


Effective Date: 01 Jan 2009	Subject: CODE OF CONDUCT	General Order # 100-30	Pages 1 of 2
Revision Date: 06 Jan 2021	References/Standards: STATE: none UT SYSTEM POLICE POLICY: 212		
Approved by: Gerald Lewis Jr., Chief of Police 	UTSA: HOP Chapter 1, section 1.33; Chapter 4, section 4.01 CALEA: 1.1.2, 4.1.1, 12.1.3, 12.2.1a, 22.1.8(a-b), 26.1.1, 41.3.4 IACLEA: 1.1.3, 2.1.3; 1.1.6; 7.1.1		

- I. **PURPOSE** The purpose of this written directive is to define agency expectations for on and off-duty personnel behavior. This directive applies to all UTSA Department of Public Safety employees, to include student intern and work-study.
- II. **POLICY** The University of Texas System Police and the public expect all department personnel to maintain high standards of appearance and conduct. The mission of this department 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 those written directives that impact personnel processes are shared with the Office of People Excellence. **[26.1.1; 12.2.1a; 1.1.3]**

III. **PROCEDURES**

For a detailed description, procedure, and guideline for a specific Code of Conduct topic sworn and non-sworn employees should reference the following.

- A. The Office of the Director of Police (ODOP) policy 212, *Code of Conduct*.
- B. The University of Texas at San Antonio, Handbook of Operating Procedures (HOP).
 - 1. Chapter 1, section 1.33 – Conflict of Interests, Conflict of Commitment, and Outside Activities.
 - 2. Chapter 4, section 4.01 – Code of Ethics.
- C. For student intern or work-study, reference the UTSA Student Code of Conduct, section 100-800.

The written directives referenced apply to all employees both sworn and non-sworn.

The following annotates specific accreditation standards and their reference in (ODOP) policy 212, *Code of Conduct*.

<https://www.utsystem.edu/sites/default/files/offices/police/policies/212%20Code%20of%20Conduct2019.pdf>

- A. Code of Ethics [**1.1.2; 2.1.3**]
 - 1. Sworn and Non-Sworn personnel – *ODOP Policy 212, section III (Code of Ethics). General Order# 100-05, section III.E (Ethics entry level and refresher training),*

- B. General Duties (*Policy 212, section IV*)
 - 1. Insubordination [**12.1.3; 1.1.6**] – *Policy 212, section IV.E.4*
 - 2. Issuance of Unlawful Orders [**12.1.3; 1.1.6**] – *Policy 212, section IV.E.5*
 - 3. Obedience to Unjust or Improper Orders [**12.1.3; 1.1.6**] – *Policy 212, section IV.E.6*
 - 4. Obedience to Unlawful Orders [**12.1.3; 1.1.6**] – *Policy 212, section IV.E.7*
 - 5. Conflicts of Orders [**12.1.3; 1.1.6**] – *Policy 212, section IV.E.8*
 - 6. Use of Force [**4.1.1; 7.1.1**] – *Policy 212, section IV.H.27*
 - 7. Giving Name and Badge Number [**22.1.8a, b**] – *Policy 212, section IV.I.1*
 - 8. Alteration or Modification of Police Equipment [**41.3.4**] – *Policy 212, section IV.J.8*

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, amended paragraph IV.D.1.h.

June 13, 2017

Paragraph IV.H.17 and 18 revised to clarify prohibition on the use of vapor cigarettes and smokeless tobacco substitutes and Paragraph IV.H.26 retitled and made current on disparaging speech.

April 24, 2018

Removed section IV. Reviewed and revised in accordance with CALEA Standards LE Manual 6.4. References to applicable accreditation standards and ODOP policy 212.

January 6, 2021

Reviewed and revised term ‘HR’ Human Resources to ‘People Excellence’