

University of Chicago Police Department

GENERAL ORDER

		Effective Date: July 31, 2019	Number: GO 1003
Subject: Code of Conduct			
References: CALEA Standards: 26.1.1, 26.1.3, Title VII of the Civil Rights Act of 1964, Illinois Human Rights Act 775 ILCS 5/, University of Chicago Personnel Policies U-304, U-609 and U-703.			
Reevaluation Date Annually			No. Pages: 10
Amends: 17 SEP 2018 Version O.D.P. 19 MAY 2011		Rescinds:	
Approved By: Kenton W. Rainey, Chief of Police		Signature: Signed original on file in Accreditation Office.	

1003.1 PURPOSE

The purpose of this order is to establish the responsibility of employees to conduct themselves in a manner which exemplifies the highest level of professionalism.

1003.2 POLICY

It is the policy of the University of Chicago Police Department that employees, on and off duty, shall conduct themselves in a manner above reproach, contributing to public trust, fulfilling their duties, and building a positive reputation for the Department.

1003.3 GOALS OF THE DEPARTMENT

- A. Protection of life, limb, and property in the UCPD jurisdiction.
- B. Prevention of crime.
- C. Preservation of the public peace.
- D. Enforcement of laws.
- E. Charging of law violators, and assembling competent evidence of the violation.
- F. Promote respect and cooperation of all persons for the law and those sworn to enforce it.

1003.4 GOALS OF DEPARTMENT EMPLOYEES

- A. Maintenance of the highest standards of integrity.
- B. Excellence in the performance of duty.

- C. Private lives which inspire respect and provide an example for the community.

1003.5 DUTIES OF EMPLOYEES

- A. Supervisors are responsible for maintaining discipline and providing leadership and supervision. They have responsibility for the performance of their subordinates. While they can delegate authority and functions to subordinates, they cannot delegate their responsibility as supervisors. They will:
1. Lead, direct, train and supervise employees in their assigned duties.
 2. Support an employee who is properly performing their duty, deal fairly and equitably with all employees and, when necessary, correct a subordinate in a respectful manner.
 3. Recommend remedial or disciplinary action for negligent or incompetent employees, or those intentionally committing misconduct, in accordance with University and Department policies.
 4. Ensure that all Policies, Rules, Regulations, and Orders of the Department are enforced and implemented.
- B. Sworn personnel will devote themselves to attaining Department goals (Section 3). They will conduct themselves in such a manner as will reflect credit upon the Department, with emphasis on integrity and professionalism. They will:
1. Render the highest order of police service to all persons.
 2. Promptly execute all lawful orders.
 3. Know and follow the Department's Policies, Rules, Regulations, Orders, and Procedures.
 4. Receive, record and service immediately all complaints and requests for service in accordance with Department directives.
 5. Provide security and care for all persons and property coming into their custody.
 6. Maintain a professional bearing and render military courtesy.
 7. Maintain a courteous and respectful attitude toward all persons.
- C. Civilian employees will perform their assigned duties promptly and efficiently. They will follow the Policies, Rules, Regulations, Orders, and Procedures of the Department.

1003.6 RULES OF CONDUCT

A. PROHIBITED CONDUCT

1. Violation of any law or ordinance.
2. Conduct which is contrary to Departmental policy or goals or which would reflect adversely upon the Department. It includes acts, which would degrade or bring disrespect upon the employee or the Department.
3. Omission or failure to act by an employee which would be required by the policy, goals, rules, regulations, and orders of the Department. It applies to employees who, through carelessness, inefficiency or design fail to follow all policy, goals, rules, regulations, and orders of the Department or fail to timely report to the Department any known violations of same, or who through carelessness, inefficiency or design fail to become aware of such violation, when their assigned duty or supervisory responsibility would require them to become so aware.
4. Any action taken to use official position for personal gain or influence.
5. Failure to perform any duty.
6. Disobedience of any lawful written, electronic or oral order or directive of a superior or another employee who is relaying the order of a superior.
7. Insubordination or disrespect toward a supervisor on or off duty.
8. Initiating any unjustified verbal or physical altercation with any person, while on duty. GO 108, Use of Force, prohibits the use of excessive force.
9. Inattention to duty.
10. Incompetence or gross inefficiency in the performance of duty, for which the employee has received adequate training.
11. Failure to adequately secure and care for Department property. Employees shall not use Department property for purposes other than official business, without supervisory approval. Employees shall use Department property only for the purpose for which it was intended and shall not alter the property without command level approval. Employees shall surrender Department property, upon termination. Any employee who fails to surrender issued property upon termination will be required to make restitution.
12. Making a false report, whether in writing, electronically, or orally.

13. Being under the influence or impaired to any degree by alcohol and/or drugs on-duty. Intoxication to significant impairment, off-duty.

COMMENT: Employees shall not consume alcohol within ten hours prior to reporting for duty. Use of illicit drugs, on or off duty, is prohibited.

14. Use of cannabis, medical or otherwise, is prohibited. Illinois statute 410 ILCS 130/30.a.9 prohibits active duty law enforcement officers from using medical cannabis. Federal law (18 USC 922(g)(3) prohibits firearm and ammo possession or use by any cannabis user. Cannabis use is also a disqualifier for a FOID, as it is a violation of Federal law. (See 33 below)
15. Entering a tavern or bar while in uniform, except in the performance of duty.
16. Drinking alcoholic beverages while on duty or in uniform, transporting alcoholic beverages while on duty, except in the performance of official police action.
17. Failure by any employee with personal knowledge, to immediately notify their supervisor when any employee, including themselves, is under investigation by any law enforcement agency other than UCPD.
18. Failure to report promptly to any applicable agency or department any information concerning any crime or other unlawful action.
19. Failure to promptly report to the Department any violation of the Code of Conduct or other directives of the Department. If the violator is the immediate supervisor, then the employee may submit the written notification to the next higher-ranking officer.
20. Failure to provide the Department with a current address and telephone number. Failure to complete an updated DSS Employee Record Form and/or submit copies of DL and FOID, when distributed or requested by a supervisor.
21. Absence from duty without proper authorization.
22. Tardiness for duty assignment, including roll call and court appearance.
23. Leaving duty assignment without being properly relieved or without proper authorization. This includes leaving or changing an assignment without giving notification to the ECC.

24. Publicly criticizing the official actions of another employee, when the result of such criticism can reasonably be foreseen to undermine the effectiveness of the employee within their unit.
25. Engaging in public statements, interviews, activity, or discussion pertaining to the Department which reasonably can be foreseen to impair the discipline, efficiency, public service, or public confidence in the Department or its personnel by:
 - a. false statements or reckless, unsupported accusations.
 - b. use of defamatory or abusive language, invective or epithets.
26. Failure to keep vehicle in public view while assigned to general patrol duty except when authorized by a supervisor.
27. Concealing a Department vehicle to apprehend traffic violators.
28. Permitting any person not on official business to ride in a Department vehicle unless specifically authorized. Administrative vehicles are exempt from this prohibition.
29. Failure of a sworn employee to identify themselves by giving their name, rank, and star number, when requested.
30. Unlawful or unnecessary use or display of a weapon. This does not prohibit lawful recreational use or display of weapons for hunting, sport or collecting purposes.
31. Disseminating, releasing, altering, defacing or removing any Department record or information concerning police matters except as provided by Department orders. This includes confidential information received from NCIC, LEADS, and/or the Chicago Police Department computer system.
32. Participating in partisan political campaign or activity while on duty.
33. Failure to maintain a valid Illinois Firearm Owners ID (FOID). Failure to notify the Department of an FOID revocation, or any circumstance which would legally justify an FOID revocation. Consistent with 50 ILCS 725/7.2, possession of a FOID card shall not be a condition of continued employment if the officer's FOID is revoked or seized because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to themselves or other as determined by a physician, clinical psychologist, or qualified examiner.
34. While on-duty or using color of office, recommending any professional or commercial service.

35. While on-duty, advising any person engaged in a professional or commercial service that such services may be needed by a person or entity encountered on-duty or through police activity.
36. Associating or fraternizing with any person known to have been convicted of any felony or class A misdemeanor, either State or Federal, excluding traffic and ordinance violations. This shall not apply to relatives of the employee.
37. Soliciting or accepting any gratuity, or soliciting or accepting a gift, present, reward, or other thing of value for any service rendered as an employee, or as a condition for the rendering of such service, or as a condition for not performing sworn duties.
38. Giving to or receiving from any other employee any gift, present, or gratuity as a means of quid pro quo.
39. Failure to testify or give evidence before any grand jury, coroner's inquest, court of law or government agency (city, county, state or federal) when properly called to do so, and when there is no constitutional privilege, or when immunity from prosecution has been granted.
40. Failure to cooperate when called to give evidence or statements by any investigative branch or superior officer of UCPD when the evidence or statements sought, relate to the performance of official duties. If the employee asserts constitutional privilege, they will be required to cooperate if advised that by law any evidence or statements given cannot be used against them in a subsequent prosecution.
41. Participating in, encouraging the participation of others in, or otherwise supporting any strike, demonstration, slowdown, or other such concerted action against the Department or the University.
42. Using tobacco products or electronic cigarettes (vaping) while in uniform and in official contact with the public, or in Department vehicles or University facilities.
43. Sleeping on duty. Sworn personnel are prohibited from sleeping during meal and rest breaks and any other paid time during their tour of duty.
44. Sworn personnel failing to perform a duty because of personal danger involved.
45. Sworn personnel failing to aid, assist, or protect a fellow officer to the extent of their capability in time of need.

46. Serving civil process or giving on-duty advice in civil matters or taking any on-duty action in any civil matter, except to prevent violation of law or enforce University or Medical Center regulations.
47. Engaging in activities in other jurisdictions, domestic or international, which while legal in that jurisdiction are not legal in the State of Illinois, particularly relating to drug use, prostitution and other vice crime. This does not apply to traffic speed regulations, and similar activity which may differ from the State of Illinois.

B. HARASSMENT

1. Sexual harassment is unlawful and a violation of University Policy. The University of Chicago is committed to providing an environment free of coercive sexual behavior used to control, influence, or diminish the well-being of any member of the community. Sexual harassment is grounds for corrective action, up to and including termination of employment. The Equal Employment Opportunity Commission defines sexual harassment:

Unwelcome sexual advances, requests for favors, and other verbal or physical contact of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or continued employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
2. Employees are prohibited from engaging in any and all forms of unlawful harassment as specified in Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, or other applicable law. **This prohibition includes harassment based upon a person's protected status, such as gender, color, race, religion, national or ethnic origin, age, physical or mental disability, sexual orientation, gender identity, protected veteran, genetic information or other protected group status under the law.**
 3. An employee who believes that they are a victim of harassment should report said harassment immediately, following the guidelines set forth by the University of Chicago Policy (U-609), "Harassment, Discrimination and Sexual Misconduct."

4. Allegations of harassment that are substantiated shall be dealt with following the disciplinary procedures set forth by the Department and the University of Chicago.

1003.7 INFORMATION DISSEMINATION AND ELECTRONIC MEDIA

- A. Dissemination of information.
Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established Department procedures. Employees shall not divulge the identity of persons giving confidential information, except as authorized by proper authority.
- B. Employees will not use personal cameras at crash scenes or crime scenes, unless necessary to preserve images for evidentiary purposes. Images will not be preserved or used for personal use. Use of crash scene or crime scene photographs, for other than court or internal law enforcement purposes, is prohibited without the permission of the Chief of Police.
- C. Employees are prohibited from posting or transmitting images or likenesses of Department logos, emblems, uniforms or other material that specifically identifies the Department to any social networking website, other web page or in non-work-related electronically transmitted material without the permission of the Chief of Police.
- D. Employees are prohibited from electronically posting or transmitting descriptions or images of Department training, activities or work-related assignments to any social networking website or other web page, without the permission of the Chief of Police.
- E. Employees are prohibited from posting or transmitting material of a derogatory or inflammatory nature regarding an individual's or group's gender, race, religion, national origin or sexual preference to any social networking website or other web page.
- F. Employees are prohibited from posting or transmitting material espousing unprofessional or unlawful police procedure or practice to any social networking website or other web page.
- G. Employees are prohibited from posting or transmitting material promoting unlawful behavior to any social networking website or other web page.
- H. Employees are prohibited from posting to social media during their on-duty, work hours, unless they are specifically authorized by the Chief to post on behalf of the Department. Posting during authorized lunch break is allowed. See above sections A-G regarding content.

1003.8 DISCIPLINE

The Department may take any of the following disciplinary actions against an employee found guilty of violating the Code of Conduct of the Department:

- A. Counseling or verbal warning;
- B. Written reprimand and warning;
- C. Suspension;
- D. Specific warning of discharge; and/or
- E. Discharge.

Disciplinary actions shall be in accordance with GO 1004, Summary Discipline, and shall be disseminated to affected personnel through the University of Chicago Notice of Corrective Action form.

1003.9 MILITARY COURTESY

- A. National Colors- US Flag
 - 1. When outside and not performing police duties requiring immediate attention, sworn personnel in uniform shall hand salute the National Colors beginning thirty feet before its passing and continue the salute until thirty feet after its passing.
 - 2. On occasions when the Colors are displayed inside a building and the sworn member is not performing police duties requiring immediate attention, the Colors will be hand saluted while the National Anthem is being played under the following guidelines:
 - a. If in uniform, members will tender a hand salute when the first note is played and continue the salute until the last note is played.
 - b. If not in uniform, employees will remove their hat and place it over their left breast. If a hat is not worn, the right hand will be placed diagonally across their chest on their left breast when the first note is played and continue until the last note is played.
- B. Display of the Flag
 - 1. When carrying or displaying the National Colors, employees shall always carry the Colors with the field of stars on the right.

2. When other Colors are carried or displayed with the National Colors, the National Colors shall always be to the right of any other Colors.
3. When the National Colors are worn as an emblem or displayed by an employee, the emblem shall be worn on the right side of the right lapel.

C. School Alma Mater

Sworn personnel whether in or not in uniform and whether attending or working a school function, shall remove their hat and place it over their left breast whenever the school alma mater is played unless duties require otherwise. If no hat is worn, the right hand shall be placed over their left breast unless duties require otherwise.

1003.10 MOVING & PARKING VIOLATIONS/FINANCIAL RESPONSIBILITY

All personnel will be financially responsible for moving and parking violations incurred while on-duty, driving a University vehicle, when the violation is deemed avoidable. Moving violations are considered avoidable if the driver was operating outside Department policy, University policy and/or Illinois Compiled Statutes related to vehicle and emergency vehicle operations. Parking citations are considered avoidable if there was a viable alternative, including while responding to a non-emergency call for service.