



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



210.04

GENERAL AND PROFESSIONAL CONDUCT

03-20-15

PURPOSE

The purpose of this order is to establish criteria for the general and professional conduct of Department employees.

PREAMBLE

Working in partnership with the community to protect life and property, solve neighborhood problems, and enhance the quality of life in our City shall be the mission of the Department.

POLICY

It shall be the policy of the Sacramento Police Department to ensure exemplary conduct of Department employees, both on and off-duty, and in keeping with the standards of the City Charter, Civil Service Rules and Regulations, and established labor agreements.

PROCEDURE

A. PROFESSIONAL CONDUCT (ALL EMPLOYEES)

1. Employees on or off-duty shall:
 - a. be governed by ordinary and reasonable rules of good conduct and behavior.
 - b. not commit any act whether negligent, intentional, criminal or otherwise that could bring discredit upon the Department or the City.
 - c. abide by all laws to include but not limited to: the Penal Code, the Health and Safety Code, and the Welfare and Institution Code. In addition, employees shall ensure that their personal vehicles are compliant with the California Vehicle Code.
2. Employees shall:
 - a. serve the public by direction, counsel and example that does not interfere with the discharge of their police responsibilities. They shall respect and protect the rights of individuals and perform their services with honesty and integrity.
 - b. be responsible for establishing and maintaining a high spirit of cooperation and respect for others throughout the Department.
 - c. treat other employees in the Department, regardless of rank, with the respect due to them as fellow employees.
 - d. properly perform assigned police responsibilities during a scheduled shift.
NOTE: Improper performance or failure to perform assigned police responsibilities during a scheduled shift shall be regarded as neglect or dereliction of duty and cause for disciplinary action.
 - e. not speak slightly or express humiliating discourtesies or derogatory comments to or engage in any harassing behavior towards any person. Employees should refrain from the use of profanity.
 - f. when contacting the public in the performance of their official duties:
 - (1) courteously and accurately provide all appropriate information upon request.
 - (2) respectfully provide their name, badge and/or identification number upon request.
 - (3) impartially serve all persons coming to the attention of the Department
 - g. remain awake while on-duty. If unable to stay awake, employees shall report this fact to their supervisor who shall determine the appropriate course of action.
NOTE: Sleeping on-duty shall be regarded as dereliction of duty and cause for disciplinary action.
 - h. not loan, sell or permit the use of their badges or credentials by other employees/persons under any circumstances.
 - i. not seek the influence or intervention of any person outside the Department for purposes of personal, advantage, transfer or advancement.
 - j. not use any electronic amplifying or recording device to eavesdrop upon or record the



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- conversation of any other employee without their knowledge. This shall not prohibit the use of taping devices or electronic amplifying or recording devices during criminal investigations or other law enforcement activity where there is no expectation of privacy.
- k. not file false, inaccurate or improper information orally or in writing, either personally or through another employee, for criminal prosecution, personal gain or for unearned recognition, including sick or injury reports, falsification of public records or for any other purpose.
 - l. submit written reports as required by Department orders or instructions from a superior.
 - m. pay their debts promptly.
 - n. maintain a telephone with voicemail capability where they can be reached during any emergency requiring their services. NOTE: Employees on-duty or officially on-call shall be directly available by normal communication including cellular telephones.
 - o. complete an Emergency Notification Form (SPD 552) pursuant to General Order 256.01 Address and Telephone Changes.
 - p. upon notification of an emergency, report for duty as soon as reasonably possible or in compliance with the directive given upon notification.
 - q. not interfere with any person arrested, case under investigation or case being prosecuted, with the intention of doing physical harm, delaying or preventing the case from reaching a successful conclusion in accordance with lawful procedure.
 - r. not converse with arrested persons unless required by the nature of their police duties or connected with an official investigation of a case.
 - s. report all facts in writing to the COP, if they receive any information that the lawful prosecution of any criminal charge is being, or has been, interfered with in any manner which would indicate any unlawful compounding, compromising or fixing.
 - t. not, while on-duty, suggest, recommend, advise, or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of police business.

Employees shall not:

- (1) convey communications between prisoners and their attorneys, bail bond brokers or persons involved in a criminal or civil case of interest to this Department. A supervisory officer may exercise such authorization when an in-custody prisoner requests a specific attorney to be contacted.
- (2) act as bailor for any person in custody where a fee, gratuity or reward is solicited or accepted.

B. AUDIOVISUAL MEDIA FOR SOCIAL NETWORKING OR PERSONAL USE

- 1. All audiovisual media (e.g., film/digital images, video, etc.) captured in the performance of an employee's duties shall be considered property of the Sacramento Police Department.
- 2. It shall not be recorded, printed, downloaded or distributed for an employee's personal or non-Departmental use unless used in a manner approved by the Chief of Police.
- 3. Employees shall not use personally-owned cameras or equipment (including cellular phone cameras) to capture audiovisual media during the performance of their duties pursuant to GO 525.04.
- 4. If a situation exists where the use of personal or non-Departmental equipment is deemed necessary, employees shall notify their supervisor.

C. GRATUITIES

- 1. Gratuity is defined as any gift or reduction in normal price, offered or given, whether solicited or not because of one's position with the Police Department. These include:
 - a. Discounts or free food and drink (including coffee) at restaurants and drive-ins.
 - b. Discounts or free admission to places of amusement, i.e. sporting events and theaters (on or off-duty).
- 2. Employees shall not accept any gratuity as they represent a compromise of our professional status.
- 3. This order shall apply only to those types of gratuities that are given to employees because of their



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employment with the Police Department. Discount prices offered to employee groups as a normal procedure for business operations shall not be prohibited by this order.

4. Employees offered or who suspect that they have been given a gratuity shall:
 - a. explain to the donor that they cannot accept a discount or gift as it is against Department policy.
 - b. ask the person(s) offering to cooperate with the Department in doing their part to eliminate this practice.
5. Supervisors who are made aware of the gratuity shall:
 - a. contact the business person(s) suspected of or known to offer gratuities and advise them of the Department policy.
 - b. advise these persons that if the practice continues, it may result in officers not being allowed to frequent the establishment during duty hours. NOTE: Officers invited to various functions to speak or for other purposes as Department representatives are allowed to accept free meals.
6. Department personnel, in the capacity as City employees, shall not endorse products or services when they know or should reasonably know the endorsement identifying the Department will be used for advertising.

D. SUPERVISION/LAWFUL ORDERS

1. Employees are subject to the lawful supervision of all superiors:
 - a. Any employee given an order in conflict with any previous order or direction shall call the conflict to the attention of the person giving the order.
 - b. If that supervisor requires the order still be carried out, the employee shall comply and the responsibility for the conflict and the action taken by the employee shall rest with that supervisor.
2. Supervisors shall not knowingly issue any order which is in violation of any law, ordinance, Department order or the Law Enforcement Code of Ethics.
3. Employees shall fulfill the functions of the Department, the office to which they are assigned and perform any lawful duty assigned by a superior.
4. The willful disobedience of any lawful order issued by a superior is insubordination.
5. Employees shall not publicly criticize instructions or orders received.
6. Employees in doubt as to the nature or details of their assignment shall seek clarification from their supervisor.

E. OFFICER RESPONSIBILITY

1. Officers shall act reasonably within the limits of their authority as defined by statute and judicial interpretations to ensure the rights of both the individual and the public are protected.
2. Officers, on or off-duty, shall take appropriate police action toward aiding all fellow peace officers exposed to danger.
3. On-duty officers shall:
 - a. be in uniform/properly dressed and have required equipment required on/with them.
 - b. be attentive and alert to the directions of supervisors at roll call.
 - c. acquaint themselves daily with the information provided by the Department (e.g., AB, IB, SNOW, etc.).
 - d. respond to their given assignment promptly and remain to the end of their shift unless otherwise relieved.
 - e. be attentive to reports and complaints by citizens and take appropriate action or refer them to the appropriate person or agency.
 - f. not allow prisoners or suspects access to weapons or objects readily adaptable as weapons.
 - g. respond, as soon as possible to calls meeting the criteria for police assistance from citizens or other officers.
 - (1) Failure to answer a call for police assistance promptly without justification shall be regarded as dereliction of duty and cause for disciplinary action.
 - (2) Except under extraordinary circumstances or when otherwise directed by a supervisor, employees shall not fail to answer any direct landline or radio call directed to them.
4. Off-duty officers shall perform reasonable police services pursuant to GO 570.02 (Crimes Involving



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Officers or Their Families).

5. Plainclothes officers shall not wear or carry their firearm conspicuously exposed.
6. On or off-duty plainclothes officers shall not draw or display their firearm in any public place except during the course of an arrest, investigation or when an officer reasonably believes it is necessary for their safety or the safety of others.
7. Officers outside the boundaries of this State for extradition or other matters of direct concern to the City shall not engage in police activities unless necessary in the performance of their extradition duties as an agent of the State and then only after consideration of the tactical situation. If an officer does engage in police activities, he/she must notify the Department as soon as reasonably practical after taking such action.
8. The priority of call assignments depends on many factors and shall normally be the responsibility of Communications personnel and field supervisors.
 - a. Officers may delay responding to a call if:
 - (1) contacted by a citizen in need of immediate police attention.
 - (2) personal observation of an event requires immediate police attention.
 - b. Such determination shall be based on the comparative urgency and the risk to life and property of the assigned call and the intervening incident.
 - c. When it is impossible for an officer to handle a citizen's concern or an observed event, the officer shall, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications.

F. MEALS/PERSONAL BUSINESS

1. While on-duty, employees shall:
 - a. devote their time to the performance of police functions.
 - b. not carry on personal business. Personal visitations shall only be made during the approved meal period.
 - c. arrange for a meal period in accordance with the established labor agreements and the schedule made by the employees' supervisors and/or the need for police service.
 - d. not play any illegal games of chance for money.
 - e. not, while in uniform, shop or carry packages containing merchandise unless required in the line of duty.
 - f. not leave their assigned area for any reason, other than for police duties, without permission from their supervisor. Approval or disapproval of the request shall be within the authority of the supervisor and shall be based on the following considerations, including but not limited to:
 - (1) distance from the work area
 - (2) anticipated time required
 - (3) expected workload
 - (4) need for police services
2. No more than four (4) uniformed personnel and a maximum of three (3) marked cars shall be permitted at a place of business or parked together except for official business.
3. Police Department cashiers shall not cash personal checks for employees at any time.

G. ABSENCE WITHOUT LEAVE

1. Employees shall report for duty as scheduled unless absence is authorized by a supervisor.
2. Employees shall be absent without leave upon failing to appear for duty at the date, time, and location specified without supervisory approval.
3. Supervisors shall report absences without leaves as follows:
 - a. absences of one (1) day shall be reported in writing to the respective Division/Watch Commander.
 - b. absences in excess of one (1) day shall be reported in writing to the Chief of Police (COP).

H. ALCOHOL/DRUG IMPAIRMENT

1. Employees shall not:
 - a. drink alcoholic beverages to an extent which renders them unfit to report for their next regularly scheduled shift.



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- b. appear on duty under the influence of any alcoholic beverage or drug.
 - c. while on-duty, transport alcoholic beverages in a police vehicle except as evidence, property of the prisoner or suspect, or found property.
 - d. carry a firearm on or off-duty when impaired due to being under the influence of alcohol, medication or any other substance.
 - e. while on-duty or on-call, drink any kind of intoxicating beverage or take any intoxicating drugs.
 - (1) Employees shall notify their supervisor if they are taking, while on-duty or on-call, a prescribed medication which may impair their judgment or performance.
 - (2) Supervisors shall follow GO 220.06 (Employees Suspected of Working Under the Influence - WUI) concerning the employee's fitness for duty or their ability to remain on-call.
2. Plainclothes officers may, while on special assignment, partake of an alcoholic beverage when necessary for the performance of such assignment.
- a. The alcoholic beverage shall be consumed in moderation and officers shall not become intoxicated.
 - b. Advance notice of the assignment shall be given to the Division Commander. This advance notice shall include pertinent details of the assignment as well as the specific location(s) (if known) where the employees are going to consume alcoholic beverages.
 - c. Employees working hours, when their respective Division Commander is not available, shall give advance notice to an on-duty Watch Commander