

University of Pennsylvania Police Department
Code of Conduct

<u>Article I</u>	<u>Rules, Authority and Responsibilities</u>
<u>Article II</u>	<u>Conduct Unbecoming</u>
<u>Article III</u>	<u>Abuse of Alcohol/Controlled Substances/Prescription Drugs</u>
<u>Article IV</u>	<u>Essential Requirements for Duty</u>
<u>Article V</u>	<u>Insubordination</u>
<u>Article VI</u>	<u>Neglect of Duty</u>
<u>Article VII</u>	<u>Disobedience</u>
<u>Article VIII</u>	<u>Motor Vehicle Violations</u>

Article I

Rules, Authority and Responsibilities

Section Charge

1.01 UPPD Directives and their contents are to be considered University property. This shall include electronic and printed copies. All UPPD personnel issued directives are responsible for their care and safekeeping. Copies of UPPD Directives and policies shall not be distributed to non-UPPD personnel unless expressly authorized by the Superintendent of Police.

1.02 It is the duty of all UPPD personnel to familiarize themselves thoroughly with all directives. In the event of disciplinary action, ignorance of directives will not excuse the infraction.

1.03 The Superintendent of Police hereby establishes this Directives Manual as a working statement of UPPD Rules. The Superintendent of Police reserves the right to amend or revoke any of the Rules herein, or to add new ones, as circumstances require. All UPPD guidelines emanating from the Office of the Vice President/Superintendent of Police at any time in the future will be considered in concert with this Directives Manual. All previously issued directives contrary to those contained herein are hereby revoked.

1.04 The mission of the UPPD is to protect life and property, and all rights guaranteed by law, by preserving the peace, maintaining order, controlling crime, apprehending offenders, and enforcing the law.

1.05 The priority of the UPPD is to reduce crime and injury through preventive measure as well as immediate action in emergencies. The UPPD will attempt to determine the Penn community's needs and direct its resources toward controlling crimes that are considered most serious, frightening and economically damaging. The UPPD seeks to protect life and limb by restricting the use of force to situations of absolute necessity. The UPPD limits the exercise of authority to those functions prescribed by the laws of the United States, The Commonwealth of Pennsylvania, the City of Philadelphia and the rules and regulations of the University of Pennsylvania.

1.06 The UPPD acknowledges that its effectiveness depends upon acceptance of its authority and approval of its actions by the community. The UPPD, therefore, expects exemplary conduct of its employees; it attempts to provide or direct the public to other sources for needed information and seeks public cooperation through the news media; and it encourages positive public reaction to its service through careful attention to complaints received and service provided.

1.07 UPPD personnel shall not commit any act which constitutes a violation of the written directives of the UPPD.

Article II

Conduct Unbecoming

Section Charge

- 2.01 Accepting bribes or gratuities for permitting illegal acts.
- 2.02 Soliciting or accepting gifts, gratuities, bribes or rewards from any person, organization or business, any gift (including money, food, beverage, loan promise, service, entertainment, tangible or intangible property) if it may be reasonably inferred that the person, business or organization seeks to influence the official duties of the UPPD; or has an interest that may be affected by performance or non-performance of an official duty.
- 2.03 Failure to report, in writing, offers of bribes or gratuities to permit illegal acts.
- 2.04 Failure to officially report corruption or other illegal acts.
- 2.05 Failure to stop, or attempt to stop, an officer using force when that force is no longer required.
- 2.06 Failure to cooperate fully in all aspects of a departmental or administrative investigation.
- 2.07 Lying or attempting to deceive regarding a material fact during the course of any Departmental investigation.
- 2.08 Lying under oath to any material facts in any proceeding.
- 2.09 Knowingly and willfully making a false entry in any Department record or report.
- 2.10 Abuse of authority. This includes the use of an official position, badge or identification cards for personal financial gain, obtaining privileges or avoiding consequences of illegal acts.
- 2.11 Unauthorized and/or excessive use of force in your official capacity.
- 2.12 Knowingly and intentionally associating, fraternizing or socializing with persons of ill repute; such as, but not limited to: convicted criminals, persons actively engaged in criminal conduct, or fugitives from justice, that compromises, discredits, prejudices or otherwise makes suspect an employee's authority, integrity, or credibility, except in the performance of official duties or where unavoidable due to other personal relationships or circumstances, and/or failure to notify the Superintendent of Police of such relationships.
- 2.13 Failure to be truthful. All UPPD personnel shall be truthful in all respects, in their conduct and actions, related to their employment and operations of the UPPD.
- 2.14 Sexual behavior while on duty.
- 2.15 Sexual behavior in a University owned or leased vehicle or facility while on or off duty.
- 2.16 Soliciting for attorneys, bondsmen, tow operators or other business persons or firms for personal gain.
- 2.17 Fighting/quarreling with members of the Department while one or both are on duty or inside of University owned property.
- 2.18 Engaging in threatening, or harassing, intimidating, or like conduct towards another member of the UPPD.
- 2.19 Inappropriate language, conduct or gestures to UPPD personnel while on or off duty.
- 2.20 Inappropriate language, conduct or gestures to the public while on duty.
- 2.21 Repeated violations of any Departmental rules or regulations.
- 2.22 Any incident, conduct or course which indicates that an employee has little or no regard for his/her responsibility as a member of the UPPD.

- 2.23 Any act, conduct which constitutes discriminating or harassing behavior based on race, color, gender, religion, national origin, age, ancestry, sexual orientation, disability, or gender identity.
- 2.24 Inappropriate communication(s) based on race, color, gender, religion, national origin, age, ancestry, sexual orientation, disability, or gender identity conveyed in any manner.
- 2.25 Visiting prohibited establishments. Personnel shall not knowingly visit, enter or frequent a house of prostitution, gambling establishment or house, wherein the laws of the United States, the State, or local jurisdiction are violated except in the performance of duty or while acting under proper and specific orders from the Superintendent of Police or designee.
- 2.26 Any act, conduct or course of conduct which constitutes sexual harassment.
- 2.27 Inappropriate sexually based communication(s) conveyed in any manner.
- 2.28 Improper use of name, photograph or official title that identify them as officers in connection with referrals endorsements, testimonials, or advertisements of any commodity or commercial enterprise, without the approval of the Superintendent of Police
- 2.29 Engaging in any action that constitutes the commission of a felony or a misdemeanor which carries a potential sentence of more than one (1) year. Engaging in any action that constitutes an intentional violation of Chapter 39 of the PA Crimes Code (Theft and other offenses). Also includes any action that constitutes the commission of an equivalent offense in another jurisdiction state or territory. Neither a criminal conviction nor the pendency of criminal charges is necessary for disciplinary action in such matters.
- 2.30 Unsatisfactory performance. Personnel shall maintain sufficient competency to properly perform their duties and objectives of the UPPD.
- 2.31 Failure to be courteous, tactful and professional during the performance of their duties at any time or while holding themselves out in their official capacity as officers, whether on or off duty.
- 2.32 Providing endorsements or referrals. Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional or commercial service.
- 2.33 Improper or unauthorized public statements, writings or expressions. Personnel shall not publicly criticize or ridicule the UPPD, its guidelines and personnel by speech, writing, or other expression, where such activities undermines the mission, or effectiveness of the UPPD or is made with reckless disregard for the truth; and/or interferes with the maintenance of discipline.
- 2.34 Unauthorized public appearances. Personnel shall not address public gatherings, appear on radio or video broadcast, prepare any articles for publication, act as correspondents to a news media outlet, release or divulge investigative information or any other matters of the UPPD while holding themselves out as representing the UPPD in such matters without the approval of the Superintendent of Police.
- 2.35 Failure to obey all laws of the United States and or any State or local jurisdiction.
- 2.36 Engaging in behavior, both on and off-duty, that reflects unfavorably on the UPPD. This includes conduct that may bring the UPPD into disrepute which impairs the efficient operation of the UPPD.
- 2.37 Engaging in political activity while using their official capacity as an employee with the UPPD to interfere, influence or otherwise affect the results of an election.

- 2.38 Submitting reports containing false, inaccurate or otherwise incomplete or improper information.
- 2.39 Abuse of process; to include making false accusations of a criminal or traffic charges or making false statements in judicial actions.
- 2.40 Tampering, withholding, destroying, concealing, manufacturing, removing and falsifying evidence or property in connection with an investigation or other police action. This shall include converting property or evidence for their own use, except in accordance with established UPPD guidelines.
- 2.41 Abuse of process; to include making false accusations of a criminal or traffic charges or making false statements in judicial actions.
- 2.42 Mistreatment of persons in custody. UPPD personnel shall handle persons in custody in accordance with law and UPPD guidelines.
- 2.43 Reporting fictitious illness or injury. Personnel shall not feign illness or injury; falsely report themselves ill or injured; or otherwise deceive or attempt to deceive any employee of the UPPD as to the condition of their health.

Article III

Abuse of Alcohol/Controlled Substances/Prescription Drugs

Section	Charge
3.01	Consuming alcoholic beverages while on duty. (Except in the performance of duty and while acting under proper and specific orders from a superior officer.
3.02	Odor of alcohol on breath while on duty. Personnel shall not appear for duty or be on-duty while under the influence of intoxicants to any degree whatsoever.
3.03	Impaired or under the influence of intoxicants to any degree whatsoever, while on duty.
3.04	Intoxicated off duty in full or partial uniform that readily identifies the officer as a member of the UPPD.
3.05	Use of alcohol off-duty. Personnel shall refrain from consuming intoxicating beverages to the extent that it discredits the UPPD.
3.06	Driving under the influence" or any other alcohol or controlled substance arrest while off duty.
3.07	"Driving under the influence "or controlled substance pleas, convictions or ARD under one of the following circumstances: (a) a second or subsequent DUI offense while employed by the UPPD (on or off duty); (b) involving a hit and run of a person, vehicle, property or object; or (c) operating, driving or physically controlling a University owned or leased vehicle.
3.08	Operating, or physically controlling a University owned or leased vehicle after imbibing in any amount of alcohol and/or illegal substance.
3.09	Socializing or drinking in an alcoholic beverage establishment in full or partial uniform while off duty.

3.10 Constructive or actual possession of alcoholic beverages not related to the legal confiscation of same while on duty. Personnel shall not store or bring into any University facility or vehicle, alcoholic beverages not related to the legal confiscation of the same.

3.11 Any use or ingestion of any illegal substances, prohibited under 35 P.S. §780-101 et seq. (Controlled Substance, Drug, Device and Cosmetic Act), or any substance that constitutes the commission of an offense under Federal law or in any other jurisdiction, State or Territory either on or off duty.

3.12 Inappropriate use of a prescription drug.

3.13 Constructive or actual possession of a controlled substance not legally prescribed or related to the legal confiscation of same. Personnel shall not store or bring into any University facility or vehicle, controlled substances or narcotics not legally prescribed or related to the legal confiscation of the same.

Article IV

Essential Requirements for Duty

Section	Charge
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4.01	Inability to perform the essential duties of a sworn police officer including, but not limited to: the exercise of Police powers; the carrying and use of a firearm; legally permitted to operate a motor vehicle; provide credible testimony in legal proceedings; maintenance of state certification under the Municipal Police Officer Education and Training Commission (MPOETC).
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4.02	Prohibited from accessing, inputting or otherwise acquiring information from any law enforcement system, database, or program.
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Article V

Insubordination

Section	Charge
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5.01	Refusal to recognize, comply or submit to the authority of a supervisor. Personnel shall be respectful and non-defiant to all UPPD supervisory personnel. This shall include unruly behavior.
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5.02	Profane, insulting, or improper language, conduct, or gestures toward, in the direction of, or in relation to, a superior officer.
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5.03	Threatening or using physical force against a superior officer.
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5.04	Omitting title when addressing any superior officer.
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5.05	Reporting off sick in response to receiving an assignment.
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5.06	Refusal to promptly obey proper orders from a superior officer. This will include orders relayed from a supervisor by an employee of the same or lesser rank.
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5.07	Refusal to obey conflicting orders. Personnel who are given an otherwise proper order that is in conflict with a previous UPPD guideline or order shall obey the conflicting order and shall not be held responsible for disobedience of the original order. Personnel shall not
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obey an order that they know would require them to commit an illegal act. If in doubt as to the order, personnel shall request the supervisor to clarify the order or to confer with a higher authority.

Article VI

Neglect of Duty

Section	Charge
6.01	Failure to take police action while on duty.
6.02	Failure to properly patrol area of responsibility or loafing.
6.03	Failure to respond to an assignment by any means transmitted.
6.04	Failure to make required written report.
6.05	Failure to conduct a proper, thorough, and complete investigation.
6.06	Failure to properly respond to requests for assistance. When any person asks for assistance or advice, or makes complaints or files reports, UPPD personnel shall be acted upon judiciously and consistent with UPPD guidelines.
6.07	Asleep on duty.
6.08	Unauthorized absence from assignment.
6.09	Absence without leave for less than three working days.
6.10	Failure to comply with any Police Chief's orders, directives, memorandums, or regulations; or any oral or written orders of superiors. This includes committing any act which constitutes a violation of the written directives of the UPPD.
6.11	Failure to comply with any of the department's Off Duty Policies.
6.12	Failure to comply with a court notice or subpoena.
6.13	Absence without leave for three or more working days.
6.14	Failure to maintain custody of prisoner(s).
6.15	Failure to take reasonable efforts to provide for the safety of prisoners while in police custody.
6.16	Failure to remove keys from police vehicle when unattended.
6.17	Loss or damage to University property resulting from negligence or from failure to properly care for same. (Excludes UPPD owned weapons).
6.18	Lost or stolen UPPD owned weapon resulting from negligence or failure to properly care for same.
6.19	Failure to properly care for and maintain a police vehicle.
6.20	Performing any activity on duty which does not relate to the duty assignment.
6.21	Failing to submit a Change of Personal Data, as prescribed.
6.22	Failure to maintain a telephone number, prescribed.
6.23	Failure to report for duty at the time and place required, and/or not physically and mentally fit to perform their duties. This includes failure to be properly equipped and cognizant of information required for the proper performance of duty so they may immediately assume their duties. Physically and mentally fit to perform.

- 6.24 Performing official duties in a negligent, careless or otherwise inattentive manner.
- 6.25 Failure to complete all necessary reports on time and in accordance with established UPPD guidelines.
- 6.26 Engaging in a strike, stoppage of work or a slowdown of work. This shall include a concerted failure to report for duty, willful absence, unauthorized holidays, sickness unsubstantiated, or the abstinence in whole or part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in conditions, compensation, or rights privilege or obligations of employment.
- 6.27 Failure to process property or evidence that has been discovered, gathered or received in connection with UPPD responsibilities, in accordance with established UPPD guidelines.
- 6.28 Failure to take prompt and appropriate police action toward aiding a fellow officer or citizen. This shall include failure to provide backup to a fellow officer, whether the exposure to possible danger exists or not; the failure to maintain a high spirit of cooperation within the UPPD, the community and with other criminal justice agencies.
- 6.29 Engaging in activities or personal business on-duty, causing personnel to neglect or be inattentive to duty.
- 6.30 Failure to follow established UPPD guidelines for meals or breaks. Personnel shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during the tours of duty, but only for such period of time and place as established by UPP guidelines.
- 6.31 Failure to maintain satisfactory performance. All UPPD personnel shall maintain sufficient competency to properly perform their duties. Unsatisfactory performance shall include: poor performance evaluations, a written record of repeated infractions of UPPD guidelines, unwillingness or inability to perform assigned tasks, lack of knowledge of the law, or the failure to conform to work standards established for the employees rank, grade, position or assignment.
- 6.32 Failure to remain visible and readily available to the public while on-duty. Personnel shall not conceal themselves, except for an authorized police purpose.

Article VII

Disobedience

Section	Charge
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| 7.01 | Failure to immediately notify the Department about any involvement in criminal litigation as the defendant, either charged or convicted. |
| 7.02 | Failure to notify the Department of any involvement in any civil action (whether a plaintiff, defendant or witness) arising from police duty within five (5) calendar days. |
| 7.03 | Soliciting without proper authorization. |

- 7.04 Failure to follow Departmental procedures for the handling of evidence, personal effects, and all other property taken into custody except narcotics, money, explosives, firearms, hazardous materials, or forensic evidence.
- 7.05 Failure to follow Departmental procedures for the handling of narcotics, money, explosives, firearms, hazardous materials or forensic evidence.
- 7.06 Discharging, using, displaying or improper handling of a firearm while not in accordance with Departmental Policy.
- 7.07 Improper or unauthorized use of Departmentally owned or leased equipment.
- 7.08 Communicating or imparting local, state, or federal law enforcement information without authority or to unauthorized persons.
- 7.09 Having or operating private vehicle on beat or driving to or from a post without authorization.
- 7.10. Failure to report on or off assignment until properly relieved or dismissed by a supervisor.
- 7.11 Tardiness. (Will cause a loss of pay for actual time late)
- 7.12 Unauthorized persons in University owned/leased vehicle.
- 7.13 Carrying or possessing unauthorized equipment while on-duty.
- 7.14 Wearing awards or citations on the uniform that have not been awarded or authorized.
- 7.15 When in uniform, failure to properly salute the Superintendent of police or a uniformed superior officer.
- 7.16 Failure to give prescribed identification when answering the telephone or refusal to give name and badge number when properly requested, while on-duty or off-duty while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
- 7.17 Failure to provide a member of the public with the procedure, information or form concerning a complaint against police; or dissuading any citizen from lodging a complaint against any employee of the UPPD.
- 7.18 Instituting a private criminal complaint as the result of dissatisfaction with the outcome of an official police action prior to notifying the Department about the action being taken.
- 7.19 No one shall, without being subpoenaed and previously notifying the Superintendent of Police, appear or give testimony as a character witness for any defendant in a criminal or civil trial or inquiry.
- 7.20. Unapproved or prohibited outside employment. UPPD personnel may engage in off-duty employment, subject to law and UPPD guidelines.
- 7.21 Willfully damaging University owned or leased property and/or equipment.
- 7.22 Interference with Police Radio broadcasting and tampering with Police Radio equipment.
- 7.23 Intentionally providing inaccurate, misleading, or deceptive information to UPPD Police Communications Center regardless of how communicated, on or off duty.
- 7.24 Improper use of department owned communications equipment and systems. Personnel shall operate UPPD communications equipment and systems in a concise and

professional manner in accordance with law and UPPD guidelines. Unnecessary transmissions are prohibited.

7.25 Failure to be home without legitimate reason, after reporting off sick. (Refer to sec. 6.08 / 6.09)

7.26 Failure to obtain a certificate of medical treatment while in sick abuse status.

7.27 Failure to carry firearms in accordance with law and UPPD guidelines.

7.28 Leaving Duty Post. Personnel shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority.

7.29 Failure to carry issued identification cards and badge. Personnel are required to carry their UPPD Police identification card, State MPO card and UPPD badge on their person at all times when carrying a firearm.

7.30 Failure to notify the department when served with a protection from abuse order (PFA) or a personal protective order (PPO). Personnel must immediately notify their Commanding Officer when they are served with or are the subject of any protective/protection order.

7.31 Failure to notify a supervisor when involved as a witness, victim or suspect in any situation under investigation by any law enforcement agency.

7.32 Failure to notify a supervisor when involved in an off-duty incident while taking official action. This shall include any off-duty official act or formal contact. Failure to appear as directed to any hearing or proceeding directly related to the performance of official duties.

7.33 Failure to adhere to appearance standards. This shall include failing to maintain a neat and well-groomed appearance, and wearing unauthorized uniforms or equipment.

7.34 Failure to submit to any medical, ballistic, chemical or other tests, photographs, or line-ups as directed by the Superintendent of Police.

7.35 Failure to utilize UPPD equipment and/or uniforms for their intended purpose, and in accordance with established UPPD guidelines. This shall include intentional or negligent use, abuse, loss or damage as a result of failing to maintain equipment and/or uniforms in proper condition.

7.36 Improper use of force and/or weapons. Use of force and/or weapons by UPPD personnel shall be conducted in accordance with law and UPPD guidelines.

7.37 Improper arrest, search and seizure. UPPD personnel shall not make any arrest, search or seizure that is not in accordance with law and UPPD guidelines.

7.38 Interfering with cases being handled by other officers of the UPPD, or by any other governmental agency unless ordered to intervene by a supervisor or the intervening officer reasonable believes manifest injustice would result from failure to take immediate action. A UPPD supervisor shall always be immediately notified of such an action.

7.39 Undertaking an investigation or other official action not part of their regular duties without obtaining permission from their supervisor, unless exigent circumstances exist.

7.40 Disseminating official or confidential UPPD information in conflict with established UPPD guidelines. Personnel shall treat the official business of the UPPD as confidential; Information regarding official business shall be disseminated only to those, for whom it is intended and not without the authorization of the Superintendent of Police, or designee.

- 7.41 Removal of original records, reports or documents from DPS, UPPD or designated area without authorization from the Superintendent of Police or designee
- 7.42 Disclosing the identity of victims or persons involved in criminal/civil or confidential investigations, related to the UPPD or DPS without proper authority. This shall include divulging the identity of persons providing confidential information.

Article VIII

Motor Vehicle Violations

Section	Charge
8.01	Involved in a preventable motor vehicle accident.
8.02	Failure to follow Departmental procedures involving safe operation of a police vehicle (excluding pursuits and/or emergency driving).
8.03	Failure to follow Departmental procedures involving pursuit and/or emergency driving.
8.04	Failure to notify a Commanding Officer in writing whenever an Operator's License has been revoked, suspended or has lapsed or expired.(Immediate notification)
8.05	Failing to operate University owned and/or leased vehicles in accordance with law and UPPD guidelines.