



The University of Texas at San Antonio Police Department General Order



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Approval: Gerald Lewis, Jr., Chief of Police <i>Gerald Lewis Jr.</i>	CALEA: 1.1.2, 1.3.1, 12.1.3, 12.2.1a, 22.2.7, 26.1.1, 34.1.7, 41.3.4 IACLEA: 1.1.3, 2.1.3; 1.1.6; 7.1.1		

- I. **PURPOSE** The purpose of this policy is to define agency expectations for on and off-duty personnel behavior. This order applies to all employees both sworn and non-sworn.

- II. **POLICY** The University of Texas System Police and the public expect all personnel to maintain high standards of appearance and conduct. The mission of the agency is to work with all members of the community to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment. It is the responsibility of the Chief of Police to ensure that this General Order and the impact it may have on personnel processes are shared with the UTSA Human Resources Department. **[26.1.1; 12.2.1a; 1.1.3]**

- III. **CODE OF ETHICS [1.1.2; 2.1.3]**

All officers shall display the integrity required by the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my agency. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession law enforcement.

IV. GENERAL DUTIES

- A. All officers shall, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, the laws of the State of Texas, and all local ordinances, according to the rules, regulations, and general orders of the agency. Officers must know that when they act under color of law, they are enforcing the law according to statutes, written administrative guidance in the agency, ordinances, common usage, and custom. Further, officers shall exhibit good moral character in the administration of their duties according to agency orders.
- B. The agency maintains the right to establish oral and written orders to govern and control the efficiency, effectiveness, and safe operation of law enforcement. Officers shall be trained in the rules and expectations of professional conduct prior to assuming law enforcement duties.
- C. Management reserves the prerogative to discipline personnel and/or remedially train for violations of the rules listed in this written directive as well as violations of all agency directives. The decision to discipline and the measure of discipline employed depend on the rule violated, the consequences of the employee's actions, and the employee's prior history and experience.
- D. Performance Prohibitions
 - 1. As appropriate, disciplinary action may be taken for any of the following reasons:
 - a. Incompetent or inefficient performance or dereliction of duty;
 - b. Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of similar nature which discredits or injures the public. (Insubordination may also consist of direct, tacit, or constructive refusal to do assigned work.)
 - c. Mental unfitness for the position which the employee holds: the Director of Police or Institution Chief of Police shall have the right to require any officer

to report to a State of Texas licensed psychiatrist or psychologist for examination, testing or counseling when, in the opinion of the Director or Chief, the behavior of the officer has raised the issue of whether or not the officer is in satisfactory mental health to perform the duties assigned. This is a "psychological fitness for duty evaluation." The psychiatrist or psychologist shall be selected or approved by the Chief or Director and the Institution shall pay for the initial consultation and evaluation. The officer shall sign a release authorizing the psychiatrist or psychologist to provide the results of the examination(s) to the Chief/Director. Failure to comply with these requirements on the part of the officer will be deemed insubordination.

- d. Physical unfitness for the position which the employee holds: the Director of Police or Institution Chief of Police shall have the right to require any officer to report to a State of Texas licensed physician for examination or testing when, in the opinion of the Director or Chief, the apparent physical condition of the officer has raised the issue of the fitness of the officer to continue to perform his/her duties. This is a "medical fitness for duty evaluation." The same requirements cited above in (D.1.c) for compliance and the failure to comply apply here as well. This includes the demonstrated need to immediately determine the condition of an officer when alcoholic intoxication, unlawful drug use or other similar impairment presents itself or is reasonably concluded to be apparent when the officer reports for or is engaged in official duties.
- e. Untruthfulness on the part of the employee: the Director of Police or Institution Chief of Police shall have the right to require any officer to undergo a polygraph examination should a situation arise in which the officer's veracity is at issue and his/her truthfulness is material to the discharge of official duties, his/her testimony has been impeached or appears to have been legitimately impeached, an allegation of perjury or criminal conduct has been made or an allegation of untruthfulness in the completion of an official government record has been made against the officer. Such polygraph examinations shall be carried out only by a State of Texas licensed polygraph examiner and only under the conditions noted as generally accepted industry standards. Failure to comply with this requirement will be deemed insubordination. Disciplinary action shall not be taken based solely on the outcome of a polygraph examination.
- f. Conviction of a felony or misdemeanor involving conduct amounting to moral turpitude, or a pattern of misconduct as displayed by series of misdemeanor convictions.
- g. Failure to report to an appropriate superior authority incompetence, misconduct, inefficiency, neglect of duty, moral turpitude, or any other form of misconduct or negligence of which the employee has knowledge.

- h. Failure of a supervisory employee to take corrective action regarding employees under his or her supervision who may neglect a of duty or be derelict when the supervisor knows or should have known of that misconduct.
 - 2. Nothing in these rules and regulations limits the charges against employees because the alleged act or omission does not specifically appear in this or other written directives or in the laws of which the agency is responsible to enforce.
 - 3. No member of the agency shall be a member of any organization which advocates the violent overthrow of the government of the United States, the State of Texas, or any unit of local government, or participate in any organization which as a purpose, aim, objective, or any practices which are contrary to the obligations of a law enforcement officer under these rules and regulations.
 - 4. No member of this agency shall associate with a convicted felon, habitual offender, a member of a drug trafficking organization, human trafficking organization, organized criminal street gang or outlaw motorcycle gang.
- E. Obedience to Rules of Conduct, laws and orders

All employees, regardless of rank or assignment, shall be governed by the following general rules of conduct. Violation of any of these rules by any officer/employee of the agency shall be considered sufficient cause for dismissal, demotion, suspension, or other disciplinary action. All employees shall observe and give effect to Office of the Director of Police Policies.

1. Obedience to Laws. Employees shall abide by the laws of the United States and the State of Texas as well as local ordinances.
2. Adherence to Agency Rules. Employees shall abide by the rules of the office of Director of Police Policy and Procedure Manual, The University of Texas System Board of Regents Rules and Regulations, Institution Handbook of Operating Procedures, and other properly issued internal directives of the Police Agency.
3. Applicability of Rules. Certain rules may not apply in undercover police assignments specifically authorized by supervisors in accordance with this Policy Manual. Officers are strictly accountable for justifying their actions.
4. Insubordination. Employees shall promptly obey all lawful orders and directions given by supervisors and radio dispatchers. The failure or deliberate refusal of employees to obey such orders shall be deemed insubordination and is prohibited. Flouting the authority of a supervisor by displaying obvious disrespect or by disputing their orders shall likewise be deemed insubordination.
[12.1.3; 1.1.6]
5. Issuance of Unlawful Orders. No commanding or supervisory employee shall

knowingly or willfully issue an order that violates a federal or state law, or a agency rule or policy. **[12.1.3; 1.1.6]**

6. Obedience to Unjust or Improper Orders. If an employee receives an order he believes is unjust or contrary to an agency written directive he/she must first obey the order to the best of his ability and then may appeal the order to the Chief of Police via the proper chain of command. **[12.1.3; 1.1.6]**
7. Obedience to Unlawful Orders. No employee is required to obey an order that is contrary to the laws of the United States or the State of Texas. If an employee receives an unlawful order, they shall report in writing the full facts of the incident and their actions to the Director of Police via the chain-of-command. **[12.1.3; 1.1.6]**
8. Conflicts of Orders. If an employee receives an order that conflicts with one previously given them by a supervisor, the employee receiving the order shall respectfully point this out to the supervisor who gave the second order. If the supervisor giving the second order does not change the order in a way that eliminates the conflict, the second order shall stand and shall be the responsibility of the second supervisor. If the second supervisor so directs, the second order shall be obeyed first. Orders shall be countermanded only when necessary for the good of the agency. **[12.1.3; 1.1.6]**

F. Attention to Duty

1. Performance of Duty. Employees shall be attentive to their duties at all times, and shall perform all duties assigned to them, even if such duties are not specifically assigned to them in any agency rules or procedures manual.
2. Duties of Supervisors. Supervisors will enforce the rules, regulations, and policies of the University of Texas System Police. They will not permit, or otherwise fail to prevent, violations of the law, agency rules, policies or procedures. They will report violations of agency rules, policies, or procedures to their immediate superior without delay. Where possible, they will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.
3. Conduct and Behavior. Employees whether on-duty or off-duty shall follow the ordinary and reasonable rules of good conduct and behavior and shall not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession or the agency. Employees shall follow established procedures in carrying out their duties as police officers and/or employees of the agency, and shall at all time use sound judgment.
4. Responsibility to Serve the Public. Employees shall promptly serve the public by providing direction, counsel and other assistance that does not interfere with the discharge of their duties. They shall make every attempt to respond to the inquiry or request for assistance.

5. Responsibility to Respect the Rights of Others. Employees shall respect the rights of individuals, and shall not engage in discrimination, oppression or favoritism. Employees shall maintain a strictly impartial attitude toward all persons with whom they come in to contact with in an official capacity.
6. Truthfulness. Members shall be truthful in all official verbal and written communications and reports. Employees will be truthful in any court related testimony or agency investigations. Officers who are undercover operating in an investigative capacity or conducting interviews or interrogations may find it necessary to provide inaccurate information in order to maintain their cover or determine the truthfulness or veracity of a subject.
7. Officers Always Subject to Duty. Officers shall at all times respond to the lawful orders of supervisors, and to the call of individuals in need of police assistance. The fact that they may be off-duty shall not relieve them from the responsibility of taking prompt and proper police action or from being recalled to duty as needed.
 - a. The above shall not be construed to include enforcement of laws of a Class "C" misdemeanor nature, or traffic offenses except for breach of the peace, theft, or assault.
 - b. While off-duty, or in their personal vehicle, officers shall not enforce, or take any police action to enforce Class "C" traffic offenses.
8. Officers Required to Take Action. Except where expressly prohibited, Officers are required to take prompt and effective police action conforming to agency policy with respect to violations of laws and ordinances coming to their attention or of which they have knowledge. Officers shall promptly and punctually perform all official duties. Officers shall render, or cause to be rendered, medical assistance to any injured person.
9. Reporting for Duty. Employees shall promptly report for duty properly prepared at the time and place required by assignments, training, subpoenas, or orders. Line officers shall remain at their posts or place of assignment until properly relieved by another officer or dismissed by a supervisor. All other officers and employees shall promptly report for duty properly prepared at the time and place required by assignment and shall remain at their post, place of assignment, or otherwise engaged in their duty assignment until having completed their tour of duty as set by established procedures or dismissed by a supervisor. Employees are subject to emergency recall and shall report for duty during emergencies when so notified by a supervisor or the Institution Chief of Police.
10. Exceptional Leave. Employees shall, in situations requiring emergency leave or sick leave, notify their supervisors of the circumstances as soon as possible. If unable to report to work, employees shall notify the on-duty supervisor at least one hour before reporting time.

11. Remaining Alert to Duty. While on duty or at training, employees shall remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, illegal narcotics, or conflicts arising from off-duty employment.
12. Prohibition of Personal Business While on Duty. While on duty, officers shall not engage in any activity or personal business which would cause them to neglect their duty.
13. Availability While On-Duty. Employees while on-duty shall not conceal themselves except for some authorized police purpose. Employees shall keep themselves immediately and readily available at all times while on duty.
14. Assistance to Fellow Officers. An officer shall not display cowardice in the line of duty or in any situation where the public or another officer might be subjected to physical danger. Unless actually incapacitated themselves, officers shall aid, assist, and protect fellow officers in time of danger or under conditions where danger might be impending.
15. Prompt Response to All Calls. Officers while on-duty shall respond without delay to all calls for police service. Calls shall be answered in compliance with normal safety precautions, traffic laws and agency policy.
16. Duty to Report All Crimes and Incidents. Employees shall promptly report all crimes, violations, emergencies, incidents, dangers, hazardous situations and police information that come to their attention. Employees shall not conceal, ignore or distort the facts of such crimes, violations, emergencies, incidents and information.
17. Responsibility to Know Laws and Procedures. Employees shall know the laws they are charged with enforcing, all agency orders and rules, and the duties and procedures governing their specific assignments.
18. Responsibility to Know Districts and Locations. Officers shall know the location and boundaries of their assigned areas. Officers also shall be familiar with the names and general locations of streets and highways and the names and locations of hospitals and major public buildings.
19. Keeping Posted on Police Matters. Each day while on-duty and immediately upon returning from an absence, employees shall study and become familiar with the contents of recently issued communications and directives.
20. Sleeping On-Duty. Employees must be alert throughout their tours of duty. Sleeping while on-duty is forbidden.
21. Assisting Criminal Activity. Employees shall not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons guilty of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

22. Reading On-Duty. Employees shall not read newspapers, books or magazines while on-duty and in the public view unless such reading has been assigned by a supervisory officer.
23. Studying On-Duty. Employees shall not, during their regularly assigned working hours, engage in any studying activity that is not directly related to their current job assignments.
24. Maintaining Communications. While officers are on-duty or officially on call, they shall be directly available by normal means of communication, or shall keep their office, dispatch, or supervisors informed of the means by which they may be reached when not immediately available.
25. Reporting Accidents, Medical Conditions and Injuries. Employees shall immediately report the following accidents and injuries: all on-duty traffic accidents in which they are involved, all personal injuries received while on-duty, all personal injuries not received while on-duty but which are likely to interfere with performance of assigned duties, all property damage or injuries to other persons that resulted from the performance of assigned duties, and all accidents involving agency equipment whether on or off-duty. Likewise, medical conditions which are likely to interfere with or impair an employee's ability to perform official duties must be reported.
26. Report Address and Telephone Number. Employees shall have a working telephone or other means of communication in case of emergency at their residence, and shall register their correct residence address and telephone number with the agency. Any change in address or telephone number must be reported immediately.
27. Testifying in Agency Investigations. When directed by a competent authority to make a statement or furnish materials relevant to an agency administrative investigation, officers shall comply with the directive.
28. Carrying of Firearms. All officers are required to carry a firearm while on-duty. While off-duty, officers may use their own discretion as to whether to carry a firearm, remembering the obligation to discharge their duties as a peace officer.
29. Mobile Communication Devices. Use of personal cellular phones or mobile communication devices, either in voice or data transmission, while on duty should be restricted to essential communications and most be limited in length. Engagement in multiple or extended conversations or similar use that interferes with the performance of duty or is an officer safety issue is prohibited. Mobile communication devices should not be used if they may be disruptive to others. Cellular phones capable of photo messaging or any type of photography may not be used for that purpose while on duty unless in the discharge of official duties. The possession and use of a personal mobile device is a privilege and not a right and their use must never interfere with or distract from official business or duty.

G. Cooperation with Fellow Employees and Agencies

1. Respect for Fellow Employees. Employees shall treat other members of the agency with respect. They shall be courteous, civil and respectful of their superiors, subordinates, and associates, and shall not use threatening or insulting language.
2. Interfering with Cases or Operations. Employees shall not interfere with cases assigned to others. Employees shall not interfere with the work or operations of any unit in the agency or the work or operations of other governmental agencies. Employees against whom a complaint has been made shall not directly or indirectly contact or attempt to contact for any reason, the complainant, witness or any other persons related to the case in an attempt to intimidate or to secure the abandonment or withdrawal of the complaint, charges, or allegations.

H. Restrictions on Behavior

1. Interfering with Private Business. Employees, during the course of their duties, shall not interfere with the lawful business of any person.
2. Use of Intimidation. Employees shall not use their official positions to intimidate persons.
3. Soliciting and Accepting Gifts and Gratuities. Unless approved by the Institution Chief of Police, employees may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as an employees of the agency regardless of whether the service was performed while said persons were on or off-duty. Employees also shall not solicit any gift, gratuity, loan, present, fee or reward for personal gain.
4. Soliciting and Accepting Gifts from Suspects and Arrestees. Employees are strictly prohibited from soliciting or accepting any gift, gratuity, loan, fee or other item of value, or from lending or borrowing, or from buying or selling anything of value from or to any suspect, arrestee, defendant or other person involved in any case, or other persons of ill repute, or professional bondsmen, or other persons whose vocations may profit from information obtained from the agency.
5. Reporting Bribe Offers. If an officer receives a bribe offer, he/she shall make a written report to his/her supervisor.
6. Accepting Gifts from Subordinates. Without approval from the Institution Chief of Police, employees shall not receive or accept any gift or gratuity from subordinates, other than customary celebratory times such as holidays, retirements or birthdays.
7. Soliciting Special Privileges. Employees shall not use their official positions or identification to solicit special privileges for themselves or others, such as free

admission to places of amusement, discounts on purchases, or free or discounted meals or refreshments.

8. Personal Use of Police Power. Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, officers shall summon on-duty police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.
9. Giving Testimonials and Seeking Publicity. Employees representing themselves as members of the agency shall not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees also shall not seek personal publicity either directly or indirectly in the course of their employment.
10. Soliciting Business. Employees shall not, while on-duty, solicit subscriptions, sell books, papers, tickets, merchandise or other items of value nor collect or receive money or items of value for any personal gain to themselves or others. Employees may solicit for projects related to charitable fundraising, but only when done in a manner not to disrupt the workplace and only with the approval of the Chief of Police.
11. Drinking on-duty. Employees shall not drink any intoxicating beverages while on-duty. (see H.12 for exception)
12. Intoxication. Employees shall not be under the influence of any intoxicating beverage or substance during their tour of duty or immediately prior to their tour of duty. Nor shall officers be intoxicated off-duty while in the public view. While off-duty, officers that have consumed an alcoholic beverage to the extent that their mental and physical faculties are impaired shall refrain from exercising any police authority and shall not be armed. Officers assigned to special units, or assignments where they may consume an alcoholic beverage during the performance of their duties shall not do so to the extent that their mental and physical faculties are significantly impaired.
13. Drinking While in Uniform. At no time shall any officer consume alcoholic beverages while in uniform.
14. Liquor on Official Premises. Employees shall not bring containers of intoxicating beverages into an agency building or vehicle except as evidence, or for the purpose of official duties.
15. Entering Bars, Taverns and Liquor Stores. Officers on-duty or in uniform shall not enter or visit any bar, lounge, parlor, club, store or other establishment whose primary purpose is the sale and on-premise consumption of liquor unless for the

purpose of official duties, and shall not otherwise enter, remain or frequent such places. Officers on-duty or in uniform also shall not purchase intoxicating beverages.

16. Drug Usage. While on or off duty, employees shall not use any illegal drug (as defined by state or federal law) or any controlled substance not prescribed for them by a licensed physician. Employees shall notify their supervisor if they are using any prescribed drug or any other medication or medical device which (1) bears a warning on the product label that the substance or device can cause physical impairment or alternatively, (2) in any manner may or can affect the critical decision making or performance on duty of the employee or otherwise create physical or mental impairment. Ultimately, the decision as to whether impairment did exist shall rest with the Chief of Police and/or the Director of Police with direct consultation with the UTSP Medical Director.

Employees shall not use anabolic-androgen steroids or metabolic precursors to either testosterone or nandrolone including but not limited to: androstenedione, androstenediol, norandrostenedione, norandrostenediol, and dehydroepiandrosterone (DHEA), or pharmaceutical combinations which can be converted into testosterone or a similar compound in the body; this includes synthetic or designer compounds intended to replicate the physical impact of their pharmaceutical counterparts. The exception to this prohibition is when such usage is prescribed by and under the supervision of a licensed physician for a recognized physical condition, ailment, injury, or illness for which the employee is being treated. In the event an employee is being so treated by a licensed physician and being prescribed such compounds, medications or pharmaceuticals, the officer must immediately report this circumstance to the Chief of Police.

The prohibition above also extends to the category of alternative substances known as "Performance Enhancement Drugs" (PED), which are so identified through their primary use for one or more of the following reasons: (1) To serve as an alternative to anabolic steroids; (2) to alleviate short-term adverse effects associated with anabolic steroid use; or (3) to mask anabolic steroid use.

Examples of such subterfuge substances serving as alternatives to anabolic steroids include, but are not limited to, clenbuterol, human growth hormone (HGH), insulin, insulin-like growth factor, and gamma-hydroxybutyrate (GHB).

As a general cautionary note, employees should exercise great care when using non-Food and Drug Administration (FDA) approved or other over-the-counter products which may contain precursors or derivatives of anabolic or androgen steroids, HGH, and insulin-like growth elements so as not to find themselves unwittingly in violation of this policy. It is assumed for the purposes of enforcement of this General Order, that employees are aware of the contents of any non-FDA approved or over the counter products which they voluntarily choose to ingest or otherwise introduce into their bodies.

As a matter of policy, if an employee is reasonably believed to be in violation of this General Order by his or her supervisor or the Chief of Police, that employee will be required to undergo a drug screening and fitness for duty examination by a licensed Texas physician. The Chief of Police or Director of Police shall direct the manner in which the drug screening and fitness for duty examination is conducted.

17. Tobacco Use. The use of tobacco products by UTSA Police Department employees is prohibited while on duty. This includes authorized break times. This prohibition includes the use of electronic cigarettes.
18. Public Tobacco Use Prohibited. Tobacco product use is prohibited including while engaged in secondary law enforcement employment or volunteer law enforcement activities. This prohibition includes the use of electronic cigarettes.
19. Recreation On-Duty. Officers on-duty or in uniform shall not engage in any recreational activities except for the purpose of official duties.
20. Political Activity. While in uniform or on-duty, officers are not allowed to actively participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns. Civilian employees are not allowed to actively participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns while on-duty.
21. Improper Release of Information. Employees shall not communicate to any person who is not an employee of this agency any information concerning operations, activities, or matters of law-enforcement business, the release of which is prohibited by law or which may have an adverse impact on law enforcement operations or officer safety.
22. Seeking Personal Preferment. Employees shall not solicit petitions, influence or seek the intervention of any person outside the agency for purposes of personal preferment, advantage, transfer, advancement, promotion or change of duty for themselves or for any other person.
23. Criticism of the Agency. Employees shall neither publicly nor at internal official meetings criticize or ridicule the agency or its policies, university officials or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, disruptive, obscene, unlawful, undermines the effectiveness of the agency, interferes with the maintenance of discipline, or is made with reckless disregard for truth.
24. Disruptive Activities. Employees shall not perform any action that tend to disrupt the performance of official duties and the obligations of employees of the agency or which tend to interfere with or subvert the reasonable supervision or proper discipline of employees of the agency.

25. Operation and Use of Police Radios. Operation and use of police radios is restricted to authorized and official police business. Personal conversations, or using vulgar, sarcastic or obscene language, or making unnecessary sounds are not permitted.
26. Use of Racial Jokes and Slurs. No employee shall engage in any form of speech likely to be construed as a racial, ethnic or religious slur or joke, whether in the presence of the public or of other employees.
27. Use of Force. Officers will use reasonable force when force is used to accomplish lawful objectives. **[1.3.1; 7.1.1]**
28. Indebtedness to Subordinates. Supervisors shall not become indebted to subordinate personnel within the agency.
29. Personal Relationships Prohibited with Certain Persons. Employees shall not become personally involved or develop a personal or social relationship with a victim, suspect, informant or witness during the course of an active investigation.
30. Duty to be Kind, Courteous, and Patient. Employees shall at all times be courteous, kind, patient, and respectful in dealing with the public. Employees shall strive to win the respect of all members of the community in the discharge of their official duties. When addressed, employees shall avoid answering questions in a short or abrupt manner, and shall not use harsh, coarse, violent, profane, indecent, suggestive, sarcastic, or insulting language.

I. Identification and Recognition

1. Giving Name and Badge Number. Officers shall give their name, badge number and other pertinent information to any person requesting such facts unless doing so would jeopardize the successful completion of a police assignment. **[22.2.7]**
2. Carrying Official Identification. Officers shall carry their official identification on their persons at all times. All employees will carry their official agency identification, with at least the employee's photograph on or about their persons while on-duty, except as exempted by the Chief of Police.
3. Personal Cards. Employees are not permitted to have or use personal cards showing their connection to the agency if such cards bear any information not directly pertaining to their work as police employees.
4. Exchange, Alteration or Transfer of Badge. An employee's issued badge shall not be altered or exchanged between employees or transferred to another person except by order of the Institution Chief of Police. Employees retiring or resigning will not be permitted to retain their badge if doing so will hamper normal operations of the agency. All badges must be purchased unless exempted by the Director of Police.

5. Plainclothes Officers Identification. A uniformed officer shall neither acknowledge nor show recognition of another police officer in civilian clothes unless that officer first addresses the uniformed officer.

J. Maintenance of Property

1. Use of University Property or Service. Officers shall not use or provide any state equipment or service other than for official state business.
2. Responsibility for State Property. Employees shall be responsible for the proper care and use of agency property and equipment assigned to or used by them and shall promptly report to their supervisors any loss, damage, destruction, or defect therein.
3. Agency Vehicles. Employees shall operate agency 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 an accident, the operator shall notify a supervisor immediately and the local jurisdiction shall be summoned to investigate the accident. Under no circumstances shall an officer investigate his or her own accident.
4. Reporting Damage. At the beginning of a tour of duty, employees shall examine any vehicle assigned to them and report any operational deficiencies, damage, or defects to their supervisors. Failure to report damage or defects creates the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, shall be held responsible for the damage.
5. Responsibility for Private Property. Employees are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction.
6. Care of Quarters. Employees shall keep their offices, lockers and desks neat, clean and orderly; it is understood that no expectation of privacy applies here.
7. Property and Evidence. Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures. Any property or evidence coming into the possession of an employee shall be submitted to the property room prior to the end of shift.
8. Alteration or Modification of Police Equipment. Officers shall not use any equipment that does not conform to agency policy or specifications. All equipment shall be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions shall be made to such equipment unless approved by the Institution Chief of Police. **[41.3.4]**

K. Relationship with Courts and Attorneys

1. Attendance in Court. Employees shall arrive on time for all required court appearances and be prepared to testify. Each member shall be familiar with the laws of evidence and shall testify truthfully.
2. Recommending Attorneys or Bondsmen. Employees shall not suggest, recommend, advise or counsel the retention of a specific attorney or bondsmen to any person (except relatives) coming to their attention as a result of police business.
3. Testifying for a Defendant. Any employee subpoenaed or requested to testify for a criminal defendant or against the University of Texas System or against the interests of the agency in any hearing or trial shall immediately notify the Director of Police through the chain of command.
4. Interviews with Attorneys. Interviews between an officer and an complainant's attorney about a case arising from the officer's employment by the agency shall be done in the presence of or with the knowledge and consent of the officer's commanding officer, agency legal counsel or prosecutor.
5. Assisting and Testifying in Civil Cases. Officers shall not serve civil-process papers nor render assistance in civil cases except as required by law. No employee shall volunteer to testify in civil actions.
6. Notice of Lawsuits against Officers. Employees who have had a suit filed against them because of an act performed in the line of duty shall immediately notify the Director of Police in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.
7. Notice of Arrest or Citation. Employees who have become the subject of a citation (other than traffic citations) or police action in any jurisdiction shall immediately notify the Institution Chief of Police.
8. Arrest of Officer from another Agency. An officer who arrests a sworn officer of another law enforcement agency shall immediately notify his or her own supervisor of the fact and the Director of Police. Officers shall take whatever action is appropriate to the circumstances including issuance of summonses or making a physical arrest. That the person cited or arrested is a law-enforcement officer shall make no difference.
9. Arrest of University of Texas System Police Officer. If an officer has probable cause to arrest a sworn officer of this agency, the officer shall first contact his or her immediate supervisor to review and confirm probable cause. In most cases, the officer may obtain a warrant against the suspect officer. Some occasions may demand an immediate custodial arrest. The Director of Police shall be notified immediately.

L. Expectation of Privacy

1. Employees shall have no expectation of personal privacy in such places as lockers, desks, agency owned vehicles, file cabinets, computers, or similar areas that are under the control and management of this law enforcement agency. While this agency recognizes the need for officers to occasionally store personal items in such areas, officers should be aware that these and similar places may be inspected or otherwise entered – to meet operational needs, internal investigatory requirements, or for other reasons – at the direction of the agency chief executive or his or her designee.

2. No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this agency without express permission.

Changes/Amendments since last publication

September 22, 2015

Reformatted General Order

May 1, 2016

Revised with appropriate language and removed the use of the word “prisoner.”

August 15, 2016

Revision with new CEO’s signature