



STANDARDS OF CONDUCT
GENERAL ORDER #11.00

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Persons Affected: All personnel

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Revision History

Replaces SUDPS General Order #11.00 (09/01/05)

PURPOSE

The purpose of this Order is to define the conduct expected of employees of the Stanford University Department of Public Safety.

POLICY

Stanford University Department of Public Safety (SUDPS) personnel whether on or off-duty shall conduct themselves at all times in a manner that is consistent with the Peace Officer Code of Ethics, the Stanford Administrative Guide 1.1.1 Code of Conduct, and the best interest of the department, its values and mission statement. While employees of SUDPS 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 SUDPS, as well as the Santa Clara County Sheriff's Office (SCCSO) by association through a Memorandum of Understanding, anticipate that excellence will be the norm to which we aspire and expect of ourselves.



Supervisors and managers are responsible for the commendable, 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.

PROCEDURE

A. STANDARDS

1. Truthfulness

Employees of *SUDPS* shall make truthful statements when questioned, interviewed or in submitting reports. Employees of *SUDPS* shall not make false statements to any supervisor or to any person conducting an integral investigation. Employees of *SUDPS* shall *give* truthful testimony in any legal proceeding. Employees of *SUDPS* understand that truthfulness and personal integrity are the foundation upon which law enforcement work is based. Employees that are untruthful in any investigation in which they are involved may be disciplined, up to and including termination.

2. Reporting Requirements

- a. It is the affirmative duty of each member of *SUDPS* 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 Watch Commander/*Shift Supervisor*.
- b. 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 *any* 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 *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. *It will be the responsibility of the Captain to notify the Director of Public Safety.*
- c. 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 *promptly* notify the *Captain of the employee's suspended driving privilege. It will be the responsibility of the Captain to notify the Director of Public Safety.*

- d. A 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 *has 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 deputy coming within these provisions shall promptly surrender any department-issued firearm to the Field Operation Lieutenant. The Lieutenant will notify the Captain and the Director of Public Safety.*

3. Conduct on Duty

- a. Employees shall report for duty 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 *in compliance with General Order 9.09 Personal Health/Attendance Policy.*
- b. *Personnel* on duty shall be constantly alert and observant and shall keep a vigilant watch for needed *public safety* services. Employees shall not leave *their assigned areas* or designated posts of duty except in the necessary discharge of duty or when previous approval has been obtained from the employee's supervisor.
- c. Employees shall not use any illegal drug or alcoholic beverage at any time while in uniform *or when on duty.* 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 *their* mental or physical ability to perform assigned duties shall immediately notify *their* supervisor, who shall evaluate *their* fitness for duty. When a superior officer has reasonable suspicion, based on evidence or observation, that an on-duty employee consumed or ingested alcohol or drugs in violation of this order, the employee may be subjected to a substance abuse and/or alcohol screening test. *Screening*



test(s), when conducted, will be done in compliance with applicable collective bargaining agreements or University protocols.

- d. 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 officer of the conflict and proceed according to the superior's direction. If a superior officer is unavailable, the *employee* 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 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.
- e. No employee shall address another employee in a profane or insulting manner.
- f. Employees shall comply with the *Stanford Administrative Guide memo 1.7.1 Sexual Harassment*.
- g. Employees, when assigned in uniform, shall report for duty in complete, clean and well-pressed uniforms. When assigned in civilian clothes, personnel will dress in a dignified, conservative manner befitting their positions. Undercover deputies may dress *appropriately* for their assignment. *Refer to General Order 10.03- Grooming and Appearance.*
- h. Employees shall not sleep while on duty, except as required by law and/or by contract as part of an extended shift.
- i. Notwithstanding the assignment of specific duties and responsibilities to employees of *Stanford University, or in the case of deputies, the SCCSO*, all employees shall perform all such other duties as may be required of them.
- j. 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.
- k. 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, impartial, and nondiscriminatory manner. When requested, employees shall



promptly and politely provide their name, and assignment. *Deputies shall also provide their badge number.*

- l. *Employees 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, ordinance or Stanford Administrative Guide in place at the location of occurrence. Employees granted law enforcement powers shall maintain a working knowledge of the laws and ordinances pertaining to their duties and in effect in their jurisdictions.*
 - m. *Employees shall familiarize themselves thoroughly with the general orders and procedures of SUDPS, the orders issued to them, and the Stanford University Administrative Guide memo. Deputies are also responsible for familiarizing themselves with applicable SCCSO policy. Employees shall, upon returning from any absence of any duration, familiarize themselves with any changes in rules and procedures that may have taken place during their absence.*
 - n. *Employees who drive to work and park on campus shall abide with the rules and regulations of the Stanford University Traffic and Parking Code.*
4. Conduct Off Duty
- a. *SUDPS deputies, as reserve officers of the SCCSO, shall not participate, within Santa Clara County, in any card game conducted in any public card room or any pari-mutual gambling (betting) facility. This order shall not apply to deputies participating as part of a duty assignment in conducting an investigation into the operation of the prohibited activity.*
 - b. *SUDPS deputies, when on duty, are granted their peace officer powers by a Memorandum of Understanding with the SCCSO. While on duty, SUDPS deputies fall under section 830.6 of the Penal Code. They do not possess peace officer powers when off-duty. When a deputy is off-duty and has probable cause to believe a public offense has been committed in their presence, they are to realize any action taken will be as a private citizen. If they elect to take action, they may effect a citizen's arrest or refer the incident to the law enforcement agency of jurisdiction. When determining the action to take, employees should consider the seriousness of the offense, the danger to self or others, and the potential liability.*

All SUDPS employees that are off-duty and take action resulting in an arrest or a police report will promptly notify the on-duty Watch Commander or shift supervisor. It



will be the responsibility of the Watch Commander/Shift Supervisor to notify the Captain of the event. The Captain will notify the Director of Public Safety.

5. General Conduct (On or Off-Duty)

- a. 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.
- b. 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 *SUDPS or SCCSO*, or reflects discredit upon *either department* or any member, or is prejudicial to the efficiency and discipline of *either department*. This section applies whether or not the conduct is specifically defined or set forth in the agency's policies and procedures.
- c. Employees served with a notice that they are being sued as a result of actions while performing their official duties shall notify *their immediate supervisor or the on duty watch commander/shift supervisor*, and provide him or her with two copies of the legal process or notice served, with a notation as to the date and time of service. The supervisor or Watch Commander will notify the Captain and provide them with the copies of the legal process/notice. The Captain will provide notice to the Director of Public Safety. The Director of Public Safety shall advise the Sheriff's Captain Liaison and the University Office of General Council.

(Sections 1-3 are not applicable to SUDPS)

- 1) If more than one employee is named only two copies are to be brought to the Sheriff's administrative assistant along with the employee's report (ER) form indicating the names of all employees served and the date and time of service.
- 2) The Sheriff's administrative assistant shall send case reports, supplemental reports, employee reports, and any other reports or documentation (including scene photographs) pertinent to the case to the County Counsel's office or attorney retained by the County only when requested by counsel. Requested copies, plus one file copy, will be sent via the Sheriff's administrative assistant. The transmittal should have a heading of "Confidential Attorney Client Communication."



- 3) The Sheriff's administrative assistant shall maintain a file on all claims and/or legal process filed against the Sheriff's Office and its employees, as outlined under the guidelines above and shall:
 - a) Send one copy of all claims to the County G.S.A. Insurance Section.
 - b) Send one copy of all legal process and any requested backup information to the Deputy County Counsel and/or private attorney retained by the County.
- d. Employees filing lawsuits or civil claims against third parties arising from their duties and responsibilities at SUDPS shall notify the *Director of Public Safety* that they have filed a lawsuit or a claim. This notification shall include:
 - 1) The nature of the claim or the nature of the action;
 - 2) The identity of the defendant or respondent;
 - 3) The court or agency where the action was filed; and
 - 4) The date the action was filed or the claim was made.
- e. 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 one of the *Captain or 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 by the *Business Operations Division (BOD)*. If the request originated from a deputy, the *SCCSO Liaison Captain* will be notified by the *Director of Public safety* or his/her designee.

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 or integral in order to *diligently* carry out duty assignments, nor does it prohibit contacts with members of the immediate family, provided 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 mother, father, grandmother, grandfather, son, daughter (natural, marital and/or adopted), daughter-in-law, son-in-law, brother, sister, grandchild, sister-in-law or brother-in-law of the employee or the employee's spouse.

- f. Employees of *SUDPS* shall not utilize any business or personal cards or any 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.
- g. Employees of *SUDPS* shall not use the badge or identification as a member of the *department and/or of the SCCSO* to obtain any personal advantage.
- h. Employees of *SUDPS* shall not grant any immunities or exemptions from any established agency procedure without approval from the *Director of Public Safety*.
- i. Employees shall properly pay their just debts and shall not incur liabilities which they are unable or unwilling to discharge. The Civil Division, via memorandum in duplicate, shall advise the Office of the Sheriff of all civil actions involving members of the Sheriff's Office *which may include Stanford Personnel*. One copy of this memorandum shall be maintained in the employee's personnel file. No employee shall be disciplined for being threatened with having their wages garnished or for having their wages garnished for the payment of one judgement.
- j. No gift shall be accepted by any employee of the Sheriff's Office unless the gift is given without consideration by the giver of the employee's official capacity. *Exercise judgement when deciding whether to accept a gift. SUDPS employees shall notify the Captain in the event they accept a gift.* The monetary value of the gift has no bearing on whether or not it can be accepted or rejected.
- k. Employees of *SUDPS* 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.
- l. Employees changing their residence address or telephone numbers shall immediately notify their *supervisor and the Business Operations Division in writing using the Stanford University Human Resources Employee Change Form (i: public/HR*



forms/address_phone_emergency contact form). Personnel shall maintain a telephone where they may be reached in an emergency.

- m. Employees shall not use any of the *SUDPS* addresses as the address of their place of residence. Employees may use the address of *SUDPS* to the Department of Motor Vehicles, as permitted by law. Employees also may use the address of *SUDPS* 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 the duties as *an SUDPS* employee.
 - n. Employees of *SUDPS*, 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.
 - o. Employees shall not improperly use their accrued sick leave benefits. Sick leave shall only be used for legitimate medical reasons *and in compliance with General Orders 9.01 Leaves of Absence, 9.09 Personal Health/Attendance Policy, University Administrative Guide, and applicable collective bargaining agreements*.
 - p. Except as required by law or court order, employees shall not divulge any information that is made confidential by law or by *SUDPS* or *SCCSO* policies and procedures or *deemed confidential by Stanford Administrative Guide 1.6.1 Privacy Policy*.
6. Conduct in Court
- a. Employees shall appear for court or other legal proceedings 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 Director of Public Safety or his/her designee*.
 - b. 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.



- c. Employees shall appear in court in well-pressed uniforms or *professional business attire, presenting themselves* in a dignified, conservative manner befitting their position and appropriate for a serious business presentation.
7. Excerpts from Santa Clara County Merit System Rules *Pertaining to Deputies*
- a. In addition to *SUDPS* procedures and policies found in these General Orders, in other agency documents, and the *Stanford Administrative Guides*, *deputies are to follow relevant SCCSO general orders and policies pertaining to their position. Aspects of the Santa Clara County Merit System do not apply to Stanford Reserves, the principles and concepts governing expected behavior are applicable.* Santa Clara County Merit System Rules that are found in Santa Clara County Code section A25-301 provide a list, which is not all inclusive, of conduct that may constitute proper basis for disciplinary action. The conduct *listed in A25-301 is:*
 - 1) Causes relating to performance of duties:
 - a) Violation of the county charter, merit system rules and regulations, and written published departmental rules and policies which do not conflict with this article.
 - b) Inefficiency, incompetency, or negligence in the performance of duties, including failure to perform assigned *task(s)* or failure to discharge duties in a prompt, competent and responsible manner.
 - c) Physical or mental incapability for performing duties.
 - d) Brutality in the performance of duties.
 - e) Refusal to accept a reasonable and proper assignment from an authorized supervisor, or insubordination.
 - f) Intoxication on duty.
 - g) Careless, negligent or improper use of county property, equipment or funds, including use for private purposes or involving damage or risk of damage to property.
 - h) Acceptance of gifts in exchange for “favors” or “influence” or under circumstances which would tend to compromise the effective discharge of duties.



- i) Failure to maintain satisfactory and harmonious working relationships with the public and other employees.
 - j) Absence without leave [see section A25-247(d)].
 - k) Habitual pattern of failure to report for duty at the assigned time and place.
 - l) Habitual improper use of sick leave privileges.
 - m) Unauthorized release of confidential information as defined by law from official records.
- 2) Causes relating to personal conduct detrimental or prejudicial to public service.
- a) Guilty of gross misconduct, or conduct unbecoming a county officer or employee which tends to discredit the county or county service.
 - b) Guilty of immoral conduct or a criminal act.
 - c) Failure to make reasonable provisions for payment of just debts.
 - d) Falsified job information to secure position.
 - e) Addiction to use of narcotics or habit-forming drugs.
- 3) Engaging in incompatible employment. Any employee in the classification service who directly or indirectly engages in incompatible employment or serves a conflicting interest shall be subject to suspension, demotion, or dismissal.