

	<b>RUTGERS UNIVERSITY POLICE DEPARTMENT WRITTEN DIRECTIVE SYSTEM</b>		<b>15:21</b>
	<b>COMMUNITY SERVICE OFFICER – STANDARDS OF CONDUCT</b>		
	<b>Effective Date: 01-29-2009</b>	<b>Supersedes:</b>	

#### **15:21-1 PURPOSE**

The purpose of this directive is to define and codify departmental expectations for on and off duty personal behavior of employees of this agency's Community Service Officer Program.

#### **15:21-2 POLICY**

It is the policy of this department to establish and maintain uniform standards of conduct to regulate individual behavior for the good of the agency.

#### **15:21-3 GENERAL PROVISIONS**

- a. The Rutgers University Police Department is established pursuant to *N.J.S.A. 18A:6-4.2, et seq.*, and Rutgers University Policy 30.1.2. In accordance with Rutgers University Policy 30.1.2, the Chief of Police reserves the right to promulgate, amend or revoke any of the provisions of this directive.
- b. As highly visible representatives of society with this public trust, Public Safety Employees must hold ourselves to a higher standard. The Rutgers University Police Department and the public expect all personnel to maintain high standards of conduct at all time.
- c. In no way should this directive be construed to prohibit the exercise of an individual employee's constitutional rights.

#### **15:21-4 GENERAL DUTIES**

- a. All community service officers (CSOs) shall serve the public and university communities by providing ancillary services to the Police Department and Division of Public Safety.
- b. CSOs shall obey all lawful orders, written or oral, issued to them by police supervisors and shall promptly obey any lawful order of a supervisor, including any order relayed on behalf of a supervisor by another CSO.
  - If a CSO receives two or more apparently different orders that may conflict, the last order given shall be followed unless the order is retracted or modified.
  - If a CSO receives two or more apparently different orders that may conflict, the order given by the higher-ranking officer shall be followed, unless the order is retracted or modified.
  - If a CSO receives conflicting orders, the employee shall inform the person giving the last order of the conflict. The person giving the conflicting order shall then resolve the conflict by retracting, modifying, or requesting the employee to comply with the latest order.
- c. No CSO is required to obey any order that is contrary to the laws of the United States, State of New Jersey, Counties, Townships or University Policy; however, a refusal to obey is the responsibility of the employee and they shall be required to successfully justify their refusal.

- d. CSOs shall not knowingly lie, give misleading information, or falsify oral or written communications in any official report.
- e. CSOs shall not commit any act nor fail to perform an act that constitutes a neglect of duty.
- f. CSOs shall not withhold any information concerning criminal activity and shall promptly report any information concerning suspected criminal activity of others.
- g. CSOs are expected to give a day's work for a day's wage.

**15:21-5 GENERAL CONDUCT AND BEHAVIOR**

- a. The following conduct and behavior are specifically prohibited:
  - Use of alcoholic beverages on duty.
  - Intoxication or impairment on duty.
  - Use of unlawful drugs, narcotics or other unlawful controlled substances.
  - Purchasing alcoholic beverages on duty.
  - Releasing any confidential information of this department, received through their employment.
  - Releasing or exposing any employee's home address, home telephone, cell phone number, or personal information to a non-employee without the express permission of the Chief of Police or designee.
  - Publicly criticizing this agency or any university official while on duty.
  - Use of harsh, profane, or obscene language to any member of the public or the department while on duty.
  - Sleeping on duty.
  - Sexual conduct on duty.
- b. CSOs shall display respect for their supervisors and associates. All CSOs are to display good ethical character in on and off duty contexts and shall conduct their professional and private lives in a manner to avoid bringing this agency disrepute.
- c. When on duty and in the presence of the public, supervisors, peers, and subordinates shall be addressed or referred to by rank.
- d. CSOs shall be civil and courteous at all times.
- e. CSOs shall restrict personal conversations or personal associations to the appropriate minimum while on duty.
- f. CSOs shall not, at any time, use or attempt to use their position, credentials, or affiliation with the department or profession for personal or financial gain or advantage.
- g. CSOs shall not solicit any gifts, gratuities, loans, or fees where there is any direct or indirect connection between the solicitation and their department employment.
- h. CSOs shall not accept either directly or indirectly any gifts, gratuity, loan, fee, or any other thing of value arising from or offered because of, or in connection with, their employment by this agency..
- i. No CSO shall utilize the agency name, affiliation, shoulder patch, badge, emblem, logo, or reasonable facsimile thereof, in furtherance of any personal

business, outside employment, venture or objective without the express permission of the Chief of Police.

- CSOs shall not use agency letterhead for private correspondence.
- CSOs shall not use the department mailing address for private purposes.
- j. CSOs shall not interfere with the administration of criminal justice.
- k. CSOs shall not mark or deface any surface within any agency building or vehicle; nor mark, alter, or deface any posted notice of the department.
- l. Upon separation from the department, CSOs are required to surrender all agency property in their possession. Failure to return a non-consumable item will require reimbursement to the agency for the fair market value of the article and may result in criminal charges.
- m. Any CSO under suspension shall immediately surrender their agency identification, uniform and all other agency issued property to the appropriate supervisor until reinstated.
- n. CSOs shall not engage in political activity while on duty, while in uniform, or at any time if to do so would conflict with their duties or impair their ability to perform their duties.

**15:21-6 DUTY, GENERAL**

- a. CSOs shall report for duty at the time and place specified by their assignment or orders and complete the number of hours on duty required by their assignment.
- b. While on duty, CSOs shall remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, unlawful controlled substances, or conflicts arising from secondary employment.
- c. CSOs shall identify themselves by name to any person requesting.
- d. CSOs shall assist the public in any reasonable request.
- e. CSOs shall maintain a professional attitude and manner when communicating by radio.
- f. CSOs shall not loiter in department offices and shall use the offices for professional purposes only.
- g. CSOs shall keep the interior of entity vehicles clean at all times.
- h. CSOs may be required to assume financial responsibility for loss, damage, or destruction of departmental property, including vehicles, if an investigation finds them culpable.
- i. CSOs may be subject to disciplinary action for motor vehicle collisions if the investigation reveals carelessness, recklessness or gross negligence on the part of the employee.

This Page Intentionally Left Blank