall not violate the rights guaranteed by the Constitution of the United States, the laws of the United States, the State of California, the County of Santa Clara, or any local law or ordinance in place at the location of occurrence. Deputies shall maintain a working knowledge of the laws and ordinances in effect in their jurisdictions.

22. Employees shall familiarize themselves thoroughly with the rules and procedures of the Stanford University Department of Public Safety, the orders issued applicable to them, and the contents of the departmental General Orders. Employees shall, upon return from any absence of any duration, familiarize themselves with any changes in rules and procedures that may have taken place during such absences. Employees are responsible for maintaining current General Orders and other manuals relating to their job functions and for inserting and deleting information as appropriate.

D. **CONDUCT OFF DUTY**

1. Personnel of the Stanford University Department of Public Safety shall not participate, within Santa Clara County, in any card game conducted in any public card room or any pari-mutuel gambling (betting) facility. This order shall not apply to personnel participating as part of a duty assignment in conducting an investigation into the operation of the prohibited activity.
2. *SUDPS* Deputies shall comply with the provisions of General Order #15.02 (Outside Employment and College Attendance).

3. Under the current Memorandum of Understanding of the Santa Clara County Sheriff’s Department - Stanford University Memorandum of Understanding provides that SUDPS Deputy Sheriffs who are off-duty have the same legal status as ordinary citizens and are not required to respond to any violation of law unless ordered to do so by a duly authorized peace officer. However, off-duty SUDPS deputies both inside and outside of Santa Clara County shall give consideration to causing the appropriate action to be effected by the responsible law enforcement agency. Such deputies should then act only at the direction of responding law enforcement personnel, as a private citizen, and only after consideration of their potential liability and that of the Stanford University Department of Public Safety.

E. **GENERAL CONDUCT (ON OR OFF DUTY)**

1. Employees shall not commit, attempt to commit, or conspire to commit any act which would be a violation of any federal, state, county, municipal law, ordinance, or regulation to include all Stanford parking regulations.

2. Employees shall not commit any breach of peace, neglect of duty, misconduct or any other conduct that tends to undermine the order, efficiency or discipline of the Stanford University Department of Public Safety or reflects discredit upon the Stanford University Department of Public Safety, the Sheriff’s Office, or any member thereof, or is prejudicial to the efficiency and discipline of the Stanford University Department of Public Safety. This section applies whether or not the conduct is specifically defined or set forth in the agency’s policies and procedures.

3. Employees served with a notice that they are being sued as a result of actions while performing their official duties shall notify the SUDPS Field Services Captain and immediately bring to the Director of Public Safety two copies of the legal process or notice served, with a notation as to the date and time of service.

   a. If more than one employee is named only two copies are to be brought to the Director of Public Safety along with an employee’s report (ER) form indicating the names of all employees served and the date and time of service.

   c. The Director of Public Safety shall maintain a file on all claims and/or legal process filed against the Stanford University Department of Public Safety and its employees and shall send one copy of all legal process and any requested backup information to the University’s Legal Counsel.
d. The Director of Public Safety shall send case reports, supplemental reports, employee’s reports, and any other reports or documentation (including scene photographs) pertinent to the case to the University’s Legal Counsel or to an outside counsel retained by the University when requested to do so by University counsel. Requested copies, plus one file copy, will be sent via the Director of Public Safety. The transmittal should have a heading of “Confidential Attorney Client Communication”.

d. If the Sheriff is also named as a defendant in any legal action brought against a SUDPS employee, the Director of Public Safety shall forward a copy of the legal process to the Sheriff’s administrative assistant.

4. Employees filing lawsuits or civil claims against third parties arising from their duties and responsibilities at the Stanford University Department of Public Safety shall notify the Director of Public Safety that they have filed a lawsuit or a claim. This notification shall include:

a. The nature of the claim or the nature of the action;

b. The identity of the defendant or respondent;

c. The court or agency where the action was filed; and

d. The date the action was filed or the claim was made.

5. Employees shall not loan, exchange, borrow, do favors for, accept favors from, socialize with or enter into any business transactions with any inmate or prisoner. Also, employees shall not knowingly socialize with or have any contact with ex-inmates of any penal institution who have been convicted of a felony, a crime which is an alternative felony or misdemeanor, or crime involving moral turpitude except upon prior approval of the Director of Public Safety. Requests shall be submitted in writing on an employee’s report form, a copy of the approved or disapproved request shall be placed in the originating employee’s personnel file. Employees shall exercise prudence and discretion in any contact with ex-inmates of any city or county jail, state or federal correctional facility, or persons with known criminal connections. This section does not prohibit contacts which are necessary and integral in order to carry out diligently duty assignments, nor does it prohibit contacts with members of the immediate family, providing the contacts do not in any way imply approval of criminal conduct. For purposes of this Order, “immediate family” means immediate household members of the employee, the employee’s spouse or the mother, father, grandmother, grandfather, son, daughter (natural, marital and/or adopted), daughter-in-law, son-in-law, brother, sister, grandchild, brother-in-law, sister-in-law of the employee or the employee’s spouse.
6. Employees of the Stanford University Department of Public Safety shall not utilize any business or personal cards, or any other form of communication which purports to exempt any person from the processes of this agency, or any other department, or which purport to grant the bearer any special privileges not enjoyed by all individuals.

7. Employees of the Stanford University Department of Public Safety shall not use the badge or identification as a member of the Stanford University Department of Public Safety or the Sheriff’s Office to obtain any personal advantage.

8. Employees of the Stanford University Department of Public Safety shall not grant any immunities or exemptions from any established agency procedure, without approval from the Director of Public Safety.

9. Employees shall promptly pay their just debts and shall not incur liabilities which they are unable or unwilling to discharge. The Sheriff’s Office Civil Division, via memorandum in duplicate, shall advise the Stanford University Department of Public Safety of all civil actions involving members of the SUDPS. One copy of this memorandum shall be maintained in the employee’s personnel file. No employee shall be disciplined for being threatened with having his or her wages garnished or for having his or her wages garnished for the payment of one judgment.

10. No gift shall be accepted by any employee of the Stanford University Department of Public Safety unless the gift is given without consideration by the giver of the employee’s official capacity. The monetary value of the gift has no bearing on whether or not it can be accepted.

11. Except for the Armed Forces Components enumerated in the California Veterans Code, employees shall not affiliate themselves with any organization or group that would prevent the employee, as a member, from rendering proper, efficient service to the Department or the community as a whole.

12. Employees of the Stanford University Department of Public Safety shall not make public solicitations or sell tickets to the public for admission to any show, dance, drawing, raffle or other activity for any organization while on duty or while wearing the agency’s uniform. When engaged in any activities of this nature, employees will not identify or represent themselves as members of this agency.

13. Employees changing their residence addresses and telephone numbers, shall immediately notify their immediate supervisor and the Support Services Manager, of the changes in writing via an employee’s report (ER) form. Deputies shall maintain a telephone where the deputy may be reached in an emergency.
14. Employees shall not use any of the Sheriff’s Office or Stanford University Department of Public Safety’s addresses as the address of their place of residence; except, sworn employees may use the address of the Sheriff’s Office as their address to the Department of Motor Vehicles as permitted by law. Employees also may use the address of the Stanford University Department of Public Safety as their address in any crime report in which they are a victim or witness and the incident occurred in the course and scope of their duties as a Stanford University Department of Public Safety employee.

15. Employees of the Stanford University Department of Public Safety, whether on or off duty, will at all times and in all places, conduct themselves in a manner that will not bring or subject the department, their fellow employees or themselves to any criticism, disgrace, or public ridicule.

16. Employees shall not improperly use their accrued sick leave benefits. Sick leave shall only be used for legitimate medical reasons.

17. Except as required by law or court order, employees shall not divulge any information that is made confidential by law or by Stanford University Department of Public Safety policies and procedures.

E. **CONDUCT IN COURT**

1. Employees shall appear for court or other legal proceeding as directed by subpoena or court notice unless otherwise excused or other arrangements have been made. An employee who receives a subpoena to testify on behalf of a criminal defendant or a party in a civil action shall notify his or her supervisor as soon as possible. The supervisor shall notify the SUDPS Field Services Captain via the chain of command as soon as possible.

2. Employees shall testify clearly, modestly, without bias or prejudice, without display of emotion, without exaggeration, and without misrepresentation. Testimony is to be given so that the judge, court staff, jury, counsel, and spectators can hear clearly.

3. Employees, when assigned in uniform, shall appear in court in complete, clean, and well-pressed uniforms. When assigned in civilian clothes, personnel will dress in a dignified, conservative manner befitting their positions and appropriate for a serious business presentation.

F. **STANFORD UNIVERSITY PERSONNEL RULES**
In addition to the *Stanford University Department of Public Safety*’s procedures and policies found in these General Orders and in other agency documents, *SUDPS* employees are also subject to the general staff personnel rules of the University in the same manner as other staff employees. Rules regarding appointment, conditions of employment, pay, discipline, grievances, and other general personnel matters are covered by University regulations or Union Agreement and are generally not duplicated in these General Orders.

LAURA WILSON
DIRECTOR

Laura Wilson