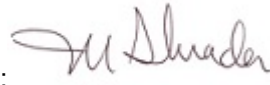


## SHERIFF'S OFFICE POLICY AND PROCEDURE



<b>CHAPTER TITLE:</b> <b>PERSONNEL</b> <b>CONDUCT AND PERSONAL APPEARANCE</b>	<b>ACCREDITATION STANDARDS:</b> <b>LE 1.2.9, 22.2.7, 26.1.3</b> <b>ACA 1A21, 7C02</b>	<b>DATE 4/24/2020</b>
<b>SUBJECT:</b> <b>JCSO P&amp;P 580</b> <b>CONDUCT</b>	APPROVED: 	

### 580. CONDUCT

Though differently assigned, and charged with separate responsibilities, each member of the sheriff's office will be above reproach in his/her actions, both on and off duty, and will be bound by the sheriff's office standards of conduct and performance. No rules can be established which embrace all cases arising from the general discharge of duties or in the personal activities of each individual. These standards and rules are guidelines, and any act or omission which an employee knows, or should know, to be contrary to the good order or discipline of the sheriff's office may also be considered a rule violation.

### DEFINITIONS

N/A

### PROCEDURES

#### Obey all Laws

Employees will obey all federal, state and local laws.

All employees will be subject to criminal history and drivers license checks.

#### Integrity

Employees will not become involved or participate in any conduct which could compromise their own integrity, their co-worker's, or that of the sheriff's office.

Employees will not knowingly depart from the truth in any matter related to the discharge of their duties or fulfillment of their responsibilities.

Employees will be respectful and impartial in all their dealings with the public and co-workers. All persons will be treated fairly and courteously.

Employees will not solicit or accept any gratuity. Gratuities include any product, item or service at no cost or reduced cost, offered to an employee as a result of services provided or anticipated. This will include services provided in an on duty status, as well as those provided in an extra duty law enforcement capacity.

Employees will not engage in any activities that constitute a conflict of interest.

#### Personal Life

Employees will conduct their personal lives and affairs so as to not bring discredit upon themselves or the sheriff's office.

Employees will not incur adverse financial obligations.

Employees will not become involved in acts of domestic violence, stalking, sexual assault, sexual harassment, and/or protection order violations. There will be a fair, complete, and impartial investigation of any allegation of these crimes, in accordance with Jefferson County Sheriff's Office Policy, Section 590. [\[LINK\]](#)

In accordance with Jefferson County Sheriff's Office Policy and Procedure Manual, Section 587 [\[LINK\]](#), employees will maintain a Drug Free Workplace.

All employee internet postings will follow procedures set forth in Jefferson County Sheriff's Office Policy, Section 364. [\[LINK\]](#)

### **Public Trust**

Employees will not abuse the power and public trust vested in them, and will not use their credentials, badge, identification or position in any unofficial or unauthorized capacity, or to secure privileges for themselves or others.

Without permission of the sheriff, employees will not allow the use of their position with the sheriff's office to endorse or advertise any product or service.

Without permission of the sheriff, employees will not use their position with the sheriff's office for the purpose of soliciting, selling or purchasing any product or service.

Employees will not use their position with the sheriff's office to avoid the consequences of any illegal act, or to obtain privileges not available to the general public.

### **Relationship with Arrestees, Inmates and/or Detainees**

All employees will ensure that all relationships with inmates or arrestees are restricted at all times to those assigned functions and duties which fall within the scope of the sheriff's office operations.

No employee will become romantically or sexually involved with or procure the professional services of any person in custody.

Employees are prohibited from cultivating new personal or professional relationships with inmates, arrestees and/or detainees during the performance of their duties.

Employees whose immediate family members have been incarcerated in the detention facility are required to immediately inform their supervisor.

Employees will not borrow/barter money or property from, or lend money or any property to, any inmate, arrestee, or detainee while that person is in the custody of the Jefferson County Sheriff's Office. Exceptions may be granted by a watch commander of the Detention Facility.

Employees will not use their official position to be an advocate of an individual that has been, is currently under, or may be in their care, custody or control, without notifying their immediate supervisor and obtaining the permission of the sheriff or designee.

Relationships with former inmate/detainees are discouraged.

### **Display of Official Identification**

All sheriff's office employees, volunteers, vendors, contractors, visitors and designated county employees will have their sheriff's office issued identification card in their immediate possession when on-duty, in uniform, or otherwise acting in an official capacity. Each employee, volunteer, vendor, contractor, visitor and/or county employee will clearly and courteously display their identification card and provide their name and employee/ID number when requested to do so by an individual. This requirement does not apply to employees engaging in covert or undercover activities.

### **Bias Based Profiling**

The sheriff's office strictly prohibits the use of any bias based profiling in its traffic contacts, field contacts, asset seizure and forfeiture efforts, enforcement or detention programs. Employees of the sheriff's office will focus

attention on a person's conduct or other specific suspect information. The selection of individuals based solely on a common trait of a group, such as but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age or culture, will be prohibited.

All investigative detentions, vehicle stops, arrests, searches and seizures of property (to include asset forfeiture procedures) by deputies will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U. S. Constitution, statutory authority and prevailing case law. Deputies must be able to articulate specific facts, circumstances and conclusions, which support probable cause or reasonable suspicion for an arrest, vehicle stop or investigative detention.

Deputies will provide their agency authorized business card to any person who has been detained in a vehicle stop or pedestrian contact, but not cited or arrested. The business card must contain the deputy's name, division, employee number and telephone number to be used to report any comments regarding the contact.

During authorized undercover operations conducted by members of the sheriff's office, the issuance of business cards to any person who has been detained in a vehicle stop or pedestrian contact, but not cited or arrested is not mandatory as provided by CRS.

Deputies and animal control officers will receive training regarding bias based profiling issues to include legal aspects and current case law findings.

The Administrative Investigations Unit will conduct a documented annual administrative review of the agency practices to include citizen and cultural concerns, and bias based profiling complaints. This review will be forwarded to the sheriff through the chain of command and made available for public examination. Any substantiated allegations of bias based profiling will result in corrective actions as outlined in policy 590. [\[LINK\]](#)

### **Performance of Duty**

Employees will perform their duties in a manner which maintains the highest standards of efficiency, effectiveness and service to the community, and will maintain sufficient competency to properly perform their assigned duties.

Employees will report for duty at the time and place required by assignment, schedule or orders, and will not leave an assigned post during a tour of duty, except when authorized by a supervisor.

Employees will not willfully fail to perform their assigned duties.

While on duty, employees will devote their full attention to their assigned responsibilities and duties.

Employees will not participate in any strike, or engage in any work stoppage or slowdown.

Employees will be punctual in reporting to duty.

Any person requesting or receiving the services of the sheriff's office will be entitled to prompt and competent service, delivered courteously, professionally and impartially.

All reports will be complete and truthful, and submitted in a timely manner.

Employees will not divulge confidential information acquired by reason of their position, or access data available to them (e.g. NCIC, CCIC, DMV) to any person not a member of a law enforcement agency or for personal reasons, other than in the performance of their official duties.

Acceptance of any gift or other consideration from, or engaging in personal business transactions with an inmate or an inmate's immediate family, is strictly prohibited.

### **Misconduct**

Any violation of law, sheriff's office policy, procedure, rule, regulation or directive will be deemed misconduct, and may subject an employee to disciplinary action.

Misconduct regarding use of force, false arrest, unlawful search and/or seizure, discrimination, dishonesty, violation of civil rights or violation of criminal statute or ordinance will be classified as a Class I violation.

Misconduct regarding violations of sheriff's office or County policy, procedure, rule or regulation other than those which constitute a Class I violation will be classified as a Class II violation.

Employees will not engage in unlawful harassing conduct which has the purpose or effect of unreasonably interfering with another employee's work performance and/or creating an intimidating, hostile, or offensive work environment.

Employees will not intimidate any person for personal reasons under the color of authority.

Employees will not utter any disrespectful, insolent or abusive language toward a supervisory or command level employee.

Employees will not sleep on duty.

Employees will perform their duties with appropriate demeanor and focused determination, and in time of peril they will act together, assist and protect each other in the restoration of peace and order and apprehension of offenders and the enforcement of the laws.

Employees will use care in handling sheriff's office equipment and property, and will report immediately any that is lost, damaged, or in bad order. No employee will intentionally or negligently lose, damage, or destroy sheriff's office property.

Employees will not feign illness or injury.

Employees seeking political office will not make public political appearances in a uniform of the sheriff's office. Employees seeking political office will not conduct personal political campaigns while on duty.

Smoking is not allowed in any sheriff's office building, county vehicle, or while in uniform in public view.

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