

	TEMPLE UNIVERSITY CAMPUS SAFETY SERVICES CAMPUS POLICE DEPARTMENT	
	POLICIES AND PROCEDURES	
Subject: Code of Conduct (Sworn Personnel)		Number of Pages: 9
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PURPOSE:

The purpose of this policy is to provide specificity to the standards of conduct embodied in the law enforcement officer’s code of ethics and the Temple University Department of Public Safety’s mission and values so that officers have a clear understanding of agency expectations pertaining to conduct and activities while on and off duty.

POLICY:

It is the policy of the Temple University Department of Public Safety that officers conduct themselves both on and off duty in a manner that reflects high ethical standards consistent with the values and mission established by this agency and the expectations of the community it serves. Police officers wield considerable power over the citizenry, power that is carefully circumscribed by state and federal law and, ultimately, by the United States Constitution and the Bill of Rights. The power to arrest, seize property, and interfere, at times, with the free movement of citizens constitutes a public trust. Exemplary performance by members of this Department shows regard for this trust. Therefore, the following standards of conduct have been established.

Nothing in this policy or other related regulations limits the responsibilities or obligations of an employee because the alleged act or omission does not specifically appear in this policy, the manual of the Department, or in the law or codes for which the department is responsible for enforcing.

PROCEDURES:

I. General Conduct (CALEA 26.1.1)

A. Officers shall follow this agency’s mission and values statement, oath of honor, and code

of ethics. If an officer experiences an ethical conflict with these items, they should consult a supervisor for further clarification.

- B.** Officers shall be truthful in all matters and shall not lie, falsify, conceal, purposely distort, diminish, embellish, or fail to disclose fully the facts associated with any law enforcement business.
- C.** Adherence to laws, regulations, and orders:
 - 1.** Officers shall abide by all laws.
 - 2.** Officers shall obey all regulations, agency policies, rules, and procedures that do not violate the law.
 - 3.** Officers shall obey all lawful orders.
 - 4.** Officers who are arrested or come under investigation for any offense in any jurisdiction shall immediately report this fact to their supervisor.
 - 5.** Officers shall notify a supervisor whenever they are interviewed or questioned by any outside law enforcement agency conducting an official law enforcement related investigation.
- D.** Officers in uniform shall not smoke except in designated places. Employees shall not smoke while conducting official business when such activity would not be in good public taste (i.e., when walking on the street or addressing a citizen). Employees shall not smoke in the Police Department or in any Department vehicle. This section pertains to smokeless tobacco products as well.
- E.** Employees will not gossip or communicate or convey rumors detrimental to the Department or another employee.
- F.** Employees on duty shall not read materials or produce, generate or exhibit documents, or other materials, in a manner that would tend to bring discredit to the police department.
- G.** Employees shall treat all individuals with professionalism, displaying proper courtesy, respect, and dignity.
- H.** Employees shall perform their duties equitably in both the enforcement of laws and the delivery of law enforcement services within the community and shall strive to maintain public trust by conducting all law enforcement business in an unbiased, fair, and impartial manner.
- I.** Employees will remain alert and awake while on duty.
 - 1.** Alertness in the context of this policy refers to the state of being fully aware, attentive, and prepared to respond promptly and effectively to any situation that may arise during duty hours. This includes maintaining a high level of mental, physical, and emotional readiness and demonstrating an active engagement in

duty-related activities.

2. Officers are expected to exhibit the following behaviors while on duty to ensure a state of constant readiness:
 - a) **Vigilance:** Officers must remain vigilant at all times, actively monitoring their environment for any potential threats or situations requiring police intervention.
 - b) **Communication:** Regular communication with dispatch, superiors, and fellow officers is mandatory to maintain situational awareness and coordinated response efforts.
 - c) **Professional Conduct:** Officers should conduct themselves in a manner that reflects the department's commitment to public safety and community trust, including adherence to all departmental protocols and regulations.
3. Officers are required to obtain a sufficient amount of rest prior to commencing duty.

J. Unbecoming Conduct

1. Officers shall not conduct themselves in a manner, on or off duty, that:
 - a) Casts doubt on their integrity, honesty, moral judgment, or character;
 - b) Brings discredit to this agency; or
 - c) Impairs the agency's efficient and effective operation.

K. Neglect of duty:

1. All employees shall perform their duties faithfully and diligently and shall take responsibility for and exhibit attentiveness, care, and thoroughness in the conduct of assignments and responsibilities.
2. Officers shall conduct themselves in an expeditious manner to avoid any unreasonable delays to the public in the performance of law enforcement duties and activities.

L. Accountability and responsibility:

1. Officers are directly accountable for their actions, through the chain of command, to this agency's chief executive officer.
2. Employees shall report for duty, including court and off-duty assignments, at the time and place required.
3. Employees have a Duty to Intervene to prevent or stop wrongdoing by another

officer as outlined in this department's Duty to Intervene policy.

4. Employees have a duty to report any misconduct of which they become aware and shall notify a supervisor as soon as possible when another member of the agency is violating law or policy.
5. Employees shall cooperate fully in any internal administrative investigation conducted by this or any other authorized agency and shall not attempt to conceal, divert, or mitigate any culpability of theirs or others by falsehoods or omissions.
6. Employees shall utilize agency supplies, property, and equipment only for their official purpose and in accordance with established agency rules, policies, and procedures and shall not intentionally abuse, destroy, dispose of, or damage these items.

M. Conduct toward fellow employees :

1. Employees shall conduct themselves in a manner that fosters cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
2. Employees shall not use language or engage in acts that demean, harass, or intimidate other officers.

N. Abuse of law enforcement authority or position:

1. Officers may not accept goods, services, or discounts of value not available to the general public and shall report any unsolicited goods or services they receive and the circumstances of the receipt to a supervisor.
2. Officers shall not use their authority or position:
 - a) For financial gain;
 - b) To obtain or grant privileges or favors;
 - c) To avoid the consequences of illegal acts for themselves or others; or
 - d) To barter, solicit, or accept any goods or services, such as gratuities, gifts, discounts, rewards, loans, or fees, whether for themselves or others.
3. Gratuities
 - a) Except when there is an exchange of gifts between personal friends, no employee may accept a gift which exceeds the value of \$50.00 from any firm or individual doing business with the University. Gifts exceeding this value are to be turned over to the University.
 - b) Employees shall not accept any gift or other item if it appears that the

person offering the gift is trying to influence the employee.

- c) Employees may accept the following unsolicited items unless it would appear to a reasonable person that the item had been offered with the intent to influence the employee's official actions.

(1) Exceptions

- (a)** Tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
 - (b)** Informational material, publications, or subscriptions related to the recipient's performance of official duties.
 - (c)** Food and beverages consumed at hosted receptions.
 - (d)** Admission to, and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental or community organization.
 - (e)** Gifts that are accepted on behalf of and retained by the Department.
 - (f)** Purchases made by a community member for an individual officer (e.g., a cup of coffee, a snack or beverage), with the total value being \$5 or less.
 - (g)** Anonymous purchases of food for an individual officer, with the total value of \$10 or less.
- 4. Employees shall not purchase, convert to their own use, or have any claim to found, impounded, abandoned, or recovered property or any property held or released as evidence.
 - 5. Employees shall not permit the use of any agency-issued identification card, badge, or official document by unauthorized persons.
 - 6. Employees are prohibited from using law enforcement sensitive information gained through their position to advance financial or other private interests of themselves or others.
 - 7. Employees shall not steal, forge, or tamper with any official law enforcement document. Documents shall not be altered or duplicated unless such actions are approved by a supervisor.
 - 8. Employees shall not take or release photographs capturing sensitive information or images unless authorized to do so.
 - 9. Employees shall not undertake any investigation or other official action that is not part of their regular duties without first obtaining permission from their supervisor unless the exigency of the situation requires immediate law enforcement action.

10. Employees involved with any civil action that arises from acts performed under the color of authority shall inform their supervisor.

O. Prohibited associations and establishments:

1. Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another law enforcement or criminal justice agency or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in criminal activity), except as necessary to the performance of official duties or where unavoidable or impractical because of pre-existing familial or marital relationships.
 - a) In such cases where regular household, physical, or telephone contact is unavoidable, the officer shall inform their supervisor of the relationship.
2. Employees shall not furnish bail or sign bond for any person arrested other than an immediate family member without prior authorization from the Chief of Police.
3. Employees shall not knowingly engage in social or romantic relationships with confidential informants, victims, or witnesses involved with active investigations.
4. Employees shall not participate or interfere in investigations involving family members or persons with whom they have a close personal or business relationship.
5. Except in the performance of official duties, employees and officers shall not enter any establishment in which the law is knowingly violated.
6. Employees shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies or that promotes hatred or discrimination toward racial, religious, ethnic, or other groups or classes of individuals protected by law.

P. Use of Equipment

1. While on duty, employees shall never brandish a weapon, nor shall they remove their firearm from its holster other than in the proper performance of duty.
2. Employees will inspect, safeguard, and properly maintain all department property or equipment entrusted to their care and will avoid wasteful, careless, or hazardous use of such equipment or supplies. Employees will promptly report to their supervisor any loss, damage, destruction, or defect of department property or equipment.

3. At the beginning and end of a tour of duty, employees will examine any vehicle assigned to them and report any operational deficiencies, damage, or defects to their superiors.
4. Employees will operate department vehicles and other equipment in such a manner as to avoid injury to persons or damage to property. Whenever a police vehicle is involved in a collision or is otherwise damaged, the operator will notify a supervisor immediately. A written report will be submitted by the employee to their supervisor.
5. Employees are reminded that failure to return department-issued equipment may result in legal action. Additionally, the cost of any unreturned equipment will be deducted from the employee's final paycheck. The timely and complete return of equipment is crucial for departmental operations and budgeting. Employees are expected to cooperate fully with this process as part of their professional responsibilities to the department and the community they have served.

Q. Use of Alcohol and/or Drugs

1. Employees, while on duty, will remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, or illegal narcotics. Employees shall not drink intoxicants while in uniform or report for a regularly assigned tour of duty with the odor of intoxicants on their breath. This will result in the employee being declared unfit for duty and result in disciplinary action up to and including termination.
2. Employees, off duty, shall not use intoxicants to a degree or in such a manner as to discredit the police department.
3. In the event of an emergency recall, each officer must determine their fitness for duty if alcohol has been consumed. A supervisor will be consulted and asked to confirm or deny, as appropriate, the officer's judgment in the matter. No adverse actions will be taken if, in an emergency recall, the officer believes themselves to be incapacitated for duty, says so, or is told so by a supervisor before actually going on duty.
4. Employees shall not carry weapons when off duty, in a situation that would be deemed socially inappropriate, particularly where the officer consumes alcoholic beverages.
5. Employees shall not have an intoxicant, or any other contraband, in any police building, or in any police equipment, except in the proper performance of police duty.
6. Employees shall not use any Schedule I controlled substances. Schedule II-V controlled substances are only allowed if prescribed by a physician.

II. Public Statements, Appearances, And Endorsements

- A. Employees shall follow this agency's [Social Media policy](#).
- B. When officially acting as a representative of this agency, employees shall not:
 - 1. Make any public statement that could be reasonably interpreted as having an adverse effect on agency morale, discipline, operations, or public perception;
 - 2. Divulge or willfully permit to divulge any information gained by reason of their position, for anything other than its official, authorized purpose; or
 - 3. Unless expressly authorized, make any statements, speeches, or public appearances that could reasonably be considered to represent the views of this agency.
- C. Officers shall not solicit or accept contributions for this agency or, as a law enforcement officer of this agency, for any other agency, organization, event, or cause without the express consent of the Chief of Police or their designee.
- D. Officers may not, as agents of this Department, endorse, recommend, or facilitate the sale of commercial products or services without the approval of the Vice President/Chief of Police or their designee. This includes but is not limited to the use of tow services, vehicle repair shops, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to referrals to appropriate governmental, community, or social services.
- E. Honoring The Colors
 - 1. Uniformed members shall render full military honors to the National Colors and Anthem at appropriate times. Members and employees not in uniform shall render proper civilian honors to the National Colors and Anthem at appropriate times.

III. Political Activity

- A. Officers shall follow applicable laws regarding their participation and involvement in political activities. Where legal mandates are silent on this issue, officers shall be guided by the following examples of prohibited political activities while on duty, in uniform, or otherwise serving as a representative of this agency.
- B. Officers shall not:
 - 1. Place, affix, or display any campaign literature or other paraphernalia in or on government-owned or controlled property, including offices and vehicles;
 - 2. Solicit political funds from any member of this agency or another governmental agency of this jurisdiction;
 - 3. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures;

4. Use official authority to interfere with any election or with the political actions of other officers or the general public; or
5. Favor or discriminate against any person seeking employment because of political opinions or affiliations.