



## University of Texas at San Antonio Police Department General Order



Effective Date: 01 Jan 2009	Subject: <b>CODE OF CONDUCT</b>	General Order # 100-30	Pages 1 of 19
Rescinds: 01 Jan 2008	Reference Standards: UT System Police Code of Conduct UTSA Handbook of Operating Procedures CALEA: 12.2.1g; 26.1.1; 34.1.7		

- I. OBJECTIVE:** To promote efficiency, discipline and good public relations by setting forth policies governing the conduct, both on and off duty, of all employees of The University of Texas at San Antonio Police Department. The conduct of civilian personnel will also be governed by the UTSA Handbook of Operating Procedure.
- II. POLICY:** The UTSA Police Department establishes rules and regulations for employees to follow, insuring credibility for themselves, the Department and the University of Texas at San Antonio. The rules and regulations shall serve as a guide for the appropriate conduct of all members of the UTSA Police Department. **[12.2.1g. and 26.1.1]**
- III. AUTHORITY AND PURPOSE**
- A. The Code of Conduct of the University of Texas at San Antonio Police Department is developed by the Department, under the direction of the Chief of Police, and takes precedence over other regulatory directives.
- B. For purposes of the Code of Conduct, the following definitions will apply:
1. Commissioned Officer – Any person commissioned as a peace officer by the Board of Regents of The University of Texas System who is otherwise qualified pursuant to Article 51.203 of the Texas Education Code and defined as a peace officer under Article 2.12 of the Texas Code of Criminal Procedure.
  2. Officer – Commissioned peace officer, police cadet, guard, senior guard, parking controller, telecommunications operator, dispatcher or any other employee of a component institution police department who wears the approved University of Texas System Police uniform.
  3. Chief of Police – Chief administrative officer or designee of a component institution police department.
  4. Civilian Employee – Every employee of a component institution police department not included in the definition of “officer”.

5. Director of Police – An administrative officer of the System, as described in Part One, Chapter II, Section 15, in the Rules and Regulations of the Board of Regents of The University of Texas System.
  6. Board of Regents – The governing body of The University of Texas System.
  7. Department – A component institution police department.
- C. The Code of Conduct of The University of Texas at San Antonio Police Department is designed to promote efficiency, discipline and good public relations by setting forth policies governing the conduct of all employees.
- D. The provisions of the Code of Conduct, Policies and Procedures of the Office of Director of Police, the Rules and Regulations of the Board of Regents and the General Orders of this Department shall apply to all employees.
- E. The conduct of civilian personnel shall also be governed by the University of Texas at San Antonio Handbook of Operating Procedure.

**IV. CODE OF CONDUCT – ALL POLICE DEPARTMENT EMPLOYEES**

- A. This procedure regulates the conduct of all employees of the University of Texas at San Antonio Police Department.
- B. Rules of Conduct – All Employees
1. All employees will observe and obey all laws and ordinances, all University rules and regulations, and all policies and procedures of the University of Texas at San Antonio and the UTSA Police Department.
  2. Employees will not accept, either directly or indirectly, any gift, gratuity loan, fee discounts (to include meals and/or beverages) or any other thing of value arising from or offered because of employment with the Police Department, unless such item is offered to all state employees.
  3. Employees will not use their official position to secure special privileges or exemptions for himself or herself or others, except as may be otherwise provided by law.
  4. Employees will not report for duty under the influence of alcohol or drugs.
  5. Employees will not drink alcoholic beverages while on duty or be in possession of alcohol and/or illegal drugs except as ordered by a licensed physician.
  6. Employees who are off duty and not on any official business may not loiter in

the Criminal Investigations Section, Records Section, Communications Center, or other areas of the Police Department. Employees on duty will not enter restricted office areas without prior approval of the person assigned to the area.

7. Employees will not willfully neglect their duties.
8. Employees will not sleep on duty.
9. Employees will not alter or allow another person to use or alter Departmentally-issued equipment unless authorized by the Chief of Police. Department equipment may be used only for official Department duties or for special functions approved by the Chief of Police.
10. Employees will report the loss or damage of any equipment or property to their supervisor as soon as possible.
11. Employees will, at all times, keep their assigned equipment clean and in good operating condition.
12. Employees will treat their supervisor, subordinates, associates and citizens with respect.
13. During duty hours, employees will perform their duty assignments diligently until properly relieved.
14. Employees will not leave their assigned area without notifying their immediate supervisor.
15. Employees must immediately report all accidents or personal injuries in which they are involved while on duty.
16. Employees will not make false claims of injuries or sickness to obtain accident or sickness benefits.
17. Employees must keep the Department notified of their current address and telephone number.
18. Employees may not furnish bail for any person arrested by this agency, except for members of their immediate family.
19. Employees will not make, or cause to make, any false official report, written or oral.
20. Employees may not recommend or suggest specific attorneys or bondsmen to any person arrested, except members of their own family.

21. Employees will not seek personal publicity or notoriety through the news media in the course of their employment.
22. Employees will not authorize the use of their name, or a photograph which identifies them as being affiliated with the Police Department, in connection with testimonials or advertisements of any commodity or commercial enterprise.
23. Employees will not disseminate, release, alter, deface, falsify or remove any Police Department records or information without authorization from the Chief of Police.
24. Employees are not to report for work while unfit for duty either medically, mentally or physically. The immediate supervisor is responsible for this determination.
25. Employees must report to their assigned work areas at the prescribed times.
26. Employees must politely give their names and other pertinent information to any person when requested to do so, unless such action is likely to jeopardize the successful completion of a police assignment.
27. Employees will treat as confidential the official business of the Department and will not discuss or disseminate such information to persons outside the Department unless authorized by the Chief of Police.
28. Employees may not mar, mark, alter or deface any posted notice of the Department unless specifically instructed to do so by competent authority. Employees wishing to post any unofficial letter, poster, picture, etc., will receive approval from the Patrol Division Commander or designee prior to such posting.
29. Department vehicles may not be used for personal business.
30. No employee may take any active part in political campaigns or other political activities during duty hours.
31. Employees on duty will not conceal themselves except for some police purpose. They will immediately and readily be available to the public during duty hours.
32. Employees will obey all lawful orders and directions, either oral or written, given by a supervisory officer.
33. Employees will not smoke when such action would interfere with their duties or when such conduct is deemed inappropriate for the situation by the supervisor.

Smoking will not be permitted in the Police Department building or vehicles. Chewing tobacco or snuff will not be used by members in the public view or in the Police Department building.

34. Employees will utilize the Departmental chain of command. In such cases where consultation is needed from higher authority, the supervisor, not the subordinate, is responsible for making arrangements for the subordinate to meet with the next higher level supervisor. The employee need not tell the supervisor the nature of such meeting. If a true emergency situation exists in which life, property or the reputation of the Department is in jeopardy, the employee may contact the next higher level of command directly.
35. Employees will not criticize or ridicule the Department, its policies, procedures or employees either verbally, in writing or in any manner when such expression is defamatory, obscene, unlawful, made with reckless disregard for truth or interferes with the efficiency of the Department.
36. An employee will not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of Departmental employment or if the employee is informed that he or she is a party to a civil action arising out of Departmental employment, he or she shall immediately notify the Chief of Police.
37. Employees will avoid entering into civil disputes but shall prevent or abate a breaking the peace or crime in such cases.
38. Prior to engaging in any outside employment or business, the employee must submit a written request form to do so to the Chief of Police through the chain of command.
39. Employees who have a grievance which cannot be resolved at a lower level, should submit it to the Chief of Police through the chain of command. If it cannot be resolved through the chain of command, university grievance procedures are available to civilian employees. Officer grievances will be processed according to the UT System Police Policy B-10.
40. Employees must report any violation of Rules of Conduct and policies or procedures to their immediate supervisor.
41. Clandestine Recording
  - a. Purpose. The purpose of this section is to establish working relationships based upon cooperation and trust. The practice of recording workplace conversations shall be outlined.

- b. Scope. This section applies to all persons employed by the University of Texas at San Antonio Police Department.
- c. Policy. Employees will not covertly or openly electronically record the conversations of other employees unless all persons being recorded are aware that they are being recorded and agree to being recorded. This does not apply to:
  - (1) Investigators employed by the Department who are conducting criminal or administrative investigations;
  - (2) Department training exercises; or
  - (3) Department mobile video recordings created during the scope of official Department business.

42. Confidential and/or Sensitive Information

- a. Scope. This section applies to all persons employed by the University of Texas at San Antonio Police Department.
- b. Any unauthorized dissemination and/or discussion of confidential or sensitive information will be considered disruptive and will be viewed as reflecting adversely on Department operations. Violators may be subject to disciplinary action, up to and including termination.
- c. Authorization. Authorization for dissemination of confidential or sensitive information must be obtained from the Chief of Police or designee.
- d. Examples of confidential or sensitive information include, but are not limited to:
  - (1) Internal Affairs investigations;
  - (2) Personnel issues;
  - (3) Disciplinary actions;
  - (4) Promoting rumors, if of such a nature as to cause embarrassment, distress or they are disruptive; and/or
  - (5) Personal grievances.

**V. CODE OF CONDUCT - OFFICERS**

- A. In addition to the provisions of Section IV, above, the provisions of this section of the Code of Conduct shall be observed by all officers in order to maintain the confidence, respect and support of the public. The term, "officer" shall refer to those employees as

described in Section III.B., above.

- B. Disciplinary action may be taken against an officer for unsatisfactory work performance or unacceptable conduct. Violations of the Code of Conduct, Policies and Procedures of the Office of the Director of Police, the Regent's Rules and Regulations, local laws, state laws, federal laws, provisions of a component institution's Handbook of Operating Procedures, or the component institution's police department's rules and regulations may subject the offender to disciplinary action which may take the form of a verbal or written reprimand, disciplinary probation, reduction in rank and rate of pay, suspension without pay or discharge from employment. The disciplinary action taken will depend on the degree of severity of the offense, the record of the offender and the seriousness of the consequences of the violation.
- C. Procedures to enforce disciplinary action will be in accordance with the component institution police department personnel rules and regulations, as long as the procedures are consistent with the policies contained in the Code of Conduct. The institution always has the burden to prove by a preponderance of credible evidence that good cause exists for the disciplinary action. An officer shall be informed of the basis for any proposed disciplinary action resulting in demotion, suspension without pay or dismissal and shall have an opportunity to respond before a final decision is made to take disciplinary action.
- D. It shall be the duty of all supervisors and officers to take corrective action and/or submit a written report to the Chief of Police whenever they learn through personal observation or by any other means of any violation of the Code of Conduct, Policies and Procedures of the Office of the Director of Police, Rules and Regulations of the Board of Regents, component institution police department's Rules and Regulations, local laws and the laws of the State of Texas or the United States by any officer of the department. Any officer or supervisor who fails to take corrective action and/or submit a written report as required under this section will be considered in violation of the Code of Conduct.
  - 1. Should the violation involve an incident of a serious nature, involving gross misconduct or moral turpitude, any supervisor who detects or is advised of the violation shall immediately relieve the offender from duty and take custody of any credentials and firearms issued by the component institution police department. Should the supervisor be of lesser rank than the offender, the supervisor shall notify an on-duty supervisor of equal or superior rank to that of the offender, or if none is available, notify the Chief of Police. The offender will be instructed to report to the Office of the Chief of Police at a designated time.
  - 2. A written report of the incident shall be submitted by the supervisor involved who shall also be present in the Office of the Chief of Police at the time the offender reports.

3. Any non-supervisory officer who detects or is advised of a violation committed by a supervisor, shall immediately notify a supervisor of equal or superior rank to that of the offender. Any non-supervisor who detects or is advised of a violation committed by another non-supervisory officer, shall immediately notify an on-duty supervisor, or if none is available, notify the Chief of Police.
4. A written report of the incident shall be submitted to the Chief of Police by the reporting officer and supervisor notified. The supervisor shall be present in the Office of the Chief of Police at the time the offender reports.
- E. When a violation involves neither gross misconduct nor moral turpitude, but could cause discredit to The University of Texas System Police or any officer thereof, a report shall be made in writing by the officer who detects the violation, setting out the known facts of the case. This report will be forwarded to the Chief of Police through the chain of command. An investigation will then be initiated to determine the nature and degree of the violation.
- F. Minor violations which do not involve gross misconduct or moral turpitude and which will not reflect discredit upon The University of Texas System Police, but which indicate a need for some form of discipline and/or training, may be handled by the offender's supervisor under the procedures of the department, provided such procedures are consistent with the Code of Conduct.
- G. The Chief of Police shall have the right to require any commissioned officer in the Department to report to a licensed psychiatrist or psychologist for examination, testing or counseling when, in the opinion of the Chief of Police, the behavior of the officer has raised the issue of whether or not the officer is in satisfactory emotional health to perform the duties assigned. The psychiatrist or psychologist shall be approved by the Chief of Police in advance and the component institution shall pay for the initial consultation and evaluation. The officer shall sign a medical release authorizing the psychiatrist or psychologist to submit a written evaluation of the officer to the Chief of Police.
- H. No officer shall seek appointment in The University of Texas System Police by means of misrepresentation or intentional omission of any material fact concerning personal history, qualifications for employment or physical condition.
- I. No promotion of any officer of The University of Texas System Police shall be deemed complete until the officer successfully completes a minimum six month promotion review period immediately following the date of promotion. **[34.1.7]**
- J. An officer who receives disciplinary action shall receive a written letter stating whether the disciplinary action is a written reprimand, demotion, probation, suspension without pay or dismissal; the effective date of the disciplinary action; the specific incident, conduct, course of conduct, unsatisfactory work performance or other basis for the

disciplinary action taken; any previous efforts to make the officer aware of the need to change or improve work performance or conduct; reference to any relevant rule, regulation or policy; and the right of the officer to appeal the disciplinary action pursuant to the "Grievance Procedures for Police Officers Employed by Component Institutions Within The University of Texas System".

- K. The Chief of Police shall make available to all officers subject to this Code of Conduct all applicable System and component institutional policies governing police activity and these policies shall be reviewed and discussed on a regular basis with the officers. Officers are required to establish and maintain a working knowledge of the Code of Conduct, Policies and Procedures of the Office of Director of Police, The University of Texas System Board of Regents' Rules and Regulations, the component institutional Handbook of Operating Procedures, and the component institution Police Department rules and regulations. In the event of improper action or breach of discipline, it will be presumed that the officer had knowledge of these policies, rules and regulations and the failure to comply with these policies, rules and regulations may subject the offender to disciplinary action.
- L. No supervisor shall impose or recommend any disciplinary action against any officer of the component institution police department other than prescribed in Section IV.B., above.
- M. Any officer who, by act, omission or conduct, attempts to violate or conspires with any other person to violate the Code of Conduct, Policies and Procedures of the Office of the Director of Police, Rules and Regulations of The University of Texas System Board of Regents or General Orders or policies of the component institution police department shall be subject to the same discipline as though the actual violation had been accomplished.
- N. Uniform, Equipment and Appearance
  - 1. Officers of The University of Texas System Police must present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained officers who demonstrate disciplined conduct, regimentation and strict adherence to regulation and authorized detail. Therefore, officers shall be subject to, and must comply with, the uniform and appearance standards prescribed by the Office of the Director of Police in policy B-14.
  - 2. Uniforms shall be kept neat, clean and in good repair. While wearing the uniform, officers shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling, keeping hands in pockets, or any other act which by its very nature degrades the dignity and esteem of the desired military bearing. The uniform hat is part of the uniform and shall be worn as prescribed by each component Chief of Police.

3. Normally, officers shall wear the uniform on a tour of duty; however, the Chief of Police may prescribe other clothing to be worn as required by the nature of the duty to which a particular officer is assigned.
  4. No officer, while in uniform, shall carry an umbrella, cane or similar object or wear on the uniform any item not specifically authorized by written order of the Chief of Police.
  5. Commissioned officers must be armed at all times during an assigned tour of duty. The firearm and ammunition carried must be approved by the Chief of Police.
  6. No commissioned officer, when dressed in civilian clothes, shall carry a weapon in such a manner that it will attract attention or be open to the view of the public.
  7. No officer shall wear the uniform, be armed or carry a badge or police identification card while under suspension. Such officer shall immediately surrender all badges, police identification card and issued weapon(s) to the Chief of Police upon notification of suspension.
  8. An officer who has lost, damaged or destroyed any equipment or property which has been issued to the officer, or which has come into possession of the officer while carrying out official duties, may be required to make restitution if the damage or loss is the result of improper or willful mishandling or negligence on the part of the officer.
  9. Officers shall promptly report to their superior officer the need for repairs of any State-owned property issued to, used or possessed by them.
  10. No officer shall alter, repair or in any way change, add or remove any parts or accessories of any State-owned property without the written permission of the Chief of Police. This includes furniture, office equipment, machines, clothing, badges, firearms, communications equipment and motor vehicles.
- O. Professional Conduct and Personal Bearing
1. Dereliction of duty on the part of any officer is cause for disciplinary action. The offender will be disciplined according to the degree of severity of the violation and the effect it has upon the discipline and order of The University of Texas System Police. The following listed activities constitute dereliction of duty:
    - a. Failure to take immediate action when a violation of rules and regulations is brought to the attention of a supervisor, regardless of the supervisor's or violator's assignment or rank.

- b. Failure to observe and give effect to policies.
- c. Failure to deliver to the official custodian any property found by, confiscated by or relinquished to officers without undue delay or, in any event, before the tour of duty is ended.
- d. Failure to properly identify evidence or to place evidence in its officially designated place for preservation and storage.
- e. Failure to give name and badge number to any person upon request.
- f. Being under the influence of drugs or being a user of drugs when such drugs are not prescribed by a physician or dentist or to take drugs in a manner not prescribed by a physician or dentist.
- g. Using unnecessary force toward any person.
- h. Using indecent, profane, vulgar or harsh language which may embarrass, humiliate or incite a reasonable person to violence.
- i. Soliciting or accepting, either directly or indirectly, any gift, gratuity, reward, loan, fee, discount, rebate or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence them in the discharge of their official duties.
- j. Displaying cowardice, or failure to perform assigned duties, because of danger.
- k. Engaging in any conduct which constitutes conduct unbecoming an officer, including the spreading of rumors and libel or slander or communicating anonymous letters which are false and result in harm to others.
- l. Engaging in any personal conduct or act which, if brought to the attention of the public, could result in justified unfavorable criticism of that officer or The University of Texas System nor be personally involved in any disturbance or police incident to their discredit.
- m. Exhibiting disrespect to superior officers, subordinates and associates, which includes the failure to refer to officers by rank when in the presence of the public.
- n. Publicly criticizing or ridiculing The University of Texas System Police, or other employees by talking, writing or expressing in any manner which:

- (1) Is defamatory;
  - (2) Is obscene;
  - (3) Is unlawful;
  - (4) Tends to impair the operation of The University of Texas System Police by interfering with its efficiency, or the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- o. Engaging in any form of gambling or card playing while on duty.
  - p. Soliciting any funds without permission of the Chief of Police.
  - q. Receiving any money or gift from any type of solicitation except when retiring from a component institution police department or for other special circumstances approved by The University of Texas System Director of Police.
  - r. Receiving any gift or gratuity from members junior in rank without the expressed written permission of the Chief of Police.
  - s. Buying anything from or selling anything to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to their attention through their employment with The University of Texas System Police, or acting as an intermediary in the payment of a reward for the return of stolen property. This does not prohibit officers from dealing with legitimate places of business.
  - t. Failure to turn in promptly to the Office of the Chief of Police any reward received by any officer.
  - u. Failure to render proper honor to the United States flag and national anthem at appropriate times by officers in or out of uniform.
- P. Responsibilities and General Conduct
1. For the purpose of protecting life and property, officers shall always be considered on duty while on the property under the control and jurisdiction of The University of Texas System, and shall be prepared to act according to their prescribed duties anytime circumstances indicate their services are required.
  2. Officers shall, within the scope of their assignment, respond without delay to all calls for police assistance from citizens or other officers. All calls shall be

answered as soon as possible consistent with normal safety precautions and traffic laws, with emergency calls taking precedence. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no officer shall fail to answer any call for service.

3. Officers on duty on the property under the control and jurisdiction of The University of Texas System shall take appropriate action to:
  - a. Protect life and property;
  - b. Preserve the peace (Commissioned peace officers)
  - c. Prevent crime;
  - d. Detect and arrest violators of the law (Commissioned peace officers);
  - e. Enforce all federal, state and local laws and Rules and Regulations of The University of Texas System Board of Regents within their jurisdiction. NOTE: The above shall not be construed to include enforcement of laws of a Class C Misdemeanor nature or traffic enforcement when out of uniform or off duty (Commissioned peace officers).
4. The ranking on-duty supervisor at the scene of any police incident shall be in charge and responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior officer present shall be in charge and responsible.
5. Officers shall, at all times, respond to the lawful orders of superior officers and other proper authorities as well as requests for police assistance from citizens.
6. Failure or deliberate refusal of any officer to obey a lawful order given by a superior officer shall be considered insubordination.
7. Officers are required to take appropriate action to aid a fellow officer exposed to danger or in a situation where danger might be pending.
8. No commissioned officer will discharge a firearm except in the defense of the officer's life, or in defense of the life of another person. (Firearms training excluded).
9. The duty hours of all officers shall be regulated by the Chief of Police, who has the authority, during an emergency, to call an officer back to duty, regardless of the regular hours assigned that officer.
10. No officer shall be absent without leave. (Absence without leave shall mean either a failure to report for duty at the time and place specified or the leaving of the place of duty assignment without proper relief or authorization.

11. Unless otherwise directed, officers shall report to daily roll-call at the time and place specified, in proper uniform and equipment. They shall give careful attention to orders and instructions.
12. Officers shall furnish the component institution police department a telephone number and address at which they may be reached in the event of an emergency.
13. Officers shall report any change in address or telephone number within twenty-four hours of such change.
14. When officers will not be available for more than forty-eight hours at their listed telephone number and address, they shall notify the Chief of Police of their expected time of return, destination, and, as far as practical, information as to how and where they may be reached in the event of an emergency.
15. Officers shall devote their entire time and attention to the business of the component institution police department during their tour of duty and shall remain alert and observant at all times.
16. Officers are prohibited from engaging in the following activities while on duty:
  - a. Sleeping, loafing or being idle;
  - b. Recreational reading;
  - c. Conducting private business;
  - d. Carrying any articles which distract from the proper performance of duty;
  - e. Drinking intoxicating beverages;
  - f. Any sexual conduct.
17. Officers are prohibited from following any other vocation which might conflict or interfere with their responsibility to the component institution police department. Officers are prohibited from holding a deputation or commission from any other law enforcement agency. Officers must receive permission from the Chief of Police to engage in off-duty employment or business activities.
18. Officers shall promptly submit reports which are required by the performance of their duties or by competent authority.
19. Officers shall have prior approval of the Chief of Police before initiating undercover investigations.
20. Officers shall not consume intoxicants while off duty to the extent of embarrassing their position as officers or that evidence of such consumption is

apparent when reporting for duty or to the extent their job performance is impaired.

21. No officer shall purchase, possess, be under the influence of, or drink intoxicants while on duty. (See exception in Section V., below)
22. Officers shall not bring or keep any intoxicating liquor on any property of The University of Texas System, except in the performance of their official duty. Liquor brought on Departmental premises in the furtherance of a police task shall be properly identified and stored according to policy of the Department.
23. Officers on duty or in uniform and outside their primary jurisdiction shall not enter taverns, theaters or other public places except to perform a police service. Loitering and unnecessary conversation in such locations are forbidden.
24. No officer shall smoke, use snuff or chew tobacco or gum while making personal contacts with citizens in the performance of duties.
25. No expenditure of money shall be made or liability incurred in the name of the State of Texas or The University of Texas System unless authorized by the Chief of Police.

Q. Protection of Prisoners, Their Rights and Their Property

1. No commissioned officer shall arrest any person or conduct any search except with a warrant or arrest, a search warrant or under circumstances where such arrest or search is authorized to be conducted without a warrant under the court decisions or laws of the State of Texas or the United States. A non-commissioned officer shall not make an arrest or assist with an arrest unless directed to participate by a commissioned officer in need of assistance or under circumstances authorized by the laws of the State of Texas.
2. All officers shall protect the rights of any person held in custody and no officer shall verbally abuse or use any unnecessary violence against any person.
3. No officer shall falsely arrest, imprison or direct any malicious prosecution against any person.
4. No officer shall mistreat or give inhumane treatment to any person.
5. Officers shall use only that amount of force necessary in the performance of their duties.
6. No officer shall use deadly force except in defense of the officer's life or the life of another person.

R. Public Activities

1. No officer shall become a candidate for nomination or election to public office, unless in strict compliance with Part One, Chapter III, Section 7.4 of the Rules and Regulations of The University of Texas System Board of Regents.
2. No officer shall seek the influence or intervention of any person for purposes of personal preferment, advantage, transfer or advancement. Should any officer learn of any intervention, the officer shall notify the Chief of Police.
3. No officer shall knowingly become a member of any organization, association, movement or group which advocates, approves or participates in the commission of acts, which tend to deny others their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.
4. No officer shall participate in any type of disruptive protest demonstration nor shall any officer act as a spokesperson, representative or agent for any group engaged in, or planning to engage in, any type of disruptive protest demonstration.
5. Except for official police duties, no officer of The University of Texas System shall associate with persons of immoral character, convicted felons, gamblers or other persons who habitually commit violations of the law. This does not apply to an officer associating with members of their immediate family who fall within the aforementioned category.
6. Officers shall not permit their name or photograph to be used to endorse any product or service which is in any way connected with law enforcement. Officers shall not allow their name or photograph to be used in any commercial testimonial which alludes to their position or employment with The University of Texas System Police.
7. Debts – Incurrence and Payment
  - a. Officers shall not solicit other officers to cosign or endorse any promissory note or other loan.
  - b. Officers shall pay all just debts and legal liabilities incurred by them.

S. Civil, Criminal, Judicial and Investigative Actions

1. The University of Texas System Police has jurisdiction in criminal cases only. No officer shall render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This

rule is not intended to prevent officers from informing any citizen as to steps necessary to institute a civil lawsuit.

2. No officer shall investigate any criminal case or in any official capacity file any criminal charge in a court of law against any person for a criminal offense committed against the officer or any member of the officer's family.
3. No criminal charges shall be filed for any offense greater than a Class C Misdemeanor without the approval of the component institution Chief of Police.
4. Officers shall be truthful at all times, whether under oath or not, when conducting any official business.
5. When so directed, officers shall answer questions by and/or render material and relevant statements to a competent authority in a Departmental personnel investigation.
6. No officer shall willfully misrepresent any matter, sign any false statement or report, commit perjury or give false testimony before any court, grand jury, board, commission, official hearing or Departmental hearing.
7. No officer shall knowingly falsify any report, document or record or cause to be entered any inaccurate, false or improper information on reports, documents or records of The University of Texas System Police or of any court, or alter any reports, documents or records except by a supplemental report, document or record. No officer shall remove any report, document or record without authorization from the Chief of Police or designee.
8. Officers must be present and available to testify in any court or before any grand jury when officially notified to appear. In all civil cases, officers shall respond to a legal subpoena only.
9. Officers who, for a valid reason, are unable to answer an official summons, must be excused by the court or grand jury prior to the time they are scheduled to appear. The reason for the excused absence shall be reported to the Chief of Police.
10. Any officer who is subpoenaed or volunteers to testify in any criminal or civil trial or hearing in his capacity as a police officer, shall notify the Chief of Police in writing upon receipt of the subpoena or upon the officer's decision to testify.
11. No officer shall accept a fee as a witness in a criminal case, except witness fees in cases prosecuted in federal court as prescribed by law. Officers may accept witness fees in any civil case as prescribed by law and approved by the Chief of Police.

12. Officers shall not engage in any of the following:
  - a. Interfering with the service of legal process;
  - b. Interfering with the attendance or testimony of witnesses through coercion, bribery or other means;
  - c. Attempting to have any Notice to Appear or traffic citation reduced, voided or stricken from the calendar without approval of the Chief of Police;
  - d. Recommending a dismissal, reduction or other disposition of a criminal case which has been filed in any criminal court or is pending before any grand jury except by written approval of the Chief of Police;
  - e. Taking any action which interferes with the efficiency or integrity of the administration of criminal justice;
  - f. Having knowledge of such interference and failing to inform the Chief of Police in writing.
13. Officers shall not suggest, recommend, advise or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the officer seeks such information. In no case may such advice be given where a fee, gratuity or reward is solicited or accepted from an attorney or bail bond agent.
14. No officer shall give any attorney, bail bond agent or the agent of either, or any other person unauthorized information regarding prisoners in confinement, property in custody or records of The University of Texas System Police.
15. Officers shall not furnish bail or act as a principal or surety on any bail bond or bail bond application for any person charged with any type of criminal offense except members of the officer's immediate family.
16. No officer shall reveal any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.
17. No officer shall furnish any information concerning an investigation, a known or reported crime or planned police action to any person not authorized to receive it.
18. Officers shall not communicate in any manner, any information which may

assist persons guilty of or accused or suspected of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secret evidence of unlawful activity.

19. No officer shall release any police report, criminal history, prosecution report, mug shot photograph or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by the Chief of Police.

BY ORDER OF:

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Steve Barrera  
Chief Of Police