

206.00 STANDARDS OF CONDUCT Rev: 9/04 Approved:_____

- 206.01 Rules of conduct govern each member of the Office. Professional, as well as private conduct reflects upon the Office and all its members.
- 206.02 Office members shall speak the truth at all times whether under oath or not.
- 206.03 Office members, during the course of any official investigation, shall be required to give a full, complete and truthful statement if requested.
- 206.04 Office members shall so conduct their private and professional lives as to avoid bringing discredit to the Office.
- 206.05 Office members shall at all times be civil, orderly, and courteous in their conduct and deportment. They shall maintain an even disposition and remain calm regardless of the provocation by any person.
- 206.06 Office members shall treat their supervising officers, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one another.
- 206.07 When on duty, in the presence of associates or other persons, and in particular in public, supervisory officers shall be referred to by rank.
- 206.08 Office members shall refrain from using coarse, violent, profane, insolent or disrespectful language, whether oral or written.
- 206.09 Office members shall not speak disrespectfully about any nationality, race, religion or sex, use racial epithets, tell ethnic jokes or mimic those who are mentally or physically challenged.
- 206.10 Office members shall not perform any acts or make any statements, written or oral, for publication or otherwise which tend to bring the Office or its members in disrepute or ridicule.
- 206.11 Office members shall not disrupt, nor impair the performance of official duties and obligations of the Office; nor interfere with or subvert the reasonable supervision or discipline of the Office.
- 206.12 Office members shall not act as bailers for any person in custody, except his/her immediate family; or in no case, where any fee, gratuity or reward is solicited or accepted.
- 206.13 Office members shall not buy or accept any article for personal disposition from any suspect or prisoner or from any associate of any suspect or prisoner.
- 206.14 Office members shall refrain from suggesting, recommending or referring any attorney or bail bondsman to any person coming to their attention as a result of a police action or activity, except where their immediate family may be involved.
- 206.15 Office members shall not reveal any information in their possession, however obtained, which may enable anyone to escape detection, arrest or prosecution, enable anyone to destroy evidence, or destroy or improperly remove stolen property.
- 206.16 Office members receiving or possessing facts or information relative to a criminal offense, case, or violation of Office policy, rule or regulation, shall not retain such facts or information, for whatever reason, but shall directly and promptly communicate true and accurate facts and information to their supervisory officer as provided in Office procedures. Office members shall not counsel, advise or order any other employee not to make a report.

- 206.17 Office members shall not institute any civil actions or lawsuits arising out of their official duties without notifying the Sheriff and County Counsel, in writing, of such pending action.
- 206.18 Office members shall not shop, trade, or conduct private business while on duty.
- 206.19 Office members shall not engage in any behavior that may bring ridicule or embarrassment upon themselves or the Office, or which can be considered "horseplay", in any public place or in any county facility.
- 206.20 Use of Alcoholic Beverages
- A. Office members shall not consume alcoholic beverages to such an extent that they are not able to report for their next tour of duty.
 - B. Office members shall not consume alcoholic beverages to such an extent that results in the commission of an obnoxious or offensive act that may bring discredit or disgrace upon themselves or the Office.
 - C. Office members shall not report for work when they are under the influence of alcohol, or when they have the odor of any alcoholic beverage on their breath, or person.
 - D. Office members shall not purchase or consume any alcoholic beverage while on duty except as authorized. Drinking alcoholic beverages during lunch or other breaks is specifically prohibited.
 - E. Office members, who are working an enforcement assignment, dressed in plain-clothes attire, may only purchase or consume an alcoholic beverage in the necessary performance of their duty.
 - 1. In no case shall an employee consume alcoholic beverages to the extent of becoming under the influence.
 - 2. Any purchasing or consuming of alcoholic beverages regarding an enforcement assignment shall have prior supervisor's approval.
 - F. Office members shall not bring any alcoholic beverages onto or in any Office building or facility, nor shall any open containers of any alcoholic beverage be transported in an Office vehicle except when the alcoholic beverage is being legally held as evidence.
- 206.21 Office members on duty shall not use tobacco products in any location where their use is forbidden by law or Office policy (Section 213).
- 206.22 Office members shall not report for duty under the influence of any drug or narcotic, whether or not legally prescribed, unless prior written authorization has been obtained per procedure set forth in Section 214.08.
- 206.23 Office members shall remain awake during the time they are on duty. If tired to the point a member may not be able to perform his/her duties, he/she shall notify their supervisor who shall determine the course of action to be taken.
- 206.24 Office members shall not loiter in taverns, theaters, convenience stores or other public places while on duty, except in the performance of their official duties.

- 206.25 Office members, on or off duty, shall not loiter in Sheriff's Office facilities, hindering or interfering with Office operations, or engage in unnecessary conversation with Office members while on duty.
- 206.26 Office members shall not read newspapers, periodicals, books or other similar materials in the public view, except in the performance of their official duties.
- 206.27 Any member who knowingly becomes the focus of any investigation or enforcement action by any law enforcement agency, or is detained, or arrested by a law enforcement agency shall, as soon as possible, notify his/her supervisor or any on-duty supervisor of such incident, detention, arrest, etc.
- A. Supervisors receiving such information shall, as soon as practicable, notify their Division/Station Commander.
 - B. This obligation does not pertain to contacts only or traffic infractions as defined in the Vehicle Code.
- 206.28 Office members shall not willfully violate any federal or state statute, or local ordinance.
- 206.29 Office members, while off-duty, shall refrain from becoming involved in neighbor disputes in their own neighborhood and shall call for law enforcement assistance if such a dispute arises.
- 206.30 Fraternalization:
- A. Office members shall refrain from establishing, or attempting to establish, any personal or business relationships or transactions with an incarcerated individual, or after the period of such person's incarceration.
 - B. Office members shall avoid associations or dealings with persons who they know or should reasonably suspect are racketeers, sexual offenders, felons, suspected felons, persons under criminal investigation or indictment, or have a reputation in the community for present felonious involvement or criminal behavior, except as necessary in the performance of the Office member's official duties.
 - C. Office members shall refrain from establishing, attempting to establish, and/or maintaining a personal or business relationship with any person whom the employee knows, or should reasonably know, is a known member of the criminal subculture.
 - D. The above includes, but is not necessarily limited to persons with recent arrests and persons who are commonly suspected by law enforcement of being involved in criminal activities or enterprises, i.e., bookmaking, receivers of stolen property, prostitutes, narcotics traffickers, etc.
 - E. The Sheriff, or his/her designee, may make an exception to these rules in the event of the arrest, incarceration, and/or prosecution of a close personal friend, family member, business associate, or co-worker of an Office member. Exceptions to the fraternization policy shall require written authorization from the Sheriff and/or his/her designee.
 - 1. It is the responsibility of the Office member to notify the Sheriff, and/or his/her designee, in writing, through the chain of command immediately when any fraternization issue arises.
 - 2. In the absence of such notification, fraternization is not authorized and the concerned Office member shall immediately terminate the relationship. If the

fraternization involves an immediate family member (i.e., spouse, child, sibling, or parent) of the Office member, the immediate termination of the relationship is excepted, but notification of the Sheriff, and/or his/her designee, shall be required.

F. This section (206.32) does not apply to any Office member who must fraternize with, or otherwise establish a relationship with, the types of persons described above in the course of conducting an official investigation.

G. Office Member's Sexual Misconduct With Offenders:

1. Office members, Office volunteers, and/or contract employees shall not engage in sexual misconduct with offenders. Consent by an offender (reference P.C. 289.6) is not a defense.
2. Sexual misconduct is prohibited between female employees/male offenders, female employees/female offenders, male employees/female offenders, and male employees/male offenders.
3. Sexual misconduct includes, but is not limited to, acts or attempts to commit acts such as sexual assault, sexual abuse, sexual harassment, sexual contact, obscenity, sexual gratification for either party, unreasonable and unnecessary invasion of privacy, behavior of a sexual nature or implication, and conversations or correspondence suggesting a romantic or sexual relationship. Sexual misconduct could include sexualized name calling, observations of offenders of the opposite sex during periods of partial or total nudity for periods of time longer than necessary for security interests, physical contact outside the need for searches and related security functions, and explicit comments about the physical appearance of offenders.
4. Office members, Office volunteers and/or contract employees shall report any incidence of sexual misconduct to their supervisor (reference Sheriff's Manual section 206.17).
5. The Office of the Sheriff has a zero tolerance policy towards sexual misconduct with offenders.

206.31 Members shall not use their positions to seek free admissions to places of amusement, sporting events, etc., nor shall they solicit free meals or transportation or any other favors or gratuities that would not ordinarily be accorded a private citizen.

206.32 Political Activity:

- A. No member, while on duty or while in uniform, shall solicit or campaign directly or indirectly, actively or passively, on any pretext to any person, committee or association for political purposes.
- B. No member shall use the influence of his or her position for political reasons.
- C. No member shall use or allow to be used his or her official position, rank or influence, as a member of this Office, in connection with the political management of affairs on any political campaign, other than to cast his or her vote and/or to act in the capacity of a private citizen without reference whatever to his or her official position.

- D. Exceptions to the political activity policy shall require written authorization from the Sheriff, and/or his/her designee.
- E. Nothing herein shall be interpreted to restrict any employees right to engage in activities, as provided by statute, relating to matters dealing with the terms and conditions of employment, which includes hours and wages.

206.33 Members shall not, while on duty, engage in political or religious discussions, which in any way compromise good law enforcement or the position of the Sheriff's Office, nor shall they speak disparagingly of the belief of any person.