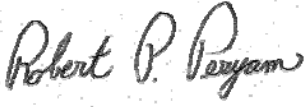


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 13		TITLE: Code of Conduct
EFFECTIVE DATE: January 1, 2010	NO. PAGES: 5	AMENDED: March 2, 2010
REFERENCE:		RESCINDS: Chapter 13: Disciplinary Procedures and Code of conduct (effective date 05/25/09)
 _____ Sheriff of Monroe County		

PURPOSE

The purpose of this directive is to establish a Code of Conduct for Office personnel.

DISCUSSION

This directive shall apply to all Sheriff's employees, both on and off duty. For the purposes of this chapter "employee" includes reserve and auxiliary deputies. All employees are expected to abide by the laws of the land and the Rules and Regulations of the Sheriff's Office. Employees are expected to abide by the Code of Ethics. All employees should be cognizant that their actions on and off duty could reflect on the agency. Employees are therefore expected to conduct themselves courteously and professionally and refrain from any conduct that will bring discredit to themselves or the agency.

POLICY AND PROCEDURE

Employees shall follow the general rules and regulations outlined in the General Orders and the specific rules, regulations, and directives for their particular job description. Employees shall also abide by the specific directives listed below. Violations of the rules will be categorized as follows:

Classification of offenses - Violation of rules and/or procedures shall be classified according to general categories in separate sections of the rules and regulations as follows:

- Insubordination offenses
- Unlawful conduct offenses
- Improper conduct offenses
- Job knowledge and performance

A. Insubordination Offenses

1. **Respect toward superiors** - Employees shall display respect and shall address Supervisors and superior officers by proper rank or title.
2. **Abusiveness** - Employees shall not use abusive language or gestures toward any other employee, supervisor or superior officer of the Sheriff's Office.
3. **Criticism of orders or policies** - Employees shall support the policies, orders, and procedures of the Monroe County Sheriff's Office, and shall not criticize or ridicule the Monroe County Sheriff's Office, its policies, orders, or personnel by speech, writing, or other expression where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the Sheriff's Office.

4. **Compliance with a lawful order of a superior** - Employees shall promptly execute the lawful orders and/or instructions of a Supervisor or superior officer of the Sheriff's Office, and shall not delay or fail to carry out such orders or instructions.
5. **Compliance with direct order of an Internal Affairs Investigator** - Employees shall obey the lawful orders of Internal Affairs Investigators or superior officers to answer questions related to the internal investigation of misconduct.
6. **Concerted job actions** - Employees shall not engage in concerted job actions such as curtailment or restriction of work output, or interfere with work in or about other Sheriff's work stations including, but not limited to, instigating, leading, or participating in any walk-out, strike, sit-down, stand-in, slow-down, refusal to return to duty at the scheduled time, or otherwise instigate, lead, or contribute to job actions which undermine supervisory authority and which affect discipline, morale, or organizational effectiveness.

unable to respond to a subpoena for any reason shall notify the issuing authority and their supervisor prior to the scheduled appearance time and as soon as the employee becomes aware that he/she may not be able to comply with the subpoena.

4. **Horseplay, loafing, distraction of others** - Employees shall perform their duties in a conscientious manner and shall not engage in horseplay while on duty or at a Sheriff's Office facility or work station, shall not give the appearance of loafing, and shall not distract others who are performing assigned duties.
5. **Careless handling or intentional abuse of equipment / weapons / vehicles** - Employees shall utilize Sheriff's Office equipment, weapons, and vehicles for their intended purpose in accordance with established procedures, and shall not subject such equipment to loss or damage through careless handling or intentional mishandling.
6. **Cowardice** - Sheriff's deputies shall not fail to perform their required duties because of fear or cowardice.

B. Neglect of Duty Offenses

1. **Neglect of duty** - Employees shall be attentive to job duties and shall adhere to procedures, policies, directives, orders, rules and regulations and shall faithfully execute all of the duties and responsibilities of their assigned position.
2. **Failure to Report for Work / Tardiness** - Employees shall promptly report for duty properly prepared at the time and place required by assignments or orders. Employees who are unable to report for duty for any reason shall notify the duty supervisor not less than one (1) hour prior to the scheduled reporting time.
3. **Failure to respond to subpoena** -

C.

C. Unlawful Conduct Offenses

1. **Non-criminal violations** - Employees shall adhere to all federal, state, and local laws and ordinances including those punishable by no other penalty than a fine, forfeiture, or other civil penalty. (Includes, but is not limited to, traffic infractions)
2. **Commission of a crime** - Employees shall not commit any act defined by state or federal law as a criminal offense, whether chargeable or not. (Violations of Civil Rights Acts under color of law 18 USC 241 and 242 are felony offenses).

D. Improper Conduct Offenses

1. **Violation of official procedures and/or directives** - Employees shall not ignore or violate official directives, policies, procedures, orders, or supervisory instructions, or knowingly fail to properly execute the duties and responsibilities of their assigned position.
2. **Courtesy** - Employees shall be polite and courteous in contacts with the public and with other Sheriff's personnel.
3. **Neighborhood and or family disputes** Employees shall avoid personal involvement in neighborhood controversies or family disputes. Such disputes shall be investigated by impartial on-duty officers. Deputies shall not attempt to exercise authority or to make arrests in their own quarrels, but shall contact a superior officer who shall cause the matter to be investigated and action taken by impartial officers having no personal interest in the dispute.
4. **Gossip** - Employees shall not engage in or convey gossip detrimental to other personnel.
5. **Use of profanity or vulgarity** - Employees shall not use profanity or vulgarity in speech or gestures.
6. **Use of Agency Address** - Employees shall not use the Monroe County Sheriff's Office or any of its facilities as a mailing address for private or personal purposes. The Monroe County Sheriff's Office address shall not be used on any personal motor vehicle registration, operator, or chauffeur's license. Monroe County Sheriff's Office letterhead shall not be used for personal or private correspondence.
7. **Misrepresentation/ speeches** - Employees shall secure the consent of the Sheriff prior to any public appearance or testimonial, appearing in any advertisement, publishing any article, or releasing any official information which is not within their official duties, when such speech, appearance, or publication may be viewed as representing the agency or agency policy or positions.
8. **Recommending attorneys or bail bondsmen** - Employees shall not recommend or suggest to any person arrested, prisoner, or any other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsmen.
9. **Providing bail** - Employees shall not become surety, guarantor, or furnish bail for any person arrested or charged with a crime except members of their immediate family and then only after notifying his/her commanding officer.
10. **Unfitness for duty** - Employees shall not report for duty or remain for duty in an unfit condition due to the use of alcohol or drugs or with the odor of alcohol on the breath or on or about the person.
11. **Entering or frequenting liquor establishments** - Unless in the discharge of official duties, employees, while on duty, shall not enter or frequent places established primarily for sale, storage, or consumption of alcoholic beverages, or for sale or display of pornographic pictures and materials.
12. **Misrepresentation of position and/or authority** - Employees shall not misrepresent their position or authority to any person for personal reasons or gain.
13. **Improper use of official position** - Employees shall not use their official position for improper personal gain or to receive a gratuity, except as authorized by the Sheriff.
14. **Interfering with official investigators** - Employees shall not interfere or attempt to interfere with any investigation conducted by other deputies of the Monroe County Sheriff's Office or any other governmental agencies, nor undertake any investigation or other official action not part of their regular duties unless ordered to do so by a superior.

15. **Recognition and exposure of undercover officers** - Employees shall protect the identity of officers engaged in covert operations, and shall not intentionally expose the identity or occupation of officers engaged in covert operations.

16. **Dissemination of information** - Employees shall treat the official business of the Monroe County Sheriff's Office as confidential. Information regarding official business or personal information about other employees shall be disseminated only to those for whom it is intended and in accordance with established procedures. Employees may remove or copy official records or reports only in accordance with established procedures.

17. **Communicating criminal information** - Employees shall maintain the security of confidential information, and shall not intentionally communicate or give law enforcement information to any non-authorized person.

18. **Association with dissident groups** - Employees shall not knowingly associate with any person or organization which advocates or is instrumental in fostering hatred or persecution of any person or group and shall not knowingly associate with any person or group which advocates the overthrow of the United States Government.

19. **Association with Criminals** - The integrity and effectiveness of the agency is threatened when its employees maintain business, social, or romantic relationships with people or groups who have been engaged in, are engaged in or likely to become engaged in criminal activities. Employees must exercise sound judgment and avoid or minimize such relationships. Employees are encouraged to seek guidance from supervisors in order to comply with this directive

20. **Derogatory remarks** - Employees shall not make derogatory remarks

concerning race, sex, religion, age, sexual orientation, or national origin of any person.

21. **Excessive or unnecessary force** - Employees shall use only that degree of force necessary to perform official duties.

22. **Political activity** - Employees shall not engage in political activities while on duty or use their official position when engaged in political activities.

23. **Untruthfulness** - Employees shall not knowingly make false or untrue statements except as authorized in the performance of duties and as necessary to maintain covert operations during investigation of criminal activities.

24. **Harassment** - Employees shall not use their official position to harass, threaten, or coerce any person.

25. **Chain of command** - Employees shall adhere to the organizational chain of command in the course of regular duties except when necessary for maintaining the morale and/or the integrity of the Sheriff's Office, or in cases of justifiable personal need.

26. **Tortious acts** - Employees shall not commit, by act of commission or omission, any flagrant or tortious act while in the performance of their duties.

27. **Code of Ethics for Public Officers and Employees** - Employees shall strictly adhere to the code of ethics for public officers and employees as set forth in Florida Statutes 112.311-112.326 and the International Association of Chiefs of Police Code of Ethics as adopted by Monroe County Sheriff's Office (Reference Chapter 30:3 Code of Ethics).

28. **Conduct Unbecoming** - Employees shall conduct themselves at all times, both on and off duty, in such a manner so as to reflect most favorably upon the office. Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the

office or any conduct which has the tendency to adversely affect, lower, or destroy public respect and confidence in the office or any employee. Conduct unbecoming also includes any conduct that brings the office or any employee into disrepute or brings discredit upon the office or any employee.

29. No member will read, compose or send a text message on any handheld phone or handheld electronic device while operating any Agency equipment, (i.e., bicycles, go-peds, vehicles, vessels, etc.) The intent of this restriction is to ensure the safety of Sheriff's Office members and the public.

Revised 03/02/10

E. Job Knowledge and Performance

1. **General Proficiency** - Employees are required to maintain job knowledge and skills required for the performance of official duties.
2. **Knowledge of Rules, Regulations and Procedures** - Employees are required to demonstrate knowledge of the law and procedures related to their assignment and the rules, regulations, general orders and directives of the agency.

- **Countermanding Rules, Orders, Procedures**

The Sheriff may, at his discretion, authorize suspension of rules, orders, procedures, or directives of the Sheriff's Office when necessary for covert investigation or to achieve Office objectives. The Undersheriff may suspend or countermand a rule, order, procedure, or directive only when failure to do so would obstruct the achievement of objectives or would otherwise be adverse to the Sheriff's Office. In such cases, written explanation will be immediately forwarded to the Sheriff.