

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: <b>NEED TO KNOW</b> <b>301 PROFESSIONAL STANDARDS</b>	
	EFFECTIVE DATE: <p style="text-align: center;">29 OCT 1999</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

**PURPOSE**

The purpose of this General Order is to set forth rules of personal conduct for members of the University Police Department. These 'Professional Standards' when combined with General & Special Orders, Standard Operating Procedures (SOP's) and General Policies and Procedures of the University comprise the rules and regulations of the Department.

**APPLICABILITY**

This Order has applicability to all members of the department. Whenever a rule or standard begins with the words "Police officers" the rule or standard is applicable to ALL sworn members of the department. Whenever a rule or standard begins with the word "Employees", the rule or standard is applicable to all department employees regardless of job classification.

**ORGANIZATION**

This order is organized into two sections. The first section has applicability to all sworn personnel regardless of rank. Section One identifies general principles of personal and professional conduct under the general heading of *"Conduct Unbecoming an Officer"* and has applicability to all sworn members of the department. Section Two has applicability to both sworn and civilian personnel depending on the introductory term used (see Section II - Applicability).

**Section One**

The following principles of personal and professional conduct have their basis in the general proposition that police officers hold their office *in the public trust*. Whenever a police officer's actions, whether on or off duty, have a provable adverse relationship on the officer's performance, (his/her *fitness for duty*), or have a tendency to destroy confidence or respect for the profession, that (those) action(s) form the basis for a charge of *Conduct Unbecoming an Officer*.

This section contains eight principles governing *Conduct Unbecoming an Officer*. Each principle is followed by the rationale explaining the principle and a set of rules describing that principle.

Section One of this Order is linked in principle to General Order 101 (Mission, Values, & Ethics).

It is illusionary to believe that any organization can adopt an Order, no matter how carefully crafted, that will encompass every rule relating to the conduct of its employees. This is especially true when that group of employees are Police Officers. Police officers hold their office in the public trust and therefore can and must be held to a higher standard. Police officers will normally be able to determine what kind of conduct indicates *unfitness to perform the functions of a police officer*. Therefore, following the eight principles outlined in Section One, officers will find a general statement regarding 'other acts which constitute *'Conduct Unbecoming an Officer'*.

## CONDUCT UNBECOMING AN OFFICER

### Principle One

Police officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Constitution of the State of Connecticut, and all applicable laws, ordinances and rules enacted or established to legal authority.

### Rationale

Police officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Police officers may only act in accordance with the powers granted to them.

### Rules

- 1.1 Police officers shall not knowingly exceed their authority in the enforcement of the law.
- 1.2 Police officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants and preservation of evidence.
- 1.3 Police officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Connecticut.
- 1.4 Police officers whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction in which the officer is present, except where permitted in the performance of duty under proper authority.
- 1.5 Police officers are permitted to use force, to include deadly force, in the performance of their lawful duties. No officer has authority to abuse his/her lawful authority to use force and shall use only that force necessary to overcome resistance to affect a lawful arrest, or protect himself/herself or a third person from injury.

### Principle Two

Police officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

### Rationale

Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The Police Officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

### Rules

- 2.1 Police officers shall carry out their duties with integrity, fairness and impartiality.
- 2.2 Police officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.

- 2.3 Police officers shall truthfully, completely and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- 2.4 Police officers shall take no action knowing it will violate the constitutional rights of any person.
- 2.5 Police officers must obey lawful orders but must refuse to obey any orders the officer knows would require him/her to commit an illegal act. If in doubt as to the clarity of an order, the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his/her actions.
- 2.6 Police officers learning of conduct or observing conduct which is in violation of any law or policy of this department shall take necessary action and report the incident to the officer's immediate supervisor, who shall forward the information to the Chief of Police or designee. If the misconduct is committed by the officer's immediate supervisor, the officer shall report the incident to the immediate supervisor's supervisor.

### **Principle Three**

Police officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

#### **Rationale**

Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Police officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

#### **Rules**

- 3.1 Police officers shall provide every person in our society with professional, effective and efficient law enforcement services.
- 3.2 Police of officers shall not express, whether by act, omission or statement, prejudice concerning race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.
- 3.3 Police officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

### **Principle Four**

Police officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or the department or otherwise impairs their ability or that of other of officers or the department to provide law enforcement services to the community.

#### **Rationale**

A Police officer's ability to perform his/her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Police officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.

**Rules**

- 4.1 Police officers shall not consume alcoholic beverages or chemical substances, while on duty, except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in 4.3.
- 4.2 Police officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for his/her next scheduled shift. A Police officer shall not report for work with the odor of an alcoholic beverage on his/her breath.
- 4.3 Police officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair his/her performance of his/her duties. The officer shall immediately notify his/her supervisor if a prescribed medication is likely to impair his/her performance during the officer's next scheduled shift.
- 4.4 Police officers, while on duty, shall not commit nor shall engage in any act which, as defined under Federal or Connecticut law, constitutes sexual harassment, including but not limited to, making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- 4.5 Police officers shall not commit any acts which, as defined under Connecticut law, constitute sexual assault or indecent exposure. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- 4.6 Police officers shall not commit any acts which, as defined under Connecticut law, constitute: 1) domestic abuse, or 2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the police officer from the petitioner's home or workplace.
- 4.7 Police officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or department. This rule does not prohibit those associations that are necessary to the performance of official duties, or where such associations are unavoidable because of the officer's personal or family relationships.

**Principle Five**

Police officers shall treat all members of the public courteously and with respect.

**Rationale**

Police officers are the most visible form of the community they represent. Therefore, police officers must make a positive impression when interacting with the public and each other.

**Rules**

- 5.1 Police officers shall exercise reasonable courtesy in their dealings with the public, fellow officers, superiors and subordinates, and non-sworn members of the department.

- 5.2 No Police officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
- 5.3 Police officers shall promptly advise any inquiring citizen of the department's complaint procedure and shall follow the established department policy for processing complaints.

#### **Principle Six**

Police officers shall not compromise their integrity, nor that of the department or profession, by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments, or by using their status as a police officer for personal, commercial, or political gain.

#### **Rationale**

For a community to have faith in its police officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual of officer or the department.

#### **Rules**

- 6.1 Police officers shall not use their of official position, identification cards or badges: 1 ) for personal or financial gain, for themselves or another person; 2) for obtaining privileges not otherwise available to them except in the performance of duty and 3) for avoiding consequences of unlawful or prohibited actions.
- 6.2 Police officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the Chief of Police.
- 6.3 Police officers shall refuse favors or gratuities which could be reasonably interpreted as capable of influencing official acts or judgments.
- 6.4 Unless required for the performance of official duties, Police officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually-oriented adult entertainment. This rule does not prohibit officers from conducting walkthroughs of such establishments as part of regular assigned duties.
- 6.5 Police officers shall:
- (a) not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this department in connection with advertisements for any product, commodity or commercial enterprise;
  - (b) maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
  - (c) not make endorsements of political candidates, while on duty, or while wearing the department's official uniform.
- None of these rules shall prevent officers from engaging in free expression as protected by the United States Constitution or the Constitution of the State of Connecticut.

#### **Principle Seven**

Police officers shall not compromise their integrity, nor that of the department or profession, by taking or attempting to influence actions when a conflict of interest exists.

**Rationale**

For the community to maintain its faith in the integrity and impartiality of police officers and the department, officers must avoid taking or influencing official actions where the officer's actions would or could conflict with the officer's appropriate responsibilities.

**Rules**

- 7.1 Police officers; shall, unless required by law or policy, refrain from becoming involved in official matters, or influencing actions of other police officers in official matters.
- 7.2 Police officers shall not use the authority of their position as police officers, or information available to them due to their status as police of officers, for any purpose of personal gain or advantage.
- 7.3 Police officers shall not engage in any off-duty employment which would reasonably tend to compromise the officer's ability to impartially perform his/her official duties or create a conflict of interest.

**Principle Eight**

Police officers shall observe the confidentiality of information available to them due to their status as police officers.

**Rationale**

Police officers are entrusted with vast amounts of private and personal information, or access thereto. Police officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information, and to maintain public faith in the officer's and department's commitment to preserving such confidences.

**Rules**

- 8.1 Police officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- 8.2 Police of officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- 8.3 Police officers shall not divulge the identity of persons giving confidential information except as required by law or department policy.

**Principle Nine**

Police officers shall not commit any act or action constituting Conduct Unbecoming an Officer.

**Rationale**

It is illusionary to believe that any organization can adopt an Order, no matter how carefully crafted, that will encompass every rule relating to the conduct of its employees. This is especially true when that group of employees are Police Officers. Police officers hold their office in the public trust and therefore can and must be held to a higher standard.

## SECTION TWO

### General Rules of Conduct

1. Employees must be punctual in their attendance and shall not abuse sick leave.
2. Employees shall promptly obey, without reservation, the rules, directives, regulations and orders of the Department and all lawful orders and directives of supervisory personnel.
3. Employees shall be courteous to each other and members of the general public. Employees shall not engage in any conduct that would cause to discredit, lower or injure the morale of any member of the department or the department in general.
4. Employees shall keep matters confidential and shall not divulge information coming to their attention regarding 'police business' except on a need to know basis.
5. Employees are prohibited from bringing into the workplace intoxicants or narcotics substances, except in accordance to law or policy or as may be prescribed by a licensed physician. Employees shall not render themselves unfit for work due to intoxicants or narcotic substances.
6. Police officers shall not drive a private vehicle to their beat or regular duty assignment unless authorized by his/ her superior officer.
7. Employees are expected to be truthful in all matters and shall not knowingly enter or cause to be entered into any department books, records or reports, any inaccurate, false or improper information.
8. Employees shall have respect for the property of the department and the property of others. To this extent, employees shall not willfully damage or misappropriate the property of the department or the property of others. Employees shall not mark, mar or deface any printed or written notice, memorandum, or general order or directive. No employee shall post any item which is derogatory or offensive to another employee.
9. Employees are expected to perform their respective assignments and tasks in a professional manner. Employees shall not engage in personal business while working. Exceptions to this rule are expected as family and personal needs will occur.
10. Police officers shall not make recommendations for the disposition of any case pending in the courts without the knowledge and consent of the Chief of Police or his designee.
11. Employees shall answer any duly issued subpoena or court directive promptly, and shall appear as required in their normal uniform or dress. Employees shall testify with strict accuracy, confining themselves to the case before the court or administrative agency, neither suppressing or overstating the facts. This rule also applies to administrative bodies of the University, whether or not a subpoena has been issued.
12. Employees are expected to present themselves in a businesslike manner. To this extent, Police Officers are expected to be in the proper uniform and present a neat and professional appearance. Civilian employees are expected to wear appropriate business attire and present a neat and professional appearance.
13. Police officers shall properly patrol their beat while on duty. No police officer shall leave his/her prescribed area of patrol without the full knowledge and approval of a supervisor.
14. Police officers shall while on duty carry only the equipment that has been either issued or authorized by the department. No police officer is authorized to carry a second weapon while on duty.

15. Employees are expected to follow established procedure if unable to report for work.
16. Employees are expected to show courtesy to supervisory personnel. Acts of insubordination or disrespect toward a supervisor are a serious matter which can have serious consequences to the offending employee.
17. Employees are expected to conduct themselves in accordance with generally accepted principles of employment. To this extent no employee of the department shall commit any act contrary to good order and discipline OR constituting neglect of duty.
18. Employees are expected to comply fully with the rules and regulations of the department. Any employee who has established a record based on written documentation or testimony, indicative of non-compliance with the Rules, Regulations and Orders of the department, or an inability or unwillingness to properly fulfill the tasks as outlines in his/her job description shall be subject to disciplinary action up to and including termination of employment. Police Officers shall at all times maintain certification in accordance with Section 7-294 et seq. Connecticut General Statutes. The principle of progressive discipline shall normally apply in the implementation of this rule.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is enclosed in a thin black rectangular border.

RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

**THIS GENERAL ORDER SUPERSEDES THE FOLLOWING SECTION(S) OF THE MANUAL FOR OFFICERS:**

- Section 1.00 General Regulations of the Department
- Section 1.00 General Rules of the Department
- Section 2.00 Regulations Governing Police Use of Force
- Section 3.00 Regulations Governing Police Investigation
- Section 4.00 Regulations Governing Arrest Practice pages
- Section 5.00 Regulations Governing Control of Public Events
- Section 9.00 Discipline